



City of Fergus Falls Committee of the Whole Agenda

September 29, 2021

7:00 am

City Council Chambers

A. Call to Order

B. Roll Call

C. Discussion Items

1. West Central Initiative Update
Samantha VanWechel-Meyer

2. 725 W Maple Street
Andrew Bremseth
Requested Action: Recommendation to the council to introduce a property sale for the city owned property located at 725 W Maple Street

3. Downtown Riverfront State Bonding Resolution
Bill Sonmor
Requested Action: Recommendation to the council to approve a resolution required to accompany the documents to receive State Bond funds

4. PI 5314, Union Avenue Resurfacing Project
Brian Yavarow
Requested Action: Recommendation to the council to accept Moore Engineering's professional services agreement for final design and construction administration in the amount of \$170,900

5. FAA Airport Rescue Grant Program
Brian Yavarow
Requested Action: Recommendation to the council to accept the Airport Rescue Grant Program offer in the amount of \$32,000

D. Additional Agenda Items

E. Announcements

October 4 4:00 pm City Council Work Session: RTC funding
5:30 pm City Council meeting

Adjourn



Council Action Recommendation

Page 1 of 1

Meeting Date:

9/29/21 Committee, 10/4/21 Council

Subject:

725 W. Maple Sale

Recommendation:

Council to introduce this at their 10/4 meeting and a resolution entering into a purchase agreement to sell the property at 725 W. Maple on 10/18

Background/Key Points:

The City has had the property located at 725 W. Maple on the real estate market for the past few months. We have recently received an offer for the property and Council will need to take action on that offer. The current asking price of the property is \$149,900.

The offer that we received is as follows:

Purchase price \$145,000

\$2,000 earnest money

Contingency on inspection/financing, no contingency for selling a home

Closing on or before 10/22/21 (may be impacted by City timeline)

Willing to take anything left in the home

Staff feels this is a fair offer and recommends that the City Council accept this offer. As you will see on the attached estimated proceeds sheet, the City should receive just over \$136,000. We have just over \$126,000 into the property, so will net about \$10,000 after the transaction.

If acceptable to Council, we need to introduce this sale at our next Council meeting and pass a resolution at least 10 days after that date, which would take us to our meeting on Oct. 18. This is the first viable/acceptable offer we have received on the property since it has been on the market.

Budgetary Impact:

The City will net \$10,000 if this current offer goes through to closing.

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Estimated Proceeds Sheet



ESTIMATED PROCEEDS

Prepared For City of Fergus Falls Phone _____ Date 09/21/21

Property Address 725 MAPLE WEST Fergus Falls MN 56537

Agent Leslie Prischmann Flugstad

Terms		
Price	<u>\$ 145,000.00</u>	<u>\$</u>
Present Mortgage/CFD Balance	_____	_____
Home Improvement Loans	_____	_____
Mortgage Placement Fee (____%)	_____	_____
REALTOR Fee	<u>7,975.00</u>	_____
Administrative Commission	_____	_____
Abstracting Fee	_____	_____
Title Opinion	_____	_____
Title Insurance	_____	_____
Real Estate Taxes Due _____	_____	_____
Assessments	_____	_____
Existing Special Assessments	_____	_____
Pending Special Assessments	_____	_____
State Deed Tax (\$3.30 per \$1000)	<u>479.00</u>	_____
Recording Fees	<u>46.00</u>	_____
Estimated Repairs	_____	_____
Inspection Fees	_____	_____
Water Test	_____	_____
Document Preparation	<u>50.00</u>	_____
Closing Fees	<u>325.00</u>	_____
Buyer/Seller Home Protection Plan	_____	_____
Other	_____	_____
Other	_____	_____
TOTAL EXPENSES	<u>\$ 8,875.00</u>	<u>\$ 0.00</u>
ESTIMATED PROCEEDS	<u>\$ 136,125.00</u>	<u>\$ 0.00</u>

Seller

Date

Seller

Date



Council Action Recommendation

Page 1 of 1

Meeting Date: September 29, 2021

Subject: Downtown Riverfront State Bonding Resolution

Recommendation: Approve a resolution required to accompany the documents to receive State Bond funds.

Background/Key Points: During the 2020 Legislative Session, the City was awarded \$1,750,000 of State Bonds funds for the Downtown Riverfront project. The City is in the process of preparing the application documents required by the Minnesota Department of Employment and Economic Development (DEED).

The attached resolution is required to be included in the packet of documents submitted to DEED.

Budgetary Impact: The City is required to provide a match for the State Bond funds in the amount of \$1,750,000. The match will be provided through private fundraising, City Funds, and the General Obligation bonds that were sold by the Fergus Falls Port Authority on September 20, 2021.

Originating Department: Finance

Respectfully Submitted: Bill Sonmor, Finance Director

Attachments:
DEED model resolution

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that the City of Fergus Falls as the legal sponsor for the project contained in Minnesota Session Laws-2020 5th Special Session, Ch. 3, Article 1, Sec. 21, Subd 20 and amended in Minnesota Session Laws-2021 1st Special Session, Ch. 9, Sec. 29 entitled Public Improvement 9768, the Fergus Falls Riverfront Corridor- Downtown Riverfront Project.

BE IT FURTHER RESOLVED that the City of Fergus Falls has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the development proposal are committed to the project identified.

BE IT FURTHER RESOLVED that the City of Fergus Falls has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its development proposal by the state, the City of Fergus Falls may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the City of Fergus Falls certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the City Administrator and the Mayor is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the City of Fergus Falls.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Fergus Falls, Minnesota on October 4, 2021.

SIGNED:

WITNESSED:

(Authorized Official)

(Signature)

(Title)

(Date)

(Title)

(Date)



Council Action Recommendation

Page 1 of 2

Meeting Date:

September 29, 2021 – Committee of the Whole

October 4, 2021 – City Council

Subject:

PI 5314 – Union Avenue from Fir Avenue to Lincoln Avenue, Lincoln Avenue from Union Avenue to Friberg Avenue, Resurfacing Project
State Transportation Improvement Program (STIP) SFY 2022
(MSAS 104, 109)

Recommendation:

- 1) Accept Moore Engineering's (MEI) professional services agreement for final design and construction administration in the amount of \$170,900.00

Background/Key Points:

The City of Fergus Falls programmed Union Avenue from Cedar Avenue to Lincoln Avenue and Lincoln Avenue from Union Avenue to Friberg Avenue to receive a bituminous mill & overlay in 2022 through the State Transportation Improvement Program (STIP).

The current project work scope consists of approximately 1.45 miles of street resurfacing (mill & overlay), base patching, and ADA improvements as required throughout the project limits. Additional consideration to the downtown is needed in regards to the pedestrian ramps along Lincoln Avenue. Currently, the existing PED ramps are not in compliance and were constructed in the past surrounded by paver blocks. MEI and City staff is recommending the existing pavers in each of these intersection quadrants be replaced with concrete versus attempting to reinstall the salvaged pavers. We are also recommending the new concrete be cast with color dye to enhance the new surface and mimic the surrounding color scheme. Please refer to the attached exhibit for additional detail.

The preliminary construction cost is \$1,020,000. We anticipate the project bidding starting in late winter or early spring.

Budgetary Impact:

This project is proposed be funded 100-percent thru Federal and State Aid funds. The preliminary cost shares are:

Federal Share: 80-percent for construction only (max. rate)

State Aid Share: 20-percent construction, engineering design (MEI), and contract administration

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

PI 5314 – Project Title Map and Intersection Exhibit

MINNESOTA DEPARTMENT OF TRANSPORTATION CITY OF FERGUS FALLS

CONSTRUCTION PLAN FOR BITUMINOUS MILL & OVERLAY WITH ADA IMPROVEMENTS

LOCATED ON M.S.A.S. 104 (UNION AVE) FROM LINCOLN AVE TO FIR AVE

LOCATED ON M.S.A.S. 109 (LINCOLN AVE) FROM UNION AVE TO FRIBERG AVE

SCALES

PLAN	50
PROFILE	NA
INDEX MAP	NA
GENERAL LAYOUT	NA

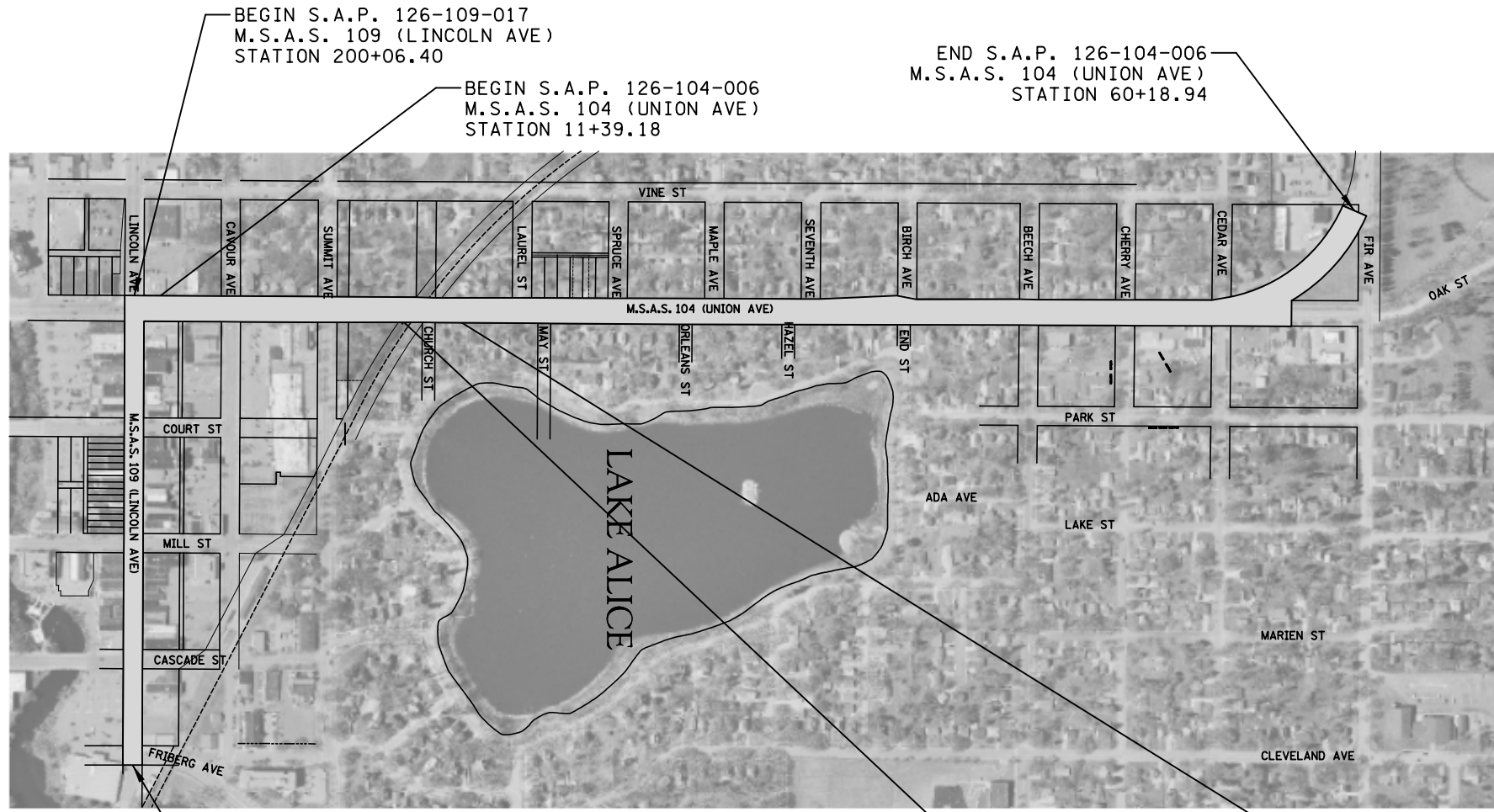
S.A.P. NO.	126-104-006	S.A.P. NO.	126-109-017
GROSS LENGTH	4879.76 FEET 0.924 MILES	GROSS LENGTH	1831.74 FEET 0.347 MILES
BRIDGES-LENGTH	FEET MILES	BRIDGES-LENGTH	FEET MILES
EXCEPTIONS-LENGTH	247.75 FEET 0.047 MILES	EXCEPTIONS-LENGTH	FEET MILES
NET LENGTH	4632.01 FEET 0.877 MILES	NET LENGTH	1831.74 FEET 0.347 MILES

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION' SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE PLACED IN ACCORDANCE WITH THE 'MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES' (MM MUTCD) AND 'FIELD MANUAL' FOR TEMPORARY TRAFFIC CONTROL DEVICES.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES CI/VASCE 38-02 ENTITLED 'STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA'. THE EXACT LOCATION OF UNDERGROUND UTILITIES SUCH AS GAS, TELEPHONE, FIBER OPTIC, PIPELINES, ELECTRICAL, AND CABLE TV ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER ONE STATE CALL BEFORE COMMENCING EXCAVATION.



INDEX

1	TITLE SHEET
X	GENERAL LAYOUT
X	ESTIMATED QUANTITIES
X-X	TABULATIONS
X-X	GENERAL NOTES
X-X	DESIGN DETAILS
X-X	ALIGNMENT TABULATION
X-X	TYPICAL SECTIONS
X-X	INPLACE TOPO AND UTILITIES
X-X	REMOVALS
X-X	PLAN AND PROFILE
X-X	TRAFFIC CONTROL
X-X	CROSS SECTIONS

THIS PLAN CONTAINS..... SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: LICENSE #

DATE: SIGNATURE:

DESIGN SQUAD

PROJECT MANAGER

RECOMMENDED FOR APPROVAL BRIAN YAVAROW, FERGUS FALLS CITY ENGINEER DATE

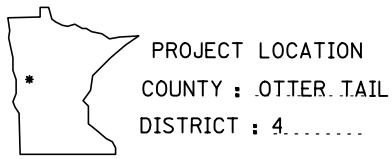
REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY DISTRICT STATE AID ENGINEER DATE

APPROVED FOR STATE AID FUNDING STATE AID ENGINEER DATE

DESIGN DESIGNATION

	M.S.A.S. 104 (UNION AVE) S.A.P. 126-104-006	M.S.A.S. 109 (LINCOLN AVE) S.A.P. 126-109-017
ADT (2022)	8830	3960
ADT (2042)	9700	4350
PROJECTED HCADT (2042)	<150	<150
STRUCTURAL DESIGN STRENGTH	NA	NA
PAVEMENT DESIGN (TOTAL G.E.)	NA	NA
R - VALUE	NA	NA
SHOULDER WIDTH	NA	NA
FUNCTIONAL CLASSIFICATION	MINOR ARTERIAL	MAJOR COLLECTOR
NO. OF TRAFFIC LANES	2	2
WIDTH OF TRAFFIC LANES	12'	12'
NO. OF PARKING LANES	2	2
DESIGN SPEED	30 MPH	30 MPH
BASED ON SIGHT DISTANCE	STOPPING	STOPPING
HEIGHT OF EYE	3.5'	3.5'
HEIGHT OF OBJECT	2'	2'
DESIGN SPEED NOT ACHIEVED AT CLEAR ZONE	NA	NA
	NA	NA

FOR PLAN AND UTILITY NOTES SEE SHEET 2



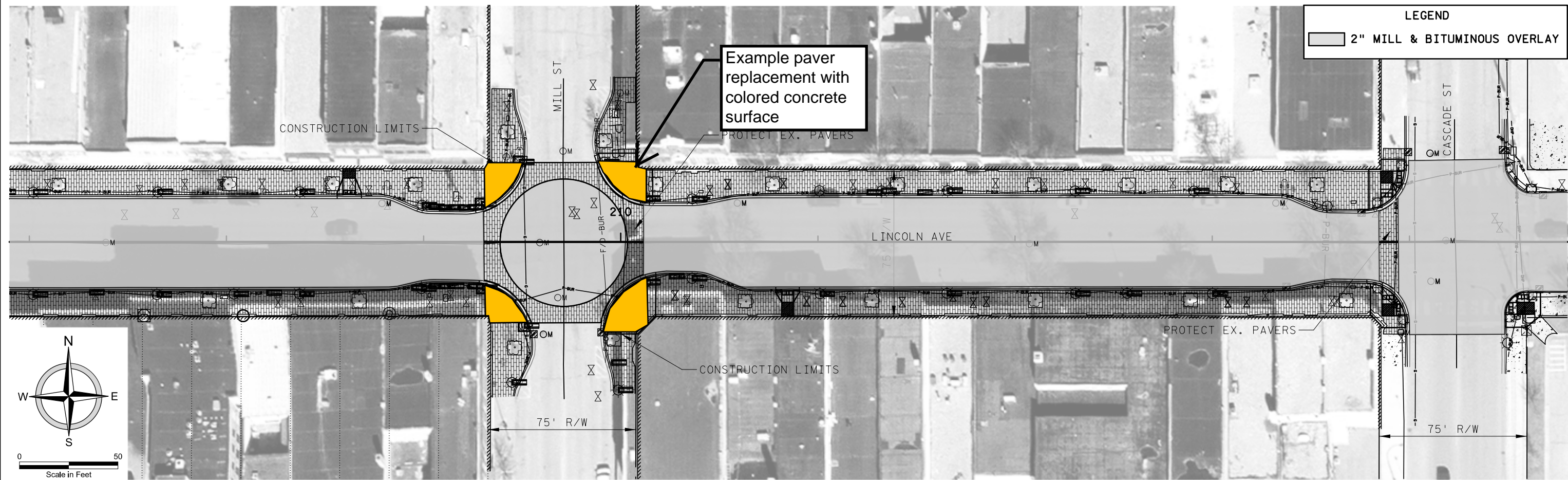
PLAN REVISIONS

DATE	SHEET NO.	APPROVED BY

PLOTTED/REVISED: 7-SEP-2021
PATH & FILENAME: U:\PROJECTS\21702\Design\Plansheets\21702_titlesheet.dgn

PLOTTED/REVISED: 7-SEP-2021

PATH & FILENAME: U:\PROJECTS\21702\Design\Plansheets\21702_plan1.dgn



DRAFTER:	DATE:
REVIEWER:	DATE:

CITY OF
FERGUS FALLS, MN



I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
ENGINEER _____ LIC. NO. _____ DATE -- --

CONSTRUCTION PLAN

S.A.P. 126-104-006 & 126-109-017 (M.S.A.S. 104 & 109) SHEET NO. 7 OF XX SHEETS



Council Action Recommendation

Page 1 of 1

Meeting Date:

September 29, 2021 – Committee of the Whole
October 4, 2021 – City Council

Subject:

FAA Airport Rescue Grant Program

Recommendation:

1) Accept the Airport Rescue Grant Program offer in the amount of \$32,000

Background/Key Points:

The City of Fergus Falls has been informed by MnDot Aeronautics that the City is on the FAA's Grant Eligibility List for a potential \$32,000 in Airport funding thru Airport Rescue Grant Program (ARGP).

While the AGRP grant terms remain to be clarified, at this time it seems the City could use the funds for "costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments". Any airport development directly related to the combating the spread of pathogens is also an eligible funding expenditure. The details of eligible expenditures will be further defined in the actual grant language. Eligible costs must not have been covered and/or reimbursed using other state or federal funding sources.

After the Fact Reimbursement of eligible costs would follow the standard MnDot/FAA Grant process. The grant period would end September 30, 2024. This is a 100% Federally Funded Grant and would be subject to the specific audit required for the expenditure of said funds. This is a stand-alone grant and would not have any impact on other grants that have been or may be received in the future

As with all grants if upon review of the final language the City decides it is not in its best interest to proceed the City can decide not to accept the grant offer.

Budgetary Impact:

There is no additional cost associated with this request other than general staff time.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Application for Federal Assistance SF-424

Application for Federal Assistance SF-424

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
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*3. Date Received: NA	4. Applicant Identifier: FFM (Fergus Falls Municipal-Einar Mickelson Field) Fergus Falls, MN
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*5b. Federal Entity Identifier: 27-0031	*5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: City of Fergus Falls

*b. Employer/Taxpayer Identification Number (EIN/TIN): 41-6007162	*c. Organizational DUNS: 03-594-2861
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d. Address:

*Street 1: _____
Street 2: _____
*City: FERGUS FALLS
County/Parish: _____
*State: MN
Province: _____
*Country: USA: United States
*Zip / Postal Code: _____

e. Organizational Unit:

Department Name:	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *First Name: Brian Yavarow
Middle Name: _____
*Last Name: Yavarow
Suffix: _____

Title: Assistant City Engineer

Organizational Affiliation:

*Telephone Number: 218-739-3733 Fax Number:

*Email: brian.yavarow@ci.fergus-falls.mn.us

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

13. Competition Identification Number:

NA

Title:

NA

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

\$32,000 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 7

*b. Program/Project: 7

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA

*b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	_____	\$32,000
*b. Applicant	_____	\$0
*c. State	_____	\$0
*d. Local	_____	\$0
*e. Other	_____	\$0
*f. Program Income	_____	\$0
*g. TOTAL	_____	\$32,000

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: _____
Middle Name: _____
*Last Name: _____
Suffix: _____

*Title: Mayor

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed:

Authorized Representative:

Prefix: Mr. *First Name: James

Middle Name:

*Last Name: Bittmann

Suffix:

*Title: Assistant Director, MnDOT Office of Aeronautics

*Telephone Number:

* Email: jim.bittmann@state.mn.us

*Signature of Authorized Representative:

*Date Signed: