



City Council Agenda
September 7, 2021
5:30 pm in the City Council Chambers

Invocation – Pastor Kate Bruns, Augustana (Elizabeth)/Aastad/Rock Prairie Churches
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Public hearing for the proposed establishment of Tax Increment Financing District 4-14 within Development District No. 4
 - a. Resolution establishing Tax Increment Financing (Housing) District No. 4-14 within Development District No. 4 and approving the Tax Increment Financing plan therefore
- E. Awarding of Bids
- F. Petitions and Communications
 - 1. Citizen Life Saving Award recognizing Joseph Meyer for coming to the aid of a choking victim
- G. Consent Agenda
 - 1. Motion approving the minutes from the August 16, 2021 City Council meeting and the September 1, 2021 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution authorizing the continuance of billing flat rates for utilities when a property is disconnected for delinquency
 - 4. Resolution accepting Interstate Engineering’s professional services proposal amendment for design not to exceed \$25,000 and authorizing an increase in the scope of PI 5344 to include Cavour Avenue from Cascade Street to Friberg Avenue and Whitford Avenue from Cavour Avenue to Summit Avenue
 - 5. Resolution authorizing the purchase of a WILKENS walking floor trailer
 - 6. Resolution setting a public hearing on October 4, 2021 at 5:30 pm in the City Council Chambers to consider the abatement of the property located at 634 W Stanton Ave
 - 7. Resolution approving a street light contract with Otter Tail Power Company for Union Avenue
 - 8. Resolution approving a final plat for Campus View Estates
- H. Ordinance and Resolutions
 - 1. First reading of Ordinance 13, Eighth Series, Public Nuisances
 - 2. Second reading of Ordinance 17, Eighth Series, Amending the zoning map from R-1 to R-4 for Campus Addition as requested by Prairie View Development

3. Resolution accepting Houston Engineering's professional services proposal for PI 9771, the Fergus Falls Closed Landfill (SW-184) in the amount of \$72,011 and authorizing staff to initiate ingress/egress negotiations with the property owner
 4. Resolution accepting Bolton & Menk's professional services agreement for construction administration in the amount of \$98,000 for PI 5333
 5. Resolution approving a modification to the Developer's Agreement for the Westridge Addition plat
- I. Presentation of Claims \$3,086,158.81
 - J. Board, Committee and Department Reports
 1. Heritage Preservation Commission: Preservation and improvement of Broken Down Dam
 - K. Reports from Staff and Administrative Officers
 - L. Old Business/Unfinished Business
 - M. New Business
 1. Resolution approving a change order for PI 9768, the Downtown Riverfront project
 2. Resolution accepting a petition for Campus View Estates
 - N. Miscellaneous Announcements
 - September 15 7:00 am Committee of the Whole meeting
 - September 20 5:30 pm City Council meeting
 - O. Adjournment

If you have special needs for accommodations, please call 332-5436 or TDD 1-800-627-3529 (Minnesota Relay Service).

The City of Fergus Falls holds an open forum session from 5:20-5:30 pm.
Those wishing to participate in the open forum must register by noon the day of the
City Council meeting in the City Administrator's office.



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MEMORANDUM

TO: Mr. Bill Sonmor, City of Fergus Falls

FROM: Tom Denaway, Baker Tilly

DATE: September 2, 2021

SUBJECT: Proposed Housing TIF District – Campus View Estates Housing Project

Project

The Developer (Prairie View Development) is proposing the development of a new residential housing project within the City, containing a mix of owner-occupied and rental homes. The Developer is proposing the construction of approximately 36 new owner-occupied twin-homes and approximately 10 new rental townhomes. The project is proposed to be initiated in fall of 2021 with preliminary stormwater improvements undertaken allowing for the development of 14-units of the twin-homes to be constructed along Park Street. In 2022 the remaining public improvements and construction of the proposed Campus Drive connecting Park Street to Union Ave, would be initiated allowing for the development of the remainder of the site. The Developer is proposing that the twin-homes will be constructed over a period from 2021 through 2027. Additionally proposed, is the development of approximately 10 slab on grade rental townhomes to be undertaken between 2022 and 2023.

For the development of the twin-homes the Developer will be creating pad-ready development sites, for which they have estimated a total project cost of \$1,181,950 to develop the 36 new lots. The Developer will be incurring cost for acquiring and developing the owner-occupied sites, as well as related soft costs. For the development of the rental townhomes, the Developer will be incurring costs related to the acquisition of the site, site improvements, and the cost of constructing the new rental townhomes, as well as related soft costs. The Developer has estimated a total project cost of approximately \$2,224,450 related to the development of the townhomes.

Housing TIF District Eligibility

The Developer is requesting that a Housing TIF District be created to provide assistance with the development of the site. In order for a project to be eligible to be created within a Housing TIF District the Developer is required to meet certain tests related to the sale and occupancy of the homes.

For the 36 owner-occupied units, Minnesota TIF Statute requires that the Developer will need to require that 95% of the units will be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code. This language results in an income limitation for initial purchasers of approximately \$107,065, based on current median incomes.

For the 10-rental townhomes, the Developer is required to maintain for the duration of the District that a certain percentage of the units be set aside for persons meeting certain income thresholds. Minnesota TIF State Statute defines the set-aside of units based on of the following two measures, either;

- 20% of the units set aside for persons whose income is equal to or less than 50% of the area median income or;
- 40% of the units set aside for persons whose income is equal to or less than 60% of the area median income.

Housing TIF District TIF Plan

For purposes of estimating the future potential revenue capacity of the TIF District we have prepared TIF projections based on a taxable per-unit market value of \$289,760 for the owner-occupied units, and a market value of \$176,000 per unit for the rental townhomes. This market value information was provided to the Developer by Ottertail County. We have assumed market value inflation for these units will increase at 3% annually. For purposes of drafting the TIF plan and setting the preliminary budget authority we have assumed the TIF District will remain in place for the full 26-year statutory duration of the District. The plan contemplates that the statutory maximum of 10% of the generate revenues will be retained by the City for administrative expenses incurred with the administration of the District; and that 90% of the revenue will be able to pay for TIF eligible expenses.

The TIF Plan provides the City with budget authority to enter into future TIF development agreements, and sets the overall budget for reimbursements and obligations that might be entered into by these agreements. The TIF Plan itself does not obligate or create these agreements, it simply provides budget authority for future agreements. As a result, when creating a TIF Plan we want to maximize the potential flexibility of the District, so therefore the term of the District for purposes of setting the budget authority is based on the maximum duration. In practice once the District is created and specific obligations are entered into the actual duration of the District will be defined by the specific obligations, as once those obligations are satisfied the District will be required to be decertified. While the TIF Plan itself identifies the maximum overall potential duration of the District, the actual duration (if shorter) will be defined by the terms of the specific obligations entered into at a later date.

Need for TIF Assistance Analysis

In order to make the finding that the project would not be likely to proceed “but-for” the requested financial assistance we reviewed project cost and operating assumptions provided by the Developer. Using this information, we prepared an Internal Rate of Return (IRR) analysis which allowed us to estimate the potential return on investment to the Developer both with and without the requested TIF assistance. For purposes of this analysis we calculated the return over a 10-year operation period, and used this information to project the anticipated unleveraged IRR of the project both with and without assistance.

The statutorily required but-for finding can be made through an evaluation of the financial feasibility of the project with and without the requested TIF assistance. Financial feasibility of the proposed project is calculated using an unleveraged IRR analysis and comparing the potential return realized by the Developer against industry return benchmarks. If the projected return analysis for the project indicates the return is below standard market benchmarks for feasibility it provides an objective basis for making the determination that the proposed project would be unlikely to occur but-for the requested TIF assistance.

When calculating the IRR for the project without assistance we projected the development would return an unleveraged return of approximately **4.05%**. In comparison when estimating the potential return with assistance we calculated a return of approximately **7.28%** with assistance. In comparison, a third-party benchmark we utilize for determining the reasonableness of a return the PriceWaterhouseCooper Real Estate Investor Survey identified an average return target of 6.69% as a national average for Developers seeking to invest in multi-family housing projects. As a result, we found the Developer’s return without the proposed TIF assistance of **4.05%** to be significantly below this threshold, indicating the project would be unlikely to proceed but for the requested TIF assistance. Given our review of the project assumptions related to project costs and anticipated pad sale prices, townhome rent and expense levels, and the level of change necessary for the project to be feasible without assistance is unlikely to be realized, and therefore we conclude that the project would be unlikely to proceed but-for the requested assistance.

Thank you for the opportunity to assist the City of Fergus Falls. Please contact me at 651-223-3075 or tom.denaway@bakertilly.com with any questions or to discuss.

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF FERGUS FALLS, MINNESOTA

HELD: SEPTEMBER 7, 2021

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Fergus Falls, Otter Tail County, Minnesota, was duly called and held at the City Hall, in said City on September 7, 2021, at 5:30 p.m. for the purpose of the proposed establishment of Tax Increment Financing District No. 4-14 within Development District No. 4 and the proposed adoption of the Tax Increment Financing Plan related thereto.

The following members of the Council were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ESTABLISHING TAX INCREMENT FINANCING (HOUSING) DISTRICT
NO. 4-14 WITHIN DEVELOPMENT DISTRICT NO. 4 AND APPROVING THE TAX
INCREMENT FINANCING PLAN THEREFOR

A. WHEREAS, it has been proposed that the City of Fergus Falls, Minnesota (the "City") (i) establish Tax Increment Financing (Housing) District No. 4-14 (the "TIF District") within Development District No. 4 (the "Development District"); and (ii) approve and adopt the proposed Tax Increment Financing Plan therefor under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the "Act"); and

B. WHEREAS, the City Council has investigated the facts and has caused to be prepared a proposed tax increment financing plan for the TIF District (the "TIF Plan"); and

C. WHEREAS, the City has performed all actions required by law to be performed prior to the approval of the establishment of the TIF District and the adoption of the TIF Plan, including, but not limited to, notification of Otter Tail County and Independent School District No. 544 having taxing jurisdiction over the property to be included in the TIF District and the holding of a public hearing upon published and mailed notice as required by law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fergus Falls as follows:

1. Tax Increment Financing District No. 4-14. There is hereby established in the City within the Fergus Falls Master Development District, Tax Increment Financing (Housing) District No. 4-14, a housing tax increment financing district, the initial boundaries of which are fixed and determined as described in the TIF Plan.

2. Tax Increment Financing Plan. The TIF Plan is adopted as the TIF Plan for the TIF District, and the City Council makes the following findings:

(a) The TIF District is a housing district as defined in Minnesota Statutes, Section 469.174, Subd. 11, the specific basis for such determination is set forth in Section J of the TIF Plan.

(b) The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The reasons for such determination are set forth in Section J(2) of the TIF Plan.

(c) The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole. The reasons for supporting this finding are set forth in Section J(3) of the TIF Plan.

(d) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the Development District by private enterprise. The reasons supporting this finding are set forth in Section J(4) of the TIF Plan.

(e) Section J of the TIF Plan is incorporated herein by reference.

3. Public Purpose. The adoption of the TIF Plan for the TIF District within the Development District conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide safe, decent, sanitary housing for all residents of the City, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

4. Certification. The Auditor of Otter Tail County is requested to certify the original net tax capacity of the TIF District as described in TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the City Administrator is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

5. Filing. The City Administrator is further authorized and directed to file a copy of the TIF Plan for the TIF District with the Commissioner of Revenue and the Office of the State Auditor.

6. Interfund Loan. The City has determined that it may pay for certain costs (the "Qualified Costs") identified in the TIF Plan which costs may be financed on a temporary basis from the City's general fund or any other fund from which such advances may be legally made (the "Fund"). Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the Fund in order to finance the Qualified Costs. The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax

increments derived from the TIF District in accordance with the following terms (which terms are referred to collectively as the "Interfund Loan"):

(a) City shall repay to the Fund from which the Qualified Costs are initially paid, the principal amount of up to \$4,899,087 (or, if less, the amount actually paid from such fund) together with interest at 4.00% per annum (which is not more than the greater of (i) the rate specified under Minnesota Statutes, Section 270C.40, or (ii) the rate specified under Minnesota Statutes, Section 549.09) from the date of the payment.

(b) Principal and interest on the Interfund Loan ("Payments") shall be paid annually on each December 31 commencing with the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (a) the date the principal and accrued interest of the Interfund Loan is paid in full, or (b) the date of last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.

(c) Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding twelve (12) months with respect to the TIF District and remitted to the City by Otter Tail County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan may be subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with tax increment if approved by the City, and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.

(d) The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

(e) The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.

(f) The City may amend the terms of the Interfund Loan at any time by resolution of the Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

The motion for adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)ss.
 OTTER TAIL COUNTY)

I, the undersigned, being the duly qualified and acting Administrator of the City of Fergus Falls, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the establishment of Tax Increment Financing District No. 4-14 in the City and the adoption of a tax increment financing plan therefor.

WITNESS my hand as such City Administrator of the City of Fergus Falls this
 ____ day of September, 2021.

 City Administrator

City of Fergus Falls, Minnesota

DRAFT Tax Increment Financing Plan

for

Tax Increment Financing (Housing) District No. 4-14

within Development District No. 4

(Campus View Estates Housing Project)

Dated: August 31, 2021

Public Hearing Scheduled: September 7, 2021



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Section A Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"City" means the City of Fergus Falls, Minnesota; also referred to as a "Municipality".

"City Council" means the City Council of the City; also referred to as the "Governing Body".

"County" means Otter Tail County, Minnesota.

"Development District" means Municipal Development District No. 4 in the City, which is described in the corresponding Development Program.

"Development Program" means the Development Program of the Development District.

"Project Area" means the geographic area of the Development District.

"School District" means Independent School District No. 544, Minnesota.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes sections 469.174 through 469.1794, both inclusive.

"TIF District" means Tax Increment Financing (Housing) District No. 4-14.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

Section B Statutory Authorization

See "Project Eligibility" Section of the Development Program for the Development District.

Section C Statement of Need and Public Purpose

See "Basis for Proposing Project" Section of the Development Program for the Development District.

Section D Statement of Objectives

See "Objectives of Development Districts Nos. 2, 3, and 4" Section of the Development Program for the Development District.

Section E Designation of Tax Increment Financing District as a Housing District

Pursuant to the TIF Act, the City seeks to create the TIF District and adopt a TIF Plan for the TIF District.

The TIF District is a Housing District. Housing Districts are a type of tax increment financing district that consist of a project intended for occupancy, in part, by persons or families of low and moderate income. Low and moderate income is defined in federal, state and municipal legislation. A project does not qualify

if more than 20% of the square footage of buildings that receive assistance from tax increments consist of commercial, retail or other nonresidential use.

In addition, housing districts are subject to various income limitations and requirements for residential property. For owner-occupied residential property, 95% of the housing units must be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code. For residential rental property, the property must satisfy the income requirements for a qualified residential rental project as defined in section 142(d) of the Internal Revenue Code.

The TIF District meets the above qualifications for these reasons:

1. The planned improvements consist of the following:
 - a. Approximately 36 owner-occupied units, for which the following will apply:
 - o 95% of the units will be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code.
 - b. Approximately 10 rental units for which one of the following will apply:
 - o At least 40% of the rental units will be occupied by persons with incomes no greater than 60% of the area median income; or,
 - o At least 20% of the rental units will be occupied by persons with incomes no greater than 50% of the area median income.
2. At least 80% of the proposed development will be used for residential purposes.
3. The City will require in the development agreement that the income limitations for the rental units in the project will apply for the duration of the TIF District.
4. The City will require in the development agreement documentation of the income qualification for the owner-occupied units at the time of sale.

Tax increments derived from a housing district must be used solely to finance the cost of housing projects as defined in sections 469.174, subdivision 11 and 469.176 of the TIF Act. The cost of public improvements directly related to housing projects and the allocated administrative expenses of the City may be included in the cost of a housing project. The City anticipates using tax increment revenues to finance public improvements associated with the development of the housing and a portion of the extraordinary costs associated with providing the affordable housing units.

Section F Duration of the TIF District

Housing districts may remain in existence 25 years from the date of receipt of the first tax increment. Modifications of this Plan (see Section AB) shall not extend these limitations.

Pursuant to Minnesota Statutes section 469.175, subdivision 1(b), the City specifies 2024 as the first year in which it elects to receive tax increment from the TIF District, which is no later than four years following the year of approval of the TIF District. Thus, the City may collect increment from the district through December 31, 2049 as the maximum duration allowed. All tax increments from taxes payable in the year the TIF District is decertified shall be paid to the City.

Section G Property to be Included in the TIF District

The TIF District is an approximately 9.99-acre area of land located within the Development District. The total area of the TIF District also includes adjacent streets and right-of-way located within the Development District. A map showing the location of the TIF District is shown in Exhibit I. The boundaries and area encompassed by the TIF District are described below:

| Parcel Number* | Legal Description* |
|-----------------------|---------------------------------|
| 71003991905000 | Lot 1, Block 1 Campus Addition |
| 71003991906000 | Lot 2, Block 1 Campus Addition |
| 71003991907000 | Lot 3, Block 1 Campus Addition |
| 71003991908000 | Lot 4, Block 1 Campus Addition |
| 71003991909000 | Lot 5, Block 1 Campus Addition |
| 71003991910000 | Lot 6, Block 1 Campus Addition |
| 71003991911000 | Lot 7, Block 1 Campus Addition |
| 71003991912000 | Lot 8, Block 1 Campus Addition |
| 71003991913000 | Lot 9, Block 1 Campus Addition |
| 71003991914000 | Lot 10, Block 1 Campus Addition |
| 71003991915000 | Lot 11, Block 1 Campus Addition |
| 71003991916000 | Lot 12, Block 1 Campus Addition |
| 71003991917000 | Lot 13, Block 1 Campus Addition |
| 71003991928000 | Lot 11, Block 2 Campus Addition |
| 71003991927000 | Lot 10, Block 2 Campus Addition |
| 71003991926000 | Lot 9, Block 2 Campus Addition |

| | |
|----------------|---------------------------------|
| 71003991925000 | Lot 8, Block 2 Campus Addition |
| 71003991924000 | Lot 7, Block 2 Campus Addition |
| 71003991923000 | Lot 6, Block 2 Campus Addition |
| 71003991922000 | Lot 5, Block 2 Campus Addition |
| 71003991921000 | Lot 4, Block 2 Campus Addition |
| 71003991920000 | Lot 3, Block 2 Campus Addition |
| 71003991919000 | Lot 2, Block 2 Campus Addition |
| 71003991918000 | Lot 1, Block 1 Campus Addition |
| 71003991929000 | Lot 1, Block 3 Campus Addition |
| 71003991930000 | Lot 2, Block 3 Campus Addition |
| 71003991931000 | Lot 3, Block 3 Campus Addition |
| 71003991932000 | Lot 4, Block 3 Campus Addition |
| 71003991933000 | Lot 5, Block 3 Campus Addition |
| 71003991934000 | Lot 6, Block 3 Campus Addition |
| 71003991935000 | Lot 7, Block 3 Campus Addition |
| 71003991936000 | Lot 8, Block 3 Campus Addition |
| 71003991937000 | Lot 9, Block 3 Campus Addition |
| 71003991938000 | Lot 10, Block 3 Campus Addition |

**The property within the TIF District is in the process of being replatted. The parcel numbers and legal descriptions identified above reflect the property prior to this replatting.*

The area encompassed by the TIF District shall also include all street or utility rights-of-way located upon or adjacent to the property described above, as illustrated in the boundary map included in Exhibit I.

Section H Property to be Acquired in the TIF District

The City may acquire and sell any or all of the property located within the TIF District; however, the City does not anticipate acquiring any such property at this time aside for potentially purchasing property for public infrastructure and roadway improvements.

Section I Specific Development Expected to Occur Within the TIF District

The proposed project will include the development of approximately 36 owner-occupied twin-home units, and approximately 10 rental townhomes. Additionally, necessary public utility, stormwater, and street improvements will be undertaken to serve the new development.

In order to comply with the requirements of a Housing TIF District, at least 95% of the owner-occupied units will be sold and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code. For the rental units either 40% of the units will be occupied by persons with incomes no greater than 60% of the area median income; or 20% of the units will be occupied by persons with incomes no greater than 50% of the area median income. The City anticipates using tax increment to finance eligible costs associated with development of the project site including site improvements, public improvements, street construction, and costs associated directly with the development of affordable housing improvements, as well as related administrative expenses.

Construction of the new development on the project site is projected to start in 2021 and is expected to be fully constructed by December 31, 2027 and be 100% assessed and on the tax rolls as of January 2, 2028 for taxes payable 2029.

Section J Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

- (1) The TIF District qualifies as a housing district.

See Section D of this TIF Plan for the reasons and facts supporting this finding.

- (2) The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.

The proposed development is expected to consist of approximately 36 owner-occupied twin-homes and 10 rental townhomes. The City's finding that the proposed development would be unlikely to occur solely through private investment within the reasonably foreseeable future is based on an analysis of the project pro forma and other materials submitted to the City by the developer. These documents have indicated existing home sale prices and the lower rents associated with providing affordable housing units, coupled with the significant public infrastructure cost necessary to service the development, results in returns that are not sufficient to support development, thereby making this housing development infeasible without public assistance. Therefore, the developer has indicated in communications with the City and submitted financial data that the development as proposed would not move forward without tax increment assistance.

- (3) The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole.

The reasons and facts supporting this finding are that the City Council of the City has found the TIF Plan consistent with the general plan for development of the City as a whole and will generally complement and serve to implement policies adopted in the City's comprehensive plan.

- (4) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the Development District by private enterprise.

Through the implementation of the TIF Plan, the City will provide an impetus for an affordable owner-occupied housing and rental townhomes, which complements the overall housing needs of the City and helps support other private types of development by providing a range of housing opportunities for residents and workers within the City.

Section K Estimated Public Costs

The estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District.

| | |
|---|--------------------|
| TIF eligible costs related to acquisition, site improvements/preparation costs, utilities, public improvements, and other TIF eligible expenditures | \$1,951,884 |
| Interest on Bond Obligations & Pay-go Notes | \$2,448,293 |
| Administrative expenses | <u>\$488,910</u> |
| Estimated Tax Increment Project Costs | <u>\$4,889,087</u> |

The City anticipates using tax increment to the extent available to finance public improvements, utilities, and streets, site improvement/preparation costs, and related administrative expenses, as well as other TIF-eligible expenditures as deemed necessary and related to development of the project site.

The City reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated public cost (\$4,889,087) is not increased. The City also reserves the right to fund any of the identified costs with any other legally available revenues, such as grants and/or loans, but anticipates that such costs will be primarily financed with tax increments.

Section L Estimated Sources of Revenue

| | |
|--|--------------------|
| Tax Increment revenue (Net of OSA Deduction) | \$4,889,087 |
| Interest on invested funds | 0 |
| Land Sale Proceeds | 0 |
| Other | 0 |
| Total | <u>\$4,889,087</u> |

The City anticipates providing financial assistance using bonded financing for a portion of the public improvement costs, as well as reimbursement to the developer for TIF eligible improvements on a pay-as-you-go basis. As tax increments are collected from the TIF District in future years, a portion of these taxes will be used by the City to repay debt-service on bonds as well as reimburse the developer/owner for public costs incurred (see Section J).

The City reserves the right to finance any or all public costs of the TIF District using pay-as-you-go assistance, internal funding, general obligation or revenue debt, or any other financing mechanism authorized by law. The City also reserves the right to use other sources of revenue legally available for

the Development District to pay for such costs including, but not limited to, special assessments, utility revenues, federal or state funds, and investment income.

The City reserves the right to pool tax increment from the TIF District to assist in financing other affordable housing projects within the City.

Section M Estimated Amount of Bonded Indebtedness

The maximum principal amount of bonds (as defined in the TIF Act) secured in whole or part with tax increment from the TIF District is \$4,889,087. The City currently plans to finance the public improvements and affordable housing costs through debt-issuance, as well as in the form of a pay-as-you go revenue note as reimbursement to the developer for certain TIF-eligible expenses. The City reserve the right to issue bonds in any form, including without limitation any interfund loan with interest not to exceed the maximum permitted under Section 469.178, subd. 7 of the TIF Act.

Section N Original Net Tax Capacity

The County Auditor shall certify the original net tax capacity of the TIF District. This value will be equal to the total net tax capacity of all property in the TIF District as certified by the State Commissioner of Revenue. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The Estimated Market Value of all property within the TIF District as of January 2, 2021, for taxes payable in 2022, is estimated to be \$557,800. Upon establishment of the TIF District, and subsequent classification of property to residential and rental property classifications, it is estimate that the original net tax capacity of the District will be approximately \$5,894.

Each year the County Auditor shall certify the amount that the original net tax capacity has increased or decreased as a result of:

- (1) changes in the tax-exempt status of property;
- (2) reductions or enlargements of the geographic area of the TIF District;
- (3) changes due to stipulation agreements or abatements; or
- (4) changes in property classification rates.

Section O Original Tax Capacity Rate

The County Auditor shall also certify the original tax capacity rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the original net tax capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the original tax capacity rate of the TIF District.

The final sum of all local tax rates that apply to property in the TIF District, for taxes levied in 2021 and payable in 2022, is not available at the time of drafting of this TIF Plan. The County Auditor shall certify the amount for taxes payable 2022 as the original tax capacity rate of the TIF District once available. For purposes of estimating the tax increment generated by the TIF District we have utilized the final tax rates

for taxes levied in 2020 and payable in 2021 resulting in an estimated certified tax rate for the district for taxes levied in 2020 and payable in 2021 of 117.511% as shown below.

| <u>Taxing Jurisdiction</u> | <u>Final 2020/2021 Local Tax Rate</u> |
|----------------------------|---|
| City of Fergus Falls | 55.492% |
| Otter Tail County | 40.063% |
| ISD #544 | 19.816% |
| Other | <u>2.140%</u> |
| Total | 117.511% |

Section P Projected Retained Captured Net Tax Capacity and Projected Tax Increment

Each year the County Auditor shall determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the original net tax capacity, the difference shall be known as the captured net tax capacity of the TIF District.

The County Auditor shall certify to the City the amount of captured net tax capacity each year. The City may choose to retain any or all of this amount. It is the City's intention to retain 100% of the captured net tax capacity of the TIF District. Such amount shall be known as the retained captured net tax capacity of the TIF District.

Exhibit II gives a listing of the various information and assumptions used in preparing a number of the exhibits contained in this TIF Plan, including Exhibit III which shows the projected tax increment generated over the anticipated life of the TIF District.

Section Q Use of Tax Increment

Each year the County Treasurer shall deduct 0.36% of the annual tax increment generated by the TIF District and pay such amount to the State's General Fund. Such amounts will be appropriated to the State Auditor for the cost of financial reporting and auditing of tax increment financing information throughout the state. Exhibit III shows the projected deduction for this purpose over the anticipated life of the TIF District.

The City has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

- (1) pay for the estimated public costs of the TIF District (see Section K) and County administrative costs associated with the TIF District (see Section T);
- (2) pay principal and interest on one or more pay-as-you-go notes, tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;
- (3) accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;
- (4) pay all or a portion of the county road costs as may be required by the County Board under Minnesota Statutes section 469.175, subdivision 1a;
- (5) pool tax increment for other affordable housing projects; or

- (6) return excess tax increments to the County Auditor for redistribution to the City, County and School District.

Tax increments from property located in one county must be expended for the direct and primary benefit of a project located within that county, unless the county board involved waives this requirement. Tax increments shall not be used to circumvent levy limitations applicable to the City.

Tax increment derived from the TIF District must be used solely to finance the cost of housing projects (including administrative expenses and public improvement costs) as defined in section 469.174, subdivision 11 of the TIF Act and subject to the requirements set forth in section 469.1761 of the TIF Act.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the State or federal government. Further, tax increments may not be used to finance: a commons area used as a public park; facilities used for social or recreational purposes (whether public or private); or publicly-owned facilities used for conference purposes; provided that tax increment may be used for a privately-owned conference facility, and for parking structures whether public or privately owned and whether or not they are ancillary to one of the otherwise prohibited uses described above.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sale of property at less than the cost of acquisition or fair market value, grants, ground or other leases at less than fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

Section R Excess Tax Increment

Beginning with the sixth year after certification of the TIF District, any year in which the tax increments from the TIF District exceed the amount necessary to pay the estimated public costs authorized by the TIF Plan, the City shall use the excess tax increments to:

- (1) prepay any outstanding tax increment bonds;
- (2) discharge the pledge of tax increments thereof;
- (3) pay amounts into an escrow account dedicated to the payment of the tax increment bonds;
- (4) pool tax increment for other affordable housing projects; or
- (5) return excess tax increments to the County Auditor for redistribution to the City, County and School District. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

Section S Tax Increment Pooling and the Five-Year Rule

As permitted under Minnesota Statutes section 469.1763, subdivision 2(b) and subdivision 3(a)(5), any expenditures of increment from the TIF District to pay the cost of a "housing project" as defined in Minnesota statutes section 469.174, subdivision 11 will be treated as an expenditure within the district for the purposes of the "pooling rules" and the "five-year rule". The City may expend tax increments outside

the TIF District (including allowable administrative expenses), and such expenditures are expressly authorized in this TIF Plan.

Section T Limitation on Administrative Expenses

Administrative expenses are defined as all costs of the City other than:

- (1) amounts paid for the purchase of land;
- (2) amounts paid for materials and services, including architectural and engineering services directly connected with the proposed development within the TIF District;
- (3) relocation benefits paid to, or services provided for, persons or businesses residing or located within the TIF District; or
- (4) amounts used to pay interest on, fund a reserve for, or sell at a discount, tax increment bonds.

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the County in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total tax increment expenditures authorized by the TIF Plan or (b) 10% of the total tax increments received by the District.

Section U Limitation on Property Not Subject to Improvements - Four Year Rule

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced, and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

Section V Estimated Impact on Other Taxing Jurisdictions

Exhibit IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified, and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed TIF District, as pursuant to Minnesota Statutes section 469.175, subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the life of the TIF District is estimated to be \$4,906,751.
2. To the extent the project in the TIF District generates any public cost impacts on City-provided services such as police and fire protection, public infrastructure, and the impact of any general obligation tax increment bonds attributable to the district upon the ability to issue other debt for general fund purposes, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the TIF District. The City does plan to issue bonds, but also reserves the right to the use of internal financing and pay-as-you-go reimbursement financing, as necessary, to finance a portion of the project costs attributable to the TIF District.
3. The amount of tax increments over the life of the TIF District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be \$827,431.
4. The amount of tax increments over the life of the TIF District that would be attributable to County levies, assuming the County's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$1,672,858.
5. No additional information has been requested by the County or school district that would enable it to determine additional costs that will accrue to it due to the development proposed for the TIF District.

Section W Prior Planned Improvements

The City shall accompany its request for certification to the County Auditor (or notice of district enlargement), with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District.

Section X Development Agreements

If within a project containing a housing district, more than 10% of the acreage of the property to be acquired by the City is purchased with tax increment bonds proceeds (to which tax increment from the property is pledged), then prior to such acquisition, the City must enter into an agreement for the development of the property. Such agreement must provide recourse for the City should the development not be completed.

The City anticipates entering into an agreement for development with the proposed developer but does not anticipate acquiring any property located within the TIF District.

Section Y Assessment Agreements

The City may, upon entering into a development agreement, also enter into an assessment agreement with any person, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land and, so long as the minimum market value contained in the assessment agreement appears to be an accurate estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, County and School District.

The City may enter into an assessment agreement.

Section Z Modifications of the Tax Increment Financing Plan

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; increase in the amount of capitalized interest; increase in that portion of the captured net tax capacity to be retained by the City; increase in the total estimated capital and administrative costs; or designation of additional property to be acquired by the City shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

- (1) the only modification is elimination of parcels from the TIF District; and
- (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

Section AA Administration of the Tax Increment Financing Plan

Upon adoption of the TIF Plan, the City shall submit a copy of such plan to the Minnesota Department of Revenue and the Office of the State Auditor. The City shall also request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The City shall also send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District and shall request that the County Assessor review and certify this assessment agreement as reasonable.

The County shall distribute to the City the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the retained captured net tax capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

- (1) prior to July 1, the City shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.
- (2) if the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in

determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.

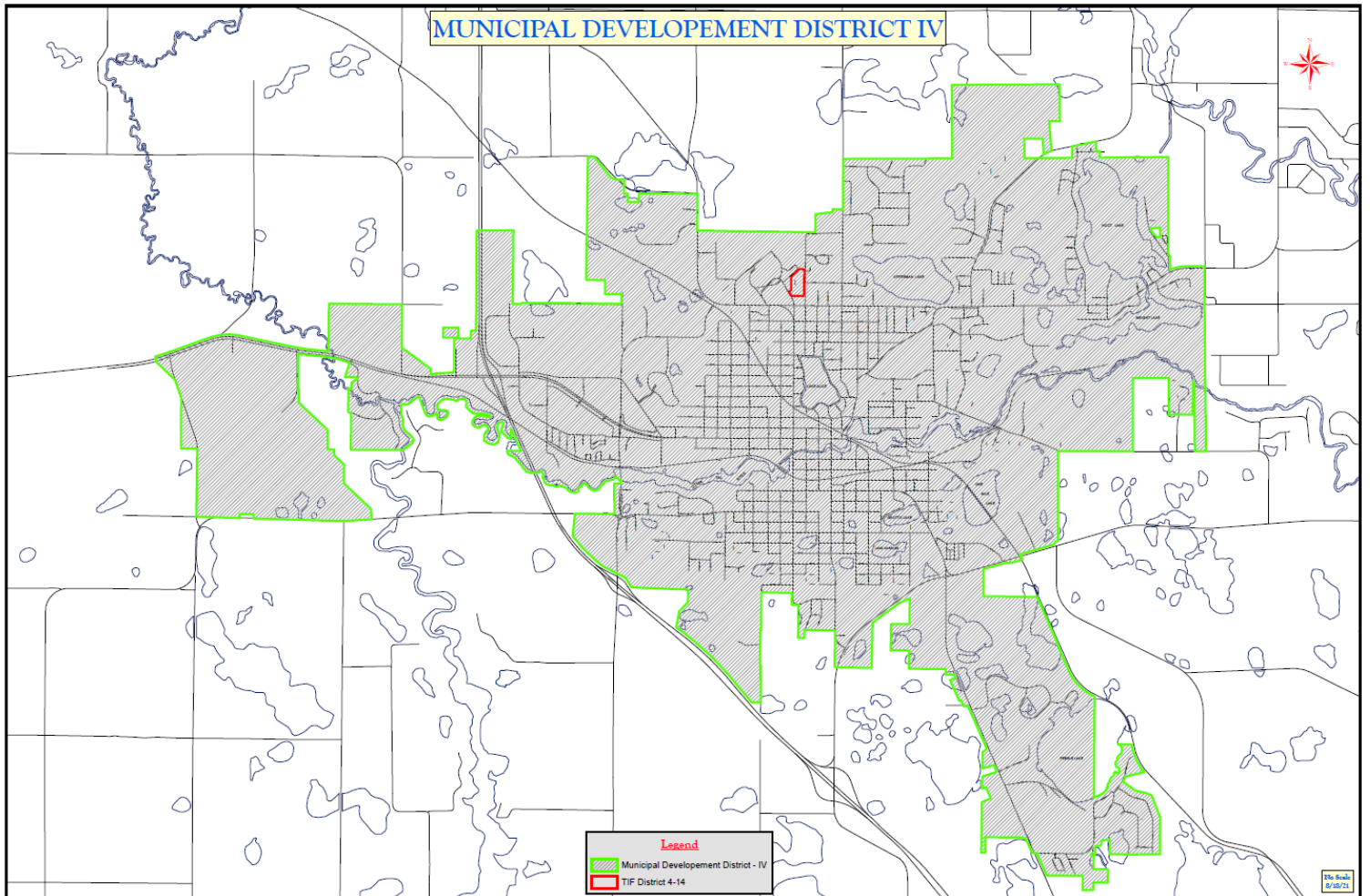
- (3) each year the County Auditor shall certify the amount of the original net tax capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:
- (a) the value of property that changes from tax-exempt to taxable shall be added to the original net tax capacity of the TIF District. The reverse shall also apply;
 - (b) the original net tax capacity may be modified by any approved enlargement or reduction of the TIF District;
 - (c) if the TIF District is classified as an economic development district, then the original net tax capacity shall be increased by the amount of the annual adjustment factor; and
 - (d) if laws governing the classification of real property cause changes to the percentage of estimated market value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the original net tax capacity and the retained captured net tax capacity of the TIF District.

The County Auditor shall notify the City of all changes made to the original net tax capacity of the TIF District.

Section AB Filing TIF Plan, Financial Reporting and Disclosure Requirements

The City will comply with all reporting requirements for the TIF District under Minnesota Statutes section 469.175, subdivisions 5 and 6.

MAP OF PROPOSED TAX INCREMENT FINANCING (HOUSING) DISTRICT No. 4-14





| |
|---------------------------|
| Assumptions Report |
|---------------------------|

**City of Fergus Falls, Minnesota
Tax Increment Financing (Housing) District No. 4-14
Proposed Housing TIF District
36 Twin-homes & 10 Rental Townhomes**

| | | | | | |
|--|-----------------------------|----------------------------|-------------------------|-------------|-----------|
| Type of Tax Increment Financing District | Housing | | | | |
| Maximum Duration of TIF District | 25 years from 1st increment | | | | |
| Projected Certification Request Date | ✓ | 09/07/21 | | | |
| Decertification Date | ✓ | 12/31/49 | (26 Years of Increment) | | |
| | | <u>2021/2022</u> | | | |
| Base Estimated Market Value | | \$557,800 | | | |
| Original Net Tax Capacity | | \$5,894 | | | |
| | | Assessment/Collection Year | | | |
| | | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 |
| Base Estimated Market Value | | \$557,800 | \$557,800 | \$557,800 | \$557,800 |
| Estimated Increase in Value - New Construction | | 0 | 0 | 3,414,560 | 5,171,557 |
| Total Estimated Market Value | | 557,800 | 557,800 | 3,972,360 | 5,729,357 |
| Total Net Tax Capacity | | \$5,894 | \$5,894 | \$44,440 | \$62,142 |
| City of Fergus Falls | | 55.492% | | | |
| Otter Tail County | | 40.063% | | | |
| ISD #544 | | 19.816% | | | |
| Other | | 2.140% | | | |
| Local Tax Capacity Rate | | 117.511% | | 2020/2021 | |
| Administrative Retainage Percent (maximum = 10%) | | 10.00% | | | |
| Pooling Percent | | 0.00% | | | |
| Present Value Date & Rate | 09/07/21 | 5.00% PV Amount | | \$1,785,375 | |

Notes

Projections assume no future changes to classification rates and current tax rates remain constant.
Projections assume 36-owner occupied twin-home units, with a taxable market value of \$289,760 after MVEC.
Projections assume 10-rental townhome units, with a taxable market value of \$176,000 per unit.
Owner occupied twin-homes constructed from 2022 - 2027, rental townhomes constructed in 2022.
Base market value of \$557,800 and tax capacity of \$5,894 based on pro-rata split of MV between uses.
Projections assume a 3% market value inflation assumption.

Projected Tax Increment Report

**City of Fergus Falls, Minnesota
 Tax Increment Financing (Housing) District No. 4-14
 Proposed Housing TIF District
 36 Twin-homes & 10 Rental Townhomes**

| Annual Period Ending (1) | Total Market Value (2) | Total Net Tax Capacity (3) | Less: Original Net Tax Capacity (4) | Retained Captured Net Tax Capacity (5) | Times: Tax Capacity Rate (6) | Annual Gross Tax Increment (7) | Less: State Aud. Deduction 0.360% (8) | Subtotal Net Tax Increment (9) | Less: City Retainage 10.00% (10) | Annual Net Revenue (11) |
|--------------------------|------------------------|----------------------------|-------------------------------------|--|------------------------------|--------------------------------|---------------------------------------|--------------------------------|----------------------------------|-------------------------|
| 12/31/21 | 557,800 | 5,894 | 5,894 | 0 | 117.511% | 0 | 0 | 0 | 0 | 0 |
| 12/31/22 | 557,800 | 5,894 | 5,894 | 0 | 117.511% | 0 | 0 | 0 | 0 | 0 |
| 12/31/23 | 557,800 | 5,894 | 5,894 | 0 | 117.511% | 0 | 0 | 0 | 0 | 0 |
| 12/31/24 | 3,972,360 | 44,440 | 5,894 | 38,546 | 117.511% | 45,295 | 163 | 45,132 | 4,513 | 40,619 |
| 12/31/25 | 5,729,357 | 62,142 | 5,894 | 56,248 | 117.511% | 66,097 | 238 | 65,859 | 6,586 | 59,273 |
| 12/31/26 | 7,539,064 | 80,375 | 5,894 | 74,481 | 117.511% | 87,523 | 315 | 87,208 | 8,721 | 78,487 |
| 12/31/27 | 9,403,061 | 99,155 | 5,894 | 93,261 | 117.511% | 109,591 | 395 | 109,196 | 10,920 | 98,276 |
| 12/31/28 | 11,322,979 | 118,498 | 5,894 | 112,604 | 117.511% | 132,322 | 476 | 131,846 | 13,185 | 118,661 |
| 12/31/29 | 13,300,495 | 138,422 | 5,894 | 132,528 | 117.511% | 155,735 | 561 | 155,174 | 15,517 | 139,657 |
| 12/31/30 | 13,682,775 | 142,398 | 5,894 | 136,504 | 117.511% | 160,407 | 577 | 159,830 | 15,983 | 143,847 |
| 12/31/31 | 14,076,525 | 146,493 | 5,894 | 140,599 | 117.511% | 165,219 | 595 | 164,624 | 16,462 | 148,162 |
| 12/31/32 | 14,482,086 | 150,711 | 5,894 | 144,817 | 117.511% | 170,175 | 613 | 169,562 | 16,956 | 152,606 |
| 12/31/33 | 14,899,815 | 155,055 | 5,894 | 149,161 | 117.511% | 175,281 | 631 | 174,650 | 17,465 | 157,185 |
| 12/31/34 | 15,330,076 | 159,530 | 5,894 | 153,636 | 117.511% | 180,539 | 650 | 179,889 | 17,989 | 161,900 |
| 12/31/35 | 15,773,244 | 164,139 | 5,894 | 158,245 | 117.511% | 185,955 | 669 | 185,286 | 18,529 | 166,757 |
| 12/31/36 | 16,229,707 | 168,887 | 5,894 | 162,992 | 117.511% | 191,534 | 690 | 190,844 | 19,084 | 171,760 |
| 12/31/37 | 16,699,864 | 173,776 | 5,894 | 167,882 | 117.511% | 197,280 | 710 | 196,570 | 19,657 | 176,913 |
| 12/31/38 | 17,184,126 | 178,813 | 5,894 | 172,919 | 117.511% | 203,198 | 732 | 202,466 | 20,247 | 182,219 |
| 12/31/39 | 17,682,916 | 184,000 | 5,894 | 178,106 | 117.511% | 209,294 | 753 | 208,541 | 20,854 | 187,687 |
| 12/31/40 | 18,196,670 | 189,344 | 5,894 | 183,449 | 117.511% | 215,573 | 776 | 214,797 | 21,480 | 193,317 |
| 12/31/41 | 18,725,836 | 194,847 | 5,894 | 188,953 | 117.511% | 222,040 | 799 | 221,241 | 22,124 | 199,117 |
| 12/31/42 | 19,270,877 | 200,516 | 5,894 | 194,621 | 117.511% | 228,702 | 823 | 227,879 | 22,788 | 205,091 |
| 12/31/43 | 19,832,269 | 206,354 | 5,894 | 200,460 | 117.511% | 235,563 | 848 | 234,715 | 23,472 | 211,243 |
| 12/31/44 | 20,410,503 | 212,368 | 5,894 | 206,474 | 117.511% | 242,630 | 873 | 241,757 | 24,176 | 217,581 |
| 12/31/45 | 21,006,084 | 218,562 | 5,894 | 212,668 | 117.511% | 249,908 | 900 | 249,008 | 24,901 | 224,107 |
| 12/31/46 | 21,619,533 | 224,942 | 5,894 | 219,048 | 117.511% | 257,406 | 927 | 256,479 | 25,648 | 230,831 |
| 12/31/47 | 22,251,385 | 231,514 | 5,894 | 225,620 | 117.511% | 265,128 | 954 | 264,174 | 26,417 | 237,757 |
| 12/31/48 | 22,902,192 | 238,282 | 5,894 | 232,388 | 117.511% | 273,082 | 983 | 272,099 | 27,210 | 244,889 |
| 12/31/49 | 23,572,524 | 245,254 | 5,894 | 239,360 | 117.511% | 281,274 | 1,013 | 280,261 | 28,026 | 252,235 |
| | | | | | | \$4,906,751 | \$17,664 | \$4,889,087 | \$488,910 | \$4,400,177 |

Estimated Impact on Other Taxing Jurisdictions Report

**City of Fergus Falls, Minnesota
Tax Increment Financing (Housing) District No. 4-14
Proposed Housing TIF District
36 Twin-homes & 10 Rental Townhomes**

| Taxing Jurisdiction | Without Project or TIF District | | With Project and TIF District | | | | | | |
|----------------------|--|--------------------------|--|--|--|------------------------------|--|---|--|
| | Final 2020/2021 Taxable Net Tax Capacity (1) | 2020/2021 Local Tax Rate | 2020/2021 Taxable Net Tax Capacity (1) | Projected Retained Captured Net Tax Capacity + | Projected Retained Captured Net Tax Capacity = | New Taxable Net Tax Capacity | Hypothetical Adjusted Local Tax Rate (*) | Hypothetical Decrease In Local Tax Rate (*) | Hypothetical Tax Generated by Retained Captured N.T.C. (*) |
| City of Fergus Falls | 11,656,838 | 55.492% | 11,656,838 | \$239,360 | | 11,896,198 | 54.375% | 1.117% | 130,153 |
| Otter Tail County | 106,807,733 | 40.063% | 106,807,733 | 239,360 | | 107,047,093 | 39.973% | 0.090% | 95,680 |
| ISD #544 | 23,066,485 | 19.816% | 23,066,485 | 239,360 | | 23,305,845 | 19.612% | 0.204% | 46,944 |
| Other | - | 2.140% | - | - | - | - | 2.140% | - | - |
| Totals | | 117.511% | | | | | 116.101% | 1.410% | |

* **Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 1.410% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

Statement 2: Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

(1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.

(2) The impact on these taxing jurisdictions is negligible since they represent only 1.82% of the total tax rate.

City Council Minutes
August 16, 2021

The Fergus Falls City Council met for a regular meeting on August 16, 2021 at 5:30 pm in the City Council Chambers. Mayor Schierer gave the invocation and the Pledge of Allegiance was recited. The meeting was called to order at 5:32 pm. Council members in attendance were Rufer, Thompson, Arneson, Gustafson, Hicks, Fish, Hagberg and Kvamme.

Approval of the Agenda

A motion and second were made by Arneson and Fish to approve the agenda and the motion carried.

PI 9769 Quote Awarded

Kvamme offered **Resolution #167-2021** awarding the quote for PI 9769, the Court Street parking lot improvement project to Ben Wolden Landscaping in the amount of \$64,350.95, which was seconded by Thompson and was adopted.

Retirement: Mary Jo Igelstad

Fish offered **Resolution #168-2021** acknowledging the retirement of Mary Jo Igelstad and recognizing her 46 years of service to the City of Fergus Falls, which was seconded by Hagberg and was adopted.

Retirement: Kathy Sporre

Thompson offered **Resolution #169-2021** acknowledging the retirement of Kathy Sporre and recognizing her 30 years of service to the City of Fergus Falls, which was seconded by Arneson and was adopted.

Consent Agenda

The following items were approved under **Resolution #170-2021** by Hagberg: Motion approving the minutes from the August 2, 2021 City Council meeting and the August 11, 2021 Committee of the Whole meeting. Motion approving the following licenses: Mechanical Cool Sys Light Commercial Solutions, Town and Country Heating Cooling & Refrigeration, Lakeside Plumbing & Heating Inc.; Minnesota Lawful Gambling Permit Ducks Unlimited Maidens of the Marshes for bingo and raffle at the VFW on October 3, I-94 BMX for raffles at I-94 Speedway on September 15-18. **Resolution #171-2021** authorizing the installation of Opticom emergency vehicle preemption systems on traffic lights within the city. **Resolution #172-2021** accepting a matching grant award for the Fergus Falls Fire Department from the MN DNR Fire Department Assistance Program. **Resolution #173-2021** certifying miscellaneous invoices. Motion directing staff to provide quotes and a plan for upgrading the city's email system. The resolution was seconded by Rufer and was adopted.

Hicks requested two items be removed from the consent agenda for further discussion. Staff is seeking authorization to determine budgetary needs to develop a comprehensive plan. Hicks asked the plan be established in-house by staff rather than using as a consultant. He referenced past studies as well as the RTC master plan and feels the city is paying for reports that don't provide more information than what was known prior to the study. Mayor Schierer said the RTC master plan was required by SHPO in order to provide nearly \$3.5 million in state funding for demolition projects on the campus. Rufer agreed the city would not have spent funds on the RTC master plan unless it was required by the state. He was in favor of the city developing a comprehensive plan that will provide guidelines and a plan for the city's future growth. Hicks offered a motion directing staff to determine budgetary

needs for a comprehensive plan and to report the options back to the council, which was seconded by Rufer and was adopted.

After questioning the delay and confirming no further extensions would be granted to the variance request for the construction of a detached garage, Hicks offered **Resolution #174-2021** approving a variance extension for the construction of a detached garage at 228 W Adolphus Avenue until November 16, 2021, which was seconded by Fish and was adopted.

Ordinance 17, Eighth Series

Ordinance 17, Eighth Series, Amending the zoning map from R-1 to R-4 for Campus Addition as requested by Prairie View Development was introduced by Fish and was declared to have its first reading.

TIF Hearing Date Set

The owner of the former mill property is seeking the city's assistance in the redevelopment of this historic property. Kevin Bartram is requesting an analysis for the use of tax increment financing and will be paying for Baker Tilly's services to determine if this financing option is warranted. He is also asking the city to submit an application for DEED's redevelopment grant program. The city does not have a financing plan in place for matching funds at this time and there is no commitment for the city to provide any such matching funds. Gustafson offered **Resolution #175-2021** setting a public hearing for the use of Tax Increment Financing for the former mill property for October 18, 2021 at 5:30 pm in the City Council Chambers, which was seconded by Hagberg and was adopted. Hicks offered **Resolution #176-2021** authorizing the submission of an application to DEED's Redevelopment Grant program to help fund the redevelopment of the former mill property, which was seconded by Arneson and was adopted. Fish offered **Resolution #177-2021** affirming the council's support for Tax Increment Financing contingent upon the "but/for" analysis for the former mill property, which was seconded by Rufer and was adopted.

Purchase Agreement for 702 S Tower Road

St. Francis Health Services is a non-profit organization looking to expand group home services into Fergus Falls. They have submitted a letter of intent and request to move a house to the property located at 702 S Tower Road. The land is properly zoned for this use, but a conditional use permit would be required for the operation of a group home. A motion and second were made by Kvamme and Hagberg directing the City Attorney to draft a Purchase Agreement with St. Francis Health Services for a city owned parcel of land located at 702 S Tower Road. The City Attorney reviewed possible options to establish a purchase price including the county assessor's valuation, a single or multiple appraisal system or a bare land market analysis from a realtor. Kvamme and Hagberg agreed to amend their motion to direct the City Attorney to draft a Purchase Agreement between the city and St. Francis Health Services for a city owned parcel of land located at 702 S Tower Road after obtaining a market analysis on the value of the property from a professional realtor and the motion carried.

Resolution of Accounts

Fish offered a resolution authorizing the payments and claims in the amount of \$1,774,715.74, which was seconded by Hagberg and was adopted. Kvamme requested staff review credit card fees after the budget cycle has been completed.

Port Authority Bond Issuance Update

At tonight's Port Authority meeting, the sale of \$1,465,000 in General Obligation bonds to help finance Phase I of the downtown riverfront project was approved. Staff is continuing to review project expenses and the level of contingency funds set aside for the project. The council will be asked to consent to the bond issuance in September and the proceeds are expected in October.

Regional Treatment Center Master Plan

Three associates from Collaborative Design Group presented the RTC Master Plan which was a requirement of the State Office of Historic Preservation prior to the city receiving funds for further demolition on the historic RTC campus. They reviewed the methods used to gather public engagement including a survey that asked respondents for their ideas on redevelopment. A majority of the 1403 respondents supported reuse of this historical treasure and those who did not cited economic concerns of too much time and money to retrofit the buildings. The consultants answered questions about the respondents, the areas they come from and their responses. Survey data is available within their full report, which has been uploaded to the city's website. The report evaluated the significance of buildings and spaces and the existing conditions. The advisory group looked at eight options and narrowed the best reuses to two possibilities, residential healing for PTSD or housing. The group ultimately landed on housing as the best possible reuse of the buildings as well as keeping the bare land for parkland. The consultants reviewed their findings on transportation improvements they feel should be made on the roadways and provided recommendations on how the city should spend the remaining \$1.5 million state funds to stabilize the existing structures. Kvamme thanked the advisory group and consultants for their work and stressed the report shows the respondents support reuse of the former regional treatment center and pointed out the report says the structure is in solid condition and a significant asset for the community. He proposed the council start discussing the best use of the remaining state funds on stabilization, particularly roofing, groundwater infiltration and ventilation issues prior to the 2022 deadline to expend the funds. Mayor Schierer felt the city has done a good job of making progress on the RTC campus while also moving forward on other community projects. He cited the private redevelopment of the nurses' cottage and the city's success in demolishing the structures that were in the worst condition. After confirming the report is a guide for redevelopment and its acceptance does not bind the city into following any of the recommendations, Kvamme offered **Resolution #178-2021** accepting the RTC Master Plan, which was seconded by Gustafson and was adopted with Hicks voting in opposition.

The meeting adjourned at 6:34 pm.

Lynne Olson

Committee of the Whole Minutes
September 1, 2021

The Fergus Falls City Council held a Committee of the Whole meeting on Wednesday September 1, 2021 at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order and the following council members were in attendance: Rufer, Arneson, Gustafson, Hagberg and Kvamme. Thompson, Hicks and Fish were absent.

Billing Policy Amendment

Last year, staff recommended a change to the billing policy for utility disconnections by request (ex. snowbirds). When utilities are voluntarily shut off, flat charges, tree management and stormwater services continue to be charged. For consistency purposes, staff would like to implement the same procedure for utility accounts are shut off for non-payment. These houses still have access to water and sewer access and connections and continue using garbage and recycling, stormwater and tree management services. Typically, disconnected services are off for a short period of time as people need their water turned back on. Staff tries to collect from those who incur the bills, but if a property is sold with outstanding charges, the bills stay with the property. A motion and second were made by Arneson and Gustafson to recommend the council continue billing flat rates for utilities when a property is disconnected for delinquency of payment and the motion carried.

PI 9771, Closed Landfill

Earlier this year, Houston Engineering Inc. provided the council with a presentation on the closed landfill and associated contamination monitoring concerns. After reviewing the sampling information and work plan, the MPCA requested two additional nested monitoring wells be installed. The new wells would provide additional sampling points to confirm contamination has not expanded beyond the current points. The proposed well locations, FF 22 and 23, are located on private property and the property owners have consented to the wells being installed on their property. Staff would initiate ingress/egress negotiations with the property owners. Houston Engineering's professional services proposal of \$72,011 includes physical well installations and analytic testing. Kvamme asked if the conditions are changing into a threat and if they are not, could the city seek a delay on the installation of the wells from the MPCA so the funds don't have to be expended at this time. He is in favor of accepting the report, but asked if the report can be accepted without agreeing to the installation of the wells. City Engineer Brian Yavarow said there is no evidence of extended contamination at this time, but the additional well monitoring is a continuation of the work plan and the MPCA would need to consent to a request to delay. Finance Director Bill Sonmor explained the funding source is the city's Post Closure Assurance Fund, which has over \$3.1 million and was designated for these types of expenditures. A motion and second were made by Hagberg and Rufer to recommend the council accept Houston Engineering's professional services proposal in the amount of \$72,011 and to authorize staff to initiate ingress/egress negotiations with the property owner. The motion was called to a vote and carried with Kvamme voting in opposition.

PI 5344, Randolph and Friberg Avenue

The city is planning for PI 5344, a street improvement project on Randolph Avenue and Friberg Avenue. After a field site visit, a number of additional projects are being considered in conjunction with this work including additional soil borings to verify the level of pavement distress near Friberg Avenue, and the redesign of the pedestrian crossing locations to achieve ADA compliance. They are looking at the construction of a sidewalk on the south side of Randolph Avenue for student safety and

improvements to additional street segments on Cavour: Cascade to Friberg and Whitford: Cavour to Summit as well as a bike lane analysis. Staff is hoping to bid the project this year and begin construction after the school year has concluded. The cost of the project would be funded by the city's MSAS funds. A motion and second were made by Rufer and Kvamme to recommend the council accept Interstate Engineering's professional services proposal amendment for design in an amount not to exceed \$25,000 and to increase the scope of work to add Cavour Avenue: Cascade Street to Friberg Avenue and Whitford Avenue from Cavour Avenue to Summit Avenue and the motion carried.

PI 5333, Union Avenue

PI 5333, the Union Avenue street and pedestrian improvement project from Junius Avenue to Lincoln Avenue was awarded earlier this year to Central Specialties. Work was scheduled to begin after Labor Day in live traffic conditions with substantial completion later this year. Bolton and Menk submitted a professional services agreement for construction administration and testing services as required by state aid construction rules in the amount of \$98,000. Today the city received communication from Bolton and Menk who stated Central Specialties reported materials are estimated to be another 6-8 weeks out due to production shortages in the marketplace and hurricanes in the manufacturing areas. Central Specialties is requesting construction on the project be delayed until spring of 2022. They would purchase the material as it becomes available and start construction after road restrictions are lifted with a project completion goal of July 31, 2022. Bolton and Menk and the City Engineer agree the project should be delayed as they fear waiting for materials and starting the project too late would create traffic and snow removal problems if it is not done by the time winter hits. Yavarow suggested the city accept a change order to the scheduled timeframe. If the city were to push the project until 2022, it could be done in conjunction with the other planned work on Union Avenue and Lincoln Avenue. Necessary components like epoxy paint, castings, PVC pipe are more likely to be readily available later this year and the 2021 pricing would still be honored.

Mayor Schierer was concerned about doing the project during the summer months and preferred holding off until fall of next year. Kvamme inquired if postponing the project would adversely affect the use of the downtown market structure. He asked if the materials were to become available in the next few weeks and the contractor were available, would the city reconsider the timeline. Yavarow said the hurricanes in the south are too unpredictable to know when manufacturing orders would be taken again. Arneson was in favor of granting a change order to delay the work until next year and incorporate the work with the other Union Avenue street work. He felt it would be better to handle the disruption in one year rather than over two years. A motion and second were made by Arneson and Gustafson to recommend the council accept a change order for PI 5333, to bring back a revised project timeline to the council and to accept Bolton and Menk's professional services agreement for construction administration in the amount of \$98,000 and the motion carried.

Equipment Purchase

The Public Works Department is seeking authorization to purchase a WILKENS walking floor trailer. In 2020, the city made 92 trips to Gwinner to haul soft goods in a 30 cubic yard roll off container in conjunction with another roll off container pulled on a pup trailer. A 125 cubic yard trailer would reduce the frequency and number of loads for the 6 hour round trip. This would translate into significant fuel savings and approximately 250 more man hours working in town. The "walking trailer" technology utilizes hydraulic slats that will help move equipment to the back of the trailer were it will be easier to dispose. The total trailer cost is \$89,973.11 and would be paid from the Equipment

Fund budget. This expenditure would put the purchase over the city's budget. However, the budget for the equipment fund is lower than normal due to the expected LGA cuts that did not come to fruition. A motion and second were made by Hagberg and Rufer to recommend the council approve the purchase of a WILKENS Industries Model 50125AOT 125 cubic yard "walking floor" trailer and the motion carried.

Ordinance 13

When the city recodified the City Code a number of items were inadvertently omitted. Staff has been reviewing ordinances and has made a number of recommended changes to Chapter 90, Public Nuisances. The most significant addition would be exempting city crews from performing necessary work such as water main repairs and snow removal during overnight hours. A motion and second were made by Rufer and Gustafson to recommend the council hold a first reading of the amended ordinance language at the September 7 council meeting and the motion carried.

The meeting adjourned at 7:44 am

Lynne Olson

FOR COUNCIL MEETING—SEPTEMBER 7, 2021

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

Mechanical

Mission Mechanical Inc.

Paving

Mark Lee Asphalt & Paving



Council Action Recommendation

Page 1 of 1

Meeting Date: September 1, 2021

Subject: Billing Policy for Water Disconnected for Delinquency

Recommendation: Continue to bill flat rates for utilities when a property is disconnected for delinquency.

Background/Key Points:

- The City of Fergus Falls charges both flow and flat rates for utilities on a monthly basis. Flow rates are intended to cover the cost of usage, while flat rates are intended to cover the cost of supporting infrastructure.
- When water is disconnected by request, the property owner continues to receive the benefits of our infrastructure while they are disconnected and therefore continues to pay flat charges to help offset the cost to the city of providing those benefits.
- However, when water is disconnected for delinquency, the tenant or property owner is not billed for flats until the water is reconnected, which is inconsistent with how we treat disconnects made by request.
- The flat charges for a typical resident would be \$34.30 and would include water flat, sewer flat, storm water and tree management. These charges should continue to be billed on properties disconnected for delinquency.
- The primary reason for this change is to maintain consistency and to more equitably bill the cost of infrastructure to those who benefit from the services.

Budgetary Impact: The city would see a slight increase in annual revenue due to this change.

Originating Department: Finance

Respectfully Submitted: Bill Sonmor, Finance Director

Attachments: None



Council Action Recommendation

Page 1 of 1

Meeting Date:

September 1, 2021 – Committee of the Whole
September 7, 2021 – City Council

Subject:

PI 5344 – Randolph Avenue from Friberg Avenue to Springen Avenue (MSAS Route No. 135) & Friberg Avenue from Lincoln Avenue to Summit Avenue (MSAS Route No. 123) Resurfacing Project

Recommendation:

- Accept Interstate Engineering's professional services proposal amendment for design in the not to exceed amount of \$25,000
- Authorization to increase the work scope by adding Cavour Ave. from Cascade St. to Friberg Ave. and Whitford Ave. from Cavour Ave. to Summit Ave.

Background/Key Points:

Recently, City and Interstate Engineering staff conducted a field visit for the above referenced project. We discussed and noted a few additional items that were not considered in the initial project scope such as:

- Soil borings along Randolph to verify existing pavement especially near the Friberg Ave. whereas the pavement is heavily distressed
- The existing Randolph pedestrian crossing locations and the ADA requirements to achieve compliance. The PED crossing located approximately 150' east of Friberg Ave. will be the most difficult because the existing grades are extremely steep and challenging from an ADA perspective.
- Potential of adding sidewalk along a portion of Randolph south side to serve primarily students and the pending aquatic facility
- Adding additional street segments such as Cavour Ave. from Cascade St. to Friberg Ave. and Whitford Ave. from Cavour Ave. to Summit Ave. Both Cascade St. and Summit Ave. were resurfaced in 2016. Maintenance connectivity would be achieved by adding these MSA street segments.
- Bike lane analysis

If acceptable, further detailed analysis will occur to develop feasible options. These options will be discussed with the school district representatives. I am proposing this work be bid this fall with construction beginning in the spring after the school year.

Budgetary Impact:

This cost is proposed to be funded thru the City's Municipal State Aid Street construction fund allocations.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Project Location Map



Additional
Proposed Street
Locations

Proposed Street
Locations



1 inch = 800 feet

PI 5344

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

Page 1 of 1

Meeting Date: Sept 1, 2021

Subject: Equipment fund purchase of a trailer

Recommendation:

- Purchase a WILKENS Industries Model 50125AOT 125 Cu. Yd. “walking floor” trailer

Background/Key Points:

- Current method used to haul soft goods to Gwinner is 1, 30 Cu. Yd. Roll-off container hauled in tandem with 1, 30 Cu. Yd. roll-off container pulled on a “pup trailer” hauled by a Roll-off truck.
- This trailer would reduce frequency and the number of loads needed to be hauled, translating into a significant fuel savings and would put more labor hours back in town instead of having an employee on the road back and forth to Gwinner, 6 hours per trip.
- In 2020 we took 92 trips to Gwinner, based on that number, if we haul a little more than twice the amount with the new trailer, we’ll take half the number of trips (fuel savings) and realize an estimated 250 +/- man hours back in town.
- We will better utilize fleet equipment that currently is used only to haul waste water sludge 4 weeks per year and snow from downtown in the winter.

Budgetary Impact:

The base purchase price of \$76,097 plus other charges, (Federal Excise Tax-\$9,131.64, MN Sales tax-\$4946.31, tire credit(-)\$201.84) will be \$89,973.11. This will be paid for from the 2021 Equipment fund which due to expected, but never realized LGA cuts, was set lower than we normally would have (no increase from 2020), consequently, the budget will be overspent, however the Equipment fund balance is over 2 million. The purchase will be from existing inventory at WILKENS, if we wait for the 2022 budget cycle, we will have a 9 month delivery time frame and then would not realize the fuel and labor saving for most of the year.

Originating Department: Public Works-Fleet/Refuse Div.

Respectfully Submitted: Len Taylor

Attachments: WILKENS Industries quote



Manufacturers of **LOAD RUNNER**
XSERIES Solid Waste Transport Trailers

INDUSTRIES, INC.

R.R. 3, Box 169 Morris, MN 56267 (320) 589-1971
 1-800-833-6045
 FAX: (320) 589-1974

| | | | |
|------------------|-------------------------|---------|-----------------------|
| Firm | City of Fergus Falls | Date | 07/22/21 |
| Address | 1127 E. Washington Ave. | PO # | |
| City, State, Zip | Fergus Falls, MN 56537 | Fax # | |
| Contact | Dan Gaines | Phone # | 218-332-5882 |
| Completion Date: | Stock on Sight | Terms | PURCHASE ORDER/NET 10 |

| Qty. | Description | Price Each |
|--------------------|--|--------------------|
| 1 | <p>Model: 50125AOT Total Cubic Yard (125) O.A.D: L: 50' H: 13'4" W: 102" (92"/96" Interior Width) Taper: 4" Wedge: none Sides: .125 Alum. sheets, HD posts huck bolted to sheets on 14.53" centers, 3" X 6" X 3/16" Vert. Tube. 3/8" huck bolts top & bottom rail on posts. Bulkhead: 2-horz. Braces inside, Front Corners 10" Diagonal, at 45 degree. Top rail: Wilkens Heavy Duty 4" x 6". (1) Spreader Bar 3" x 3" x 1/4" center Kingpin: 36", 1/4" 100,000# MYPick-up plate, 1/4" 100,000# MY channels, Full Width style. 43'6" King pin to center of last axle. Cross-members: Steel, tapered, 14.53" centers, with both sides top and bottom of vertical web. Sub-frame: 1/4" x 4" x 8" steel tube, extended to allow possible third axle, prep for lift axle. Bottom Rail: 7Ga., w/1.81 Landing gear: Fleetcraft, D/Side crank, 7ga. Supports. Bumper: 7GA pan, Rear under ride bumper. Suspension: Hutch 9700 Hutch, weld on straddle mount hangers, HD HA365-00 Springs, TRA-2740 Spring seats: Frt. 4 3/4" Rr 4 3/4" Axles: Set ahead, (2) 25,000#, 77.5", T/M chambers, 4S/2M ABS. Hubs: Uni-Mount, O/B Drums: Cast Wheels: (8) 8.25x22.5 steel disc, white Tires: (8) 14 Ply, 11Rx22.5, Yokohama Y109L Door: Alum. single swing, curbside hinges, .125 sheets, manual locks, 2-horz. inside braces. Lights in door. Drive: KRF II 3 X 10, 24 slat. Flooring: 24-Slats, Model# 2299, T-Blocks, reinforce side sealer by drive unit. Drive unit set ahead to allow for possible third axle. Sub-deck: Alum. Front baffle, .190" Alum. Cover: Black tarp, long rear crank handle, open to curbside, cast alum. easy off tarp stops, belt pick stick, 7 ratchets & straps. Make steel end caps have painted with the frame. Final assembly: Std. Air & Elec. Hyd. Couplers: Tema Couplers, Locate Hyd. couplers center of bulkhead 3' above K.P. plate, Dust caps, manifest box, Federal D.O.T. Mud flaps at rear. Options: Front window, Tow hooks. Aluminum ladder front drivers side 1" up from bottom rail to top rail. Paint: All steel primed and painted black</p> | \$ 76,097.00 |
| TOTAL PRICE | | \$76,097.00 |

| | | | |
|---------------------------------|-----------------------------------|-----|------------------|
| F.E.T. Federal Excise Tax | 12% | +\$ | 9,131.64 |
| Freight | (Pick Up) FOB. Morris, MN | +\$ | 0 |
| MN Sales Tax | 6.5% | +\$ | 4,946.31 |
| Tire Credit | F.E.T. Credit (8) Tires X \$25.32 | -\$ | (201.84) |
| Total: | | \$ | 89,973.11 |
| Balance Due at delivery: | | \$ | 89,973.11 |

The purchaser agrees to accept the equipment listed and described above, on arrival, and to pay therefore the total Cash Price (less any pre-payments theretofore made) or, balance to be payable as follows:

The purchaser further agrees:

- That a service charge of 1-1/2% per month will be charged on all past due accounts with a \$1.00 minimum. This is an annual percentage rate of 18%.
- *Special orders are non-cancelable and a minimum of 35% down payment is required on special designed trailer orders. That this document forms a legal and binding contract for both parties herein, undersigned. Any changes, additions, or deletions, must be in writing within 5 days form date accepted by Wilkens Industries, Inc.
- Any regular orders requested to be cancelled will be subject to 20% of the sale price, service charge, and or the purchaser will forfeit their down payment whichever is greater. Any request to cancel an order shall be made in writing with a detailed explanation. Wilkens Industries, Inc shall have the final approval of a request for cancellation.
- Owner's manuals are available in electronic form. Bound copies are available at an additional cost.

| | | | |
|------------|-------------|--------------|--|
| Signed By: | Ryan Snyder | Accepted By: | |
| Title: | Sales | Title: | |
| Date: | 7/22/21 | Date: | |



Council Action Recommendation

Page 1 of 2

Meeting Date: 09/07/2021

Subject: 634 W Stanton Ave, Fergus Falls, MN 56537

Recommendation:

Requesting that the Council to set a Public Hearing to be held on October 4th, 2021 to allow the owners and city staff the opportunity to address the Council regarding a fire damaged dwelling at 634 W. Stanton Ave, Fergus Falls, MN 56537.

Background/Key Points:

634 W Stanton Ave

06/01/2018 a fire occurred at this premise, to date no actions have been taken by the owners to apply for permits for repair or intent demolish the damaged structure.

Once public hearing is set by the Council, the City Attorney will service notice of hearing upon the owners of record via certified mail and personally serving.

October 4, 2021 public hearing will allow an opportunity for the owners and city staff to present matter to Council regarding the repair or demolition of the fire damaged structure.

Budgetary Impact:

Cost if not paid by owner/occupant would be applied against the property taxes.

Originating Department: Public Works

Respectfully Submitted: April Schubert-Zumach

Attachments:



Council Action Recommendation

Page 1 of 1

Meeting Date: 9-7-21

Subject: Lighting contract

Recommendation: Enter into a lighting contract with Otter Tail Power Co

Background/Key Points: With the ongoing lighting project, this contract will cover OTP installing wiring, providing/installing and powering street lights along S. Union and W. Vernon Aves. and will include the lighting along the Spies Family Park walkway and S. Court from Lincoln Ave. to the Court St. Bridge.

Budgetary Impact: The additional 27 lights will increase the monthly lighting expense by \$2,324.97

Originating Department: Public Works

Respectfully Submitted: Len Taylor

Attachments:

OUTDOOR LIGHTING AND MUNICIPAL SERVICES AGREEMENT

THIS AGREEMENT is made by and between Otter Tail Power Company (the "Company"), a Minnesota corporation, and City of Fergus Falls, MN (the "Customer").

In consideration of the mutual promises contained below, the parties agree as follows:

1. The Customer agrees to purchase and receive from the Company electric energy in accordance with the terms of this Agreement and all terms and conditions and Rules and Regulations (the "Terms") established by the Company and filed in its approved tariff with the Minnesota Public Utilities Commission. These Terms shall include but not be limited to Customer's payment for electrical energy in accordance with the Company's rate schedule as filed with and approved by the Minnesota Public Utilities Commission, or such superseding rate(s) as may be approved in the future.
2. The Company shall provide and the Customer shall pay for the services specified in this Agreement for a term of one year with an effective date of the term to begin October 1 2021, and terminating October 1 2022, and thereafter shall be renewed for periods of one year each, unless written notice to the contrary is given by either party to the other not less than thirty (30) days before the expiration of this agreement or any renewal thereof. This agreement shall automatically terminate in the event the Customer discontinues all electric service or has its service disconnected by the Company for any reason. The termination of this agreement for any reason will not relieve Customer of any payments due to the Company for any service provided pursuant to this agreement and the Company's tariffs, or for the full payment of amounts required pursuant to paragraph 15 of this agreement.
3. If Customer does not receive any one or more of the services described below, indicate by inserting "N/A" as appropriate.

OUTDOOR LIGHTING

Work Order No. 137153,137181
Electric Rate Sched. No. _____
Rate Code No. _____
Account No. _____

4. The Customer elects to receive, and the Company shall provide, the following outdoor lighting service at the following location(s) Riverfront Plaza, Court St (E of Riverfront Plaza) 2 blocks on Vernon (NP Park and Library):

Outdoor Lighting - Company-Provided Equipment:

| Number of Units | Unit Type | Wattage Rating | Monthly Charge |
|-----------------|-----------|----------------|----------------|
| 27 | DLEDG | 68 | \$2324.97 |
| | | | |
| | | | |

Outdoor Lighting - Energy Only - Non-Metered

| Number of Units | Unit Type | Connected kW per Unit | Monthly Charge |
|-----------------|-----------|-----------------------|----------------|
| | | | |
| | | | |
| | | | |

_____ Outdoor Lighting - Energy Only - Metered

5. If the Customer elects to receive service as Outdoor Lighting - Company-Provided Equipment or Outdoor Lighting - Energy Only - Non-Metered, the number of units or type of unit shall not be changed from that shown in Paragraph 4 above, except by mutual consent of the parties.
6. The Customer represents that it has provided accurate information to the Company and the Customer is eligible to receive Outdoor Lighting service pursuant to the Electric Rate Schedule(s) and Rate Code(s) identified above.
7. The following service Riders apply to the Customer's service: The Customer at this location is subject to all mandatory riders in effect at the time of the execution of this agreement, any riders approved by the Commission after the execution of this agreement, and any voluntary riders that the customer chooses to participate in during the entire term of this agreement. These Riders are also designated by the Rate Schedule(s) and Rate Code(s) identified above.

MUNICIPAL PUMPING (GOVERNMENTAL ENTITY)

Work Order No. _____
Electric Rate Sched. No. _____
Rate Code No. _____
Account No. _____

8. The Company agrees to furnish, and the Customer agrees to pay for, electric service to operate the pumps for the Customer's present water supply system and present sewage system, and such additions to these systems as may be mutually agreed upon, in accordance with this Agreement and in the Terms.
9. The Customer represents that it has provided accurate information to the Company and the Customer is eligible to receive Municipal Pumping service pursuant to the Electric Rate Schedule(s) and Rate Code(s) identified above.
10. The following service Riders apply to the Customer's service: The Customer at this location is subject to all mandatory riders in effect at the time of the execution of this agreement, any riders approved by the Commission after the execution of this agreement, and any voluntary riders that the customer chooses to participate in during the entire term of this agreement. These Riders are also designated by the Rate Schedule(s) and Rate Code(s) identified above.

FIRE SIRENS (GOVERNMENTAL ENTITY)

Work Order No. _____
Electric Rate Sched. No. _____
Rate Code No. _____
Account No. _____

11. The Company agrees to furnish, and the Customer agrees to pay for, electric service to operate the Customer's fire/warning sirens listed below.
12. The Customer represents that it has provided accurate information to the Company and the Customer is eligible to receive Fire Sirens service pursuant to the Electric Rate Schedule(s) and Rate Code(s) identified above.
13. The following service Riders apply to the Customer's service: The Customer at this location is subject to all mandatory riders in effect at the time of the execution of this agreement, any riders approved by the Commission after the execution of this agreement, and any voluntary riders that the customer chooses to participate in during the entire term of this agreement. These Riders are also designated by the Rate Schedule(s) and Rate Code(s) identified above.

| Location | Metered | | Horsepower | Account Number | Billing Amount |
|----------|---------|----|------------|----------------|----------------|
| | Yes | No | | | |
| | | | | | |
| | | | | | |
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GENERAL PROVISIONS

- 14. The Customer agrees that the Company shall not be liable for any losses, damages, or expenses (including but not limited to injury to persons, including death, or property damages) incurred by any persons for any delay, interruption, curtailment, suspension, disturbance or variability in its provision of electric service (including, but not limited to, any occurrence of voltage fluctuations or power surges) due to acts of God, or to any other cause whatsoever except the Company's own gross negligence or willful misconduct. The Company will not be liable for incidental or consequential damages, including, but not limited to, loss of profits resulting from the use of service or any delay, interruption, curtailment, suspension, disturbance or variability of electric service. The Company shall have the right to suspend temporarily the delivery of electric power hereunder for the purpose of making repairs or improvements of its system.
- 15. If applicable, the Company shall charge for and Customer shall pay any Excess Expenditures associated with Special Facilities as identified in Section 5.03 of the General Rules and Regulations. The total Excess Expenditures of Special Facilities identified is \$_____.
- 16. All previous agreements, if any, between the parties covering the subject matter hereof are hereby cancelled and terminated as of the effective date specified in Paragraph 2 of this Agreement, except as specifically provided in this Agreement.

IN WITNESS WHEREOF, the parties execute this Agreement to be effective as of the date stated in Paragraph 2 above.

OTTER TAIL POWER COMPANY

By _____

Title Operations Manager Fergus Falls CSC

CUSTOMER

By _____

Title: _____

OTTER TAIL POWER COMPANY
 LINE DESIGN, ENGINEERING & SYSTEM PLANNING
 FERGUS FALLS, MN 56538
 800-257-4044

OTTER TAIL POWER COMPANY

CUSTOMER NAME: **OTTER TAIL POWER COMPANY**
 SERVICE ADDRESS: **137181**
 PROJECT NO: **CR1003666**
 CONST TYPE: **UG Secondary**

PHONE: **137181**
 JOB NO: **137181**

DRAWN BY: **Rajaniemi, Asko**
 CHECKED: **REMOVED**
 REVISED: **REMOVED**

5/22/2021

MAN HOURS
 INSTALL: **101.74**
 REMOVE: **0**

PAGE: **1 of 3**

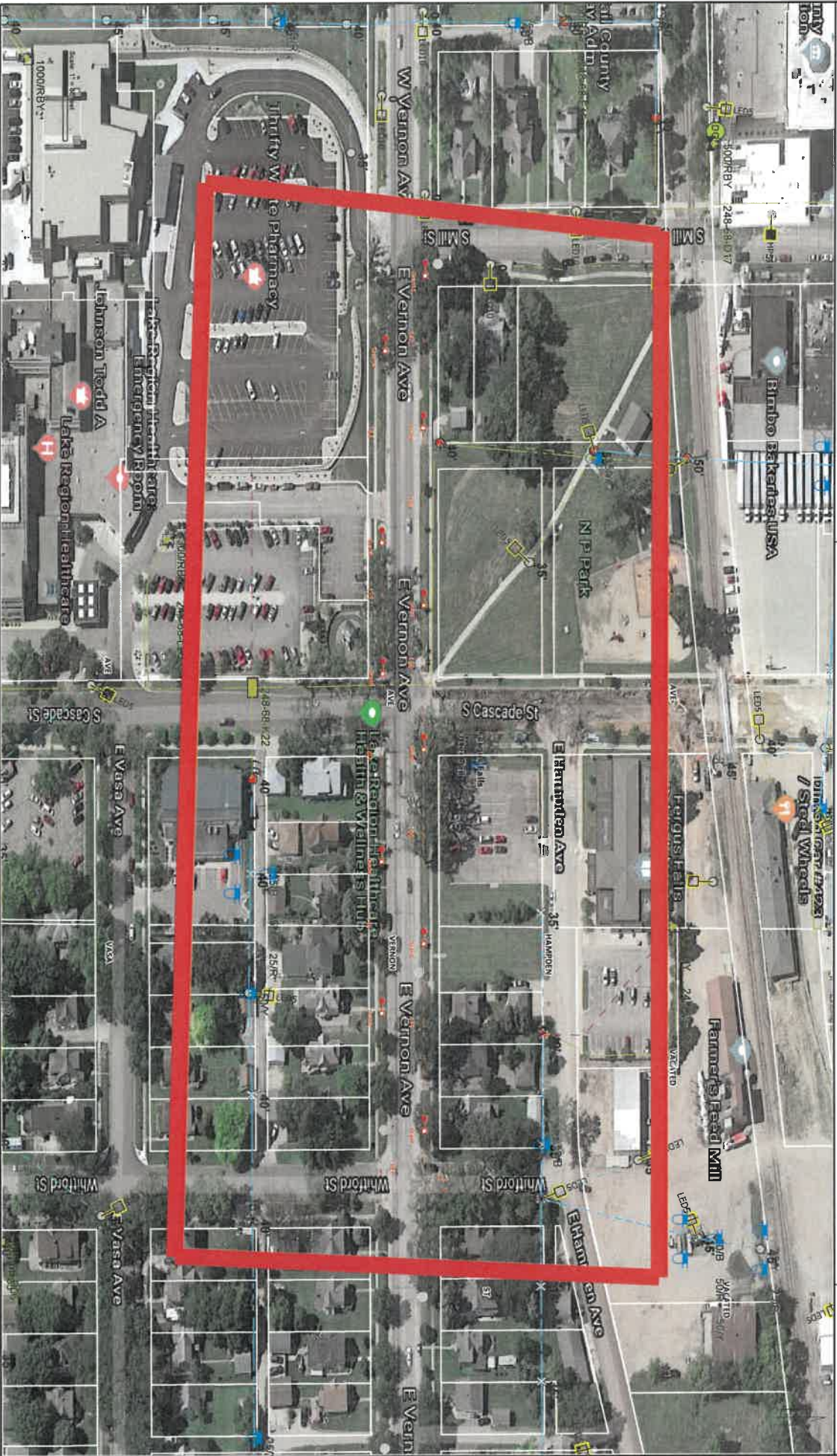




OTTER TAIL POWER COMPANY

LINE DESIGN, ENGINEERING & SYSTEM PLANNING
 218 SOUTH CASCADE
 FORT MONMOUTH, MN 55338
 800.577.4624

| | | | | |
|------------------|---------------|------------------------|------------------|---------------|
| CUSTOMER NAME | PHONE | DRAWN BY | DATE | MAN HOURS |
| SERVICE ADDRESS | | Rajantami, Asko | 3/11/2021 | 142.48 |
| PROJECT NO | JOB NO | CHECKED | | INSTALL |
| CR1003281 | 137153 | REMOVED | | 0 |
| CONST TYPE | UG Secondary | | PAGE | 1 of 3 |





Council Action Recommendation

Page 1 of 1

Meeting Date: September 7, 2021 – City Council

Subject: Final Plat – “Campus View Estates” (F-2021-2)

Recommendation: Adopt a resolution approving a final plat for a thirty-seven lot subdivision “Campus View Estates,” a replat of Campus Addition.

Background/Key Points: At its August 23, 2021 meeting the Planning Commission considered a final plat for “Campus View Estates,” a replat of Campus Addition as requested by Rogness Contracting Services on behalf of the property owner Prairie View Development, LLC. Campus View Estates is a thirty-seven lot subdivision. Most of the development would consist of single-story twin homes for sale. One lot in the subdivision is proposed to have single-story attached homes for rent.

The preliminary plat was approved with conditions by the Planning Commission at a public hearing on July 26, 2021 and by the City Council (with the same conditions) at its August 2, 2021 meeting. At these meetings, the Planning Commission and City Council also considered a variance and rezoning request for Campus View Estates. The variance request was approved and the City Council authorized the City Attorney to draft a rezoning ordinance. The second reading of the ordinance is also scheduled for the September 7, 2021 meeting.

Staff found the conditions of the preliminary plat to have been met and at the August 23 meeting the Planning Commission voted to recommend approval of the final plat with the following condition:

1. Successful adoption of the rezoning ordinance at its second reading at the September 7, 2021 City Council meeting.

Full materials and the staff report can be accessed online at <https://www.ci.fergus-falls.mn.us/government/boards-commissions/planning-commission> and viewing the August 23, 2021 Planning Commission Meeting Packet. Selected materials are listed in “Attachments” below.

Budgetary Impact: None

Originating Department: Community Development

Respectfully Submitted: Karin Flom, City Planner

Attachments: Final Plat of Campus View Estates Addition

PLANNING COMMISSION MINUTES

August 23, 2021

The Fergus Falls Planning Commission held a regular meeting on August 23, 2021 in the Council Chambers of City Hall. The meeting was opened at 5:30 PM. Agenda was approved. Members present were: (√ indicates those present in the Council Chambers).

- √ Jeff Stanislawski
- √ Laurel Kilde
- √ Craig Gantner
- √ Don Suiter
- √ Kelsee Macintosh-Ellig
- √ Scott Rachels
- √ Vern Johnson

City staff in attendance included Karin Flom, City Planner, Klara Beck, Community Development Manager, and Jill Hanson who took minutes for the meeting. Also present was Mike Fletchall.

APPROVAL OF MINUTES

The minutes of the July 26, 2021 meeting were reviewed and Chair Stanislawski entertained a motion to approve the minutes. It was so moved by Commissioner Kilde and seconded by Commissioner Macintosh-Ellig. Passed unanimously.

FINAL PLAT FOR A THIRTY-SEVEN (37) LOT SUBDIVISION “CAMPUS VIEW ESTATES ADDITION” WHICH IS A REPLAT OF CAMPUS ADDITION. REQUESTED BY ROGNESS CONTRACTING SERVICES ON BEHALF OF PRAIRIE VIEW DEVELOPMENT LLC THE APPLICANT.

Chair Stanislawski asked City staff to explain the request. Karin Flom stated an application has been submitted to the City of Fergus Falls by Rogness Contracting Services on behalf of property owner Prairie View Development, LLC for a final plat approval of Campus View Estates Addition. This is a replat of Campus Addition. Prairie View Development, LLC has become the property owner since the preliminary plat application and public hearing.

Karin explained the preliminary plat was approved with conditions by the Planning Commission at a public hearing on July 26, 2021 and by the City Council (with the same conditions) at its August 2, 2021 meeting. The PC and City Council also approved a variance and authorized the City Attorney to draft a rezoning ordinance. These entitlements are necessary to accommodate the preliminary plat as proposed. The variance approval process is complete. The second and final reading of the rezoning request is scheduled for the September 7th City Council meeting. Karin stated that the total plat area is 9.1 acres. The area remains undeveloped. The plat area is located in between Union Avenue on the west, Park Street on the east, and Patterson Loop on the northwest. A dedicated right of way (“Campus Drive”) would connect Union Avenue to Park Street. Campus Drive was dedicated as part of the previous plat Campus Addition and remains unchanged.

Karin explained that the conditions of preliminary plat approval prior to the final plat, as recommended by the Planning Commission and approved by City Commission, were the following:

1. The existing plat lot utility easements from the previous “Campus Addition” plat shall be vacated.
2. The final plat shall split the lots so each twin home unit is on its own separate lot.
3. The final plat shall illustrate all plat lot easements for the new twin home lots.
4. The applicant shall add to the plat the information which was requested by the Engineering Department.
5. Amend the existing Storm Water Permit from Campus Addition and make any necessary changes to the storm water retention on Outlot B (if applicable).
6. Enter into a Storm Water Pond Maintenance Agreement with the Engineering Department (if applicable).

For Condition #1, Karin stated now that the real estate sale has taken place the applicant can move forward with vacating the existing plat lot utility easements from “Campus Addition.” This vacation process is achieved via ordinance and will take a few months. Engineering is willing to allow the Campus Addition easement vacation process to proceed independently of the final plat approval process. The new lots on Campus View Estates Addition will be recorded with their own utility easements and the vacation of the originals can occur separately.

For Condition #2, Karin stated the applicant submitted a final plat which now has each side of the twin home on its own lot. The exception is Lot 1, Block 1 which is the location of the proposed rental units. The Engineering Department also finds the final plat to have sufficiently addressed conditions #3 and #4.

Karin stated that the Engineering department finds conditions #5 and #6 have been addressed. The Outlot B storm water pond is a sufficient size for the proposed development of twin homes and a Storm Water Pond Maintenance agreement is not necessary at this time.

Karin explained some maps for the site and mentioned the five Proposed Findings listed for this request:

1. The plat meets all of the requirements for a final plat.
2. The applicant has obtained the variance required for the proposed development of the plat area.
3. The second reading and vote on the rezoning is scheduled for September 7, 2021.
4. The plat would be serviced by existing utilities on Park Street. The applicant is seeking a TIF from the City of Fergus Falls for additional infrastructure which would be part of Campus Drive.
5. The plat will not be detrimental to the health, safety, or welfare to the community since the surrounding area is residential and the proposed development is also residential.

Karin stated that the five Proposed Findings listed above were created with the idea of approval of the Final Plat request with the following Recommended Conditions listed below:

1. Successful adoption of the rezoning ordinance at its second reading at the September 7, 2021 City Council meeting.

Karin stated that if the PC does not agree with any of the findings, then the PC should look at are the conditions to help to create a positive finding or look at a denial finding and create a set of findings to support denial.

Commissioner Kilde made a motion to approve the Final Plat for a thirty-seven-lot subdivision “Campus View Estates Addition” which is a replat of the Campus Addition property requested by the Prairie View Development LLP with the proposed findings as presented and the conditions recommended. It was seconded by Commissioner Johnson. Passed unanimously.

ORDINANCE UPDATES DISCUSSION:

Chair Stanislawski opened the ordinance discussion on accessory buildings. Karin explained at the June 26, 2021 PC meeting, staff presented examples of what the proposed changes to Section 154.091 Accessory Buildings could look like on different size lots around town. Karin mentioned the proposal is to limit the size of an accessory building (or accessory buildings combined) in residential districts to 15% of the total lot area and 5,000 square feet in R-A zones. The PC requested staff to provide more information on options and what they would look like on a lot.

Karin stated that the information being presented tonight focuses on the size limits for accessory buildings. Other requirements of the proposed ordinance include an accessory building attached to the main building must comply with setback requirements applicable to the main building; if it is detached the setbacks are 5’ from the side or rear property line for R-A and R-1 and 3’ for R-2, R-3, and R-4; and accessory buildings would now be allowed in the side or rear yard. There would be no restrictions on placement within the side or rear yard.

Karin presented some examples of houses with accessory buildings and tables illustrating the maximum size possible for an accessory building based on two current proposals for the Fergus Falls ordinance update. One alternative would be 10% of lot area and the second alternative would be 15% of lot area. Karin mentioned the two proposals for accessory building size limits in Fergus Falls exceed common limits set in local neighboring

communities. For the 15% limit, this begins at around lot sizes of 0.2 acres and for the 10% limit at around 0.25 acres.

Karin explained a zoning analysis table of parcels zoned R-1 or R-2 and the percent of parcels in each size band: 64% of R-1 parcels are 0.3 acres or more; 19% of R-2 parcels are 0.3 acres or more.

- Under the 10% limit, allowable size of accessory buildings for a parcel 0.3 acres or more could range from 1,306 square feet to over 4,356 square feet.
- Under the 15% limit, the limit for a parcel 0.3 acres or more could range from 1,960 square feet to over 6,534 square feet.

Karin stated that determining the allowable size of accessory buildings by a percentage of the total lot area (either 10% or 15%) would give the potential for very large structures on many lots of the single-family residence districts. Depending on the situation, the footprint of an ‘accessory’ structure could exceed the primary building.

Karin stated that based on this information, staff is recommending the Planning Commission consider the following limits:

- In all residential R districts with a lot size of one acre or less, the total allowable square footage of all detached accessory buildings individually or combined is 1,000 square feet, as measured by the footprint of the structure.
- In all residential R districts with a lot size of more than one acre, the total allowable square footage of all detached accessory buildings individually or combined is 5% of the total lot area, as measured by the footprint of the structure.
- Regardless of the above limits, detached accessory buildings shall not cover more than 30% of the rear or side yard area.

Karin explained this would include properties zoned R-A. Land zoned R-A in the City of Fergus Falls does not always mean it is being used for agricultural or single-family residence purposes. An analysis of parcels zoned R- A revealed 283 parcels with 144, or around half, in private ownership. All other owners are the varying levels of government, churches, schools, hospitals, etc. Of the 144 R-A privately owned properties, 23% are less than 1 acre. This means for the 77% of privately-owned R-A properties that are over 1 acre, the allowable size of an accessory building would be 5% of the lot area. For a lot size just over an acre, 5% of the total lot area would allow for an accessory building of up to 2,178 square feet to be constructed (depending on the size of the rear yard).

Commissioner Kilde had some questions about a grid that had been put together for a prior PC meeting limiting the total square footage of allowable accessory buildings based on lot size. Commissioner Kilde stated that she felt these were too restrictive. She noted that many of the accessory buildings are already larger than the ordinance and not wanting to be too restrictive. There was some discussion about the purpose of these ordinance updates, making structures fit the area, and how people can still apply for a variance request. There was some discussion about how the idea was to make variances request needed less because the accessory building ordinance would be less restrictive.

Commissioner Johnson felt we should be getting away from allowing metal pole sheds in the city limits. There was some discussion about how they could be done to match the facade of the primary structure. The PC discussed possibly allowing pole barns or certain moved-in structures with a CUP. Karin Flom stated that she would need to research the CUP idea for the pole building construction.

Commissioner Kilde made motion to recommend the updated ordinance changes from the May 2021 PC meeting for accessory buildings with the amendments of: (1) the maximum size of detached accessory structures (individually or combined) shall be no greater than 10% of the total lot size and (2) create a new letter for a conditional use permit requirement for pole or prefabricated structures after researching the topic and (3) add “matching or better façade and materials of the primary structure” to letter (C). It was seconded by Commissioner Suiter. Passed unanimously.

Karin Flom explained at a prior PC meeting there was a request information about fence setbacks and maintenance, noting the ordinance text proposes entirely replacing the current fence ordinance which says very little about fences. Karin listed the highlights of changes:

- Boundary line fences must be completely located on the property of the person/company constructing the fence. It can be placed on the common property line if the adjoining property owner agrees. The owner of the fence must be able to maintain both sides of the fence. No setback is defined in terms of feet for the purposes of maintenance.
- Residential properties will have a fence height limit of 6 feet in any yard. Currently, there is no fence height limit in the ordinance. If a residential-zone parcel abuts a business or industrial zone on a side or rear lot line, an 8 foot fence is allowed.
- Front yard fences for residential areas are limited to 50% opacity and must be of a decorative material. Decorative is defined as picket, split rail, and decorative iron/brick.
- Commercial and industrial properties are allowed a fence height of 10 feet.

Karin stated that neither current practice nor the draft ordinance include any administrative review of a proposed fence. Particularly with regards to the requirement that a fence can be constructed on the property line 'if the adjoining property owner agrees' and the new design requirements related to fences in the front yard (e.g., 50% opacity), violations of the code by property owners would be probable and correcting a code violation related to the placement, material, or design of a fence after construction could be quite costly to a property owner. The City could save itself time and money in code enforcement and prevent noncompliance before it occurred if an administrative review and permit process existed. As one example, Alexandria requires a permit application for boundary line fences with a fee of \$25.

There was some discussion and Karin explained there were no ordinance changes for fences from the May 2021 version. The PC discussed setbacks of 1 or 2 feet from the property line for maintenance of the fence by the owner of the fence. Commissioner Kilde suggest using the city of Alexandria fence ordinance. Commissioner Johnson voiced strong concern about having a larger setback for maintenance of the fence. There was discussion about having no setback and up to 2 feet of setback.

Commissioner Johnson made motion to recommend the updated Ordinance changes from the May 2021 meeting and adding a 2 foot setback for Fences to the City Council. It was seconded by Commissioner Suiter. Passed unanimously.

PROPOSED GROUP HOME USE

Chair Stanislawski asked City staff to explain the request. Karin Flom stated at the July 26, 2021 meeting the Planning Commission directed staff to research and propose a zoning text ordinance update to accommodate group homes which do not meet the definition of a state licensed residential facility. Karin explained that a community organization, Welcome House, sought to purchase a single family detached home in the R-1, One-Family Residence District and operate transitional housing (i.e., short term rental) to pregnant women, some who may already have children. The rooms would be rented out and the kitchen and bathroom facilities would be shared by all residents. The proposed use would have more than five unrelated people living together and therefore is not considered a permitted use in the R-1 zone.

Karin stated that other Minnesota cities provide various uses in their codes which could accommodate a proposed use such as transitional housing for pregnant women and single mothers. However, each approach the topic in slightly different ways. In reviewing other zoning code definitions and the proposed ordinance language, the PC should consider where and at what scale is appropriate for this housing type.

Karin explained the draft ordinance update for Fergus Falls defines a "rooming house" as a conditional use in any residential or industrial zone. A rooming house would be limited to serving 6 or fewer people in the lower density residential zones (R-A, R-1, R-2). It could serve more than 6 if located in a multiple family or industrial district, as long as such occupancy numbers were permitted under Minnesota building code. It

specifies the information that must be provided in a conditional use permit application (similar to how the solar ordinance requires specific information). It also defines that a CUP can be terminated if a rooming house is not meeting licensing or operating requirements by any government agency. Together these requirements are intended to ensure the health, safety, and welfare of occupants of the housing and neighboring property owners while allowing for innovative housing types in Fergus Falls.

Karin stated that an application for a CUP for a rooming house must include the following information:

- The proposed maximum number of occupants.
- Floor plan of the building showing sleeping facilities, bathrooms, common areas, and cooking facilities. The drawing need not be to scale but dimensions must be provided.
- Description of services provided, if any, to residents of the housing.
- Location and number of off-street parking spaces.
- How the housing will be staffed and supervised.
- Any other information requested by City staff, Planning Commission, or City Council.

There was some discussion limiting the number of people per bedroom, parking issues in R-1 and R-2 zone, fire codes for these types of housing units, limiting the zones that can have these types of housing, and possibly adding more restrictions in R-4 zone. Commissioner Macintosh-Ellig felt that the PC needs to craft this ordinance very carefully. Karin stated that the PC should review the ordinance suggestions and the PC can discuss it more at a future meeting.

STAFF UPDATES

Karin mentioned the following items coming before the PC at future meetings:

- Final Plat for the HRA Timber Cover Addition

The next regular meeting will be on September 27, 2021 at 5:30 PM.

The meeting adjourned at 6:57 pm.

City Planner

BLUE=MODEL ORDINANCE LANGUAGE MISSING

RED=ORDINANCE 97 LANGUAGE MISSING

ORDINANCE NO. 13, EIGHTH SERIES

AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,
AMENDING CITY CODE SECTION 90.20 THROUGH 90.26 PUBLIC
NUISANCES.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Section 90.20 through 90.26 is hereby repealed and replaced in its entirety so as to read as follows:

§ 90.20 PUBLIC NUISANCE PROHIBITION.

A person must not act, or fail to act, in a manner that is or causes a public nuisance. For purpose of this chapter, a person who does any of the following is guilty of maintaining a public nuisance, **which is a misdemeanor**:

(A) Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; or

(B) Interferes with, obstructs, or renders dangerous for passage, any public highway or right-of-way, or waters used by the public; or

(C) Does any other act or omission declared by law **or any other part of this code to be a public nuisance and for which no sentence is specifically provided** **or this ordinance to be a public nuisance.**

§ 90.21 PUBLIC NUISANCES AFFECTING HEALTH.

The following are hereby declared to be nuisances affecting health:

(A) The exposed accumulation of decayed or unwholesome food or vegetable matter;

(B) All diseased animals running at large;

(C) All ponds or pools of stagnant water;

(D) Carcasses of animals not buried or destroyed within twenty-four (24) hours after death;

(E) Accumulation of manure, refuse, or other debris;

(F) Privy vaults and garbage cans which are not rodent-free or fly-tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;

(G) The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, or other substances;

(H) All noxious weeds and other rank growths of vegetation upon public or private property;

(I) Dense smoke, noxious fumes, gas, soot, or cinders in unreasonable quantities;

(J) All public exposure of people having a contagious disease; and

(K) Any offensive trade or business as defined by statute not operating under local license.

§ 90.22 PUBLIC NUISANCES AFFECTING MORALS AND DECENCY.

The following are hereby declared to be nuisances affecting public morals and decency:

(A) All gambling devices, slot machines, and punch boards, except otherwise authorized and permitted by federal, state, or local law;

(B) Betting, bookmaking, and all apparatus used in those occupations;

(C) All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses;

(D) All places where intoxicating **or 3.2 malt liquor** is manufactured or disposed of in violation of law or where, in violation of law, people are permitted to resort, for the purpose of drinking intoxicating **or 3.2 malt liquor**, or where intoxicating **or 3.2 malt liquor** is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining that place. **For the purposes of this section INTOXICATING LIQUOR shall mean any ethyl alcohol, distilled, fermented, spirituous, vinous, or malt beverage containing more than 1/2.05% alcohol by volume;** and

(E) Any vehicle used for the unlawful transportation of intoxicating **or 3.2 malt liquor**, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

§ 90.23 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.

The following are declared to be nuisances affecting public peace and safety:

(A) All snow and ice that is not removed from public sidewalks within twenty-four (24) hours after the snow or other precipitation causing the condition has ceased to fall.

(B) All trees, hedges, billboards, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection.

(C) All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.

(D) Any person participating in any party or other gathering that causes the unreasonable disturbing of the peace, quiet, or repose of another person in such a manner as to be plainly audible at the boundary of the real property, building, structure, or residence from which the noise originates, or at a distance of 50 feet from the source of the noise. "Plainly audible" is defined as sound that can be detected by a person using their unaided hearing faculties.

(E) All unnecessary and annoying vibrations.

(F) Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law.

(G) Radio aerials or television antennae erected or maintained in a dangerous manner.

(H) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk.

(I) All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance.

(J) The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk.

(K) Any barbed wire fence located less than six (6) feet above the ground and within three (3) feet of a public sidewalk or way.

(L) All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public.

(M) Wastewater cast upon or permitted to flow upon streets or other public properties.

(N) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or other safety hazards from such accumulation.

(O) Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located.

(P) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.

(Q) The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance.

(R) The depositing of garbage or refuse on a public right-of-way or on adjacent private property.

(S) Reflected glare or light from private exterior lighting exceeding 0.5 footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel, and one (1) footcandle when abutting any commercial or industrial parcel.

(T) All other conditions or things that are likely to cause injury to the person or property of another.

§ 90.24 NOISE VIOLATIONS.

(A) Prohibited noises.

The following are declared to be nuisances affecting public health, safety, peace, or welfare:

(1) Any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or affects their property's value in such a manner as to be plainly audible at the boundary of the real property, building, structure, or residence from which the noise originates, or at a distance of 50 feet from the source of the noise. (this general prohibition is not limited by any specific restrictions provided in this ordinance). "Plainly audible" is defined as sound that can be detected by a person using their unaided hearing faculties.

(2) All obnoxious noises, motor vehicle or otherwise, in violation of Minn. R. ch. 7030, as they may be amended from time to time, are hereby incorporated into this ordinance by reference.

(3) The use of any vehicle so out of repair or so loaded as to create loud and unnecessary grating, grinding, rattling, or other noise.

(4) The discharging of the exhaust or permitting the discharge of the exhaust of any statutory internal combustion engine, motor boat, motor vehicle, motorcycle, all-terrain vehicle (ATV), snowmobile, or any recreational device, except through a muffler or other device that

effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.

(5) Any loud or excessive noise in the loading, unloading, or unpacking of any vehicle.

(6) The use or operation, or permitting the use or operation, of any radio receiving set, television set, musical instrument, ~~phonograph~~, music device, paging system, machine, or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet, and comfort of any person nearby. **Operation of any device referred to above between the hours of 8:00 p.m. and 8:00 a.m. in a manner so as to be plainly audible at the property line of the structure or building in which it is located, or at a distance of 50 feet if the source is located outside a structure or building, shall be prima facie evidence or violation of this section;**

(7) Creating excessive noise on a street, alley, or public grounds adjacent to any school, institutions of learning, church or hospital when the noise unreasonably interferes with the working of the institution or disturbs or unduly annoys its occupants or residents and when conspicuous signs indicate the presence of such institution.

(B) Hourly restriction of certain operations.

(1) **Domestic power equipment.** No person shall operate a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill, or other similar domestic power equipment, except between the hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday. **Snow removal equipment is exempt from this provision.**

(2) **Refuse hauling.** No person shall collect or remove garbage or refuse in any residential district, except between the hours of 6:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday.

(3) **Construction activities.** No person shall engage in or permit construction activities involving the use of any kind of electric, diesel, or gas-powered machine or other power equipment, except between the hours of 7:00 a.m. and 10:00 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on any weekend or holiday.

(4) **Noise impact statements.** The Council may require any person applying for a change in zoning classification or a permit or license for any structure, operation, process, installation, alteration, or project that may be considered a potential noise source to submit a noise impact statement on a form prescribed by the Council. The Council shall evaluate each such statement and take its evaluation into account in approving or disapproving the license or permit applied for or the zoning changes requested.

(C) City Services Exempt. The City performing improvements or maintenance to any city utility, street or other city services are exempt from the provisions of § 90.24.

§ 90.25 NUISANCE PARKING AND STORAGE.

(A) **Declaration of nuisance.** The outside parking and storage on residentially zoned property of large numbers of vehicles and vehicles, materials, supplies, or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it: (1) obstructs views on streets and private property, (2) creates cluttered and otherwise unsightly areas, (3) prevents the full use of residential streets for residential parking, (4) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, (5) decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood, and (6) otherwise adversely affects property values and neighborhood patterns.

(B) Unlawful parking and storage.

(1) A person must not place, store, or allow the placement or storage of ice fishing houses, skateboard ramps, playhouses, or other similar non-permanent structures outside continuously for longer than twenty-four (24) hours in the front yard area of residential property unless more than one hundred (100) feet back from the front property line.

(2) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.

(3) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:

(a) No more than four (4) vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. The maximum number does not include vehicles of occasional guests who do not reside on the property. The term vehicles includes, but is not limited to, automobiles, trucks, campers, and trailers, whether motorized or not.

(b) Vehicles that are parked or stored outside in the front yard areas must be on a paved or graveled parking surface or driveway area.

(c) Vehicle that are parked in any set-back area as determined by the zoning district.

(d) Vehicles, watercraft, and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away from school for periods of time but still claim the property as their legal residence will be considered residents on the property.

§ 90.26 INOPERABLE MOTOR VEHICLES.

(A) **Declaration of nuisance.** Any motor vehicle described in this section shall constitute a hazard to the health and welfare of the residents of the community as such vehicles can harbor noxious diseases, furnish a shelter and breeding ground for vermin, and present physical danger to the safety and well-being of children and citizens. Motor vehicles also contain various fluids which, if released into the environment, can and do cause significant health risks to the community.

(B) **Inoperable motor vehicles.** It shall be unlawful to keep, park, store, or abandon any motor vehicle that is not in operating condition, partially dismantled, used for repair of parts or as a source of repair or replacement parts for other vehicles, kept for scrapping, dismantling, or salvage of any kind, or which is not properly licensed for operation within the state, pursuant to [Minn. Stat. § 168B.011, subd. 3](#) [M.S. §168.13](#), as it may be amended from time to time.

(C) **Screening.** This section does not apply to a motor vehicle enclosed in a building and/or kept out of view from any street, road, or alley, and which does not foster complaint from a resident of the city. Privacy fencing is permissible.

§ 90.27 BUILDING MAINTENANCE AND APPEARANCE.

(A) **Declaration of nuisance.** Building, fences, and other structures that have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they (a) are unsightly, (b) decrease adjoining landowners and occupants' enjoyment of their property and neighborhood, and (c) adversely affect property values and neighborhoods patterns.

(B) **Standards.** A building, fence or other structure is a public nuisance if it does not comply with the following requirements:

(1) No part of any exterior surface may have deterioration, holes, breaks, gaps, loose, or rotting boards or timbers.

(2) Every exterior surface that has had a surface finish such as paint applied must be maintained to avoid noticeable deterioration of the finish. No wall or other exterior surface may have peeling, cracked, chipped or otherwise deteriorated surface finish on more than 20% of:

(a) Any one wall or other flat surface; or

(b) All door and window moldings, eaves, gutters, and similar projections on any one side or surface.

(3) No glass, including windows and exterior light fixtures, may be broken or cracked, and no screens may be torn or separated from moldings.

(4) Exterior doors and shutters must be hung properly and have an operable mechanism to keep them securely shut or in place.

(5) Cornices, moldings, lintels, sills, bay or dormer windows and similar projections must be kept in good repair and free from cracks and defects that make them hazardous or unsightly.

(6) Roof surfaces must be tight and have no defects that admit water. All roof drainage systems must be secured and hung properly.

(7) Chimneys, antennae, air vents, and other similar projections must be structurally sound and in good repair. These projections must be secured properly, where applicable, to an exterior wall or exterior roof.

(8) Foundations must be structurally sound and in good repair.

§ 90.28. DUTIES OF CITY OFFICERS.

City ~~officials~~person designated may apply and enforce any provision of this ordinance relating to public nuisances within this jurisdiction. Any peace officer or other designated city ~~official~~person shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances. Except in emergency situations of imminent danger to human life and safety, no peace officer or designated city ~~official~~person will enter private property for the purpose of inspecting or preventing public nuisances without the permission of the owner, resident, or other person in control of the property, unless the officer or person designated has obtained a warrant or order from a court of competent jurisdiction authorizing entry.

§ 90.29 ABATEMENT ~~PROCEDURE~~.

(A) —(Notice; written notice of violation. In all cases of nuisances described in this chapter, the City Administrator, or his or her designee, shall cause a written notice to be served upon the person or entity that maintains, operates or permits a nuisance. The notice shall be substantially as follows:

NOTICE TO ABATE NUISANCE

The City of Fergus Falls to _____.

You are hereby notified that the nuisance maintained, operated or permitted to exist by you located at _____, and consisting of _____ must be abated by the (removal) (destruction) (discontinuance) of the same and that if you do not comply with this notice, you are directed to appear before the undersigned at the Department of _____ on _____, 20_____, at _____ o'clock a.m./p.m. to show cause why the same should not be abated. If you fail to appear, the undersigned will take the necessary steps to abate such nuisance. The costs of abatement incurred by the city shall be assessed against you, and a lien may be imposed on the property to secure the payment.

Date this _____ day of _____, 20_____.

(Title of Signer)

A copy of the foregoing notice was served on _____ on the day of _____, 20____
_____, by (describe manner of service) _____.

(Name of Server)

(1) Notice of violation. Written notice of violation shall be served by the officer charged with enforcement on the owner of record or occupant of the premises either in person or by mail to the last known address of the owner or occupant. If the premises is not occupied, the owner of record is unknown, or the owner of record or occupant refuses to accept notice of violation, notice of violation shall be served by posting it on the premises.

(2) Notice of hearing. At the same time and place specified in the notice, the City Administrator, or his or her designee, shall hear the matter. The person or entity so complained of shall have the right to appear in person or by counsel. At the conclusion of the hearing, the City Administrator, or his or her designee, may vacate the notice or may declare the condition to be a nuisance and order it abated summarily.

(3) Notice of city order. Except for those cases determined by the city to require summary enforcement, written notice of any City Council order shall be made as provided in M.S. § 463.17 (Hazardous and Substandard Building Act), as it may be amended from time to time. In all cases where the City Administrator, or designee, shall have determined, after hearing or notice of hearing and default, that any nuisance shall be abated, he or she shall issue an order requiring the abatement of the nuisance within a time named in the order, and shall serve the order of abatement upon the person or entity who maintains, operates or permits the nuisance. In the event the nuisance is not abated by the party within the time provided in the order, the City Administrator, or his or her designee, shall cause the nuisance to be abated.

(4) Notice of motion for summary enforcement. Written notice of any motion for summary enforcement shall be made as provided for in M.S. § 463.17 (Hazardous and Substandard Building Act), as it may be amended from time to time.

(5) Grievance. Any person aggrieved by an order of abatement may appeal the order to the City Council. An appeal shall be taken within ten days from the date of the order of abatement by filing with the City Administrator and the City Administrator a notice of appeal which shall specify the grounds of appeal. The matter shall be placed on the City Council's next regularly-scheduled meeting for a public hearing. An appeal stays all proceedings in furtherance of the action appealed from. The City Council may reverse or affirm, in whole or in part, or may modify the order of abatement and may issue an order, requirement, decision or determination as is consistent with city ordinances.

(6) Failure to abate by owner. Any person or entity who fails to remove and abate any nuisance after proper notice, the opportunity to be heard and final order shall be liable to the city for all expenses incurred in the removal and abatement of the nuisance. The city shall have the right to recover all such costs and a lien may be imposed upon the property to secure

payment of the costs. The procedure for establishing the lien shall be in accordance with M.S. § 429.101, as it may be amended from time to time.

(B) Procedure.

(1) Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the city, the officer shall notify in writing the owner of record or occupant of the premises of the fact and order that the nuisance be terminated or abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the City Administrator or designee. Thereafter, the City Administrator or designee may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and further order that, if the nuisance is not abated within the time prescribed by the City Administrator or designee, the city may seek injunctive relief by serving a copy of the City Administrator order and notice of motion for summary enforcement.

(2) Whoever has been given one notice to abate a nuisance and, subsequently, within a 12- month period from the date of the first notice commits a second violation of this subchapter at the same location, the City Engineer, Street Superintendent, Police Department or other designated person may elect to commence an administrative violation procedure or criminal violation procedure immediately and without providing the violator an opportunity to correct the violation. However, the City Engineer, Street Superintendent, Police Department or other designated person may not abate the violation without complying with the provisions consistent with this division (B).

(C) Emergency procedure; summary enforcement. In cases of emergency, where delay in abatement required to complete the notice and procedure requirements set forth in division (B) above will permit a continuing nuisance to unreasonably endanger public health safety or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the officer charged with enforcement shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement of the nuisance will unreasonably endanger public health, safety or welfare. The enforcement officer shall notify in writing the occupant or owner of the premises of the nature of the nuisance and of the city's intention to seek summary enforcement and the time and place of the City Council meeting to consider the question of summary enforcement. The City Council shall determine whether or not the condition identified in the notice to the owner or occupant is a nuisance, whether public health, safety or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in division (A) above, and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.

(D) Immediate abatement. Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition which poses an imminent and serious hazard to human life or safety.

~~A) **Procedure.** Whenever the peace officer or other designated person official determines that a public nuisance is being maintained or exists on the premises in the city, the official officer or person designated shall notify in writing the owner of record and occupant of the premises of such fact and order that the nuisance be terminated or abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the time specified, the official shall report that fact forthwith to the City Council. Thereafter, the City Council may, after notice to the owner and occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and further order that if the nuisance is not abated within the time prescribed by the City Council, the city may seek injunctive relief by serving a copy of the City Council order and notice of motion for summary enforcement or obtain an administrative search and seizure warrant and abate the nuisance.~~

~~—————(B) **Notice.** Written notice of the violation; notice of the time, date, place, and subject of any hearing before the City Council; notice of the City Council order; and notice of motion for summary enforcement hearing shall be served by a peace officer or designated official person on the owner of record and occupant of the premises either in person or by certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by positing it on the premises.~~

~~(1) *Notice.* Written notice of violation; notice of the time, date, place and subject of any hearing before the City Council; notice of City Council order; and notice of motion for summary enforcement hearing shall be given as set forth in this section.~~

~~—————(a) *Notice of violation.* Written notice of violation shall be served by a peace officer or designated person on the owner of record or occupant of the premises either in person or by certified or registered mail. If the premises is not occupied, the owner of record is unknown, or the owner of record or occupant refuses to accept notice of violation, notice of violation shall be served by posting it on the premises.~~

~~—————(b) *Notice of City Council hearing.* Written notice of any City Council hearing to determine or abate a nuisance shall be served on the owner of record and occupant of the premises either in person or by certified or registered mail. If the premises is not occupied, the owner of record is unknown, or the owner of record or occupant refuses to accept notice of the City Council hearing, notice of City Council hearing shall be served by posting it on the premises.~~

~~—————(c) *Notice of City Council order.* Except for those cases determined by the city to require summary enforcement, written notice of any City Council order shall be~~

~~made as provided in M.S. § 463.17 (Hazardous and Substantial Building Act), as it may be amended from time to time.~~

~~_____ (d) *Notice of motion for summary enforcement.* Written notice of any motion for summary enforcement shall be made as provided for in M.S. § 463.17 (Hazardous and Substandard Building Act), as it may be amended from time to time.~~

~~_____ (C) **Emergency procedure; summary enforcement.** In cases of emergency, where delay in abatement required to complete the procedure and notice requirements as set forth in subdivisions (A) and (B) of this section will permit a continuing nuisance to unreasonably endanger public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the peace officer or other designated official person shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement will unreasonably endanger public health, safety, or welfare. The officer or designated official person shall notify in writing the occupant or owner of the premises of the nature of the nuisance and the city's intention to seek summary enforcement. The City Council shall determine whether or not the condition identified in the notice to the owner or occupant is a nuisance, whether public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in subdivision (A) of this section and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.~~

~~_____ (D) **Immediate abatement.** Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.~~

(E) Unlawful parties or gatherings. When law enforcement determines that a gathering is creating such a noise disturbance as prohibited under Section 90.23, Subdivision D, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to ~~disburse~~ disperse immediately. No person shall refuse to leave after being ordered to do so by law enforcement. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

~~_____ (7) No person shall participate in any party or other gathering of people giving rise to noise, unreasonably disturbing the peace, quiet, or repose of another person. When a police officer determines that a gathering is creating such a noise disturbance, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to disperse immediately. No person shall refuse to leave after being ordered by a police officer to do so. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.~~

(F) **Judicial remedy.** Nothing in this section shall prevent the city from seeking a judicial remedy when no other adequate administrative remedy exists.

§ 90.30 RECOVERY OF COST.

(A) **Personal liability.** The owner of the premises on which a nuisance has been abated by the city, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Administrator or other city ~~official-person designated~~ shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Administrator.

(B) **Assessment.** After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the City Administrator shall, on or before ~~September 1~~ **November 30** next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under that statute and any other pertinent statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the City Council may determine in each case.

§ 90.31 PENALTY.

Any person convicted of violating any provision of this ordinance is guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment for not more than ninety (90) days, or both, plus the costs of prosecution in either case.

Section 2. Severability. If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

Section 3. Effective date. The effective date of this ordinance shall be the ____ day of _____, 2021.

The following summary is approved by the City council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes Section 412.191:

PUBLIC NOTICE

WHEREAS, Certain sections of the Fergus Falls City Code have been amended by Ordinance No. 13, Eighth Series, which ordinance has been duly adopted by the City Council; and,

WHEREAS, Said ordinance is lengthy and the Council has therefore determined that, pursuant to City Charter Chapter 4.04, Subd. 2, publication of the title and summary of said ordinance would clearly inform the public of the intent and effect of the ordinance; and,

WHEREAS, The Council, by at least four-fifths of its members, has directed that only the title of the ordinance and a summary be published and that printed copies of the ordinance be available for inspection by any person during regular office hours at the office of the City Administrator and also at the public library where the entire text of said ordinance is posted.

NOTICE IS HEREBY GIVEN, that the title of Ordinance No. 13, Eighth Series, is as follows:

AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,
AMENDING CITY CODE SECTION 90.20 THROUGH 90.26 PUBLIC
NUISANCES.

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 13, Eighth Series, is as follows:

Section 1 repeals § 90.20 through 90.26 Public Nuisances in its entirety replaced and adopts the following sections:

§ 90.20 PUBLIC NUISANCE PROHIBITION.

§ 90.21 PUBLIC NUISANCES AFFECTING HEALTH.

§ 90.22 PUBLIC NUISANCES AFFECTING MORALS AND DECENCY.

§ 90.23 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.

§ 90.24 NOISE VIOLATIONS.

§ 90.25 NUISANCE PARKING AND STORAGE.

§ 90.26 INOPERABLE MOTOR VEHICLES.

§ 90.27 BUILDING MAINTENANCE AND APPEARANCE.

§ 90.28. DUTIES OF CITY OFFICERS.

§ 90.29 ABATEMENT PROCEDURE.

§ 90.30 RECOVERY OF COST.

§ 90.31 PENALTY.

Section 2. Addressed Severability.

Section 3. Establishes the Effective date.

NOTICE IS FURTHER GIVEN, that the Council has approved the text of the foregoing summary and determines that it clearly informs the public of the intent and effect of the ordinance.

THIS ORDINANCE was introduced on the ____ day of _____, 2021, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the ___ day of _____, 2021, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

APPROVED:

City Administrator

Mayor

Barb/clients/city/ordins/eighth series/ord13

ORDINANCE NO. 17, EIGHTH SERIES

AN ORDINANCE AMENDING CITY CODE SECTION 7.03 (ORIGINALLY ADOPTED AS PART OF ORDINANCE NO. 324), THEREBY AMENDING THE ZONING MAP PROVIDED FOR IN SUBDIVISION 2 OF SAID SECTION BY CHANGING THE BOUNDARY LINES OF CERTAIN DISTRICTS AND CHANGING THE CLASS OF DISTRICTS OF CERTAIN LANDS.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Hearing. Pursuant to due notice, a hearing was held by the Planning Commission on July 26, 2021, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

Section 2. First Amendment. That the following tracts of land located within the corporate limits of the City of Fergus Falls and described as follows:

Lots 1 through 7 inclusive and Lot 8 except the South 20.00 feet thereof, all in Block 1 of CAMPUS ADDITION to the City of Fergus Falls. Together with the adjoining northwesterly half of Campus Drive and adjoining westerly half of Park Street.

should be and are hereby removed from an R-1 One Family Residence District and placed in an R-4 Multiple Family Resident District.

Section 3. Second Amendment. That the following tracts of land located within the corporate limits of the City of Fergus Falls and described as follows:

Lots 9 through 13 inclusive and the South 20.00 feet of Lot 8 in Block 1 and Lots 1 through 11 inclusive in Block 2 and Outlot B and Lots 1 through 10 inclusive in Block 3, all in CAMPUS ADDITION to the City of Fergus Falls. Together with the adjoining westerly half of Park Street, the adjoining northeasterly half of North Union Avenue, the adjoining southeasterly half of Campus Drive lying northerly of the easterly extension of the north line of the South 20.00 feet of Lot 8, Block 1 of said plat of CAMPUS ADDITION, and all of adjoining Campus Drive lying southerly of the easterly extension of the north line of the South 20.00 feet of Lot 8, Block 1 of said plat of CAMPUS ADDITION.

should be and are hereby removed from an R-1 One Family Residence District and placed in an R-2 One-and-Two Family Residence District.

Section 4. Effective Date. The effective date of this ordinance shall be the _____ day of _____, 2021.

THIS ORDINANCE was introduced on _____, 2021, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 2021, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on _____, 2021.

barb/clients/city/ordnocs/eighth series/ord17



Council Action Recommendation

Page 1 of 2

Meeting Date:

September 1, 2021 – Committee of the Whole

September 7, 2021 – City Council

Subject:

P. I. No. 9771 - Fergus Falls Closed Landfill (SW-184) Update

Recommendation:

- Accept Houston Engineering's professional services proposal in the amount of \$72,011.00
- Authorize staff to initiate ingress/egress negotiations with the property owner

Background/Key Points:

On June 16, 2021 Houston Engineering, Inc. (HEI) presented a power point to this Council in regards to the above referenced project. Since then, the MPCA has reviewed the sampling information and requested further action. A work plan was provided to MPCA which they have approved.

In general, the MPCA is requesting two (2) additional nested monitoring wells be installed. The proposed well locations (FF 22 & 23) are located due west and northwest of the closed landfill site on private property. The intent of these new wells is to provide additional sampling points from the upper and lower aquifers to confirm contamination has not expanded beyond current extents. Please refer to the attached map for additional information. HEI estimated fee includes the physical well installations by Traut Wells (subcontractor) and analytical testing by Test America.

Staff met with the private property owner to review the new well locations. The owner has approved the well installations. Upon review of access needs to these new wells for future annual water sampling, therefore I am also recommending the City secure permanent ingress/egress and authorize staff to initiate this process with the property owner.

Budgetary Impact:

HEI's fees (Traut Wells, Test America) and City staff time will be reimbursed thru the City's Post Closure Assurance Fund. The MPCA has approved this funding.

Originating Department:

Engineering Department

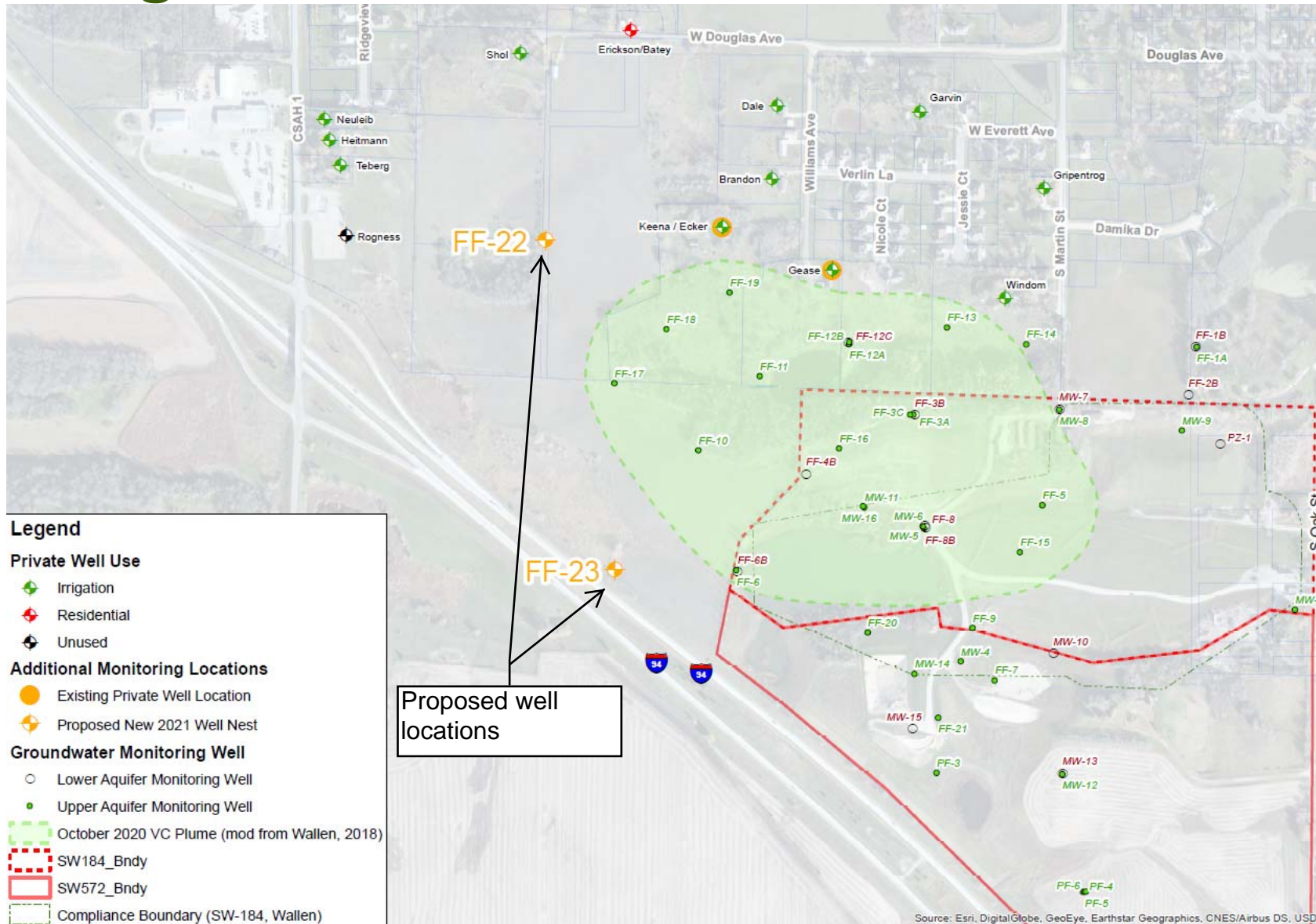
Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

Exhibit - FF 22 & 23 Proposed Locations

Fergus Falls – SW-184 Corrective Action





Council Action Recommendation

Page 1 of 1

Meeting Date:

September 1, 2021 – Committee of the Whole
September 7, 2021 – City Council

Subject:

PI 5333 –Union Avenue Street & Pedestrian Improvement Project from Junius Avenue to
Lincoln Avenue (MSAS Route No. 104)

Recommendation:

- 1) Accept Bolton & Menk’s professional services agreement for construction administration in the amount of \$98,000.00

Background/Key Points:

Bolton & Menk, Inc. is estimating services agreement for construction administration in the amount of \$98,000.00. This amount includes construction testing services by Braun Intertec required by State Aid construction rules.

Central Specialties, Inc. (Alexandria, MN) is proposing to start this project shortly after Labor Day, 2021. As a reminder, this project requires significant traffic control devices and lane shifts to maintain traffic flow. Public notices will be issued and information will be available on the City’s website.

Budgetary Impact:

This project is proposed be funded primarily with State Aid funds. Some utility work, such as relocations, is required to facilitate the construction. This estimated cost of utility work items is \$28,000

Originating Department:

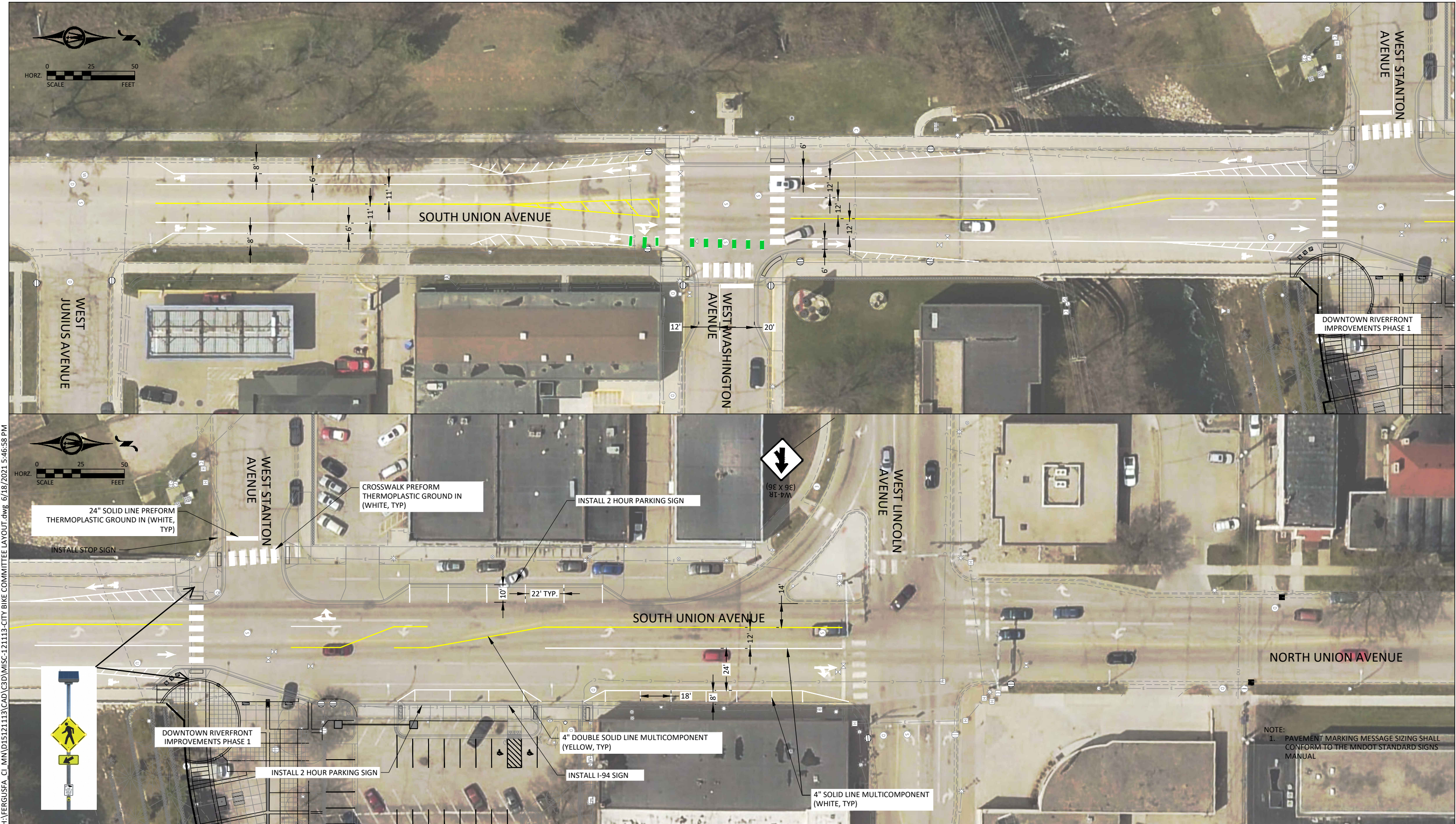
Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Project Layout



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NOTE:
1. PAVEMENT MARKING MESSAGE SIZING SHALL CONFORM TO THE MNDOT STANDARD SIGNS MANUAL



Council Action Recommendation

Page 1 of 2

Meeting Date:

9/7/21

Subject:

Westridge Mall Development Agreement Modification

Recommendation:

Resolution approving modification to development agreement between Westridge Mall Associates Inc., and the City of Fergus Falls

Background/Key Points:

As a condition of approving the most recent replat of the Westridge Mall parcel (including the existing Dollar Tree and additional sq. footage), a development agreement was required. The primary reason for the development agreement was to ensure that each of these new/separate parcels would have their own utility services and the appropriate fire walls would be established between them to comply with building codes. Also, we are requiring that the City is made whole on any and all past due amounts upon closing.

The owner of the mall has agreed to these conditions. However, the availability of contractors has proven to be a challenge. There is currently a purchase agreement in place between the existing owner of the mall and a buyer, which is set to close in the near future. The development agreement requires the above referenced improvements to be done prior to any sale of the property. The owner of the mall is asking that we allow the sale to happen prior to these improvements due to contractor schedules, but would offer the following guarantees to ensure this work happens:

1. Signed contracts between Westridge Mall Associates Inc. and all contractors needed to complete the work with completion dates of **July 1, 2022**, or sooner.
2. A signed contract between Westridge Mall Associates Inc. and Interstate Engineering to act as project manager and administer the contracts between the owner and the contractors.
3. Evidence of an escrow account that shall hold the sum of 110% of the sum of the total contracts with all contractors and Interstate Engineering to ensure contractors are paid including any potential change orders.
4. A signed agreement from the potential buyer of the property acknowledging they understand and agree to having this work done on this schedule.

If this transaction proceeds, it's the intention of the new buyer to bring a new retail business into the additional square footage that is parceled off next to the existing Dollar Tree. The Dollar Tree would remain in the current space. I have visited with both the owner of the mall and Interstate Engineering and was assured that this request is solely due to the timing in which contractors could be secured and complete the work. The above guarantees

provide reasonable assurances that the work will be complete and the City's expectations are met.

Budgetary Impact:

No budget impact to the City

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Memo from Interstate Engineering

MEMO

To: City of Fergus Falls City Council

From: Alex Schwarzhoff, P.E.

Date: August 24, 2021

Re: Westridge Addition
Fergus Falls, Minnesota
F20 12 061

INTRODUCTION

I am writing this on behalf of the Westridge Mall Associates Inc. Due to the time of year and the work level of local contractors the Westridge Mall Associates Inc. is requesting a modification to the Developers Agreement created as a part of the Westridge Addition Plat.

DISCUSSION:

The modification requested is to the requirement to create a fire separation between the two properties as required by the MN Building Code and to create separate water and sanitary sewer services to serve the new parcel prior to completing any sale. Westridge Mall Associates Inc. requests a modification to allow them to complete the sale while completing these tasks by July 1, 2022.

The reason for requesting this modification is that Westridge Mall Associates Inc. has a purchase agreement with a buyer for the new parcel that has a scheduled closing at the end of September. Westridge Mall Associates Inc. has been working with local contractors to determine the work required and establish the cost of this work. During the process the contractors have informed us that their schedules do not allow them to complete the work before the end of September. The interior work can be completed over the winter, but the exterior work will not be able to be completed until the spring of 2022.

Understanding the city's concern that the work be completed in a timely manner the Westridge Mall Associates Inc. propose the following information submitted tot he City as a condition to this modification:

1. Signed contracts between Westridge Mall Associates Inc. and all contractors needed to complete the work with completion dates of July 1, 2022, or sooner.
2. A signed contract between Westridge Mall Associates Inc. and Interstate Engineering to act as project manager and administer the contracts between the owner and the contractors.
3. Evidence of an escrow account that shall hold the sum of 110% of the sum of the total contracts with all contractors and Interstate Engineering to ensure contractors are paid including any potential change orders.
4. Signed agreement from the potential buyer of the property acknowledging they understand and agree to having this work done on this schedule.

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

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

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

General

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| A-1 LOCK & KEY LLC | RE-KEY EXT. TOP OF O.S.STEPS | 146.00 |
| A-1 LOCK & KEY LLC | 515 E CHERRY-SERVICE CALL | 90.00 |
| ARC DOCUMENT SOLUTIONS LLC | BASE MAINT. HP, CANON | 207.68 |
| ARC DOCUMENT SOLUTIONS LLC | MISC INK CARTRIDGE | 365.72 |
| ACT RESTORATION | C.HALL LL MENS FLOOR SEALING | 3,541.50 |
| ADMINISTRATOR'S CONTINGENCY FD | ARCHERY RANGE SUPPLIES | 198.75 |
| ADMINISTRATOR'S CONTINGENCY FD | AUGUST NEW SERVICE FEE | 268.44 |
| ADMINISTRATOR'S CONTINGENCY FD | JULY ANALYSIS SVC CHARGE | 113.68 |
| ADMINISTRATOR'S CONTINGENCY FD | JULY 2021 INTEREST EARNED | .02- |
| ADMINISTRATOR'S CONTINGENCY FD | NW CHAPTER BLDG OFFICIALS | 70.00 |
| ADMINISTRATOR'S CONTINGENCY FD | PLPS CANCEL/LAKE REGION HEALTH | 145.00 |
| ADMINISTRATOR'S CONTINGENCY FD | RECORD EASEMENT/RESERVE 70 | 46.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND KIDS KAMP | 2,205.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND OVERPAY LIQUOR LICENSE | 50.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND YOUTH BASEBALL | 60.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND/PLPS DEPOSIT-MUELLER | 25.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND/PLPS DEPOSIT-ODDEN | 25.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND/PLPS DEPOSIT-OTC DFL | 25.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND/PLPS DEPOSIT-PECHACEK | 25.00 |
| ADMINISTRATOR'S CONTINGENCY FD | REFUND/PLPS DEPOSIT-SANGER | 25.00 |
| AL'S REFRIGERATION, INC. | JULY A/C CONDENSOR FAN MOTOR | 489.00 |
| AICPA (PAYMENT - DUES) | 2021 MEMBERSHIP DUES | 295.00 |
| SEAN ANDERSON | CLEANING WEEKS OF AUG 16-23 | 410.78 |
| SEAN ANDERSON | CLEANING WEEKS OF AUG 2-9 | 410.78 |
| AUTO VALUE - FERGUS FALLS | AUG BLACK NITRILE GLOVES | 31.72 |
| AUTO VALUE - FERGUS FALLS | AUG SOLAR TRAFFIC LIGHT BATTER | 423.98 |
| AVESIS THIRD PARTY ADMIN INC | SEPTEMBER VISION INSURANCE | 17.98 |
| BEYER BODY SHOP, INC. | TOW PONTIAC GRAND PRIX/2102650 | 95.00 |
| BJORN'S HEATING & AIR COND INC | BLOWER MOTOR FRONT DESK C.HALL | 1,175.43 |
| CARR'S TREE SERVICE, INC. | DUTCH ELM PRIVATE TREES | 1,656.05 |
| CARR'S TREE SERVICE, INC. | 2021 D.E.D. BLVD TREES | 35,378.75 |

General

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| CARR'S TREE SERVICE, INC. | 2021 D.E.D. OAK GROVE CEMETERY | 1,557.50 |
| CHARTER COMMUNICATIONS | AUG. FIXED IP (PARTIAL) | 7.25 |
| CHARTER COMMUNICATIONS | AUG. FIXED IP INSTALLATION | 99.00 |
| CHARTER COMMUNICATIONS | AUG. INTERNET (PARTIAL) | 14.52 |
| CHARTER COMMUNICATIONS | CABLE 8/18-9/17 | 32.97 |
| CHARTER COMMUNICATIONS | SEPT. FIXED IP ADDRESS | 14.99 |
| CHARTER COMMUNICATIONS | SEPT. INTERNET | 119.99 |
| COLLABORATIVE DESIGN GROUP INC | JULY PROFESSIONAL SERVICES | 8,032.50 |
| COMPUTER INFORMATION SYSTEM, | CIS LICENSE RENEWAL 2022 | 10,230.85 |
| COOPERS TECHNOLOGY GROUP | AUGUST CARD STOCK 250 SHEETS | 18.26 |
| COOPERS TECHNOLOGY GROUP | AUGUST PLASTIC INDEX TABS | 2.96 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | 9.85 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | 4.58 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | 7.38 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | 36.33 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | 11.09 |
| COOPERS TECHNOLOGY GROUP | PLAN HOLDER CABINET | 350.00 |
| CORE & MAIN LP | AUG DETECTABLE WARNING PANELS | 1,320.00 |
| COSSETTE ELECTRIC LLC | AUG UNHOOK/REMOVE WIRE FROM 3 | 168.00 |
| COSSETTE ELECTRIC LLC | GOLF C. REPLACE PANEL ON SHED | 1,056.06 |
| DACOTAH PAPER CO | MOP, CAN LINER, SOAP, CLNR, | 972.20 |
| DACOTAH PAPER CO | TISSUE TOILET 2PLY | 42.75 |
| DACOTAH PAPER CO | TISSUE, BOX CORR | 255.68 |
| DACOTAH PAPER CO | TOILET TISSUE, SOAP | 312.19 |
| DACOTAH PAPER CO | VAC BACK PAC VAC | 383.88 |
| DIAMOND VOGEL PAINTS | AUG CROSSWALK GLASS BEADS | 325.00 |
| DIAMOND VOGEL PAINTS | AUG WHITE CROSSWALK PAINT | 866.00 |
| DIAMOND VOGEL PAINTS | AUG WHITE TRAFFIC PAINT 5GAL | 216.50 |
| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 107,900.91 |
| 4M FUND | AUG 2021 SERVICE CHARGE | 51.40 |
| FASTENAL COMPANY | AUG MISC HARDWARE (CHRIS) | 15.06 |
| FASTENAL COMPANY | AUG MISC HARDWARE (JASON) | 22.72 |
| FASTENAL COMPANY | AUG PARK SAFETY VENDING | 72.99 |
| FASTENAL COMPANY | AUG STREET SAFETY VENDING | 50.88 |
| FASTENAL COMPANY | AUG WOOD SCREWS/1/2" NUTS | 52.42 |
| FASTENAL COMPANY | AUGUST OPERATING SUPPLIES | 27.50- |
| FINNLYTECH INC | FACILITY SCHEDULING BASIC | 2,248.00 |
| FINNLYTECH INC | FACILITY SCHEDULING CONFIGURAT | 1,998.00 |
| GALLS LLC | CEDERBERG UNIFORM PURCHASE | 78.06 |
| GALLS LLC | CREDIT ON BADGE ERROR | 140.00- |
| GALLS LLC | DELANEY UNIFORM PURCHASE | 18.15 |
| GALLS LLC | DUENOW UNIFORM PURCHASE | 141.82 |
| GALLS LLC | HAKEN HOLSTER RETURN | 133.92- |

General

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| GALLS LLC | HAKEN RETURN | 30.36- |
| GALLS LLC | HARRINGTON RETURN | 74.99- |
| GALLS LLC | HARRINGTON UNIFORM RETURN | 79.98- |
| GALLS LLC | KITZMAN UNIFORM PURCHASE | 178.39 |
| GALLS LLC | MATTSON UNIFORM PURCHASE | 108.93 |
| GENERAL FUND | AUGUST COPIER USE | 224.12 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 38.09- |
| GENERAL FUND | AUGUST POSTAGE USE | 335.43 |
| GENERAL FUND | TRANSFER AUGUST COPIER USE | 311.08- |
| GENERAL FUND | TRANSFER AUGUST POSTAGE USE | 844.82- |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 446,417.13- |
| GRAND FORKS FIRE EQUIPMENT LLC | MARCH 3 PAIRS OF GLOVES | 105.00 |
| GREAT PLAINS NATURAL GAS CO | AUGUST NATURAL GAS EXPENSE | 119.74 |
| GUARDIAN | SEPTEMBER DENTAL PREMIUM | 3,789.04 |
| HES INC | TILE REMOVAL 805 N AURDAL | 935.00 |
| CRAIG HEBERT | AUGUST POSTAGE STREAMLIGHT REP | 24.67 |
| CRAIG HEBERT | AUGUST PUSHOVER LICENSE | 5.38 |
| HOME DEPOT CREDIT SERVICES | AUG CEILING REGISTERS PRACTICE | 29.18 |
| HOME DEPOT CREDIT SERVICES | AUG RAPID SET CONCRETE HOUSE | 55.88 |
| HOME DEPOT CREDIT SERVICES | AUG XYLENE EQUIPMENT CLEANER | 83.88 |
| HOME DEPOT CREDIT SERVICES | AUG 2 GALLON SPRAYER ST DEPT | 16.97 |
| ISD #544 | JAN-JUNE 2021 ARENA ELECTRIC | 19,349.88 |
| ISD #544 | JAN-JUNE 2021 ARENA NAT GAS | 17,286.73 |
| INNOVATIVE OFFICE SOLUTIONS | OFFICE SUPPLIES | 19.79 |
| JB ELECTRIC | BATHROOM REMODEL LABOR/EQUIP | 1,715.00 |
| JB ELECTRIC | CAT 5 INSTALLED FOR NEW CAMERA | 572.00 |
| JK SPORTS | AUGUST UNIFORMS | 598.00 |
| JOHNSON & SON WELL DRILLING | LOCAL TAX | .19- |
| JOHNSON & SON WELL DRILLING | OTC TAX | .19- |
| JOHNSON & SON WELL DRILLING | STATE TAX | 2.57- |
| RANDY KINDER | MISC PROFESSIONAL SERVICES | 210.00 |
| LAKE REGION HEALTHCARE CORP | BLOOD DRAW/NELSON 21012205 | 95.76 |
| LAKE REGION HEALTHCARE CORP | BLOOD DRAW/TIFFANY 21021372 | 95.76 |
| CODY LEHMANN | AUGUST PUSHOVER LICENSE IN-APP | 5.38 |
| LOCATORS & SUPPLIES INC | AUG LOOSE GRAVEL FOLD/ROLL SIG | 624.42 |
| LOCATORS & SUPPLIES INC | AUG 36" LUTE RAKE BLADES | 44.00 |
| M-R SIGN COMPANY INC | AUG X-WALK IMPACT SIGNS | 730.00 |
| M-R SIGN COMPANY INC | AUG 8' SQUARE SIGN POSTS | 315.90 |
| MARCO-FARGO | 8/15-9/15/21 COPIER CONTRACT | 374.96 |
| METRO SALES, INC | 07/18-08/17/21 COPIER RENT | 150.75 |
| MIGHTY OAKS WILDLIFE SERVICES | BEAVER REMOVAL UNION AVE | 1,350.00 |
| MINN-DAKOTA/OTTER TAIL COACHES | SHUTTLE IN-TOWN/BOWLING ALLEY | 82.00 |
| MINN-DAKOTA/OTTER TAIL COACHES | SHUTTLE IN-TOWN/DELAGOON PARK | 82.00 |

General

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| MN DEPT OF TRANSPORTATION | AUG ST.MAINTENANCE MATERIALS | 5,086.16 |
| MHSRC/RANGE | HARRINGTON EVOC CLASS FEE | 455.00 |
| MHSRC/RANGE | HOHRMAN EVOC CLASS FEE | 455.00 |
| MHSRC/RANGE | LIEN EVOC CLASS FEE | 455.00 |
| MHSRC/RANGE | SONSTEBO EVOC CLASS FEE | 455.00 |
| MINNKOTA ENVIROSERVICES INC | DOC SHREDDING JULY | 33.00 |
| MINNKOTA ENVIROSERVICES INC | JULY SHREDDING SERVICE | 33.00 |
| MOBOTREX INC | AUG RED 12" STOP LIGHT | 106.00 |
| NORTH COUNTRY LAWNS | PRIVATE PROPERTY MOWING SERV. | 1,337.52 |
| NYCKLEMOE & ELLIG, P.A. | SEPT/RETAIN FEE/OFFICE ALLOW | 6,825.00 |
| OTTER ELECTRIC LLC | DELAGOON L.FIELD BREAKERS | 560.64 |
| OTTER ELECTRIC LLC | INSTALL SENSORS BOTH RINKS | 496.90 |
| OTTER ELECTRIC LLC | LINCOLN/FIELD REPL.CONTROLLER | 340.00 |
| OTTER ELECTRIC LLC | LOCATE FEE DELAGOON PARK | 225.00 |
| OTTER ELECTRIC LLC | LOCATES AT DELAGOON PARK | 345.00 |
| OTTER ELECTRIC LLC | LOOP DETECTOR,FRONT OF LIBRARY | 830.39 |
| OTTER ELECTRIC LLC | REMOVE WIRE VERNON/COURT | 300.00 |
| OTTER ELECTRIC LLC | REPAIR RV PEDESTAL,DELAGOON | 80.70 |
| OTTER ELECTRIC LLC | REPL TERMINAL STRIP FIELD ST. | 187.98 |
| OTTER ELECTRIC LLC | REPL.TRANSFORMER FOUNDATION | 895.00 |
| OTTER ELECTRIC LLC | REPL.WIRES WESTERN, LINCOLN | 417.92 |
| OTTER ELECTRIC LLC | TRAFFIC SIGNAL WORK MISC AREAS | 4,956.78 |
| OTTER ELECTRIC LLC | WARRANTY WORK ROOSEVELT PARK | 160.36 |
| OTTER TAIL COUNTY FAIR ASSN. | LOCAL TAX | 1.21- |
| OTTER TAIL COUNTY FAIR ASSN. | OTC TAX | 1.21- |
| OTTER TAIL COUNTY FAIR ASSN. | STATE TAX | 16.52- |
| OTC HUMANE SOCIETY INC | JUNE ANIMAL BOARDING FEE | 884.00 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 27,720.75 |
| OTTER TAIL POWER COMPANY | 2021 SPRING CODE REMINDERS | 905.87 |
| OVERHEAD DOOR CO | AUG OVERHEAD MAIN TERM.DOOR | 150.00 |
| PACIFIC BOW BUTTS | SUPER XBOW TARGETS | 349.00 |
| PLUMBERS INC | ROOF TOP SERVICES-BAD CONNECT | 200.00 |
| POLICE DEPT CONTINGENCY FUND | AKERSTROM FORF VEH TTL/2001892 | 35.00 |
| POLICE DEPT CONTINGENCY FUND | BOERHAVE UNIFORM EMBROIDERY | 24.00 |
| POLICE DEPT CONTINGENCY FUND | HAKEN/DUENOW TRAINING MEALS | 83.30 |
| PRO-LAWN | WEED CONTROL WOODLAND DR/RR | 750.00 |
| PRO-WEST & ASSOCIATES, INC | TECH ASST, SUPPORT SERVICES | 460.19 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 5,909.49 |
| PAUL R. RATZ | STRENGTH TRAINING | 324.00 |
| RIPLEY'S INC. | RETURN REST. DEP.PERMIT 2885 | 300.00 |
| SF EXCAVATING & | RETURN REST. FEE PERMIT 2890 | 300.00 |
| SHI INTERNATIONAL CORP | MS OFFICE RENEW (YEAR 1 OF 3) | 7,020.00 |
| SHI INTERNATIONAL CORP | MS PROJECT RENEW (YEAR 1 OF 3) | 129.00 |

General

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| SHI INTERNATIONAL CORP | MS SERVER CALS (YEAR 1 OF 3) | 450.00 |
| SHI INTERNATIONAL CORP | MS VISIO RENEWAL (YEAR 1 OF 3) | 220.00 |
| SHI INTERNATIONAL CORP | MS WIN SVR STD SA (YEAR 1 OF 3) | 1,104.00 |
| SHI INTERNATIONAL CORP | TELEPHONE REPLACEMENTS | 1,835.00 |
| SHERWIN WILLIAMS CO | PAINT/PARK AREA SHELTERS | 1,160.08 |
| SHERWIN WILLIAMS CO | PAINT/PARK SHELTERS | 46.16 |
| SIGNWORKS SIGNS & BANNERS INC | ARCHERY RANGE SIGNS WITH ARROW | 120.00 |
| SIGNWORKS SIGNS & BANNERS INC | LAMINATED POLY SIGN ARCH.RANGE | 130.00 |
| SKY CREW SERVICES, LLC | AIRPORT CC FUEL 8/19-8/23 FEES | 101.01- |
| SKY CREW SERVICES, LLC | AIRPORT CC FUEL 8/5-8/9 FEES | 56.80- |
| SKY CREW SERVICES, LLC | AIRPORT CC FUEL 8/9-8/16 FEES | 150.77- |
| SKY CREW SERVICES, LLC | AIRPORT CR CD FUEL 8/19-8/23 | 3,824.49 |
| SKY CREW SERVICES, LLC | AIRPORT CR CD FUEL 8/5-8/9/21 | 2,051.77 |
| SKY CREW SERVICES, LLC | AIRPORT CR CD FUEL 8/9-8/16/21 | 5,617.21 |
| SKY CREW SERVICES, LLC | AUGUST MANAGEMENT FEES | 5,500.00 |
| SKY CREW SERVICES, LLC | REIMB./T-HANGAR RENT | 1,075.00 |
| SKY CREW SERVICES, LLC | SEPTEMBER MANAGEMENT FEES | 5,500.00 |
| SPECIALTY SOLUTIONS LLC | AUG WEED CONTROL CHEMICALS | 1,110.34 |
| TIMOTHY STOLL | 804 N AURDAL ASBESTOS TESTING | 400.00 |
| STRUCTURAL MATERIALS INC | AUG WHITE CONCRETE CURE | 155.90 |
| SWANSTON EQUIPMENT CO | AUG BAR OIL (JASON H) | 51.00 |
| SWANSTON EQUIPMENT CO | AUG 3/8" FILES (POLE SAW ANDY) | 10.88 |
| TNC INDUSTRIES INC | AUGUST BLEED AIR DAMPER | 294.36 |
| TRI-AIR TESTING, INC | AUGUST SCBA AIR TEST | 195.01 |
| UGSTAD PLUMBING, INC. | TOILET SPUD MENS LL BATHROOM | 33.49 |
| USABLE LIFE | SEPTEMBER LIFE INSURANCE | 79.20 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 1,026.36 |
| VERIZON WIRELESS | SEPTEMBER CELL PHONE EXPENSE | 40.01 |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/01F020687 | 839,713.11- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/35563PSE0 | 122.45- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/3620AUSK1 | .01- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/3620A7UT0 | 4.28- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/91282CCB5 | 103,505.66- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/91282CCL3 | 300,255.25- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/91282CCN9 | 299,517.99- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/91282CCP4 | 297,288.12- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVESTMENTS - AUG | 3,680,813.74 |
| WIMACTEL INC | AUGUST TELEPHONE EXPENSE | 132.00 |
| | F U N D T O T A L | 1,731,572.59 |

P.A. General

P.A. General

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| ACCURATE CONTROLS INC | TECH SUPPORT CALL -SECURITY | 72.50 |
| COMSTOCK CONSTRUCTION INC | REPAIRS TO ALARM ON DOOR RM158 | 2,295.95 |
| GENERAL FUND | AUGUST COPIER USE | 23.34 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | .72 |
| JOHNSON CONTROLS INC | METASYS SYTEM UPGRADE -DP #2 | 7,412.10 |
| JOHNSON CONTROLS INC | MONTHLY MAINT -HVAC AUG | 591.35 |
| LOW VOLTAGE CONTRACTORS INC | EMERGENCY EXIT DOOR TESTING | 915.00 |
| NATURES GARDEN WORLD | REPROGRAMING CONTROLLER | 60.00 |
| OTTER ELECTRIC LLC | ADJ LOCK SYSTEM PATIENT AREA | 170.00 |
| OTTER ELECTRIC LLC | INSTALLATION OF DATA CABLES | 1,100.00 |
| SHENEHON COMPANY | APPRAISEL REPORT-FORMER DAIRY | 9,000.00 |
| SUMMIT COMPANIES | MONTHLY MONITORIING -AUG | 32.50 |
| UGSTAD PLUMBING, INC. | BOILER/GEN CK 08/18/21 | 85.00 |
| UGSTAD PLUMBING, INC. | BOILER/GEN CK 08/25/21 | 85.00 |
| UGSTAD PLUMBING, INC. | BOILER/GEN CK 8/11/21 &TRAININ | 127.50 |
| UGSTAD PLUMBING, INC. | REMOVE WATER HEATER & TANK | 127.50 |
| UGSTAD PLUMBING, INC. | SEPTEMBER RETAINER FEE | 125.00 |
| | F U N D T O T A L | 22,223.46 |

Regional Treatment Center-City Operated

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| CARR'S TREE SERVICE, INC. | 2021 D.E.D RTC TREES | 2,861.25 |
| COSSETTE ELECTRIC LLC | RTC ADDED PANEL-REFED EXISTING | 2,382.49 |
| FASTENAL COMPANY | AUG 1/4" FENDER WASHERS RTC JI | 38.84 |
| HOME DEPOT CREDIT SERVICES | AUG HEAVY DUTY LOCTITE (RTC) | 32.16 |
| LAWSON PRODUCTS INC | AUG 5/32" DRILL BITS (RTC) | 20.60 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 322.57 |
| SPECIALTY SOLUTIONS LLC | AUG WEED CONTROL CHEMICALS | 92.53 |
| STENERSON BROTHERS LUMBER CO | AUG DRILL BITS/NUTSETTER (RTC) | 20.76 |
| | F U N D T O T A L | 5,771.20 |

Public Library

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| BAKER & TAYLOR INC | BOOK PROCESSING | 188.81 |
| BAKER & TAYLOR INC | BOOKS | 2,953.32 |

Public Library

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| DEMCO EDUCATIONAL CORP | PROCESSING AND REPAIR SUPPLIES | 677.92 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 17.79 |
| GENERAL FUND | AUGUST POSTAGE USE | 70.59 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 599.25 |
| GRANICUS LLC | WEB DESIGN IMPLEMENTATION | 900.00 |
| HERZOG ROOFING | RE-CAULK DETERIORATING BRICK | 495.00 |
| HOME DEPOT CREDIT SERVICES | AUG/SWIVEL WHEELS, BLK SCREWS | 27.70 |
| VICTOR LUNDEEN COMPANY | DOUBLE PAYMENT INV #1134282 | 16.00- |
| VICTOR LUNDEEN COMPANY | JUNE LETTER POUCH, NOTE DISPEN | 108.02 |
| VICTOR LUNDEEN COMPANY | JUNE NOTE PADS, TAPE | 59.85 |
| VICTOR LUNDEEN COMPANY | OFFICE SUPPLIES | 61.69 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 1,733.11 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 506.19 |
| TIME CLOCK PLUS | LICENSE OVERAGE COST | 33.00 |
| | F U N D T O T A L | 8,416.24 |

Bigwood Event Center

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| GREAT PLAINS NATURAL GAS CO | AUGUST NATURAL GAS EXPENSE | 44.82 |
| HOME DEPOT CREDIT SERVICES | AUGUST EXTENTION LADDER,NOZZLE | 245.10 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 2,287.38 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 282.16 |
| | F U N D T O T A L | 2,859.46 |

IRP Revolving Loan

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| GENERAL FUND | AUGUST COPIER USE | .62 |
| | F U N D T O T A L | .62 |

CDBG/HUD Revolving Loan

CDBG/HUD Revolving Loan

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| GENERAL FUND | AUGUST COPIER USE | 17.06 |
| GENERAL FUND | AUGUST POSTAGE USE | 1.04 |
| WEST CENTRAL ABSTRACTING | O&E REPORT -JK SPORTS | 85.00 |
| | F U N D T O T A L | 103.10 |

Capital Improvement

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| ADMINISTRATOR'S CONTINGENCY FD | RECORD EASEMENT/RIVERFRONT | 46.00 |
| BRAUN INTERTEC CORPORATION | CONST. MATERIALS TESTING SERV. | 8,402.25 |
| BRAUN INTERTEC CORPORATION | PROF SERV. THRU 7/9/21 | 7,737.30 |
| COMSTOCK CONSTRUCTION INC | PAY APP. NO. 3 | 252,924.43 |
| COOPERS TECHNOLOGY GROUP | PLAN HOLDER CABINET | 150.00 |
| HOUSTON ENGINEERING INC | PROF SERVICES THRU 7/31/2021 | 2,390.50 |
| INTERSTATE ENGINEERING INC. | PROF. SERV. 7/14/21 TO 8/7/21 | 15,221.86 |
| MOORE ENGINEERING INC | DESIGN SERV.INTERNATIONAL DR | 25,743.75 |
| MOORE ENGINEERING INC | PROF SERV CONCORD ST. IMPROVE. | 3,280.00 |
| MOORE ENGINEERING INC | PROF.SERV. LINCOLN/UNION AVE | 62,957.70 |
| ROBERT NORDICK | 2021 SIDEWALK 416 E VERNON | 2,313.00 |
| ROBERT NORDICK | 2021 SIDEWALK 419 E VERNON | 628.65 |
| ROBERT NORDICK | 2021 SIDEWALK 634 W LAUREL | 1,210.04 |
| ROBERT NORDICK | 2021 SIDEWALK 636 W LAUREL | 2,299.20 |
| ROBERT NORDICK | 2021 SIDEWALK 811 S CASCADE | 950.90 |
| WILDLIFE FOREVER | PRAIRIE CITY USA IMPL.,MGMT | 6,750.00 |
| | F U N D T O T A L | 393,005.58 |

Liquor Store

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| ALEXANDRIA FREIGHT SERVICE INC | AUGUST/FREIGHT | 82.80 |
| THE AMERICAN BOTTLING COMPANY | AUGUST/MIX | 573.19 |
| APPRIZE TECHNOLOGY SOLUTIONS | AUGUST ADMIN FEE | 117.72 |
| ARCTIC GLACIER USA INC | AUGUST/ICE #3605121803 | 175.00 |
| ARCTIC GLACIER USA INC | AUGUST/ICE #3605122502 | 304.85 |
| ARCTIC GLACIER USA INC | AUGUST/ICE #3605122503 | 97.50 |
| ARCTIC GLACIER USA INC | AUGUST/ICE #3605123108 | 368.95 |
| ARCTIC GLACIER USA INC | AUGUST/ICE #3605123806 | 156.80 |

Liquor Store

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| ARCTIC GLACIER USA INC | AUGUST/ICE | #3606123203 | 105.70 |
| ARTISAN BEER COMPANY | AUGUST/BEER | | 3,354.70 |
| ARTISAN BEER COMPANY | SEPTEMBER/BEER | | 989.25 |
| BEVERAGE WHOLESALERS INC | AUGUST/BEER | | 63,401.60 |
| BEVERAGE WHOLESALERS INC | AUGUST/MIX | | 149.10 |
| BEVERAGE WHOLESALERS INC | AUGUST/WINE | | 420.00 |
| BRAUN VENDING INC | AUGUST/SUPPLIES-WATER | | 18.75 |
| BREAKTHRU BEVERAGE MINNESOTA | AUGUST/BEER | | 487.20 |
| BREAKTHRU BEVERAGE MINNESOTA | AUGUST/FREIGHT | | 464.96 |
| BREAKTHRU BEVERAGE MINNESOTA | AUGUST/LIQUOR | | 22,411.12 |
| BREAKTHRU BEVERAGE MINNESOTA | AUGUST/MIX | | 1,108.68 |
| BREAKTHRU BEVERAGE MINNESOTA | AUGUST/WINE | | 3,335.22 |
| CAYAN | AUG 2021 MONTHLY SERVICE FEE | | 160.74 |
| VIKING COCA-COLA BOTTLING CO | AUGUST/MIX | | 959.94 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | | 4.72 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | | 2.20 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | | 3.54 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | | 17.44 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | | 5.32 |
| COPPER TRAIL BREWING CO | AUGUST/BEER | | 533.60 |
| DACOTAH PAPER CO | AUGUST ROLL THERMAL, BAGS | | 313.00 |
| DACOTAH PAPER CO | AUGUST/MISC PURCHASE-TUMBLERS | | 52.83 |
| DACOTAH PAPER CO | AUGUST/SUPPLIES-BAGS | | 415.82 |
| DISGRUNTLED BREWERY LLC | AUGUST/BEER | | 234.00 |
| DRUMCONRATH BREWING COMPANY | AUGUST/BEER | | 350.00 |
| FERGUS BREWING COMPANY LLC | AUGUST/BEER | | 1,036.80 |
| FERGUS HOME & HARDWARE | INSTALL FLOORING,DOWNTOWN L.S. | | 25,050.00 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | | .66 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | | 197,659.50 |
| GREAT PLAINS NATURAL GAS CO | AUGUST NATURAL GAS EXPENSE | | 24.58 |
| H BOYD NELSON INC | AUGUST/BEER | | 101,086.14 |
| H BOYD NELSON INC | AUGUST/MIX | | 1,222.30 |
| HOME DEPOT CREDIT SERVICES | AUGUST HOSE REEL,CONNECT SET | | 18.82 |
| HOME DEPOT CREDIT SERVICES | AUGUST LED WORK LIGHT | | 25.32 |
| JOHNSON BROTHERS LIQUOR CO | AUGUST/FREIGHT | | 329.10 |
| JOHNSON BROTHERS LIQUOR CO | AUGUST/LIQUOR | | 6,433.16 |
| JOHNSON BROTHERS LIQUOR CO | AUGUST/MIX | | 350.25 |
| JOHNSON BROTHERS LIQUOR CO | AUGUST/WINE | | 9,088.71 |
| JOHNSON BROTHERS LIQUOR CO | JULY/LIQUOR | | 113.12- |
| JOHNSON BROTHERS LIQUOR CO | JULY/WINE | | 9.33- |
| THE MCKINNON COMPANY INC | AUGUST/MIX-RED BULL | | 71.80 |
| ORIGIN WINE & SPIRITS | AUGUST/FREIGHT | | 1.49 |
| ORIGIN WINE & SPIRITS | AUGUST/WINE | | 120.00 |

Liquor Store

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| ORIGIN WINE & SPIRITS | SEPTEMBER/FREIGHT | 1.49 |
| ORIGIN WINE & SPIRITS | SEPTEMBER/WINE | 104.00 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 4,432.38 |
| PAUSTIS WINE COMPANY | AUGUST/WINE | 4,680.66 |
| PHILLIPS WINE AND SPIRITS CO | AUGUST/FREIGHT | 294.60 |
| PHILLIPS WINE AND SPIRITS CO | AUGUST/LIQUOR | 10,254.80 |
| PHILLIPS WINE AND SPIRITS CO | AUGUST/MIX | 168.00 |
| PHILLIPS WINE AND SPIRITS CO | AUGUST/WINE | 3,729.00 |
| PHILLIPS WINE AND SPIRITS CO | JULY/LIQUOR | 22.50- |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 593.23 |
| SMALL LOT WINE | SEPTEMBER/FREIGHT | 18.00 |
| SMALL LOT WINE | SEPTEMBER/WINE | 2,509.68 |
| SOUTHERN GLAZER'S OF MN | AUGUST/FREIGHT | 420.79 |
| SOUTHERN GLAZER'S OF MN | AUGUST/LIQUOR | 20,040.96 |
| SOUTHERN GLAZER'S OF MN | AUGUST/MIX | 266.74 |
| SOUTHERN GLAZER'S OF MN | AUGUST/WINE | 3,560.00 |
| TOTAL REGISTER SYSTEMS | FTP MONTHLY SERVICE | 32.36 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 51.56 |
| | F U N D T O T A L | 494,708.17 |

Refuse Disposal

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| ADMINISTRATOR'S CONTINGENCY FD | JULY VETS HOME PRODUCT | 99.90 |
| ALBANY RECYCLING CENTER INC | AUG RECYCLING CHARGES | 1,222.29 |
| ALBANY RECYCLING CENTER INC | JULY TOWERS, CONSOLE, GLASS REC. | 2,151.60 |
| APPRIZE TECHNOLOGY SOLUTIONS | AUGUST ADMIN FEE | 117.71 |
| CERTIFIED LABORATORIES | AUG DEOSCENT DE-ODORIZER | 204.00 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | 3.23 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | 1.52 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | 2.43 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | 11.96 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | 3.64 |
| WASTE MANAGEMENT | 08/01-08/15/21 PRO SERVICES | 5,545.79 |
| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 40,231.42 |
| FASTENAL COMPANY | AUG REFUSE SAFETY VENDING | 25.18 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | .52 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 61,075.00 |
| HOUSTON ENGINEERING INC | SW-184 2021 QRTLY GAS MONITOR | 1,484.78 |
| KPH, INC | AUG KOMPTECH SCREENER | 3,000.00 |

Refuse Disposal

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| MACQUEEN EQUIPMENT INC | AUG 95GAL RECYCLE CARTS W/LIDS | 3,599.79 |
| METRO SALES, INC | 07/18-08/17/21 COPIER RENT | 14.33 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 174.91 |
| OTTER TAIL POWER COMPANY | JUNE SIGN UP AUTOMATIC PAYMENT | 235.11 |
| OTTER TAIL POWER COMPANY | JUNE/SERVICE-MAIL BILLS | 74.98 |
| OTTER TAIL POWER COMPANY | MAY/SERVICE-MAIL BILLS | 76.34 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 2,705.23 |
| | F U N D T O T A L | 122,061.66 |

Sewage Treatment

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| APPRIZE TECHNOLOGY SOLUTIONS | AUGUST ADMIN FEE | 117.71 |
| AUTO VALUE - FERGUS FALLS | AUG THICKSTER NITRILE GLOVES | 21.95 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | 5.22 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | 2.44 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | 3.92 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | 19.29 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | 5.88 |
| COSSETTE ELECTRIC LLC | AUG INSTALL NEW LIFT STATION | 1,323.07 |
| COSSETTE ELECTRIC LLC | AUG MIXER #4 SITE WORK | 168.00 |
| COSSETTE ELECTRIC LLC | AUG TROUBLE SHOOT TWO RIVERS | 84.00 |
| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 12,843.84 |
| FASTENAL COMPANY | AUG SEWER SAFETY VENDING | 26.77 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 3.45 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 68,046.63 |
| GREAT PLAINS NATURAL GAS CO | AUGUST NATURAL GAS EXPENSE | 316.91 |
| HAWKINS INC | AUG ALUMINUM SULFATE LIQUID | 5,323.98 |
| HAWKINS INC | AUG CHLORINE, SULFUR DIOXIDE | 4,455.00 |
| HAWKINS INC | AUG YOLK ASSEMBLY, ADAPTER | 315.00 |
| LOCATORS & SUPPLIES INC | AUG BLUE/GREEN MARKING PAINT | 183.96 |
| LOCATORS & SUPPLIES INC | AUG PVC INSULATED GLOVE | 21.98 |
| METRO SALES, INC | 07/18-08/17/21 COPIER RENT | 14.33 |
| MIDWEST DRAIN EQUIPMENT CO INC | AUG ELECTRIC EEL ROOTER PARTS | 367.60 |
| N.D. SEWAGE PUMP & LIFT | AUG ANCHOR KIT | 240.00 |
| DUANE W NIELSEN COMPANY | AUG CALIBRATE INF.EF. OCM'S | 633.20 |
| OTTER ELECTRIC LLC | AUG CTY RD 1 LIFT ST. REPAIR | 510.00 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 11,692.77 |
| OTTER TAIL POWER COMPANY | JUNE SIGN UP AUTOMATIC PAYMENT | 235.11 |
| OTTER TAIL POWER COMPANY | JUNE/SERVICE-MAIL BILLS | 74.97 |

Sewage Treatment

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| OTTER TAIL POWER COMPANY | MAY/SERVICE-MAIL BILLS | 76.34 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 2,795.07 |
| RMB ENVIRONMENTAL LABORATORIES | AUG ANALYSIS | 1,138.00 |
| R & R READY MIX INC | JULY 4000 EXT. 1222 S MILL ST | 468.75 |
| R & R READY MIX INC | JULY 4000 EXT. 704 W SUMMIT | 459.38 |
| R & R READY MIX INC | JULY 4000 EXT. 923 N PARK ST | 492.19 |
| SPECIALTY SOLUTIONS LLC | AUG WEED CONTROL CHEMICALS | 370.11 |
| SPEE DEE DELIVERY SERVICE INC | AUG SHIPPING | 27.96 |
| SPEE DEE DELIVERY SERVICE INC | AUG SHIPPING FEES | 37.28 |
| USA BLUEBOOK | AUG BAMES SEWAGE PUMP | 1,385.45 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 118.07 |
| BEN WOLDEN LANDSCAPING | APR SEWER DIG 515 W VASA AVE | 1,415.00 |
| BEN WOLDEN LANDSCAPING | AUG 1009 N PARK SEWER DIG | 1,575.00 |
| | F U N D T O T A L | 117,415.58 |

Water

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| ADMINISTRATOR'S CONTINGENCY FD | AUG/PERMANENT UTILITY EASEMENT | 46.00 |
| ADMINISTRATOR'S CONTINGENCY FD | AUGUST UTILITIES REFUND | 267.71 |
| ADMINISTRATOR'S CONTINGENCY FD | AUGUST/RECORD EASEMENT-MONEY | 46.00 |
| AMERICAN PAYMENT CENTERS | QUARTERLY BOX RENTAL | 93.00 |
| APPRIZE TECHNOLOGY SOLUTIONS | AUGUST ADMIN FEE | 117.71 |
| AUTO VALUE - FERGUS FALLS | AUG SCOTCH MOUNT D/S ADHESIVE | 9.99 |
| CO2 SYSTEMS INC | AUG SYSTEM INSPECTION/CERT. | 3,250.00 |
| COOPERS TECHNOLOGY GROUP | AUGUST MARKING PAPER FLAGS | 32.44 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | 4.73 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | 2.21 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | 3.55 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | 17.48 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-CHAIR MAT | 64.95 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | 5.33 |
| COSSETTE ELECTRIC LLC | AUG REPAIR WELL CONTROL PANEL | 1,670.69 |
| MICHAEL & AMY DONOHO | AUG 1819 S COURT BOOSTER PUMP | 1,000.00 |
| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 3,956.50 |
| 59 FINISHING INC | AUG BLAST/POWDER COAT WEAR TAN | 107.87 |
| 59 FINISHING INC | AUG POWDER COAT STRIKE PLATE | 25.00 |
| FASTENAL COMPANY | AUG SS EYE BOLTS/HARDWARE WTP | 21.16 |
| FASTENAL COMPANY | AUG WATER SAFETY VENDING | 54.34 |
| FERGUSON WATERWORKS #2516 | AUG METER FLANGE GASKETS | 3.50 |

Water

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| FERGUSON WATERWORKS #2516 | AUG 2" MACH 10 R900I USG METER | 1,070.37 |
| FERGUSON WATERWORKS #2516 | AUG 2" MACH10 R900I USG METER | 1,070.37 |
| GENERAL FUND | AUGUST COPIER USE | 27.92 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 3.57 |
| GENERAL FUND | AUGUST POSTAGE USE | 211.93 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 60,856.13 |
| GOIN' POSTAL FERGUS FALLS | AUG SHIPPING FEE | 14.88 |
| GRAYMONT (WI) LLC. | AUG HIGH CALCIUM QUICKLIME | 5,532.66 |
| GREAT PLAINS NATURAL GAS CO | AUGUST NATURAL GAS EXPENSE | 891.69 |
| HACH COMPANY | AUG BROMCRESOL 500ML | 33.79 |
| HAWKINS INC | AUG ACTIVATED CARBON | 2,288.00 |
| HAWKINS INC | AUG CHLORINE 2000# CYL | 725.00 |
| HAWKINS INC | AUG FERRIC SULFATE | 1,249.15 |
| HAWKINS INC | AUG LPC-5 | 1,427.25 |
| HAWKINS INC | HYDROFLUOSILICIC ACID | 1,138.50 |
| HOME DEPOT CREDIT SERVICES | AUG D CELL BATTERIES MARCIA | 59.36 |
| HOME DEPOT CREDIT SERVICES | AUG IRRIGATION PARTS STEPHAN A | 17.62 |
| HOME DEPOT CREDIT SERVICES | AUG MISC HARDWARE ORDER (WTP) | 12.80 |
| JOHNSON & SON WELL DRILLING | DEP HYD METER / LENORE WAY | 260.00 |
| JOHNSON & SON WELL DRILLING | METER RENT 8/9-8/13 105.75/MO. | 14.12- |
| JOHNSON & SON WELL DRILLING | WATER USAGE 6,600 GALLONS | 23.24- |
| VICTOR LUNDEEN COMPANY | AUGUST/UTILITIES HOOK-UP FORMS | 563.45 |
| METRO SALES, INC | 07/18-08/17/21 COPIER RENT | 14.33 |
| OTTER ELECTRIC LLC | PHASE MONITOR REPLACED | 373.84 |
| OTTER TAIL COUNTY FAIR ASSN. | DEPOSIT (REC.221802) | 260.00 |
| OTTER TAIL COUNTY FAIR ASSN. | RENT 19 DAYS (\$105.75/MONTH) | 67.07- |
| OTTER TAIL COUNTY FAIR ASSN. | WATER USAGE 49,200 GALLONS | 173.19- |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 10,420.15 |
| OTTER TAIL POWER COMPANY | JUNE SIGN UP AUTOMATIC PAYMENT | 235.11 |
| OTTER TAIL POWER COMPANY | JUNE/SERVICE-MAIL BILLS | 74.97 |
| OTTER TAIL POWER COMPANY | MAY/SERVICE-MAIL BILLS | 76.35 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 166.93 |
| RMB ENVIRONMENTAL LABORATORIES | AUG ANALYSIS | 110.00 |
| R & R READY MIX INC | AUG 4000 EXT. 203 E EVERETT | 1,201.63 |
| R & R READY MIX INC | AUG 4000 EXT. 923 N UNION | 666.25 |
| R & R READY MIX INC | JULY 4000 EXT. 1402 S VINE | 468.75 |
| R & R READY MIX INC | JULY 4000 EXT. 328 W ALCOTT | 459.38 |
| SPECIALTY SOLUTIONS LLC | AUG WEED CONTROL CHEMICALS | 277.58 |
| STENERSON BROTHERS LUMBER CO | AUG SONO TUBES WTP BRENT/CHAD | 62.98 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 108.00 |
| VERIZON WIRELESS | SEPTEMBER CELL PHONE EXPENSE | 89.06 |
| | F U N D T O T A L | 103,042.29 |

Storm Water

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| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 8,449.08 |
| FERGUSON WATERWORKS #2516 | AUG CATCH BASIN FRAME/GRATE/BA | 751.92 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 22,477.88 |
| HOME DEPOT CREDIT SERVICES | AUG CHANNING STORM WELL PARTS | 13.38 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 147.95 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY/725 W MAPLE | 119.22 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 35.01 |
| | F U N D T O T A L | 31,994.44 |

Equipment

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| AMERICAN WELDING & GAS, INC | AUG FORKLIFT PROPANE | 148.57 |
| AUTO VALUE - FERGUS FALLS | AUG AIR BAG IMPACT SENSOR U-39 | 134.99 |
| AUTO VALUE - FERGUS FALLS | AUG AIR FILTER UNIT 285 | 34.47 |
| AUTO VALUE - FERGUS FALLS | AUG BATTERIES FOR THE SHOP | 18.48 |
| AUTO VALUE - FERGUS FALLS | AUG BATTERY CLEANER (SHOP) | 4.99 |
| AUTO VALUE - FERGUS FALLS | AUG BATTERY TERMINAL LUGS | 8.90 |
| AUTO VALUE - FERGUS FALLS | AUG CABIN AIR FILTER | 20.08 |
| AUTO VALUE - FERGUS FALLS | AUG CLEAR LIGHT ENGINE 1 | 6.49 |
| AUTO VALUE - FERGUS FALLS | AUG CREDIT FOR GROUP 58 BATTER | 127.49- |
| AUTO VALUE - FERGUS FALLS | AUG CREDIT FOR RAMS PARTS | 115.52- |
| AUTO VALUE - FERGUS FALLS | AUG CREDIT FOR RETURNED SEALS | 16.98- |
| AUTO VALUE - FERGUS FALLS | AUG CREDIT ON RETURNED LUG NUT | 4.49- |
| AUTO VALUE - FERGUS FALLS | AUG CREDIT SALES TAX RAM PARTS | 2.31- |
| AUTO VALUE - FERGUS FALLS | AUG FAN BELT UNIT 240 | 45.99 |
| AUTO VALUE - FERGUS FALLS | AUG FUEL CAP UNIT 27 | 6.99 |
| AUTO VALUE - FERGUS FALLS | AUG FUEL LINE (SHOP) | 1.09 |
| AUTO VALUE - FERGUS FALLS | AUG FUEL TANK PRESS SENSOR | 40.79 |
| AUTO VALUE - FERGUS FALLS | AUG GROUP 58 BATTERY (SHOP) | 127.49 |
| AUTO VALUE - FERGUS FALLS | AUG HEADLIGHT SOCKET UNIT 83 | 16.48 |
| AUTO VALUE - FERGUS FALLS | AUG JET SAW DRIVE BELTS | 13.98 |
| AUTO VALUE - FERGUS FALLS | AUG JUMPER PACK BATTERY CLAMPS | 11.99 |
| AUTO VALUE - FERGUS FALLS | AUG LED CLEARANCE LIGHT E-1 | 7.99 |
| AUTO VALUE - FERGUS FALLS | AUG LED MARKER LIGHT E-1 | 7.09 |
| AUTO VALUE - FERGUS FALLS | AUG LUG NUT UNIT 2090 | 4.49 |
| AUTO VALUE - FERGUS FALLS | AUG OIL FILTER UNIT 260 | 5.41 |
| AUTO VALUE - FERGUS FALLS | AUG PACKER PLATE GAS CAP | 3.99 |
| AUTO VALUE - FERGUS FALLS | AUG RAM PARTS | 117.83 |
| AUTO VALUE - FERGUS FALLS | AUG RAVEN XL NITRILE GLOVES | 38.29 |

Equipment

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| AUTO VALUE - FERGUS FALLS | AUG SPARK PLUGS/PERMATEX | 40.46 |
| AUTO VALUE - FERGUS FALLS | AUG STOCK CABIN AIR FILTER | 10.04 |
| AUTO VALUE - FERGUS FALLS | AUG STOCK FILTER ORDER | 140.82 |
| AUTO VALUE - FERGUS FALLS | AUG STOCK OIL FILTER | 16.22 |
| AUTO VALUE - FERGUS FALLS | AUG STOCK STOP&TAIL LIGHTS | 53.96 |
| AUTO VALUE - FERGUS FALLS | AUG STOCK 9003 BULBS | 23.97 |
| AUTO VALUE - FERGUS FALLS | AUG TIRE REPAIR PATCHES (SHOP) | 36.99 |
| AUTO VALUE - FERGUS FALLS | AUG TRAILER CONNECTOR UNIT 81 | 33.99 |
| AUTO VALUE - FERGUS FALLS | AUG VAPOR CANISTER VENT VALVE | 76.99 |
| AUTO VALUE - FERGUS FALLS | AUG WHITE COLD TEMP GREASE | 5.99 |
| AUTO VALUE - FERGUS FALLS | AUG 7 POLE RV TRAILER CONNECTI | 10.99 |
| AUTO VALUE - FERGUS FALLS | AUG 9V BATTERIES (SHOP) | 25.47 |
| BEYER BODY SHOP, INC. | TOW UNIT #57 | 350.00 |
| CERTIFIED LABORATORIES | AUG PREMALUBE GREASE/FREE AERO | 515.00 |
| COOPERS TECHNOLOGY GROUP | AUGUST TOP TAB MANILA FOLDERS | 2.65 |
| COOPERS TECHNOLOGY GROUP | AUGUST 5X8 RULED WRITING PADS | 1.23 |
| COOPERS TECHNOLOGY GROUP | AUGUST 9X12 CATALOG ENVELOPES | 1.99 |
| COOPERS TECHNOLOGY GROUP | AUGUST/CALCULATOR PAPER&RIBBON | 9.76 |
| COOPERS TECHNOLOGY GROUP | AUGUST/SUPPLIES-TAPE | 2.98 |
| COSSETTE ELECTRIC LLC | 3-WAY SWITCHING PARK GARAGES | 1,091.10 |
| EQUIPMENT FUND | RECEIPT SEPT EQUIPMENT RENT | 175,070.42- |
| EQUIPMENT FUND | SEPTEMBER EQUIPMENT RENT | 1,688.67 |
| FARGO FREIGHTLINER | AUG BRAKE SHOE CORE CREDIT | 149.60- |
| FARGO FREIGHTLINER | AUG EXP VALVE/DRIER UNIT 226 | 138.90 |
| FARGO FREIGHTLINER | AUG U-JOINT UNIT 242 | 53.36 |
| JOHN DEERE FINANCIAL | AUG BLOCK HEATER/CORD U-260 | 95.17 |
| JOHN DEERE FINANCIAL | AUG HYD HOSE UNIT 803 | 319.17 |
| JOHN DEERE FINANCIAL | AUG HYD PUMP HARDWARE U-621 | 39.10 |
| JOHN DEERE FINANCIAL | AUG HYD PUMP/SHAFT/COUPLING UN | 874.59 |
| JOHN DEERE FINANCIAL | AUG PUMP CUSHION/HARDWARE U627 | 32.27 |
| JOHN DEERE FINANCIAL | AUG SEAL UNIT 621 | 11.65 |
| JOHN DEERE FINANCIAL | AUG SKID SHOE/BLADES UNIT 933 | 1,178.20 |
| JOHN DEERE FINANCIAL | AUG TIE ROD ENDS UNIT 299 | 399.43 |
| FASTENAL COMPANY | AUG FLEET SAFETY VENDING | 13.40 |
| FASTENAL COMPANY | AUG SHOP SUPPLY HARDWARE | 29.21 |
| FASTENAL COMPANY | AUG SHOP SUPPLY VENDING | 69.17 |
| FASTENAL COMPANY | AUGUST SUPPLIES | 14.11- |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 8.10 |
| GENERAL FUND | 3RD QTR 2021 FIXED EXPENDITURE | 35,702.74 |
| NAPA AUTO PARTS - FERGUS FALLS | AUG WINDSHIELD WASH HOSE | 1.76 |
| GRAINGER INC | AUG HVAC FILTER ROLL (SHOP) | 90.13 |
| GROWMARK INC | AUG UNITED HD GEAR SYN 75W90 | 155.30 |
| GROWMARK INC | AUG UNITED SUPER DIESEL 40 | 177.30 |

Equipment

| | | |
|------------------------------|--------------------------------|-------------|
| HOME DEPOT CREDIT SERVICES | AUG SILICONE/PVC PLUMBING PART | 13.83 |
| HOME DEPOT CREDIT SERVICES | AUG WIPER HOSE SPLICER T-4 | 6.76 |
| HOME DEPOT CREDIT SERVICES | AUG 3" PVC FITTINGS (SHOP) | 8.42 |
| INTERSTATE BATTERY SYSTEM | AUG BATTERY CORE CREDIT | 35.00- |
| INTERSTATE BATTERY SYSTEM | AUG GROUP 24F/65 BATTERY | 258.90 |
| INTERSTATE BATTERY SYSTEM | AUG STOCK GROUP 65 BATTERY | 133.95 |
| JULIE'S RADIO REPAIR | AUG REPAIR RADIO UNIT 47 | 60.00 |
| LAKEWAY EXPRESS LLC | AUG NON OXYGENATED FUEL JASON | 84.35 |
| MTI DISTRIBUTING INC | AUG VIBRATION MOUNT/RELAY STK | 138.13 |
| MCMASTER-CARR SUPPLY CO | AUG GREASE EXT TUBES UNIT 225 | 34.51 |
| OLSON OIL COMPANY INC | AUG PREM RED DIESEL (LANDFILL) | 2,338.34 |
| O'REILLY AUTOMOTIVE INC | AUG SPLINED WHEEL NUTS U-2090 | 8.92 |
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 1,430.77 |
| POLLARDWATER | AUG 1.5" ADJ HOSE NOZZLE | 97.89 |
| PUBLIC UTILITIES DEPARTMENT | AUGUST PUBLIC UTILITIES | 708.60 |
| PUMP AND METER SERVICE INC | AUG REPLACE PROBE CABLE/CLEAR | 574.97 |
| R & R SPECIALTIES, INC. | AUG 3 WAY BALL VALVE ZAMBONI'S | 333.65 |
| ROYAL TIRE INC | AUG FS DEST AT/2 P235/75R17 | 458.48 |
| SANITATION PRODUCTS INC | AUG HOSE REEL AIR CYL UNIT 262 | 179.29 |
| SANITATION PRODUCTS INC | AUG HOSE REEL SHOE UNIT 262 | 90.35 |
| SHERWIN WILLIAMS CO | AUG SPRAYER GUN REPAIR KIT | 125.00 |
| SHERWIN WILLIAMS CO | AUG 1/4" HOSE UNIT 495 | 57.58 |
| STENERSON BROTHERS LUMBER CO | AUG TREATED BOARDS FOR BOX WAL | 163.52 |
| VERIZON WIRELESS | AUGUST CELL PHONE EXPENSE | 83.00 |
| WALLWORK TRUCK CENTER F.F. | AUG BRAKE SHOE CORE CREDIT | 72.80- |
| WALLWORK TRUCK CENTER F.F. | AUG BRAKE SHOE CORE CREDITS | 145.60- |
| WALLWORK TRUCK CENTER F.F. | AUG CREDIT FOR WRONG U-JOINT | 71.57- |
| WALLWORK TRUCK CENTER F.F. | AUG PUSHER AXLE SHOES U-242 | 165.34 |
| WALLWORK TRUCK CENTER F.F. | AUG U-JOINT UNIT 242 | 170.06 |
| WALLWORK TRUCK CENTER F.F. | AUG WHEEL STUD/HUB CAP/GASKETS | 28.35 |
| | F U N D T O T A L | 123,717.85- |

Employees Insurance

| | | |
|------------------------|----------------------------|------------|
| LAKES COUNTRY SVC COOP | SEPTEMBER HEALTH INSURANCE | 163,429.00 |
| SUN LIFE FINANCIAL | SEPTEMBER LIFE INSURANCE | 2,886.11 |
| | F U N D T O T A L | 166,315.11 |

Flexible Benefit Agency

| | | |
|-----------------------|----------------------|----------|
| MII LIFE INCORPORATED | 2021 FLEX PLAN REIMB | 4,241.14 |
| | F U N D T O T A L | 4,241.14 |

PEG Access

| | | |
|--------------------------|----------------------------|--------|
| OTTER TAIL POWER COMPANY | AUGUST ELECTRICITY EXPENSE | 160.07 |
| | F U N D T O T A L | 160.07 |

Fergus Falls Convention and Visitor's Bureau, Inc.

| | | |
|---------------------------|--------------------------------|----------|
| JEAN O. BOWMAN | JULY EMT & HEARTLAND RETIREMEN | 54.32 |
| JEAN O. BOWMAN | JULY ISDA SHUTTLES & DALTON | 40.88 |
| JEAN O. BOWMAN | JUNE MILEAGE-PINE TO PRAIRIE | 54.32 |
| ESULTANTS WEB SERVICES | 07/21-06/22 SECURITY RENEWAL | 150.00 |
| EXPLORE MINNESOTA TOURISM | MAY-DEC 2021 BUSINESS LISTING | 600.00 |
| EXPLORE MN TOURISM | MOA BROCHURES FOR 18 MONTHS | 800.00 |
| F.F. CHAMBER OF COMMERCE | GOLF TEAM | 850.00 |
| FERGUS FALLS NOON KIWANIS | QUARTERLY DUES/BOWMAN | 40.00 |
| FERGUS FALLS NOON KIWANIS | QUARTERLY MEALS/BOWMAN | 93.00 |
| GENERAL FUND | AUGUST COPIER USE | 18.02 |
| GENERAL FUND | AUGUST LONG DISTANCE CHARGES | 3.28 |
| GENERAL FUND | AUGUST POSTAGE USE | 225.83 |
| GREENSPRING MEDIA GROUP | MNMO ONLINE AD JULY | 300.00 |
| HOSPITALITY MINNESOTA | 06/01/21-05/31/22 DUES-TOURISM | 345.00 |
| MILES PARTNERSHIP LLLP | 2022 VISITORS GUIDE FOR EMT | 2,300.00 |
| SPRINT | AUGUST CELL PHONE EXPENSE | 248.86 |
| | F U N D T O T A L | 6,123.51 |

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| T O T A L A L L F U N D S | 3,086,296.37 |
|-------------------------------|--------------|

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

THE ABOVE AND FOREGOING RESOLUTION WAS OFFERED AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE 07 DAY OF SEPTEMBER BY ALDERMAN WHO MOVED ITS ADOPTION, WAS SECONDED BY ALDERMAN AND ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON THE ABOVE RESOLUTION WAS DULY DECLARED ADOPTED.

ATTEST:

APPROVED:

CITY ADMINISTRATOR

MAYOR

9/07/2021

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

| | |
|--------------------------------|------------|
| 4M FUND | 51.40 |
| MN DEPT OF TRANSPORTATION | 5,086.16 |
| A-1 LOCK & KEY LLC | 236.00 |
| ARC DOCUMENT SOLUTIONS LLC | 573.40 |
| ACCURATE CONTROLS INC | 72.50 |
| ACT RESTORATION | 3,541.50 |
| ADMINISTRATOR'S CONTINGENCY FD | 3,787.46 |
| ALBANY RECYCLING CENTER INC | 3,373.89 |
| ALEXANDRIA FREIGHT SERVICE INC | 82.80 |
| AL'S REFRIGERATION, INC. | 489.00 |
| THE AMERICAN BOTTLING COMPANY | 573.19 |
| AICPA (PAYMENT - DUES) | 295.00 |
| AMERICAN PAYMENT CENTERS | 93.00 |
| AMERICAN WELDING & GAS, INC | 148.57 |
| SEAN ANDERSON | 821.56 |
| APPRIZE TECHNOLOGY SOLUTIONS | 470.85 |
| ARCTIC GLACIER USA INC | 1,208.80 |
| ARTISAN BEER COMPANY | 4,343.95 |
| AUTO VALUE - FERGUS FALLS | 1,375.03 |
| AVESIS THIRD PARTY ADMIN INC | 17.98 |
| BAKER & TAYLOR INC | 3,142.13 |
| BEVERAGE WHOLESALERS INC | 63,970.70 |
| BEYER BODY SHOP, INC. | 445.00 |
| BJORN'S HEATING & AIR COND INC | 1,175.43 |
| JEAN O. BOWMAN | 149.52 |
| BRAUN VENDING INC | 18.75 |
| BRAUN INTERTEC CORPORATION | 16,139.55 |
| BREAKTHRU BEVERAGE MINNESOTA | 27,807.18 |
| CO2 SYSTEMS INC | 3,250.00 |
| CARR'S TREE SERVICE, INC. | 41,453.55 |
| CAYAN | 160.74 |
| CERTIFIED LABORATORIES | 719.00 |
| CHARTER COMMUNICATIONS | 288.72 |
| VIKING COCA-COLA BOTTLING CO | 959.94 |
| COLLABORATIVE DESIGN GROUP INC | 8,032.50 |
| COMPUTER INFORMATION SYSTEM, | 10,230.85 |
| COMSTOCK CONSTRUCTION INC | 255,220.38 |
| COOPERS TECHNOLOGY GROUP | 832.50 |
| COPPER TRAIL BREWING CO | 533.60 |
| CORE & MAIN LP | 1,320.00 |
| COSSETTE ELECTRIC LLC | 7,943.41 |
| DACOTAH PAPER CO | 2,748.35 |
| WASTE MANAGEMENT | 5,545.79 |
| DEMCO EDUCATIONAL CORP | 677.92 |
| DIAMOND VOGEL PAINTS | 1,407.50 |
| DISGRUNTLED BREWERY LLC | 234.00 |
| MICHAEL & AMY DONOHO | 1,000.00 |

9/07/2021

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

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| DRUMCONRATH BREWING COMPANY | 350.00 |
| ESULTANTS WEB SERVICES | 150.00 |
| EXPLORE MINNESOTA TOURISM | 600.00 |
| EXPLORE MN TOURISM | 800.00 |
| 59 FINISHING INC | 132.87 |
| FARGO FREIGHTLINER | 42.66 |
| JOHN DEERE FINANCIAL | 2,949.58 |
| FASTENAL COMPANY | 450.53 |
| FERGUS BREWING COMPANY LLC | 1,036.80 |
| F.F. CHAMBER OF COMMERCE | 850.00 |
| FERGUS FALLS NOON KIWANIS | 133.00 |
| FERGUS HOME & HARDWARE | 25,050.00 |
| FERGUSON WATERWORKS #2516 | 2,896.16 |
| FINNLYTECH INC | 4,246.00 |
| GALLS LLC | 66.10 |
| NAPA AUTO PARTS - FERGUS FALLS | 1.76 |
| GOIN' POSTAL FERGUS FALLS | 14.88 |
| GRAINGER INC | 90.13 |
| GRAND FORKS FIRE EQUIPMENT LLC | 105.00 |
| GRANICUS LLC | 900.00 |
| GRAYMONT (WI) LLC. | 5,532.66 |
| GREAT PLAINS NATURAL GAS CO | 1,397.74 |
| GREENSPRING MEDIA GROUP | 300.00 |
| GROWMARK INC | 332.60 |
| GUARDIAN | 3,789.04 |
| HES INC | 935.00 |
| H BOYD NELSON INC | 102,308.44 |
| HACH COMPANY | 33.79 |
| HAWKINS INC | 16,921.88 |
| CRAIG HEBERT | 30.05 |
| HERZOG ROOFING | 495.00 |
| HOME DEPOT CREDIT SERVICES | 667.18 |
| HOSPITALITY MINNESOTA | 345.00 |
| HOUSTON ENGINEERING INC | 3,875.28 |
| ISD #544 | 36,636.61 |
| INNOVATIVE OFFICE SOLUTIONS | 19.79 |
| INTERSTATE BATTERY SYSTEM | 357.85 |
| INTERSTATE ENGINEERING INC. | 15,221.86 |
| JB ELECTRIC | 2,287.00 |
| JK SPORTS | 598.00 |
| JOHNSON BROTHERS LIQUOR CO | 16,078.77 |
| JOHNSON CONTROLS INC | 8,003.45 |
| JOHNSON & SON WELL DRILLING | 219.69 |
| JULIE'S RADIO REPAIR | 60.00 |
| KPH, INC | 3,000.00 |
| RANDY KINDER | 210.00 |
| LAKE REGION HEALTHCARE CORP | 191.52 |

9/07/2021

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

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|--------------------------------|------------|
| LAKES COUNTRY SVC COOP | 163,429.00 |
| LAKEWAY EXPRESS LLC | 84.35 |
| LAWSON PRODUCTS INC | 20.60 |
| CODY LEHMANN | 5.38 |
| LOCATORS & SUPPLIES INC | 874.36 |
| LOW VOLTAGE CONTRACTORS INC | 915.00 |
| VICTOR LUNDEEN COMPANY | 777.01 |
| MII LIFE INCORPORATED | 4,241.14 |
| M-R SIGN COMPANY INC | 1,045.90 |
| MTI DISTRIBUTING INC | 138.13 |
| MACQUEEN EQUIPMENT INC | 3,599.79 |
| MARCO-FARGO | 374.96 |
| THE MCKINNON COMPANY INC | 71.80 |
| MCMASTER-CARR SUPPLY CO | 34.51 |
| METRO SALES, INC | 193.74 |
| MIDWEST DRAIN EQUIPMENT CO INC | 367.60 |
| MIGHTY OAKS WILDLIFE SERVICES | 1,350.00 |
| MILES PARTNERSHIP LLLP | 2,300.00 |
| MINN-DAKOTA/OTTER TAIL COACHES | 164.00 |
| MHSRC/RANGE | 1,820.00 |
| MINNKOTA ENVIROSERVICES INC | 66.00 |
| MOBOTREX INC | 106.00 |
| MOORE ENGINEERING INC | 91,981.45 |
| N.D. SEWAGE PUMP & LIFT | 240.00 |
| NATURES GARDEN WORLD | 60.00 |
| DUANE W NIELSEN COMPANY | 633.20 |
| ROBERT NORDICK | 7,401.79 |
| NORTH COUNTRY LAWNS | 1,337.52 |
| NYCKLEMOE & ELLIG, P.A. | 6,825.00 |
| OLSON OIL COMPANY INC | 2,338.34 |
| O'REILLY AUTOMOTIVE INC | 8.92 |
| ORIGIN WINE & SPIRITS | 226.98 |
| OTTER ELECTRIC LLC | 11,950.51 |
| OTTER TAIL COUNTY FAIR ASSN. | .80 |
| OTC HUMANE SOCIETY INC | 884.00 |
| OTTER TAIL POWER COMPANY | 62,707.18 |
| OVERHEAD DOOR CO | 150.00 |
| PACIFIC BOW BUTTS | 349.00 |
| PAUSTIS WINE COMPANY | 4,680.66 |
| PHILLIPS WINE AND SPIRITS CO | 14,423.90 |
| PLUMBERS INC | 200.00 |
| POLICE DEPT CONTINGENCY FUND | 142.30 |
| POLLARDWATER | 97.89 |
| PRO-LAWN | 750.00 |
| PRO-WEST & ASSOCIATES, INC | 460.19 |
| PUBLIC UTILITIES DEPARTMENT | 13,666.90 |
| PUMP AND METER SERVICE INC | 574.97 |

9/07/2021

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

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| RMB ENVIRONMENTAL LABORATORIES | 1,248.00 |
| R & R READY MIX INC | 4,216.33 |
| R & R SPECIALTIES, INC. | 333.65 |
| PAUL R. RATZ | 324.00 |
| RIPLEY'S INC. | 300.00 |
| ROYAL TIRE INC | 458.48 |
| SF EXCAVATING & | 300.00 |
| SHI INTERNATIONAL CORP | 10,758.00 |
| SANITATION PRODUCTS INC | 269.64 |
| SHENEHON COMPANY | 9,000.00 |
| SHERWIN WILLIAMS CO | 1,388.82 |
| SIGNWORKS SIGNS & BANNERS INC | 250.00 |
| SKY CREW SERVICES, LLC | 23,259.89 |
| SMALL LOT WINE | 2,527.68 |
| SOUTHERN GLAZER'S OF MN | 24,288.49 |
| SPECIALTY SOLUTIONS LLC | 1,850.56 |
| SPEE DEE DELIVERY SERVICE INC | 65.24 |
| SPRINT | 248.86 |
| STENERSON BROTHERS LUMBER CO | 247.26 |
| TIMOTHY STOLL | 400.00 |
| STRUCTURAL MATERIALS INC | 155.90 |
| SUMMIT COMPANIES | 32.50 |
| SUN LIFE FINANCIAL | 2,886.11 |
| SWANSTON EQUIPMENT CO | 61.88 |
| TNC INDUSTRIES INC | 294.36 |
| TIME CLOCK PLUS | 33.00 |
| TOTAL REGISTER SYSTEMS | 32.36 |
| TRI-AIR TESTING, INC | 195.01 |
| UGSTAD PLUMBING, INC. | 583.49 |
| USABLE LIFE | 79.20 |
| USA BLUEBOOK | 1,385.45 |
| VERIZON WIRELESS | 1,551.07 |
| WALLWORK TRUCK CENTER F.F. | 73.78 |
| WELLS FARGO - INVESTMENTS | 1,840,406.87 |
| WEST CENTRAL ABSTRACTING | 85.00 |
| WILDLIFE FOREVER | 6,750.00 |
| WIMACTEL INC | 132.00 |
| BEN WOLDEN LANDSCAPING | 2,990.00 |

TOTAL OTHER VENDORS 3,081,158.81

TOTAL ALL VENDORS 3,086,296.37

HPC Recommendations for Broken Down Dam Park Site

The following is a list of priority recommendations from the Fergus Falls Heritage Preservation Commission (HPC) to the Fergus Falls City Council for the repair and upkeep of the city's Broken Down Dam Park. These recommendations are based on the observations of HPC members at the site as well as feedback from users of the park interviewed on location. This list is not exhaustive.

Critical

Accessibility

- Resurfacing of the roadway/parking area up to the park's entrance.
- Railings, to increase accessibility and minimize risk of injury (possible HPC project)

Safety

- Debris removal, to include vehicle frames, appliances, barbed wire
- Path maintenance, to reduce the incidence of wood ticks, poison ivy, etc.
- Removal of downed trees near walking path

"Broken Windows"

- Removal or covering of graffiti with offensive content – dam, picnic area, bridges, etc.

Recommended

Information

- Signage describing the site's important history, to include photos
- Signage directing visitors around the park (west trail, east trail, etc.)
- Signage recognizing the park's establishment date of April 11, 1896 @ 1300hrs.
- Signage recognizing the Page Mill ruins on the same site

Usability

- Clear parking area designation for visitors
- Enhanced picnic area with 2-4 tables in good condition
- Leveling of main walking pathways

Site Enhancement

Recreation

- Designated dock/access for inner tubes, kayak, and other watercraft
- Designated swimming/resting site near dam basin, east side
- Removal of some trees/site leveling for expanded picnic area
- Promotion of site and improvements to coincide with 150th city anniversary
- Arts campaign to improve graffitied surfaces with public artwork