



**City Council Agenda**  
**November 1, 2021**  
**5:30 pm in the City Council Chambers**

Invocation – Pastor Rich Iverson, Bethel Lutheran Church  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
  - 1. Public Hearing: Tax increment financing plan for Red River Milling Redevelopment Project
    - a. Resolution approving the establishment of Tax Increment Financing (Redevelopment) District No. 4-15 within Development District No. 4 and approving the Tax Increment Financing Plan therefor and authorizing an interfund loan
  - 2. Public Hearing: Dental Specialties tax abatement request
    - a. Resolution approving the use of tax abatement to incentivize the redevelopment of an existing vacant building by Dental Specialists of Fergus Falls
  - 3. Public Hearing: Housing Rebate Program Tax Abatement Agreements for 1765 Shoreview Drive and 538 Ann Street
    - a. Resolution approving a tax abatement for the property located at 1765 Shoreview Drive as requested by Kevyn B Heck and Angela Bowman
    - b. Resolution approving a tax abatement for the property located at 538 Ann Street as requested by NCS Homes Inc.
- E. Awarding of Bids
- F. Petitions and Communications
- G. Consent Agenda
  - 1. Motion approving the minutes from the October 18, 2021 City Council meeting, October 18 work session and the October 27, 2021 Committee of the Whole meeting
  - 2. Motion approving licenses
  - 3. Resolution initiating PI 9504 and accepting a professional services proposal in the amount of \$10,300
  - 4. Resolution approving budget adjustments
  - 5. Motion directing the City Attorney to amend the zoning map from R-1 to R-A for Lots 1 and 2 in Block 2 of Timber Ridge Estates as requested by Otter Tail Power Company
  - 6. Resolution approving the final plat for Timber Cove
  - 7. Resolution accepting Interstate Engineering's professional services proposal for design on PI 5958, Campus View Estates Development in the amount of \$75,000 and ordering the preliminary engineering report
- H. Ordinance and Resolutions

1. First Reading, Ordinance 19, Eighth Series, Vacation of Campus Addition and Outlot B
  2. Second reading Ordinance 15, Eighth Series, Amending City Code Chapter 154, Yard Regulations and Accessory Buildings
  3. Second reading Ordinance 18, Eighth Series, Amending the Zoning Map for Shoreview Dr
- I. Presentation of Claims \$1,580,035.22
  - J. Board, Committee and Department Reports
  - K. Reports from Staff and Administrative Officers
  - L. Old Business/Unfinished Business
  - M. New Business
  - N. Miscellaneous Announcements
    - November 10 7:00 am Committee of the Whole meeting
    - November 11 Most city offices and facilities closed for Veteran's Day holiday. Liquor stores open normal business hours. Thursday garbage and recycling will be picked up on Wednesday. Liquor stores open normal business hours.
    - November 15 5:30 pm City Council meeting
  - O. Adjournment to possible closed meeting for threatened litigation per Minnesota Statutes Section 13D.05, subd. 3(b)

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.



## Memo

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**Meeting Date:**

November 1- City Council Meeting

**Subject:**

Red River Milling Redevelopment Project

**Recommendation:**

Adopt a resolution approving the establishment of Tax Increment Financing (Redevelopment) District No. 4-15 and approve the associated Tax Increment Financing Plan.

**Background/Key Points:**

Tax Increment Financing (TIF) is the ability to capture and use the increase in local property tax revenues from development within a defined geographic area (TIF district) for a defined period of time. The former Red River Milling Company site qualifies as a redevelopment TIF district in that at least 70% of the area of the district is occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard and require substantial renovation or clearance to allow for redevelopment.

The proposed development is anticipated to be a two-phase mixed-use development. The first phase is proposed to be the redevelopment of the historic mill building into an approximately 24-unit boutique hotel, with construction anticipated to occur from 2022 to 2023. The second phase is the construction of a new multi-family building containing approximately 24-units. The redevelopment will also include corresponding demolition, geotechnical work, site work, parking improvements, utilities, and sidewalks, and other eligible improvements associated with the project.

The City has no reason to expect that significant reinvestment in the Red River Milling site would occur but-for the use of tax increment assistance. The proposed development plan meets economic development goals in terms of land use, the removal of blight, and the creation of housing.

**Budgetary Impact:**

The City anticipates that the TIF District will remain in existence for a period of 26 total years (projected to be through the year 2049). The original net tax capacity of the site is \$3,519. The total amount of tax increment that will be generated over the life of the district is estimated to be \$3,471,628.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager

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

HELD: NOVEMBER 1, 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, on November 1, 2021, at 5:30 P.M.

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 APPROVING THE ESTABLISHMENT OF TAX INCREMENT  
FINANCING (REDEVELOPMENT) DISTRICT NO. 4-15 WITHIN DEVELOPMENT  
DISTRICT NO. 4 AND APPROVING THE TAX INCREMENT FINANCING PLAN  
THEREFOR; AND AUTHORIZING AN INTERFUND LOAN

A. WHEREAS, it has been proposed that the City of Fergus Falls, Minnesota (the "City") (1) establish Tax Increment Financing (Redevelopment) District No. 4-15 (the "TIF District") within Development District No. 4 (the "Development District"); (2) 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 (3) authorize an Interfund Loan (hereinafter defined); 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 therein (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 within the Development District, and the adoption of the TIF Plan therefor, 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 follows:

1. Tax Increment Financing (Redevelopment) District No. 4-15. There is hereby established in the City within the Development District, Tax Increment Financing

(Redevelopment) District No. 4-15, a redevelopment 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 tax increment financing plan for the TIF District, and the City Council makes the following findings:

(a) The TIF District is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10, the specific basis for such determination is set forth in Section E 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) In the opinion of the City Council, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. The reasons supporting this finding are set forth in Section J(2) and Exhibit V of the TIF Plan:

(d) 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(4) of the TIF Plan.

(e) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The reasons supporting this finding are set forth in Section J(3) of the TIF Plan.

(f) Section J and Exhibit V 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 employment opportunities, to help prevent the emergence of blight, 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 Finance Director 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) The City shall repay to the Fund from which the Qualified Costs are initially paid, the principal amount of \$3,459,128 (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 are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with tax increment, 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 City 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 same:

Adopted this 1st day of November, 2021.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Administrator

STATE OF MINNESOTA  
OTTER TAIL COUNTY  
CITY OF FERGUS FALLS

I, the undersigned, being the duly qualified and acting City 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 the Tax Increment Financing (Redevelopment) District No. 4-15 in the City and authorization of an interfund loan.

WITNESS my hand as such City Administrator of the City Council of the City of Fergus Falls, Minnesota this \_\_\_\_ day of November, 2021.

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City Administrator





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## MEMORANDUM

TO: Klara Beck, City of Fergus Falls

FROM: Tom Denaway, Baker Tilly

DATE: October 28, 2021

SUBJECT: Proposed Redevelopment TIF District – Red River Milling Redevelopment Project

### **Project**

The Developer (Kevin Bartram) is proposing the redevelopment of the Red River Milling property into a two-phased mixed-use development. The first phase is proposed to be the redevelopment of the historic mill building into an approximately 24-unit boutique hotel, with construction anticipated to occur from 2022 to 2023. The second phase of the project is the construction of a new multi-family building containing approximately 24-units. The second phase is preliminarily proposed to commence in 2024, with completion occurring in 2025. The redevelopment project will also include corresponding demolition, geotechnical work, site work, parking improvements, utilities, sidewalks, and other eligible improvements.

The Developer has provided a preliminary cost estimate for the first phase of the project of \$5,250,000. The Mill building is a historic building and the project will be utilizing historic tax credits to assist with the redevelopment of the property. The use of the historic tax credits will require certain conditions remain for the life of the tax credits. Additionally, the City and Developer were successful in receiving a grant award of \$130,000 from the MN Department of Employment and Economic Development (DEED). The award of the DEED grant requires a 50% match from the City which can come from the TIF Assistance.

### **Redevelopment TIF District Eligibility**

The Developer is requesting that a Redevelopment TIF District be created to provide assistance with the redevelopment of the site. The creation of a Redevelopment TIF District is predicated on the existing condition of the project site, and the deteriorated nature of the buildings present on the redevelopment site. Redevelopment Districts are eligible to be created to remove barriers to investment associated with the redevelopment of blighted sites. Redevelopment TIF Districts do not require a specific type of new project to be developed on the site, and any future private use of the site is eligible (i.e., multi-family housing, commercial, office, etc.).

State Statute provides the following requirements for qualifying a site as a Redevelopment TIF District.

A redevelopment district is a type of tax increment financing district in which one or more of the following conditions exists and is reasonably distributed throughout the district:

- (1) parcels comprising at least 70% of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard requiring substantial renovation or clearance. A parcel is deemed "occupied" if at least 15% of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures; or
- (2) the property consists of vacant, unused, underused, inappropriately used, or infrequently used railyards, rail storage facilities, or excessive or vacated railroad right-of-ways; or

- (3) tank facilities, or property whose immediately previous use was for tank facilities, if the tank facilities:
  - i. have or had a capacity of more than 1,000,000 gallons;
  - ii. are located adjacent to rail facilities; and
  - iii. have been removed or are unused, underused, inappropriately used, or infrequently used.

For districts consisting of two or more noncontiguous areas, each area must qualify under the provisions listed above. "Structurally substandard" is defined as buildings containing defects or deficiencies in structural elements, essential utilities and facilities, light and ventilation, fire protection (including egress), layout and condition of interior partitions, or similar factors. Generally, a building is not structurally substandard if it is in compliance with the building code applicable to a new building, or could be modified to satisfy the existing code at a cost of less than 15% of the cost of constructing a new structure of the same size and type.

A municipality may not find that a building is structurally substandard without an interior inspection, unless it can not gain access to the property and there exists evidence which supports the structurally substandard finding. Such evidence includes recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence. Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained. A parcel is deemed to be occupied by a structurally substandard building if all of the following conditions are met:

- (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the district;
- (2) the demolition or removal of the substandard building was performed or financed by the authority, or was performed by a developer under a development agreement with the authority,
- (3) the authority found by resolution before such demolition or removal occurred that the building was structurally substandard and that the authority intended to include the parcel in the TIF district, and
- (4) the authority notifies the county auditor that the original tax capacity of the parcel must be adjusted upon filing the request for certification of the tax capacity of the parcel as part of a district.

The qualifying information, facts and findings must be kept in written form for the life of the district and made available to the public upon request.

The parcels and existing building within the TIF District were found to qualify under the eligibility requirements for creation of a TIF District. The redevelopment area consists of a single parcel which was deemed to be occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures. This exceeds the eligibility requirement of 70% occupied parcels. Additionally, the single existing building located within the TIF District was reviewed by the Developer, a licensed architect, and found to be structurally substandard as the cost of the improvements required to bring the property into compliance with current building code would be greater than 15% of the cost of constructing a new structure of the same size and type.

### **Redevelopment TIF District Duration & TIF Revenue Projections**

The TIF revenue projections within the TIF Plan are based on the development of both proposed phases of development. A post-development market value of \$3,000,000 for the hotel project was provided by Otter Tail County. For purposes of estimating TIF revenue related to the second phase of development we assumed an estimated market value of \$1,648,700. The TIF Plan includes TIF revenue projections for the statutory maximum term of the TIF District, which is 26-years. While the TIF plan provides for budget authority based on the full term, the actual duration of the District will be depended on the amount of actual TIF obligations entered into. Presently, assistance is only being sought for the first phase of development.

### **Limitation on use of TIF Revenue & Proposed TIF Assistance**

At least 90 percent of the tax increment from a redevelopment district must be used to finance the cost of correcting conditions that allow designation of redevelopment districts. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of land, removal of hazardous substances or remediation

necessary to develop the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the authority may be included in the qualifying costs.

The TIF Plan provides budget authority for assistance with TIF eligible expenses in a maximum amount of \$1,517,300. This budget authority is based on the completion of both phases of development, and the maximum duration of the TIF District. Costs eligible for reimbursement are related to the acquisition, demolition, environmental remediation, site improvements/preparation costs, utilities, and public improvements. Additionally, the TIF plan provides budget authority for City Administrative expenses and interest carrying costs on the reimbursement of the TIF eligible project costs.

Presently, as part of the first-phase of development the Developer is seeking assistance for TIF eligible expenses incurred in the redevelopment of the first phase in an amount of \$579,000, which is the amount of assistance sought after the DEED Grant award of \$130,000. The TIF assistance being sought related to phase 1 is significantly less than the overall budget authority provided within the TIF Plan. As a result, if the only obligation entered into by the City is reimbursement of \$579,000 in costs associated with Phase 1, the anticipated duration of the TIF District would be significantly shorter than maximum duration of the TIF District. As a preliminary analysis, we prepared a TIF run assuming only the development of the Phase 1 hotel project and no market value inflation, based on these assumptions it appears that the reimbursement of a TIF pay-go note of \$579,000 would occur in a period of approximately 15-years. If the Phase 2 project occurs, and no additional TIF assistance is sought as part of that development, the expected duration of the District would be reduced even further.

In regard to the initial pay-as-you-go note of \$579,000, the Developer will be eligible to be reimbursed for costs eligible under these categories from 90% of the annual captured TIF revenue on a pay-as-you-go basis. The Developer will be responsible for incurring these costs up-front and will only be reimbursed to the extent that TIF revenue is generated. In the event that TIF revenue is less than projected, the City will have no obligation to satisfy any outstanding balance upon the completion of the District. In the event that actual TIF revenue generated is greater than projected, the reimbursable amount maybe potentially be satisfied earlier allowing for the District to be decertified earlier than anticipated.

Presently, the only action being sought by the City Council is the approval of the creation of the TIF District which creates the budget authority to enter into future obligations. At a later date a draft Development Agreement will be brought in front of the City Council, which is where the details of the proposed pay-as-you-go TIF Assistance will be included.

### **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 the project cost information and a proposed sources and uses statement provided by the Developer. The proposed project includes the historical renovation of a blighted obsolete building. While the use of historical tax credits assists with funding a portion of the redevelopment project, these tax credits also come with their own requirements and additional costs which lessen their overall value. Similarly, the City was successful in securing a redevelopment grant from DEED which comes with its own requirement for a City 50% match, which would be satisfied through the TIF assistance. Finally, the current state of the existing building and the site itself, provide a clear illustration of the presence of physical barriers to investment on the site that would not be present on a comparable greenfield site. The goal for the use of Redevelopment TIF District is to assist with the redevelopment of property that posses physical and financial barriers to the redevelopment of the site, and to attempt to level the cost playing field between a blighted site and a greenfield site. This goal for Redevelopment District is illustrated by the requirement that 90% of the TIF revenue be used to remove conditions that allowed the property to be considered blighted in the first place. As a result of all of the contributing factors outlined above, we conclude that the proposed redevelopment project would be unlikely to proceed but-for the requested TIF 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](mailto:tom.denaway@bakertilly.com) with any questions or to discuss.

# City of Fergus Falls, Minnesota

## DRAFT Tax Increment Financing Plan

for

## Tax Increment Financing (Redevelopment) District No. 4-15

Within Development District No. 4

(Red River Milling Redevelopment Project)

Draft: October 2, 2021

Public Hearing Scheduled: November 1, 2021

Prepared by:

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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 for 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 (Redevelopment) District No. 4-15.

"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 District.

**Section E      Designation of Tax Increment Financing District as a Redevelopment District**

Redevelopment districts are a type of tax increment financing district in which one or more of the following conditions exists and is reasonably distributed throughout the district:

- (1) parcels comprising at least 70% of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard requiring substantial renovation or clearance. A parcel is deemed "occupied" if at least 15% of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots; or other similar structures.

- (2) the property consists of vacant, unused, underused, inappropriately used, or infrequently used railyards, rail storage facilities, or excessive or vacated railroad right-of-ways; or
- (3) tank facilities, or property whose immediately previous use was for tank facilities, as defined in section 115C.02, subdivision 15, if the tank facilities:
  - (i) have or had a capacity of more than 1,000,000 gallons;
  - (ii) are located adjacent to rail facilities; and
  - (iii) have been removed or are unused, underused, inappropriately used, or infrequently used.
  - (iv) A qualifying disaster area, as defined in subdivision 10b.

For districts consisting of two or more noncontiguous areas, each area must individually qualify under the provisions listed above, as well as the entire area must also qualify as a whole.

The TIF District qualifies as a redevelopment district in that it meets all of the criteria listed in (1) above. An analysis of the subject property was completed to make this determination. The supporting facts and documentation for this determination will be retained by the City for the life of the TIF District and are available to the public upon request.

"Structurally substandard" is defined as buildings containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance. Generally, a building is not structurally substandard if it is in compliance with the building code applicable to a new building, or could be modified to satisfy the existing code at a cost of less than 15% of the cost of constructing a new structure of the same size and type.

A city may not find that a building is structurally substandard without an interior inspection, unless it cannot gain access to the property and there exists evidence which supports the structurally substandard finding. Such evidence includes recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence. Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained. A parcel is deemed to be occupied by a structurally substandard building if the following conditions are met:

- (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the district;
- (2) the demolition or removal of the substandard building was performed or financed by the City, or was performed by a developer under a development agreement with the City,
- (3) the City found by resolution before such demolition or removal occurred that the building was structurally substandard and that the City intended to include the parcel in the TIF district, and
- (4) the City notifies the county auditor that the original tax capacity of the parcel must be adjusted upon filing the request for certification of the tax capacity of the parcel as part of a district.

In the case of (4) above, the County Auditor shall certify the original net tax capacity of the parcel to be the greater of (a) the current tax capacity of the parcel, or (b) a computed tax capacity of the parcel using the estimated market value of the parcel for the year in which the demolition or removal occurred, and the appropriate classification rate(s) for the current year.

At least 90 percent of the tax increment from a redevelopment district must be used to finance the cost of correcting conditions that allow designation as a redevelopment district. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of land, removal of hazardous substances or remediation necessary to develop the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the City may be included in the qualifying costs.

**Section F Duration of the TIF District**

Redevelopment districts may remain in existence 25 years from the date of receipt by the City of the first tax increment. The City anticipates that the TIF District will remain in existence for a period of 26 total years (projected to be through the year 2049). Modifications of this plan (see Section Z) shall not extend these limitations. All tax increments from taxes payable in the year the TIF District is decertified shall be paid to the City. Pursuant to MN Statutes, Section 469.175, Subdivision 1(b) the City elects to delay receipt of first increment until 2024.

**Section G Property to be Included in the TIF District**

The TIF District is an approximate 3.36-acre area of land located within the Project Area. 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*	
71-003-99-0356-000	Sect-34 Twp-133 Range-043 AMENDED PLAT - CITY OF FF RESERVES BLK 70, 71 & 72 & THAT PT 73 E OF W LN OF VINE, EX W 60' LYING N OF RAILROAD

*\*The parcel within the District maybe replatted as part of development. The parcel number and legal description represents the parcel prior to replatting.*

The area encompassed by the TIF District shall also include the entirety of all street or utility right-of-ways located upon or adjacent to the property described above.

**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 or selling property.

**Section I Specific Development Expected to Occur Within the TIF District**

The proposed development is anticipated to be a two-phase mixed-use development. The first phase is proposed to be the redevelopment of the historic mill building into an approximately 24-unit boutique hotel, with construction anticipated to occur from 2022 to 2023. The second phase is the construction of a new multi-family building containing approximately 24-units. The redevelopment will also include corresponding demolition, geotechnical work, site work, parking improvements, utilities, and sidewalks, and other eligible improvements associated with the project.

It is anticipated tax increment will be used to finance a portion of the TIF eligible costs incurred in the redevelopment of the site. In addition, the City anticipates using available tax increment for related administrative expenses, pooling for TIF-eligible improvements outside of the boundaries of the district but within the Project Area for eligible purposes set forth in Minn. Stat. section 469.176 subd. 4c., and any other eligible expenditures associated with the development of the site.

Construction on the first phase is projected to begin in 2022 with completion of the hotel building in 2023. The second phase of the project, construction of the multi-family building, is projected to commence in 2024 with completion occurring in 2025. The Development first receipt of increment has been elected to be delayed until taxes payable 2024.

At the time this document was prepared there were no signed construction contracts with regards to the above described development.



**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 redevelopment district;

See Section E and Exhibit VI of this document 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, and the increased market value of the site that could reasonably be expected to occur without the use of tax increment would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

**Factual basis:**

*Proposed development not expected to occur:*

The proposed redevelopment includes the redevelopment of the existing historic mill building into a 24-unit boutique hotel, and the development of a 24-unit multi-family building. A key component to the redevelopment is the reimbursement of TIF eligible demolition, remediation, site development, and utility improvements expenses through tax increments. The developer has indicated they would not undertake the proposed redevelopment without the financial assistance due to the increased cost associated with the redevelopment of the site. Without the assistance the City has no reason to expect that significant reinvestment in the site would occur without assistance similar to that provided in this plan. Therefore, the City has no reason to believe the development would occur but-for the use of tax increment assistance.

To summarize the basis for the City's findings regarding alternative market value, in accordance with Minnesota Statutes, Section 469.175, Subd. 3(d), the City makes the following determinations:

- a. The City's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is \$0 (for the reasons described above), except some unknown amount of appreciation.
- b. If the proposed development to be assisted with tax increment occurs in the District, the total increase in market value would be approximately \$9,183,145, including the value of the buildings (See Exhibit V).
- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$1,578,226 (See Exhibit V).
- d. Even if some development other than the proposed development were to occur, the City finds that no alternative would occur that would produce a market value increase greater than \$7,604,919 (the amount in clause b less the amount in clause c) without tax increment assistance.
- (3) The TIF Plan would afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the Project Area by private enterprise.

**Factual basis:** The proposed development is the construction of a mixed-use development including a 24-room boutique hotel and a 24-unit multi-family building, in the Project Area, that is expected to create substantial new tax base for the City and the State. The development clearly meets the City's economic development goals in terms of land use, the removal of blight, the creation of housing, and the creation of jobs.

- (4) The TIF Plan conforms to general plans for development of the City as a whole.

**Factual basis:** The City Council has determined that the development proposed in the TIF Plan conforms to the City comprehensive plan.

**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.

Developer reimbursable TIF eligible costs for demolition, site improvement/infrastructure, remediation, utilities, and other eligible expenses.	\$1,517,300
Pay-go Note Interest Payments	\$1,595,915
<u>Administrative expenses</u>	<u>\$345,913</u>
<b>Total</b>	<b>\$3,459,128</b>

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 is not increased. The City also reserves the right to fund any of the identified costs with any other legally available revenues, but anticipates that such costs will be primarily financed with tax increments. The City reserves the right to spend available tax increment outside of the TIF District boundaries but within the Project Area.

**Section L Estimated Sources of Revenue**

Tax Increment revenue (Net of OSA Deduction)	\$3,459,128
Interest on invested funds	-
Bond proceeds	-
Loan proceeds	-
Grants	-
Other	-
<b>Total</b>	<b>\$3,459,128</b>

The City anticipates providing financial assistance to the proposed development 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 reimburse the developer/owner for public costs incurred (see Section K).

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 (referred to together as "TIF Bonds"), or any other financing mechanism authorized by law. The City also reserves the right to use other sources of revenue legally applicable to the Project Area to pay for such costs including, but not limited to, special assessments, utility revenues, federal or state funds, and investment income.

**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 \$3,459,128. The City currently plans to finance the improvements and eligible reimbursable costs in the form of one or more pay-as-you go revenue notes, but reserves 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 City intends to file the request for certification after June 30, 2021, but prior to July 1, 2022. Therefore, the original net tax capacity will be the net tax capacity as of January 2, 2021.

The Estimated Market Value of all property within the TIF District as of January 2, 2021, for taxes payable in 2022, is \$255,900. Upon completion of the project, the development is proposed to consist of a combination of rental housing and commercial property uses. Therefore, the estimated tax capacity is currently unknown; however, for purposes of the revenue projections in this TIF plan, the City has assumed the Estimated Market Value will be distributed amongst the various uses based on their respective pro-rata share of the overall development, resulting in an estimated original net capacity for the District of \$3,519.

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.

As noted in Section M, the City intends to file the TIF District for certification after June 30, 2021 but prior to July 1, 2022; therefore, the Original Local Tax Rate will be the final rate that applies for taxes payable in 2022 which the County Auditor shall certify this amount as the original tax capacity rate of the TIF District. The final sum of the local tax rates for taxes levied in 2020 and payable in 2021 of 117.5117% is shown below and is used for estimating the projected TIF revenue, since the final tax rate for taxes payable in 2022 is not yet known

<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**

The City anticipates that the phase 1 development will begin construction in 2022 and is anticipated to be 100% completed by December 31, 2023. The total capacity for the District is \$43,968 as of January 2, 2023, resulting in a captured net tax capacity of \$40,449, and the first receipt of increment of \$47,532 in taxes payable 2024. Phase 2 is projected to commence construction in 2024 with completion in 2025. A complete schedule of estimated tax increment from the TIF District is shown in Exhibit III.

The estimates shown in this TIF plan assume; that commercial class rates remain at 1.5% of the estimated market value up to \$150,000 and 2.0% of the estimated market value over \$150,000, and that rental class rates remain at 1.25% of the market value. The estimates assume a 3.0% market value inflation assumption.

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 interfund loans and on one or more pay-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 M.S. Section 469.175, Subdivision 1a; or
- (5) 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 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**

In 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; or
- (4)      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**

At least 75% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District (see Section E for additional restrictions). No more than 25% of the tax increments may be spent on costs outside of the TIF District but within the boundaries of the Project Area, except to pay debt service on credit enhanced bonds. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

- (1)      actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- (2)      used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.
- (3)      used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
- (4)      used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

Beginning with the sixth year following certification of the TIF District, at least 75% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

The City does not expect that allowable pooling expenditures may potentially be made outside of the TIF District (including a portion for allowable administrative expenses) for eligible redevelopment pooling expenditures and such expenditures are expressly authorized in this TIF Plan.

#### **Section T      Limitation on Administrative Expenses**

Administrative expenses are defined as all costs of 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 physical development of the real property in the project;
- (3) relocation benefits paid to, or services provided for, persons residing or businesses located in the project;
- (4) amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to section 469.178; or
- (5) amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clause (1) to (3).

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 estimated public costs authorized by the TIF Plan or (b) 10% of the total tax increment expenditures for the project.

#### **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 tax increment financing 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 district is estimated to be \$3,471,628.
2. To the extent the mixed used development in the proposed TIF District generates any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the District. The City does not anticipate issuing bonds in conjunction with this project.
3. The amount of tax increments over the life of the 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 \$585,424.
4. The amount of tax increments over the life of the 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 \$1,183,581.
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 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.

No building permits have been issued in the last 18 months in conjunction with property within the TIF District.

#### **Section X      Development Agreements**

If within a project containing a redevelopment district, more than 25% 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 and does not anticipate potentially acquiring 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 does not anticipate entering 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. 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 insure 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 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 file the TIF Plan, and any subsequent amendments thereto, with the Commissioner of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes, Section 469.175, subdivision 4A. The City will comply with all reporting requirements for the TIF District under Minnesota Statutes, Section 469.175, subdivisions 5 and 6.

Map of TIF District No. 4-15



**Assumptions Report**

**City of Fergus Falls, Minnesota  
Tax Increment Financing (Redevelopment) District No. 4-15  
Proposed Redevelopment TIF District  
24-Unit Hotel & 24-Unit Multi-Family**

Type of Tax Increment Financing District	Redevelopment
Maximum Duration of TIF District	25 years from 1st increment
Projected Certification Request Date	11/01/21
Decertification Date	12/31/49 (26 Years of Increment)

	<u>2021/2022</u>
Base Estimated Market Value	\$255,900

Original Net Tax Capacity	\$3,519
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	Assessment/Collection Year			
	2021/2022	2022/2023	2023/2024	2024/2025
Base Estimated Market Value	\$255,900	\$255,900	\$255,900	\$255,900
Estimated Increase in Value - New Construction	0	0	2,107,950	3,191,189
Total Estimated Market Value	255,900	255,900	2,363,850	3,447,089
Total Net Tax Capacity	\$3,519	\$3,519	\$43,968	\$65,604

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
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Administrative Retainage Percent (maximum = 10%)	10.00%
Pooling Percent	0.00%

<u>Bonds</u>		<u>Note (Pay-As-You-Go)</u>	
Bonds Dated	NA	Note Dated	01/01/23
Bond Rate	NA	Note Rate	5.00%
Bond Amount	NA	Note Amount	\$1,517,300
Present Value Date & Rate	11/01/21	5.00% PV Amount	\$1,578,226

Notes

Projections assume no future changes to classification rates and current tax rates remain constant.  
 Projections assume a 24-unit Hotel with an EMV of \$3,000,000.  
 Projections assume a 24-unit multi-family with an EMV of \$1,648,700  
 Hotel constructed from 2022-2023, and multi-family from 2024-2025.  
 Base market value of \$225,900 and tax capacity of \$3,519 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 (Redevelopment) District No. 4-15  
 Proposed Redevelopment TIF District  
 24-Unit Hotel & 24-Unit Multi-Family**

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	255,900	3,519	3,519	0	117.511%	0	0	0	0	0
12/31/22	255,900	3,519	3,519	0	117.511%	0	0	0	0	0
12/31/23	255,900	3,519	3,519	0	117.511%	0	0	0	0	0
12/31/24	2,363,850	43,968	3,519	40,449	117.511%	47,532	171	47,361	4,736	42,625
12/31/25	3,447,089	65,604	3,519	62,085	117.511%	72,957	263	72,694	7,269	65,425
12/31/26	4,546,519	80,035	3,519	76,517	117.511%	89,915	324	89,591	8,959	80,632
12/31/27	5,192,293	88,816	3,519	85,298	117.511%	100,234	361	99,873	9,987	89,886
12/31/28	5,340,385	91,398	3,519	87,879	117.511%	103,268	372	102,896	10,290	92,606
12/31/29	5,492,919	94,057	3,519	90,538	117.511%	106,392	383	106,009	10,601	95,408
12/31/30	5,650,030	96,795	3,519	93,277	117.511%	109,610	395	109,215	10,922	98,293
12/31/31	5,811,854	99,616	3,519	96,098	117.511%	112,925	407	112,518	11,252	101,266
12/31/32	5,978,532	102,522	3,519	99,003	117.511%	116,339	419	115,920	11,592	104,328
12/31/33	6,150,211	105,514	3,519	101,996	117.511%	119,856	431	119,425	11,943	107,482
12/31/34	6,327,040	108,597	3,519	105,078	117.511%	123,478	445	123,033	12,303	110,730
12/31/35	6,509,175	111,771	3,519	108,253	117.511%	127,209	458	126,751	12,675	114,076
12/31/36	6,696,773	115,041	3,519	111,523	117.511%	131,052	472	130,580	13,058	117,522
12/31/37	6,889,999	118,410	3,519	114,891	117.511%	135,010	486	134,524	13,452	121,072
12/31/38	7,089,022	121,879	3,519	118,360	117.511%	139,086	501	138,585	13,859	124,726
12/31/39	7,294,016	125,452	3,519	121,934	117.511%	143,285	516	142,769	14,277	128,492
12/31/40	7,505,159	129,133	3,519	125,614	117.511%	147,610	531	147,079	14,708	132,371
12/31/41	7,722,637	132,924	3,519	129,405	117.511%	152,065	547	151,518	15,152	136,366
12/31/42	7,946,639	136,828	3,519	133,310	117.511%	156,654	564	156,090	15,609	140,481
12/31/43	8,177,361	140,850	3,519	137,331	117.511%	161,380	581	160,799	16,080	144,719
12/31/44	8,415,005	144,993	3,519	141,474	117.511%	166,247	598	165,649	16,565	149,084
12/31/45	8,659,778	149,259	3,519	145,741	117.511%	171,261	617	170,644	17,064	153,580
12/31/46	8,911,895	153,654	3,519	150,135	117.511%	176,426	635	175,791	17,579	158,212
12/31/47	9,171,574	158,181	3,519	154,662	117.511%	181,745	654	181,091	18,109	162,982
12/31/48	9,439,045	162,843	3,519	159,324	117.511%	187,224	674	186,550	18,655	167,895
12/31/49	9,714,539	167,645	3,519	164,126	117.511%	192,867	694	192,173	19,217	172,956
						<b>\$3,471,627</b>	<b>\$12,499</b>	<b>\$3,459,128</b>	<b>\$345,913</b>	<b>\$3,113,215</b>

Estimated Impact on Other Taxing Jurisdictions Report

**City of Fergus Falls, Minnesota  
Tax Increment Financing (Redevelopment) District No. 4-15  
Proposed Redevelopment TIF District  
24-Unit Hotel & 24-Unit Multi-Family**

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 +	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	\$164,126	11,820,964	54.722%	0.770%	89,813	
Otter Tail County	106,807,733	40.063%	106,807,733	164,126	106,971,859	40.002%	0.061%	65,653	
ISD #544	23,066,485	19.816%	23,066,485	164,126	23,230,611	19.676%	0.140%	32,294	
Other	-	2.140%	-	-	-	2.140%	-	-	
<b>Totals</b>		<b>117.511%</b>				<b>116.539%</b>	<b>0.972%</b>		

\* **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 0.972% (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.

**Market Value Analysis Report**

▼  
▼  
▼  
▼

**City of Fergus Falls, Minnesota**  
**Tax Increment Financing (Redevelopment) District No. 4-15**  
**Proposed Redevelopment TIF District**  
**24-Unit Hotel & 24-Unit Multi-Family**

<u>Assumptions</u>			
Present Value Date			11/01/21
P.V. Rate - Gross T.I.			5.00%
<hr/>			
Increase in EMV With TIF District			\$9,183,145
Less: P.V of Gross Tax Increment			1,578,226
Subtotal			\$7,604,919
Less: Increase in EMV Without TIF			0
Difference			\$7,604,919
<hr/>			
	Year	Annual Gross Tax Increment	Present Value @ 5.00%
1	2024	47,532	41,060
2	2025	72,957	60,022
3	2026	89,915	70,451
4	2027	100,234	74,796
5	2028	103,268	73,391
6	2029	106,392	72,010
7	2030	109,610	70,656
8	2031	112,925	69,326
9	2032	116,339	68,021
10	2033	119,856	66,740
11	2034	123,478	65,483
12	2035	127,209	64,249
13	2036	131,052	63,038
14	2037	135,010	61,850
15	2038	139,086	60,683
16	2039	143,285	59,538
17	2040	147,610	58,414
18	2041	152,065	57,312
19	2042	156,654	56,230
20	2043	161,380	55,168
21	2044	166,247	54,125
22	2045	171,261	53,103
23	2046	176,426	52,099
24	2047	181,745	51,114
25	2048	187,224	50,148
26	2049	192,867	49,199
		\$3,471,627	\$1,578,226

**PROJECTED PAY-AS-YOU-GO-NOTE REPORT**  
**City of Fergus Falls, Minnesota**  
**Tax Increment Financing (Redevelopment) District No. 4-15**  
**Proposed Redevelopment TIF District**  
**24-Unit Hotel & 24-Unit Multi-Family**

Note Date: 01/01/23  
 Note Rate: 5.00%  
 Amount: \$1,517,300

Date (1)	Principal (2)	Interest (3)	P & I (4)	Cumulative Interest Due (5)	Unpaid Accrued Interest (6)	Semi-Annual Net Revenue (7)	Loan Balance Outstanding (7)
							1,517,300.00
02/01/24	0.00	0.00	0.00	82,187.08	82,187.08	0.00	1,517,300.00
08/01/24	0.00	21,312.50	21,312.50	120,119.58	98,807.08	21,312.50	1,517,300.00
02/01/25	0.00	21,312.50	21,312.50	136,739.58	115,427.08	21,312.50	1,517,300.00
08/01/25	0.00	32,712.50	32,712.50	153,359.58	120,647.08	32,712.50	1,517,300.00
02/01/26	0.00	32,712.50	32,712.50	158,579.58	125,867.08	32,712.50	1,517,300.00
08/01/26	0.00	40,316.00	40,316.00	163,799.58	123,483.58	40,316.00	1,517,300.00
02/01/27	0.00	40,316.00	40,316.00	161,416.08	121,100.08	40,316.00	1,517,300.00
08/01/27	0.00	44,943.00	44,943.00	159,032.58	114,089.58	44,943.00	1,517,300.00
02/01/28	0.00	44,943.00	44,943.00	152,022.08	107,079.08	44,943.00	1,517,300.00
08/01/28	0.00	46,303.00	46,303.00	145,011.58	98,708.58	46,303.00	1,517,300.00
02/01/29	0.00	46,303.00	46,303.00	136,641.08	90,338.08	46,303.00	1,517,300.00
08/01/29	0.00	47,704.00	47,704.00	128,270.58	80,566.58	47,704.00	1,517,300.00
02/01/30	0.00	47,704.00	47,704.00	118,499.08	70,795.08	47,704.00	1,517,300.00
08/01/30	0.00	49,146.50	49,146.50	108,727.58	59,581.08	49,146.50	1,517,300.00
02/01/31	0.00	49,146.50	49,146.50	97,513.58	48,367.08	49,146.50	1,517,300.00
08/01/31	0.00	50,633.00	50,633.00	86,299.58	35,666.58	50,633.00	1,517,300.00
02/01/32	0.00	50,633.00	50,633.00	73,599.08	22,966.08	50,633.00	1,517,300.00
08/01/32	0.00	52,164.00	52,164.00	60,898.58	8,734.58	52,164.00	1,517,300.00
02/01/33	5,496.92	46,667.08	52,164.00	46,667.08	0.00	52,164.00	1,511,803.08
08/01/33	15,945.92	37,795.08	53,741.00	37,795.08	0.00	53,741.00	1,495,857.16
02/01/34	16,344.57	37,396.43	53,741.00	37,396.43	0.00	53,741.00	1,479,512.59
08/01/34	18,377.19	36,987.81	55,365.00	36,987.81	0.00	55,365.00	1,461,135.40
02/01/35	18,836.61	36,528.39	55,365.00	36,528.39	0.00	55,365.00	1,442,298.79
08/01/35	20,980.53	36,057.47	57,038.00	36,057.47	0.00	57,038.00	1,421,318.26
02/01/36	21,505.04	35,532.96	57,038.00	35,532.96	0.00	57,038.00	1,399,813.22
08/01/36	23,765.67	34,995.33	58,761.00	34,995.33	0.00	58,761.00	1,376,047.55
02/01/37	24,359.81	34,401.19	58,761.00	34,401.19	0.00	58,761.00	1,351,687.74
08/01/37	26,743.81	33,792.19	60,536.00	33,792.19	0.00	60,536.00	1,324,943.93
02/01/38	27,412.40	33,123.60	60,536.00	33,123.60	0.00	60,536.00	1,297,531.53
08/01/38	29,924.71	32,438.29	62,363.00	32,438.29	0.00	62,363.00	1,267,606.82
02/01/39	30,672.83	31,690.17	62,363.00	31,690.17	0.00	62,363.00	1,236,933.99
08/01/39	33,322.65	30,923.35	64,246.00	30,923.35	0.00	64,246.00	1,203,611.34
02/01/40	34,155.72	30,090.28	64,246.00	30,090.28	0.00	64,246.00	1,169,455.62
08/01/40	36,949.11	29,236.39	66,185.50	29,236.39	0.00	66,185.50	1,132,506.51
02/01/41	37,872.84	28,312.66	66,185.50	28,312.66	0.00	66,185.50	1,094,633.67
08/01/41	40,817.16	27,365.84	68,183.00	27,365.84	0.00	68,183.00	1,053,816.51
02/01/42	41,837.59	26,345.41	68,183.00	26,345.41	0.00	68,183.00	1,011,978.92
08/01/42	44,941.03	25,299.47	70,240.50	25,299.47	0.00	70,240.50	967,037.89
02/01/43	46,064.55	24,175.95	70,240.50	24,175.95	0.00	70,240.50	920,973.34
08/01/43	49,335.17	23,024.33	72,359.50	23,024.33	0.00	72,359.50	871,638.17
02/01/44	50,568.55	21,790.95	72,359.50	21,790.95	0.00	72,359.50	821,069.62
08/01/44	54,015.26	20,526.74	74,542.00	20,526.74	0.00	74,542.00	767,054.36
02/01/45	55,365.64	19,176.36	74,542.00	19,176.36	0.00	74,542.00	711,688.72
08/01/45	58,997.78	17,792.22	76,790.00	17,792.22	0.00	76,790.00	652,690.94
02/01/46	60,472.73	16,317.27	76,790.00	16,317.27	0.00	76,790.00	592,218.21
08/01/46	64,300.54	14,805.46	79,106.00	14,805.46	0.00	79,106.00	527,917.67
02/01/47	65,908.06	13,197.94	79,106.00	13,197.94	0.00	79,106.00	462,009.61
08/01/47	69,940.76	11,550.24	81,491.00	11,550.24	0.00	81,491.00	392,068.85
02/01/48	71,689.28	9,801.72	81,491.00	9,801.72	0.00	81,491.00	320,379.57
08/01/48	75,938.01	8,009.49	83,947.50	8,009.49	0.00	83,947.50	244,441.56
02/01/49	77,836.46	6,111.04	83,947.50	6,111.04	0.00	83,947.50	166,605.10
08/01/49	82,312.87	4,165.13	86,478.00	4,165.13	0.00	86,478.00	84,292.23
02/01/50	84,292.23	2,107.31	86,399.54	2,107.31	0.00	86,399.54	0.00
	\$1,517,300	\$1,595,836.54	\$3,113,136.54			\$3,113,136.54	
				Surplus Tax Increment		78	
				Total Net Revenue		\$3,113,215.00	



# Memo

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Page 1 of 1

**Meeting Date:**

November 1- City Council Meeting

**Subject:**

Dental Specialists Abatement

**Recommendation:**

Adopt a resolution approving the use of tax abatement to incentivize the redevelopment of an existing vacant building by Dental Specialists of Fergus Falls.

**Background/Key Points:**

Dental Specialist of Fergus Falls hopes to utilize tax abatement assistance to help offset the cost of redeveloping the former Hedahl's building into a dental facility housing orthodontic, pediatric dental, and oral/maxillofacial surgery services. Tax abatement is the ability to capture and use all or a portion of local property tax revenues from a defined geographic area for a defined period of time with approval by participating taxing jurisdictions. In this case, the jurisdictions requested to participate are the City of Fergus Falls and Otter Tail County.

Tax abatements are eligible to be created if the City finds that doing so is in the public interest but do not require a "but-for" finding, making the decision to utilize tax abatement more a discussion of incentives and community needs than discussions surrounding TIF. Dental Specialists of Fergus Falls' project is projected to increase or preserve tax base, provide employment opportunities, redevelop or renew a blighted area, and/ or provide access to services. Analysis returned by Baker Tilly indicates that tax abatement will assist the project with achieving a feasible rate of return and does not over-incentivize the project.

**Budgetary Impact:**

The City anticipates an abatement lifetime of 9.5 years (6/30/2032). The original net tax capacity of the site is \$6,268. The proposed available tax abatement is estimated to be \$190,469.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager



## REQUEST FOR TAX ABATEMENT

8/13/2021

City of Fergus Falls Community Development  
112 W Washington Ave  
Fergus Falls, MN 56537

RE: Tax Abatement | Dental Specialists of Fergus Falls

Klara Beck,

Dental Specialists of Fergus Falls LLC is planning a \$2.6 million structural renovation of a 9,600 sf commercial property located at 215 North Tower Rd in Fergus Falls, MN. The former automotive box store would be re-developed into a unique, stylish, large-scale multi-specialty dental facility that features modern orthodontic, pediatric dental, and oral/maxillofacial surgery services.

This project will not only expand three existing businesses, but will co-locate multiple dental specialties for residents within the community and across the region. Furthermore, it will renew a highly-visible, blighted building that has sat vacant for several years, although the surrounding area has been progressively redeveloped for commercial use. This project will also retain and create additional jobs in the community and quadruple the tax generation of this property.

I am requesting pay-as-you-go tax abatement for economic development for both County and City portions totalling \$190,469.77 over a period of 9.5 years. Although this project will be financed in full, leaving no gap, the overall projections, costs, and debt service indicate a need to maintain a positive cash flow and ROI to ensure feasibility and sustainability.

I request that you place this item on the Commisions' Agenda at the earliest convenient date. If you have any questions, please call Jason Swelstad at 218-282-6645.

Best,

Jason Swelstad, Title



October 26, 2021

City of Fergus Falls  
128 Washington Ave  
Fergus Falls, MN 56537

City Council Members:

As the economic development organization that serves Fergus Falls, Greater Fergus Falls (GFF) and its Board of Directors, we recognize the tremendous impact that the Dental Specialists of Fergus Falls expansion will have on our local and regional economy, and are proud to offer support for their tax abatement request.

The nearly \$2.6MM in private investment to redevelop the former Hedahl's site and subsequently expand and add critical pediatric dental services will retain and create high-paying jobs, attract workforce to live and work in our community, enhance our tax base, and improve access to services for our residents. Furthermore, these specialized dental services will attract non-local patients who will travel to Fergus Falls and make purchases that directly benefit other businesses in our community.

This project highlights the strength of public-private partnerships and the economic progress our community can benefit from. Thank you to Dr. Swelstad and his partners for investing in our community, to city staff for their collaborative efforts, and to our local elected officials for considering the substantial impact this project will have on our community.

Sincerely,

Greater Fergus Falls  
Board of Directors

**FERGUS FALLS PUBLIC SCHOOLS**  
**SUPERINTENDENT JEFF DRAKE**  
jdrake@fergusotters.org  
601 Randolph Avenue, Fergus Falls MN 56537  
218-998-0544 , Ext. 9010



*Committed  
To  
Excellence!*

**Date: October 26, 2021**

To Whom It May Concern,

This letter is to convey the support of Independent School District #544 for the proposed pay-as-you-go tax abatement for the Dental Specialists of Fergus Falls LLC redevelopment project.

This project promises increased access to dental care for our community, job creation and an increase to the local tax base.

Sincerely,

Jeffrey D. Drake  
Superintendent, Fergus Falls Public Schools



Project Name:  
Fergus Falls Dental Building

Location:  
Fergus Falls, MN

Date Issued:  
10.8.21



Front Entry

a1



Project Name:  
Fergus Falls Dental Building

Location:  
Fergus Falls, MN

Date Issued:  
10.8.21



Front Entry

a2





Baker Tilly Municipal Advisors, LLC  
380 Jackson St., Ste 300  
St. Paul, MN 55101  
United States of America

T: +1 (651) 223 3000  
F: +1 (651) 223 3046  
bakertilly.com

## MEMORANDUM

TO: Klara Beck, City of Fergus Falls

FROM: Tom Denaway, Baker Tilly

DATE: October 28, 2021

SUBJECT: Proposed Dental Specialist Abatement Project

### **Project**

The Applicant, Dental Specialist of Fergus Falls, is proposing the redevelopment of an existing vacant auto-parts store into a multi-tenant multi-specialty facility. The developer is proposing a \$2.6M structural renovation of the existing 9,600 sf commercial property located at 215 North Tower Road. The former automotive box store would be redeveloped into a dental facility housing orthodontic, pediatric dental, and oral/maxillofacial surgery services. The project will allow for the co-location and expansion of three existing buildings within the City, as well as the redevelopment of a vacant blighted building.

Redevelopment of the building is proposed to occur over a 4-month period, with completion in early 2022. The project is proposed to include a complete structural renovation of the existing building, including the upgrading of the electrical system and will bring the building into code compliance. Additionally, the project is anticipated to include environmental remediation and solid waste hazard mitigation by eliminating on-site septic and connecting to City utility services. The existing on-site well will remain to be used for irrigation purposes.

Currently, the orthodontist and pediatric dental specialties employ approximately 10 people but are unable to hire more staff due to lack of existing patient-care space. The proposed redevelopment will retain all present employees, while also adding an oral surgery clinic, plus additional expansion space for the orthodontic and pediatric offices. The Applicant anticipates the project will result in the creation of an additional 10-15 new staff jobs over the next 1-2 years, and it is expected that an additional 1-3 doctors may also be recruited.

### **Tax Abatement Eligibility**

The Applicant is seeking the utilization of tax abatement assistance to help offset the cost of redeveloping the property. Tax abatement allows for the abatement of new value growth with each individual taxing entity having the opportunity to decide on their participation in the abatement. If two, or fewer, of the taxing entities decide to participate the maximum term is 20-years, but if all three choose to participate the maximum term is reduced to 15-years. In the case of this project the Applicant is seeking tax abatement assistance from both the City and Otter Tail County. The Developer is seeking tax abatement assistance for a period of 9.5-years based on the growth in new market value on the property over the existing amount.

Tax Abatements are eligible to be created if the City finds that doing so is in the public interest because it will provide one of the following partial list of eligible activities; increase or preserve tax base, provide employment opportunities, redevelop or renew blighted area, or provide access to services. Based on these eligibility requirements, the proposed redevelopment project would be eligible for tax abatement assistance.

### Tax Abatement Projections

The Developer is requesting assistance in the form of tax abatement, with participation in the abatement from the City and Otter Tail County. The Developer's request is for 9.5-years of abatement assistance. The Developer's estimate of the abatement assistance over this period is \$190,469. We prepared updated abatement projections utilizing the following assumptions, which validated the Developer's estimate of the abatement revenue:

- Total Estimated Market Value (EMV) post-development of \$1,400,000
- Existing Base Market Value of the property \$350,900
- Assumed 100% construction in 2022, assessed in 2023, with first abatement revenue in 2024
- Assumed City and County Participation in the abatement
- Final Pay2021 Tax Rates were used: City Rate - 55.492% & County Rate – 40.063%
- 9.5-Year Term of Abatement, starting with first half property tax payment in 2024 and ending with first half payment in 2033.

Abatement Projections	Fergus Falls Abatement	Otter Tail County Abatement	Combined Abatement
Annual Abatement Amount	\$11,643	\$8,406	\$20,049
<b>Total Tax Abatement Revenue</b>	<b>\$110,612</b>	<b>\$79,857</b>	<b>\$190,469</b>

### Need for Assistance Analysis

While the use of Tax Increment Financing requires the a “but-for” finding, the use of tax abatement does not require a similar statutory finding. While a statutory finding is not required for tax abatement performing an analysis to ensure that the use of public assistance is still reasonable, while also ensuring that a project is not being over-incented by the abatement. We reviewed project cost and operating assumptions provided by the Developer, and utilized this information to prepare a leveraged Internal Rate of Return (IRR) analysis which allowed us to estimate the potential return on investment to the Applicant both with and without the requested tax abatement assistance.

For purposes of this analysis we calculated the return over a 10-year operation period, and used this information to project the anticipated leveraged IRR of the project both with and without assistance. When calculating the IRR for the project without assistance we projected the development would return a leveraged return of approximately **4.62%**. In comparison when estimating the potential return with assistance we calculated a return of approximately **9.48%** with assistance. When analyzing a leverage rate of return, we are measuring the return based on the Applicant's anticipated equity investment in the project. For leveraged returns we assume a threshold for a feasible project starts at a 10% return, with the reasonable range for returns extending higher. In the case of this project, where the Applicant has a financial interest in both the real estate development as well as with a tenant, they maybe willing to accept a lower than anticipated rate of return than a standard real estate project. However, a projected rate of return without assistance of 4.62% falls significantly below what we would consider to be a feasible benchmark. Based on this rate of return analysis we find that the use of tax abatement assistance will assist the project with achieving a feasible rate of return, and that the use of tax abatement is not over-incenting the project.

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

## Assumptions Report

### City of Fergus Falls Proposed Dental Office Building Tax Abatement Projections - City and County Participation Scenario - \$1,400,000 EMV - 9.5-Years - Pay2024 Start

Type of Project	Tax Abatement
Maximum Duration of Tax Abatement	15 Years
Current Year	06/30/22
First Abatement Year	01/01/24
Final Abatement Year	06/30/32 (9.5-Years of Abatement)

	2021/2022
Base Estimated Market Value (Land)	\$350,900
Base Net Tax Capacity (NTC)	\$6,268
Non-Abated NTC	100%

		Assessment/Collection Year			
		2022/2023	1 2023/2024	2 2024/2025	3 2025/2026
Base Estimated Market Value		\$350,900	\$350,900	\$350,900	\$350,900
Increase in Estimated Market Value		0	1,049,100	1,049,100	1,049,100
Total Estimated Market Value		\$350,900	\$1,400,000	\$1,400,000	\$1,400,000
Commercial Class (First \$150K)	1.50%	0	2,250	2,250	2,250
Value above \$150,000	2.00%	0	25,000	25,000	25,000
Total Net Tax Capacity		\$0	\$27,250	\$27,250	\$27,250

		Final	2020/2021		
Local Tax Capacity Rate			124.032%		
Fiscal Disparities Deduction			0.0000%		
Abate City Tax Rate?	Yes		55.492%		
Abate County Tax Rate?	Yes		40.063%		
Abate School District Tax Rate?	No		0.000%		
Other Tax Rate			0.000%		
Current City Tax Capacity	11,862,975	@ 10%	1,186,298	Max. Abate -	1,186,298
Current County Tax Capacity	106,807,733	@ 10%	10,680,773	Max. Abate -	10,680,773
Current ISD Tax Capacity	23,066,485	@ 10%	2,306,649	Max. Abate -	2,306,649

Projections assume no change to future tax and class rates, and no market value inflator.  
 Abatement projections based on a completed EMV of \$1.4M.  
 Construction 100% complete in 2022.

**Projected Tax Abatement Report**  
**City of Fergus Falls**  
**Proposed Dental Office Building**  
**Tax Abatement Projections - City and County Participation**  
**Scenario - \$1,400,000 EMV - 9.5-Years - Pay2024 Start**

Annual Period Ending (1)	Total Market Value (2)	Total Net Tax Capacity (3)	Less: Non- Abated Net Tax Capacity (4)	Less: Fiscal Disp. @ 0.0000% (5)	Retained Captured Net Tax Capacity (6)	Times: Tax Capacity Rate ** (7)	Annual Total Tax (8)	Tax Abatement City (9)	Tax Abatement County (10)	Tax Abatement School District (11)	Proposed Available Tax Abatement (12)
12/31/22	0	0	0	0	0	124.032%	0	0	0	0	0
12/31/23	0	0	0	0	0	124.032%	0	0	0	0	0
12/31/24	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/25	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/26	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/27	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/28	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/29	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/30	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/31	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/32	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	11,643	8,406	0	20,049
12/31/33	1,400,000	27,250	6,268	0	20,982	124.032%	26,024	5,822	4,203	0	10,025
							<b>\$260,240</b>	<b>\$110,612</b>	<b>\$79,857</b>	<b>\$0</b>	<b>\$190,469</b>

\*\*Final 2021 total tax capacity rate





## Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

November 1, 2021 – City Council

**Subject:** Tax Abatement Agreements- Housing Rebate Program

**Recommendation:** Following two public hearings, approve tax rebates at 1765 SHOREVIEW DR and 538 ANN ST and allow City officials to sign tax abatement agreements with Kevyn B Heck and Angela F Bowman and NCS Homes, Inc., respectively.

**Background/Key Points:** The purpose of the Tax Rebate Program is to encourage the construction of new primary residence single and two-family housing units and encourage the replacement of dilapidated housing structures in Fergus Falls. The tax abatement agreement anticipates valuation by Otter Tail County in 2022 for tax abatements payable in 2023.

The attached applications were received by the County and shared with City staff (one application arrived without a site plan but was approved by the County). The applications were initially noticed for a Sept 7 hearing date, but a possible misprint in the notice raised concerns. After triple checking parcel numbers, it turns out there was no misprint, but a new hearing date had to be set. November 1 was picked to allow for new notice to run.

**Budgetary Impact:** Any person who files application materials for new primary residence single and two-family housing units between Jan 1, 2020 and Dec 31, 2022 may be eligible to receive a 100% rebate of Fergus Falls' share of increased real estate taxes as a result of building a new home for a period of up to 5 years or up to \$5,000, whichever is met first. This request is to abate the taxes on two parcels, equaling an abatement amount of up to \$10,000.

**Originating Department:** Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager

Attachments: Tax Rebate Program Applications

# OTTER TAIL COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2022)

Property Owner / Applicant: Kevyn B Heck and Angela F Bowman

Current Address: 19567 Cozy Point Dr Fergus Falls 56537

Telephone: (218) 205-2140 E-Mail: kevyn@kevynheck.com

Are property taxes current?  Yes  No

Proposed Project:  New Construction  Replacement of housing unit

Project Type:  Single Family  Two Family

Project Address (if available): 1765 Shorview Dr Fergus Falls MN 56537

Parcel Number: 71001500095003 Estimated Project Valuation: \$ 399,000.00

### Applicant Statement:

(Please provide a statement as to why you are requesting a rebate of property taxes.)

To encourage the growth and development of Otter Tail County by providing new construction homes

**Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)**

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

Construction Certification Signature \_\_\_\_\_ Date \_\_\_\_\_

*Kevyn B Heck Angela F Bowman* 4-29-2021  
Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

### FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County \_\_\_\_\_ Date: \_\_\_\_\_

City or  Township of \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

Please submit completed application with attachments to:

Otter Tail County Community Development  
520 West Fir Ave, Fergus Falls, MN 56537 or:  
[abaldwin@co.ottertail.mn.us](mailto:abaldwin@co.ottertail.mn.us)



# OTTER TAIL COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2022)

Property Owner / Applicant: NCS Homes, Inc. - Ed Newman Jr.

Current Address: 550 Guttenberg Hts, Fergus Falls, MN 56537

Telephone: (218) 531-1714 E-Mail: ncshomes.inc@gmail.com

Are property taxes current?  Yes  No

Proposed Project:  New Construction  Replacement of housing unit

Project Type:  Single Family  Two Family

Project Address (if available): 538 N Ann St, Fergus Falls, MN 56537

Parcel Number: 71002990300904 Estimated Project Valuation: \$ 300,000.00

### Applicant Statement:

(Please provide a statement as to why you are requesting a rebate of property taxes.)

To encourage the growth and development of Otter Tail County and the city of Fergus Falls by providing new construction homes.

**Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)**

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

 7-15-21  
Construction Certification Signature Date

 7-15-21  
Signature of Applicant(s) Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

### FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County \_\_\_\_\_ Date: \_\_\_\_\_

City or  Township of \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

**Please submit completed application with attachments to:**

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[abaldwin@co.ottertail.mn.us](mailto:abaldwin@co.ottertail.mn.us)





Not a legal document. For Reference Use Only. Accuracy is not guaranteed.



FERGUS FALLS, MINNESOTA

NOTICE OF PUBLIC HEARING  
REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Fergus Falls City Council will hold a public hearing at a meeting of the City Council at 5:30 PM on Tuesday, September 7, 2021, to be held in the City Council Chambers at 112 W Washington Ave, Fergus Falls, MN 56537 to consider a tax abatement request from the following named applicants pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City of Fergus Falls portion of real estate taxes related to the residential building improvements on the subject properties for a period of up to 5 years.

Applicant	Parcel Number	Estimated amount of taxes to be abated
Kevyn B Heck and Angela F Bowman	71001500095003	\$5,000
NCS Homes, Inc	71002990300904	\$5,000

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested persons may appear at the public hearing and present their views orally or in writing. If you have special needs for accommodations, please call 332-5436 or TDD 1-800-627-3529 (Minnesota Relay Service).

/s/ Andrew Bremseth, City Administrator

Publication Date:

City Council Minutes  
October 18, 2021

The Fergus Falls City Council held a regular meeting on October 18, 2021 at 5:30 pm in the City Council Chambers. Scott Kvamme gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm. The following council members were in attendance: Hicks, Fish, Hagberg, Kvamme, Rufer, Thompson, Arneson, and Gustafson.

**Approval of Agenda**

A motion and second were made by Hagberg and Gustafson approving tonight's agenda with the removal of the change order to PI 9769 from the consent agenda and the motion carried.

**Campus View Estates Vacation Public Hearing**

On September 20, 2021 the council accepted a vacation petition and scheduled a public hearing for the Campus Addition plat. The original Campus Addition plat was recorded in June 2019 and consists of Block 1, Lots 1-13, Block 2, Lots 1-11 and Block 3, Lots 1-10 and Outlot B. The new owner is requesting the vacation of all easements to facilitate the re-plat process. The public hearing was opened and as no one appeared, the hearing was closed. Thompson offered [Resolution #220-2021](#) ordering the vacation ordinance, which was seconded by Rufer and was adopted.

**Retirement: Rodney Lokhorst**

Fish offered [Resolution #221-2021](#) acknowledging the retirement and 30 years of service from Rodney Lokhorst, which was seconded by Hagberg and was adopted.

**Consent Agenda**

The following items were approved under [Resolution #222-2021](#) by Hicks: Motion approving the minutes from the October 4, 2021 City Council meeting, the October 4, 2021 work session and the October 13, 2021 Committee of the Whole meeting. Motion approving the following licenses: Tobacco (2022) King Tobacco, Miller & Holmes, Lakeway Express, Olson Oil Company, Eagles Aerie 2339, Walgreens; Paving (2021) B & D Concrete; Mechanical (2021) Hibernian Plumbing; Excavating (2021) Budke Excavating; Full Liquor VFW Post 612, Eagles Aerie 2339; Off Sale 3.2% Malt Liquor Lakeway Express; Sign Hanger (2022) Newman Signs. Motion authorizing the creation of a sub-committee to study a zoning ordinance change for group living situations and designating Scott Kvamme and Jim Fish to serve as City Council members on the sub-committee. [Resolution #223-2021](#) accepting Proposal Request No. 4 for PI 9768, building downspout connections in the amount of \$3,874.50. [Resolution #224-2021](#) approving a modification to the Development Agreement for the West Ridge Mall. [Resolution #225-2021](#) approving a \$5,560 façade loan to TG Property, LLC. [Resolution #226-2021](#) approving a \$28,000 economic development loan to Bill and Leanne Meis, on behalf of the Flower Mill. [Resolution #227-2021](#) declaring surplus items and authorizing their disposal. [Resolution #228-2021](#) calling for a public hearing on the Dental Specialties Tax Abatement on November 1, 2021 at 5:30 pm in the City Council Chambers. The resolution was seconded by Fish and was adopted.

Kvamme asked for an update on Bolton and Menk's plans to remedy the change order on the downtown riverfront project. Kent Louwagie said the project bid did not include the provision for prevailing wages which is a requirement when state funding is used for a project. The inclusion of prevailing wages in the budget has significantly increased the project cost. Their firm has taken

accountability and will offset the increased cost by withholding their invoices on Phase I and II to preserve the city's budget for this project. Kvamme commended Bolton and Menk for taking responsibility and he offered **Resolution #229-2021** approving a change order to PI 9769 for prevailing wages, which was seconded by Arneson and was adopted.

#### **Ordinance 15**

Arneson introduced Ordinance 15, Eighth Series, Amending City Code Chapter 154, Yard Regulations and Accessory Buildings and the ordinance was declared to have its first reading.

#### **Ordinance 18**

Hagberg introduced Ordinance 18, Eighth Series, Amending the Zoning Map for Shoreview Drive and the ordinance was declared to have its first reading.

#### **725 W Maple Avenue Property Sale**

Two weeks ago the council introduced a sale of the city owned property located at 725 W Maple Avenue. City Code requires a sale be finalized at least ten days following the introductory sale action. The city will net approximately \$10,000 after the closing is completed. Fish offered **Resolution #230-2021** approving the sale of property at 725 W Maple Avenue and authorizing the signing of the Purchase Agreement for this property, which was seconded by Thompson and was adopted.

#### **1022 N Cleveland Donation of Real Estate**

The owner of 1022 N Cleveland would like to gift the property to the city rather than letting it go into tax forfeiture. Staff inspected the property and determined it has foundational, structural, mechanical, electrical and plumbing issues. They recommended demolition of the structure as redevelopment would be the greatest benefit to the neighboring properties and community. The city's estimated costs for demolition and legal fees is \$11,000-\$13,500. After cleaning the site, the city would sell the vacant lot with a development agreement that a new dwelling be constructed. It is estimated the clean lot could be sold for \$10,000-\$15,000 to recover the cost. Kvamme offered **Resolution #231-2021** accepting the donation of real estate at 1022 N Cleveland Avenue and authorizing abatement/demolition, which was seconded by Hicks and was adopted.

#### **Resolution of Accounts**

Fish offered a resolution approving the payments and claims in the amount of \$1,537,033.57, which was seconded by Hagberg and was adopted.

The meeting adjourned at 5:47 pm

*Lynne Olson*

Work Session Minutes  
October 18, 2021

The Fergus Falls City Council held a joint work session with the Port Authority on October 18, 2021 at 4:00 pm in the City Council Chambers. Mayor Schierer, along with Council Members Fish, Hagberg, Kvamme, and Arneson were in attendance. Rufer, Hicks, Thompson and Gustafson attended in dual roles as City Council and Port Authority members. Port Authority members Leonard, Petersen and Schoeneck were also present.

The Port Authority held a brief meeting which concluded at 4:08 pm. Community Development Manager Klara Beck called the joint work session to provide context, define growth and determine how to proceed in the development of an economic development policy for the city. A policy would provide a common vision for development and define the appropriate parameters for use of economic development incentives. It would guide the use of publicly funded incentives to ensure they are applied consistently with principles and practices designed to mitigate these risks. The city started this process in 2009 with a list of capital improvement projects for inclusion in West Central Initiative's comprehensive economic development plan. In 2017, an amendment was proposed to the city's Business Subsidy Policy to update the policy to reflect state statutes. The city has budgeted \$75,000 to develop a comprehensive plan in 2022. City Planner Karin Flom reviewed the importance of a comprehensive plan stating it is the roadmap the city will use to identify and shape the community's vision. An economic development strategy compliments the comprehensive plan as it addresses more specific issues. Policies such as a TIF policy or business subsidy policy evaluate specific projects or applications and decide how public investments should be made. Work on the comprehensive plan will begin next year as a mix of in-house and consultant work. The economic development policy will be added to the other studies and plans the city has already completed within the comprehensive plan.

Prior to today's session a survey was sent to members of the City Council, Port Authority, Business Development for Fergus Falls, Greater Fergus Falls and city department heads asking their opinion on the city's priorities. 19 responses were received with the overarching theme of growth. The respondents believe economic development results in growth, but the types of growth were varied. They hope to see the population of Fergus Falls grow in the next 20 years and be a place for families to live, work and play. Many respondents saw the same economic assets, but had differing opinions on how they view the local manufacturing climate and effective business subsidies.

Beck said growth is a good goal, but asked how should it be defined and measured? She took the survey responses and categorized seven possible definitions:

- Increase in the number of employees
- Increase in the number of businesses
- Increase in workforce living and working in Fergus Falls
- Increase in the number of new businesses formed (not relocations)
- Reduction in number/percent of business closures (example increase business success/sustainability)
- Improved diversity in the economy (more diversity in types of business and industries, full-time jobs with benefits, diversity in business owners)
- Increase in taxes collected (sales, income and property)



Hicks said there is a lot of talk about new businesses, but many of these are not visible to the public as they don't occupy a physical location. He was concerned with the ones that have failed and asked what is being done to check in with these owners and determine the reasons the business closed and how it could have been prevented. He also asked for clarification on what is being counted as a new businesses. Is a brick and mortar location necessary to be counted or do one person "pop up" businesses contribute to the number? Greater Fergus Falls Director NeTia Bauman said they track businesses by services they provide to them and their contribution to the sales tax. They are working with recently closed businesses to determine the best way to support businesses. There were questions about how childcare plays a role in the success of business growth. Thompson felt if the other factors are working, then the amount of taxes collected would grow as well. Kvamme felt the public would like to see an increase in sales tax collected, but would view increases in income and property taxes negatively. Rufer said he views this as an expansion of the tax base, not an increase in taxes. Staff was asked to research how much of the sales tax growth has been due to shopping locally versus online sales.

Council and Port Authority members were each given play money to "spend" on the priorities they feel are most important to the community's growth. The lowest ranking priorities would be removed for a second round of voting.

The first round of voting was complete and three buckets were eliminated:

- Increase in workforce living and working in Fergus Falls
- Reduction in number/percent of business closures
- Increase in the number of new businesses formed

A second round of voting on how growth should be defined took place with the following results:

- Increase in taxes collected (55 votes)
- Increase in the number of businesses (22 votes)
- Increase in the number of employees (19 votes)

The next step of this policy development will include:

#### OUTREACH

Determining community needs in relation to goals/priorities of the city.

What does the public want from economic development?

#### STUDY

How can incentives/investments get us to our goals?

How do we measure our goals?

#### CREATE

Take the outcomes of outreach and study and develop our Economic Development Plan.

#### FOLLOW UP

Yearly economic development report card.

Hicks said incentives given to certain businesses can cause division if someone gets an incentive that allows them to pay higher wages or takes away an employee from another business. Arneson said there is a never ending cycle of businesses that start and fail and he asked how we can support current businesses and grow the right way. It will take an overall understanding of what we want in our community and developing metrics for the policy. The community needs to be asked if their higher

priority is supporting existing businesses or bringing in new business. Metrics must be developed to determine if the goals are being met. Mayor Schierer felt both would be priorities and agreed the city needs to take a targeted approach to economic development and invest in businesses that strengthen our community.

Petersen asked how Greater Fergus Falls will fit into this plan. Bauman said they plan to update their data as their business survey was done three years ago. Their businesses visits during Covid allowed them to learn more about the needs of businesses and how they can fill in gaps. They have been working on re-creating their workforce training curriculum. Jasmine Sonmor owns Aura Fabricating and she said she was unaware of the workforce training opportunities and grants for getting businesses up and running until working with Greater Fergus Falls. She said education is a key component for helping businesses get off the ground and succeed. Petersen felt bringing in a facilitator could help rally the community behind a project. City Finance Director Bill Sonmor said he believes the economic development policy should help both the city and Greater Fergus Falls target resources where they are needed the most. This policy would help determine if a project should come before the Port Authority or City Council seeking incentives and tax increment financing cannot be given to all businesses. Beck agreed and said we have been reactive rather than proactive and she explained this policy will determine what can and cannot be provided.

Leonard felt a conversation needs to take place about what are our community's strengths and focusing our growth based on what we do well. She feels we are a service oriented community and providing these services is what draws people to Fergus Falls. Hicks said we like to compare ourselves to neighboring communities and be something we are not instead of trying to find our identity and making it our strength. Arneson felt it would be good to ask our residents what they feel Fergus Falls is and should be known for. Kvamme asked if cash incentives are necessary and cited other communities that grow without handing out incentives. Fish and Thompson spoke about the changing demographics of the city and the number of people using Fergus Falls as a second home or bedroom community to the Fargo-Moorhead area.

Beck said the next step will be community outreach and asking our residents to identify what our community is about. They will work with Greater Fergus Falls to talk to businesses and determine their biggest needs related to the recovery of the pandemic. This information will be incorporated into the development of the economic development policy. It was suggested these joint meetings continue on a quarterly basis in 2022.

The meeting adjourned at 5:24 pm

*Lynne Olson*

Committee of the Whole  
October 27, 2021

The Fergus Falls City Council met as a Committee of the Whole on October 27, 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: Hicks, Fish, Hagberg, Kvamme, Rufer, Thompson, Arneson, and Gustafson.

### **Boards and Commissions**

Klara Beck reported staff have been making updates to the City Code pertaining to boards and commissions and she asked for the council's guidance on the functions and operations of these volunteer boards. The council was in consensus to allow the boards to define their mission and they agreed the requirement to provide an annual update to the council should remain in code language. Staff will continue working on the updates and will bring a recommendation back to the council.

### **Aquatics Center Proposal**

The council directed staff to review and update the construction and operational costs for the proposed aquatics center. The last estimates were from 2017 and a thorough review of the amenities and long term operational costs is needed. The City Engineer engaged the services of a consulting team consisting of members from Bolton & Menk, 292 Design Group, Ballard\*King& Associates and Reengineered, Inc. Bolton & Menk will coordinate the efforts and provide civil analysis. 292 Design Group will review the feasibility report and provide concept and site planning. Ballard\*King will review the 2017 feasibility report business plan and prepare the operations analysis. Reengineered, Inc. will review the 2017 feasibility report and provide spatial analysis for the indoor pool and recommendations. The professional services proposal is \$10,300 and the work would be funded by future project allocations and the local option sales tax if approved by the local voters in the 2022 General Election. A second task would be completed for the Fergus Falls School District to consider if the district decides to evaluate an adjoining indoor facility in conjunction with the city's project. A motion and second were made by Fish and Thompson to recommend the council initiate PI 9504, the aquatic facility improvement project and accept the professional services proposal (Task 1) in the amount of \$10,300 and the motion carried.

### **Budget Adjustments**

The following budget adjustments were proposed:

- Increase the Other State Grants and Aids revenue budget and the Fire Department training budget for \$3,045 due to additional training reimbursements from the State of Minnesota.
- Reallocate \$3,939 from General Government Buildings to the Fire Department for the replacement of the HVAC roof-top unit over the meeting room.
- Increase the Police Forfeiture revenue and expenditure budgets for the receipt of 2021 forfeitures in the amount of \$7,200.75.
- Increase the Public Library revenue and expenditure budgets for donations received in the amount of \$5,747.
- Increase the General Fund federal revenue and the Street Maintenance bituminous overlay expenditures for the receipt of Federal funds from the Coronavirus Response and Relief Supplemental Appropriations Act in the amount of \$36,378.

- Within the 2021 adopted budget, the city planned for a loss of \$791,939 in Local Government Aid and compensated for the loss with additional transfers from the Liquor Store (\$200,000) and use of fund balance (\$300,000). The city is not losing LGA and therefore can increase the LGA budget to the state certified levels and decrease the transfers in and use of fund balance budgets.

A motion and second were made by Rufer and Hicks to recommend the council approve the proposed 2021 budget adjustments and the motion carried.

### **Ordinance 15, Eighth Series**

City Planner Karin Flow provided an overview of the changes that were incorporated in Ordinance 15 by recommendation of the Planning Commission. Much of the zoning code language was adopted in 1965 and City Code Chapter 154.037, B-2 Service Business District was amended to add and delete permitted uses in this zone to be more applicable for today's world.

The Zoning Department receives many calls about fences and sheds and the neighborhood disputes that arise from the construction of these structures. The proposed changes to City Code Chapter 154.086, Yard Regulations would provide more parameters and guidance. The proposed amendments would allow a fence in a residential zone up to 6 feet tall. It would prohibit boundary line fences and would require all fences have a setback of at least two feet from any lot line. Fences abutting an alleyway must be a minimum of five feet from the lot line. Fence materials must be constructed in a professional manner with standard fencing materials. Chain link fences are not considered decorative fences and those already in place would be grandfathered in. Fences in the front yard must be decorative and a maximum of 50% opacity. A fence in a residential yard abutting a business or industrial zone can be up to 8 feet in height in the side or rear yard. Fences in business and industrial zones cannot exceed 10 feet. There is an exception for fence heights on corner lots for site lines.

Many of the city's variances stem from accessory buildings and the proposed changes City Code Section 154.091 addresses these buildings. Currently, detached accessory buildings such as garages or sheds can only be placed in the rear 1/3 of a yard. The amended code language would allow these detached structures to be placed in the side and rear yards. The maximum size of the detached accessory structures cannot be greater than 5,000 square feet in an R-A zone and no greater than 10% of the total lot size in all other residential districts. The façade must have matching or better materials of the primary structure. No accessory building or structure can be constructed on a lot prior to the time of the principal building construction unless permitted at the same time. Homes along a shoreline would be permitted to add a detached structure in the front yard if the structure setbacks were met. Detached accessory buildings must have a side or rear lot line setback of not less than five feet in R-A and R-1 zones and three feet in R-2, R-3 and R-4 districts. Accessory buildings, unless attached and made a part of the primary structure must not be closer than five feet to the main building. They cannot exceed nineteen feet in height or the height of the primary structure.

Council members discussed fences and the provision of requiring a two feet setback from lot lines. Comments were made about the gap between the fences, their upkeep, neighbor disputes, difficulties in building a fence in narrow lots and how the boundary lines would be maintained. Laurel Kilde from the Planning Commission explained their group's discussion for the proposed language and said there would likely be an amicable response to changing the language to fences being placed on boundary lines. A motion and second were made by Kvamme and Thompson to remove the language requiring a two foot setback from any lot line and the motion carried. Kvamme asked if the language

in Section 6 (5)(a) should read maximum rather than 50% minimum opacity. It was clarified that was a clerical error that will be fixed. Staff will make the proposed changes and provide an updated version of the ordinance at the next council meeting for their consideration. The ordinance did receive a first reading at the October 18 council meeting.

**Other Business**

Fish spoke about the upcoming Lakes Country Service Cooperative annual meeting and the recent change in healthcare insurance to Medica and the projected savings. Kvamme requested staff bring back an update on credit card fees and the remaining state bond funds allocated to the RTC at the next committee meeting.

The meeting adjourned at 7:42 am

*Lynne Olson*

FOR COUNCIL MEETING— NOVEMBER 1, 2021

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

Excavator - 2021

Mark Bergerud

Wine and 3.2% Malt Liquor with Strong Beer Authorization-2022

Northern Aire Lanes

Mechanical

JS Service Inc.



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

October 27, 2021 – Committee of the Whole  
November 1, 2021 – City Council

**Subject:**

PI No. 9504 – Aquatic Facility Improvement Project

**Recommendation:**

- Initiate Public Imp. No. 9504
- Accept the professional services proposal (Task 1) in the amount of \$10,300.00

**Background/Key Points:**

Pursuant to City Council direction, I initiated a review of the 2017 “Aquatic Amenity Feasibility Study Final Report” prepared by US Aquatics. The primary goal was to review the estimated construction and operational costs from this 2017 deliverable. For reference, the proposed site for this new facility is Roosevelt Park.

Although an inflation factor could be applied to these preliminary cost estimates, I believe a more thorough review needs to occur in regards the facility amenities and the long term operational costs. Because of this, I engaged the services of a consultant team consisting of team members from Bolton & Menk, 292 Design Group, Ballard\*King & Associates, and Reengineered, Inc. In general, Bolton & Menk will coordinate with the team and provide civil analysis. 292 Design Group will review the feasibility report and provide concept and site planning. Ballard\*King will review the existing 2017 feasibility report business plan and prepare the operations analyses. Reengineered will review the 2017 feasibility report and provide spatial analysis for the indoor pool and recommendations. The team composition and proposed fees is attached for further review.

Please note, the proposal is divided into two separate tasks. Task 1 is for City Council consideration. Task 2 is included for the Fergus Falls Public School District to consider if the district decides to evaluate an adjoining indoor facility in conjunction with the City.

**Budgetary Impact:**

This work is proposed to be funded thru future project allocations and funded by the local option sales tax if approved by state legislature and the local voters. If the state legislature approves the city's request for a sales tax in the 2021 legislative session, the city would bring the sales tax issue to the voters for their final approval. The next General Election is November 8, 2022.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Proposal





**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

October 20, 2021

Brian Yavarow, PE  
City Engineer  
City of Fergus Falls  
112 West Washington Avenue  
Fergus Falls, MN 56537

RE: Aquatic Center

Dear Brian:

The City of Fergus Falls is looking to move forward with a potential aquatics center. Like you, Bolton & Menk takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful evaluation of the proposed aquatics center.

## Project Understanding and Approach

Over the last few years, the city has completed some preliminary work for the aquatic center, consisting of a community survey, community input session, preparing a feasibility study, and a positioning study. We understand the city wishes to review the findings of the feasibility study and evaluate the suitability of the preferred site at Roosevelt Park.

The Bolton & Menk team will provide the City of Fergus Falls with superior project management, outstanding technical deliverables, and excellent leadership in stakeholder engagement. We have the capacity, depth of expertise, and experience the city expects. We will deliver the project in a timely and cost-effective manner. We anticipate the scope of work will generally consist of the following two tasks.

### Task 1: Review USAquatics Report

- Review existing business plan, assess expense and revenue budget, provide recommendations
- Operations analysis
  - Review demographic characteristics/community profile
    - Population/age range/household income
    - Population trends
  - Operating structure and parameters
    - Philosophy of operations
    - Priority of use
  - Review fee structure
    - Admissions - drop-in/multiple admissions/annual passes
    - Programming
    - Events/rentals
  - Sources of income
    - Identification and verification of revenue sources
  - Develop operating cost impact for facility
    - Develop a line-item budget
    - Personnel by position
    - Contractual services
    - Commodities
    - Capital replacement
  - Develop revenue impact for facility
    - Develop a line-item accounting
    - Admissions – daily/annual/multiple
    - Programs and services
    - Rentals/other revenue sources
  - Revenue/expenditure comparisons
    - Comparison between options
    - Cost recovery level
  - Project recommendations/profitability of components
    - Marketing strategy
    - Program/service considerations

### Task 2: Analysis of Including an 8-Lane Indoor Pool

- Spatial analysis of preferred site at Roosevelt Park
- Develop indoor and outdoor aquatics layout
- Concept and site planning
- Operations analysis – similar in scope to Task 1

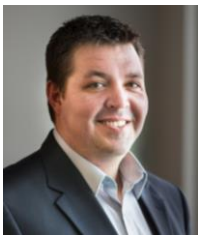
## Proposed Project Team and Experience

### Project Team

Bolton & Menk understands the importance of developing solutions that can be supported by stakeholders and implemented efficiently. Our team for the Aquatic Center project consists of team members from Bolton & Menk, 292 Design Group, Ballard\*King & Associates, and reengineered, inc.

**Bolton & Menk** will coordinate with the team and provide civil analysis for Task 2. **292 Design Group** will review the feasibility report and provide concept and site planning. **Ballard\*King** will review the existing business plan and prepare the operations analyses for both tasks. **Reengineered** will review the feasibility report and provide spatial analysis for the indoor pool.

We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.



**Kent Louwagie, PE**  
Principal Engineer

A principal engineer at Bolton & Menk, Kent began his engineering career in 2001. Over the years, he has gained extensive experience in infrastructure reconstruction projects, specializing in using a variety of funding sources. He oversees project administration from conception through construction. Every project poses unique challenges, and Kent enjoys developing solutions to those challenges to deliver a successful project for our clients.



**Jay Pomeroy, PLA**  
Landscape Architect

A principal landscape architect at Bolton & Menk, Jay began his career in 1988. His areas of expertise include landscape architecture, athletic complex design, school site design and campus renovation, municipal park improvements, and project management. He has extensive knowledge of complex site design with specific emphasis on high-

performance ballfields. Jay has always loved how parts of the natural and built environment can come together to form creative and functional spaces. He has a proven ability of working with steering committees and advisory groups to identify and prioritize short- and long-range goals and collaborates regularly with architects and civil, mechanical, environmental, electrical, and environmental engineers.



**Tom Betti, AIA, NCARB (292)**  
Partner/Project Manager

In addition to being a partner in 292, Tom is an experienced project manager, designer, and architect who has led many organizations through the planning and design process. He has worked on a wide range of project types but has a particular focus and expertise with community and recreation projects. His knowledge and common-sense approach helps public-funded entities, community groups, and private organizations create efficient, attractive, and successful facilities.



**Mark Wentzell, AIA (292)**  
Partner/Design Lead

Mark is a leading designer of community-focused facilities and has guided numerous organizations through the planning and design of these important community assets. A skilled public facilitator and speaker on community recreational issues, Mark has extensive experience with a variety of citizen involvement processes. He's facilitated public meetings and workshops, and worked with boards, councils, and steering committees throughout the design and construction process. Many of Mark's projects have won awards for their design and community success.



**Erik Olson, RA (292)**  
Project Architect

For more than 15 years, Erik has been working on the design and construction of commercial, hospitality, and community facilities. Erik is experienced in all phases of architecture and his strong skills in construction administration ensure that project and client goals are realized, and that unforeseen issues are resolved in a timely and effective manner.



**Jeff King (B\*K)**  
Founding Partner

As a founding partner of Ballard\*King & Associates, Jeff has more than 30 years' experience in parks and recreation operations and planning. Jeff has provided facility planning and

master plan consulting services to more than 150 communities who have benefited from his extensive background in recreation planning and facility management experience.

**Nick Nowacki (reengineered, inc.)**  
President

Nick is the owner and general manager of reengineered, inc. He is a licensed civil engineer with over 20 years of specialty experience in aquatic facilities, with extensive experience on indoor competitive pools. He has provided project management and design services for over 500 aquatic projects throughout the U.S. valued at nearly \$150M, ranging from single hotel pools and spas to complex private & municipal aquatic facilities and waterparks.

**Experience**

We have provided samples of recent projects with similar tasks and challenges to the Fergus Falls Aquatic Center project. Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for the Bolton & Menk team. Additional project experience and references are available upon request.

**Como Park Pool, St. Paul, MN**

The Como Park Pool serves a regional community, complementing other amenities located in Como Park. The complex includes a new bathhouse with locker rooms, concessions, support offices, and ticket sales. The



pools include a lazy river, splash pool, lap pool, zip-line, and natural-themed climbing walls and diving platforms. The project is the result of a previous feasibility study that explored the condition of aquatic facilities in four St. Paul neighborhoods.

The setting of the pool respects the adjacent oak savanna and topography and minimizes the impact on the existing trees and surrounding woodland. The pool features are low in elevation and heavily landscaped with native plantings and rock outcroppings. The architecture of the pool buildings—clad in stone and ornamental metal work—stems from Como Park's historic framework. All colors in the facility are neutral allowing the facility to blend into the surrounding natural landscape.

The pool complex uses many sustainable design practices: recycled and highly recyclable building components and products including locally manufactured materials; low V.O.C paints and sealer; low flow plumbing fixtures; natural light; native landscape plantings; permeable pavement; water heating solar panels for bath house showers and hot water needs; variable frequency drives and high-efficient motors for pool equipment; and regenerative media pool filtration.

The facility was designed and based on input from the Como Pool Task Force members, a community design charrette, and the parks and recreation staff.

**Bunker Beach Water Wave Pool Replacement, Coon Rapids, MN**

The Bunker Beach Water Wave Pool needed a complete replacement of the wave pool and equipment, maintenance building, family restrooms, overall site improvements, and additional maintenance repairs throughout the park. The 15,700 square foot water area that houses wave pool replacement includes 8 wave forms, children's play lagoon with water features, and shade structures to cover the lagoon.



The new maintenance garage is a year-round building for staff that features two administration offices and a breakroom. The seasonal family restroom building includes a rental office, storage, four family restrooms, one lactation room, lockers, and a mechanical room.

The site improvements that have been made throughout the wave pool included all new pool deck and landscaping, picnic areas, and a new septic system.

### **Gladstone Community Center, Gladstone, MO**

The City of Gladstone partnered with the North Kansas City School District to envision a new community focal point for their citizens. The resulting facility—which includes an aquatic center, fitness spaces, community rooms, and banquet facilities—is located in Gladstone’s historic Central Park, adjacent to the existing outdoor pool and city hall. Sited on a rolling hill, the building is recessed into the ground on two sides to minimize its scale.



Precast wall panels were chosen as the primary material for the exterior skin. The precast design, developed through a series of computer models, is a heavily textured concrete face that animates the building facades as shadows, created by the moving sun, shift throughout the day. The textured precast skin is broken at intervals with sections of brick and metal panel.

Windows and daylight are critical design elements that enhance a sense of connection between the interior and exterior. The windows also help decrease the scale of the large volume spaces.

### **Veterans Memorial Community Center, Inver Grove Heights, MN**

This multi-function community center, completed in two phases, includes an ice arena, aquatics center, fitness center, and offices.



Phase One construction included space for an ice arena with spectator seating, team rooms, concessions, and lobby. Phase Two construction included space for an aquatics center with leisure and lap pools; a fitness center with running track, aerobics studio and weight training area; park and recreation department offices; and a new main entry with lobby space that links the two phases of community center construction.

Cost effective, durable, yet aesthetically pleasing materials are used to unify the multiple facility components. The burnished concrete block, concrete floors, and exposed metal roof structure are enhanced by complimentary paint colors, factory-finished metal, and industrial lighting fixtures.

### **Schedule**

Upon selection, the Bolton & Menk team will work with city staff and other project partners to develop a schedule detailing the anticipated work tasks and completion dates to ensure successful delivery of this project.

## Total Consultant Cost

The table below summarizes the cost breakdown per consultant for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Consultant	Description	Task 1	Task 2	Total Fee
Bolton & Menk, Inc.	Civil analysis of preferred site	\$1,000	\$1,000	\$2,000
	<b>Subtotal</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$2,000</b>
292 Design Group	Review existing feasibility report	\$800		\$800
	Concept and site planning	\$3,750	\$3,750	\$7,500
	<b>Subtotal</b>	<b>\$4,550</b>	<b>\$3,750</b>	<b>\$8,300</b>
Ballard*King & Associates	Review existing business plan	\$3,250		\$3,250
	Operations analysis		\$8,500	\$8,500
	<b>Subtotal</b>	<b>\$3,250</b>	<b>\$8,500</b>	<b>\$11,750</b>
reengineered, inc.	Review existing feasibility report	\$1,500		\$1,500
	Indoor pool spatial analysis		\$500	\$500
	<b>Subtotal</b>	<b>\$1,500</b>	<b>\$500</b>	<b>\$2,000</b>
	<b>Total Fee</b>	<b>\$10,300</b>	<b>\$13,750</b>	<b>\$24,050</b>

If an in-person meeting with Ballard\*King is desired, there will be an additional fee of \$1,500 per meeting. We understand the city is planning to enact a local option sales tax to fund the Aquatic Center. Our team can prepare a 3D rendering of the proposed facility that can be used in promotional materials if desired. There would be an additional fee of \$7,500 for this task.

We look forward to helping the City of Fergus Falls with their Aquatic Center project. Please contact me 320-905-5446 or kent.louwagie@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,  
**Bolton & Menk, Inc.**



Kent Louwagie, PE  
 Principal Engineer



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** October 27, 2021

**Subject:** 2021 Budget Adjustments

**Recommendation:** Please approve the proposed adjustments to the 2021 budgets.

**Background/Key Points:**

- Increase the Other State Grants and Aids revenue budget and the Fire Dept. training budget for \$3,045 due to additional training reimbursements from the State of Minnesota.
- Reallocate \$3,939 from General Government Buildings to the Fire Department for the replacement of the HVAC roof-top unit over the meeting room.
- Increase the Police forfeiture revenue and expenditure budgets for the receipt of 2021 forfeitures - \$7,200.75.
- Increase Public Library revenue and expenditure budgets for donations received - \$5,747.
- Increase General Fund federal revenue and the Street Maintenance bituminous overlay expenditures for the receipt of Federal funds from the Coronavirus Response and Relief Supplemental Appropriations Act - \$36,378.
- Within the 2021 adopted budget, the City planned for a loss of Local Government Aid (\$791,939) and compensated for the loss with additional transfers from the Liquor Store (\$200,000) and use of fund balance (\$300,000). The City is not losing LGA, therefore increase the LGA budget to State Certified levels and decrease the transfers in and use of fund balance budgets.

**Budgetary Impact:** The 2021 budgets will be adjusted accordingly.

**Originating Department:** Finance

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

**Attachments:**

None

**PLANNING COMMISSION MINUTES**  
**October 25, 2021**

The Fergus Falls Planning Commission held a regular meeting on October 25, 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 in attendance were Randy Synstelien (Otter Tail Power Company), Mikel Olson (Fergus Falls Housing and Redevelopment Authority), and Thane Schmidt. Chris Heyer (Moore Engineering), joined by telephone.

APPROVAL OF MINUTES

The minutes of the September 27, 2021 meeting were reviewed and Chair Stanislawski entertained a motion to approve the minutes. It was so moved by Commissioner Macintosh-Ellig and seconded by Commissioner Kilde. Passed unanimously.

PUBLIC HEARING TO CONSIDER A REQUEST FOR A ZONING MAP AMENDMENT FROM R-1 TO R-A FOR LOTS 1 & 2 IN BLOCK 2 OF TIMBER RIDGE ESTATES. REQUESTED BY OTTER TAIL POWER COMPANY

Chair Stanislawski asked City staff to explain the request. Karin Flom explained that the two subject properties are located off of Main Street. The parcels do not have physical addresses, but are parcel IDs 71002991934000 and 71002991935000. They are Lots 1 and 2 in Block 2 of Timber Ridge Estates.

Karin explained some zoning and aerial maps for the area. Karin stated that the subject properties are accessed off Main Street. To the north and east of the proposed rezoning is R-A zoning. These lots are owned by OTPC and will become a portion of Hoot Lake Solar. To the west is R-1 and single family detached homes along Main Street. To the south is undeveloped land zoned R-A owned by the Fergus Falls Fish and Game Club.

Karin stated that in Otter Tail Power Company's (OTPC) original application to obtain a conditional use permit for the Hoot Lake Solar Farm, OTPC's site plan had solar panels located on the two subject properties. It was discovered during staff review of the application that these two lots were zoned R-1, One-Family Residence District. "Solar farms" are only allowed as a conditional use (CUP) in the R-A, Agricultural-Residence District. OTPC revised their site plan and their final application excluded these two properties from the CUP application. Karin stated that the CUP application was subsequently approved by the City Council on July 6, 2021.

Karin explained that OTPC is now applying to rezone the two subject properties from R-1 to R-A to allow them the option to reincorporate these two parcels into the Hoot Lake Solar Farm. Approving the rezoning request does not automatically allow OTPC to construct the solar panels on these lots. They would need to apply for a conditional use permit for a solar farm just as they did earlier this year.

Karin explained the R-A zone does have dimensional standards for lot size. However, this only applies if the lot will have a single-family dwelling. While these lots would not meet the R-A dimensional standards if a dwelling was constructed, as mentioned above the original intention was to include these two parcels in the Hoot Lake Solar project. In addition, OTPC has owned these lots since 2010. Should there be a property owner

in the future who seeks to construct residential dwelling(s) on these lots, the lots could be zoned to R-1 or other appropriate zone based on the request.

Karin stated that a notice for the public hearing was published in the Daily Journal on October 13, 2021. A copy of this public notice was mailed to property owners within 350 feet of either of the two parcels in the rezoning area on October 13, 2021. A total of 6 property owners of 19 parcels were included in this mailing. Because the parcels are located within a shoreland management area, a notice was also emailed to the MN Department of Natural Resources area hydrologist. No inquiries or public comments have been received. Copies of the application materials were sent to the City of Fergus Falls Engineering Department, Building Official, and Fire Department. No staff comments were received.

Karin mentioned the proposed findings for this request:

1. The parcels are currently zoned R-1.
2. R-A zoning is present directly adjacent to the parcels on the north and east lot lines and to the south across Main Street.
3. The parcels have been platted but the land is currently undeveloped.
4. The proposed R-A zoning would reflect the nature of the anticipated neighboring Hoot Lake Solar project.

Karin stated that the four proposed findings listed in the staff report were created with the idea of approval of the zoning map amendment.

Public Hearing to Consider a Request for a Zoning Map Amendment from R-1 To R-A for Lots 1 & 2 In Block 2 of Timber Ridge Estates was opened to the Public at 5:35 PM

Chair Stanislawski asked if anyone else wished to speak on this request.

Thane Schmidt, 23050 Birchwood Estates, stated that he lives just east of these lots, and how this project presents an interesting opportunity to think about the possibility of walking and biking access along this property. Mr. Schmidt explained that he did contact the Planning Commission and Bike and Pedestrian Advisory Committee in May to discuss this idea. There was some discussion about the Planning Commission's ability to discuss or make these recommendations at a future meeting. Karin stated the City Attorney should be consulted about the Planning Commission's ability to do so at this stage in the process. Klara Beck mentioned that the City did receive his letter about the walking and biking trail and it is part of public record. Mr. Schmidt stated that he does not have any concerns about the rezoning request.

Chair Stanislawski closed the Public Hearing to the Public at 5:40 PM, and brought the meeting back to the Planning Commission for discussion. There was none.

Commissioner Kilde made a motion to recommend to approve the rezoning request by Otter Tail Power Company to rezone Timber Ridge Estates Lots 1 & 2 in Block 2 from R-1 to R-A as presented with the proposed findings. It was seconded by Commissioner Macintosh-Ellig. Passed unanimously.

NEW BUSINESS

Chair Stanislawski asked if there was any new business. There was none.

FINAL PLAT FOR TIMBER COVE ADDITION AT 1151 FRIBERG AVENUE. REQUESTED BY FERGUS FALLS HOUSING AND REDEVELOPMENT AGENCY (HRA)

Chair Stanislawski asked City staff to explain the request. Karin Flom stated an application has been submitted by Fergus Falls Housing & Redevelopment Authority for a final plat located at 1151 Friberg Avenue. The proposed plat subdivides the parcel into two lots. One contains the footprint of the HRA office (Lot 1) and the second will contain the footprint of a proposed 24-unit multiple-family structure for the purposes of permanent supportive housing (Lot 2).

Karin showed an aerial image and surrounding zoning map of the subject property and provided a summary of the preliminary plat history. The Planning Commission recommended approval of the preliminary plat on June



28, 2021 with the recommended condition that the applicant shall work with the Engineering Department to resolve concerns with the proposed driveway on Lot 2 connecting the parking lot and Friberg Avenue. Karin mentioned that the City Council approved the preliminary plat along with the Planning Commission's recommended conditions on July 6, 2021. The applicant has worked with the Engineering Department on the access to Friberg Avenue from the proposed multifamily building. Karin stated that the final building design would have access to Friberg Avenue through a new curb cut just south of Somerset Avenue. A driveway will connect the parking lots of the HRA offices and the multiple family building. The Engineering Department is satisfied with this proposal.

Karin explained a second change from the preliminary plat is the lot sizes and boundaries. The applicant's project involves the Minnesota Housing Finance Agency (MHFA) which has certain density requirements. The lot size of the multifamily building on the preliminary plat was too large under MHFA's rules. The applicant has reduced Lot 2 to the minimum allowed under City of Fergus Falls R-4 dimensional standards. The new dimensions of Lot 2 on the final plat is approximately 8,000 square feet less than the preliminary plat. The proposed 1.21 acre size is acceptable to MHFA and the City. The building as proposed would be able to be constructed on Lot 2 without the need for a variance. No public hearing is required as this is a final plat submitted separately from the preliminary plat. Comments on the final plat were sought from the Engineering Department, Building Official, and Fire Department. No staff comments were received.

Karin mentioned the four Proposed Findings listed for this request:

1. The plat meets all of the requirements for a final plat.
2. The plat allows for the development of the proposed multiple-family structure on Lot 2 without any need for variances.
3. The plat would be serviced by utilities that are already in the area.
4. The plat will not be detrimental to the health, safety, or welfare to the community since the surrounding area is primarily residential.

Karin stated that the four Proposed Findings listed above were created with the idea of approval of the Final Plat request.

Commissioner Johnson asked if the request from the Engineering Department to relocate the access to the multifamily building from Friberg Avenue was related to the proposed roundabout at Friberg and Fir. The property owner's surveyor, Chris Heyer with Moore Engineering, responded that this was one reason to relocate the access and the driveway would now be further from the purposed roundabout.

Commissioner Kilde made a motion to approve the Final Plat for Timber Cove Addition with the proposed findings as presented. It was seconded by Commissioner Macintosh-Ellig. Passed unanimously.

#### JOINT PLANNING COMMISSION / CITY COUNCIL SUBCOMMITTEE – Group Living Zoning

Chair Stanislawski asked City staff for an update. Karin explained that the City Council authorized the Planning Commission to create a subcommittee to study a zoning ordinance change for group living situations and designated two City Council members (Council members Jim Fish and Scott Kvamme) to serve on the subcommittee. Commissioner Macintosh-Ellig and Chair Stanislawski volunteered to be on the subcommittee as Planning Commission members.

Motion and second were made by Commissioner Kilde and Commissioner Macintosh-Ellig to approve the appointment of Jeff Stanislawski and Kelsee Macintosh-Ellig to serve on the subcommittee. Passed unanimously.

#### CITY COUNCIL UPDATE ON ORDINANCE AMENDMENT – Use Tables, Accessory Buildings & Fences

Karin provided an update on the status of the Planning Commission's recommendation at its September 27 meeting concerning ordinance updates to the zoning code. Karin shared the steps to the ordinance update process at City Council and explained that it is a three step process. The first two steps were completed at the October 4 and October 18 City Council meetings. She informed the Planning Commission that she has been requested to speak at the October 27 meeting of the Committee of the Whole to provide an overview of the

ordinance changes. The second reading and final vote on the ordinance changes is scheduled for the November 1 Council meeting, however there is the chance that City Council may decide after Committee of the Whole to send the ordinance back to the Planning Commission at a future meeting.

NOVEMBER 2021 APPLICATIONS

Karin mentioned the following items coming before the Planning Commission at future meetings:

- Pebble Hills Estates Preliminary Plat & Final Plat
- Conditional Use Permit for a used car lot at 128 S Tower Road.

Karin mentioned that Commissioner Don Suiter has resigned from the Planning Commission.

The next regular meeting will be on November 22, 2021 at 5:30 PM.

The meeting adjourned at 5:52 pm.

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City Planner

DRAFT



## Council Action Recommendation

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Page 1 of 1

**City Council Meeting Date:** November 1, 2021

**Subject:** Zoning Map Amendment: Lots 1 and 2, Block 2 Timber Ridge Estates (**R-2021-3**)

**Recommendation:** Adopt a motion directing the City Attorney to amend the zoning map from R-1 to R-A for Lots 1 and 2 in Block 2 of Timber Ridge Estates as requested by Otter Tail Power Company.

**Background/Key Points:** Otter Tail Power Company (OTPC), the property owner of Lots 1 and 2, Block 2 in Timber Ridge Estates has requested a rezoning of these two lots from R-1, One-Family Residence District to R-A, Agricultural Residence District. The Planning Commission voted at its October 25, 2021 meeting to recommend approval of the rezoning to the City Council.

In their original application to obtain a conditional use permit for the Hoot Lake Solar Farm, OTPC's site plan had solar panels located on these two properties. It was discovered during staff review of the application that these two lots were zoned R-1, One-Family Residence District. "Solar farms" are only allowed as a conditional use (CUP) in the R-A, Agricultural-Residence District. OTPC revised their site plan and their final CUP application excluded these two properties. The CUP application was subsequently approved by the City Council on July 6, 2021.

OTPC is now applying to rezone the two subject properties from R-1 to R-A to allow them the option to reincorporate these two parcels into Hoot Lake Solar. Approving the rezoning request does not automatically allow OTPC to construct the solar panels on these lots. They would need to apply for a conditional use permit just as they did earlier this year.

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 October 25, 2021 Planning Commission Meeting Packet.

**Budgetary Impact:** None

**60-Day Decision Deadline (MN Statute):** November 21, 2021

**Originating Department:** Community Development

**Respectfully Submitted:** Karin Flom, City Planner

**Attachments:** None.



# Council Action Recommendation

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Page 1 of 1

**City Council Meeting Date:** November 1, 2021

**Subject:** Final Plat of Timber Cove Addition (F-2021-3)

**Recommendation:** Adopt a resolution approving the final plat for Timber Cove Addition as requested by the Fergus Falls Housing and Redevelopment Authority.

**Background/Key Points:** The Fergus Falls Housing and Redevelopment Authority (HRA) is requesting final plat approval of “Timber Cove Addition” a two lot, one block subdivision at 1151 Friberg Avenue. One lot would include the current offices of the HRA and the second lot would be the site of a proposed 24-unit multifamily dwelling. The parcel is currently zoned R-4, Multiple-Family Residence District which allows multifamily dwellings. The Planning Commission voted at its October 25, 2021 meeting to recommend approval of the final plat. It did not recommend any conditions.

On July 6, 2021 the City Council approved the preliminary plat with the Planning Commission’s following recommended condition:

1. The applicant shall work with the Engineering Department to resolve concerns with the proposed driveway on Lot 2 connecting the parking lot and Friberg Avenue.

The applicant has worked with the Engineering Department to move the proposed driveway access for the multifamily structure south of Somerset Avenue. Staff and the Planning Commission consider this condition satisfied.

A second change from the preliminary plat is the lot sizes and boundaries. The applicant’s project involves the Minnesota Housing Finance Agency (MHFA). MHFA required that the project as proposed (24 units) could sit on a parcel no larger than 1.2 acres. The applicant has reduced Lot 2 to the minimum allowed under City of Fergus Falls R-4 dimensional standards.

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 October 25, 2021 Planning Commission Meeting Packet.

**Budgetary Impact:** None

**60-Day Decision Deadline (MN Statute):** December 13, 2021

**Originating Department:** Community Development

**Respectfully Submitted:** Karin Flom, City Planner

**Attachments:** Timber Cove Addition Final Plat

# TIMBER COVE ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That the Housing and Redevelopment Authority of Fergus Falls HRA, a Minnesota Non-Profit Organization, is the owner of all that part of Tract B, REGISTERED LAND SURVEY NO. 7, according to Document T-3196, filed February 24, 1994 in the Office of the Registrar of Titles, Otter Tail County, Minnesota lying southerly of the following described line:

Commencing at the northwest corner of said Tract B; thence South 01 degree 09 minutes 49 seconds West, record bearing, along the westerly line of said Tract B for a distance of 150.00 feet; thence South 11 degrees 05 minutes 47 seconds West along said westerly line for a distance of 152.28 feet to the point of beginning of the line to be described; thence South 88 degrees 50 minutes 11 seconds East for a distance of 490.28 feet to the easterly line of said Tract B and said line there terminates, containing 160,511 square feet, more or less.

And they have caused the said land to be surveyed and platted as TIMBER COVE ADDITION, and they do hereby donate and dedicate to the public for utility purposes the UTILITY EASEMENT as shown on the herein plat. SUBJECT TO easements, restrictions and reservations of record, if any.

IN WITNESS WHEREOF said Housing and Redevelopment Authority of Fergus Falls HRA, a Minnesota Non-Profit Organization, has caused these presents to be signed by its proper officers this \_\_\_\_ day of \_\_\_\_\_, 2021.

Signed: Housing and Redevelopment Authority of Fergus Falls HRA  
 \_\_\_\_\_  
 Dennis Hagstrom, Board Chairperson      Barry Heinen, Board Vice-Chairperson      Lyle Hoxtell, Secretary      Mikel B. Olson, Executive Director

State of Minnesota  
 County of Otter Tail  
 The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2021, by Dennis Hagstrom, Board Chairperson, Barry Heinen, Board Vice-Chairperson, Lyle Hoxtell, Secretary and Mikel B. Olson, Executive Director of the Housing and Redevelopment Authority of Fergus Falls HRA, a Minnesota Non-Profit Organization, on behalf of said Non-Profit Organization.

Notary Public  
 My commission expires \_\_\_\_\_

I Christopher D. Heyer do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01 Subdivision 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Christopher D. Heyer, Professional Land Surveyor  
 Minnesota Registration Number 43807

State of Hawaii )  
 County of Hawaii )

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by Christopher D. Heyer, Professional Land Surveyor, Minnesota License Number 43807.

Joanna Watkins  
 Notary Public, State of Hawaii  
 My commission expires November 04, 2023

Document Date: \_\_\_\_\_ Number of Pages: 1  
 Name: Joanna Watkins, Third Circuit  
 Document Description: Subdivision Plat

Notary Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Planning Commission of the City of Fergus Falls on this \_\_\_\_ day of \_\_\_\_\_, 2021.

Chairperson \_\_\_\_\_ Secretary \_\_\_\_\_

Approved by the City of Fergus Falls, Minnesota on this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

Approved by the City Engineer, City of Fergus Falls, Minnesota, on this \_\_\_\_ day of \_\_\_\_\_, 2021.

City Engineer \_\_\_\_\_

I hereby certify that proper evidence of title has been presented to and examined by me and I approve this plat as to form and execution this \_\_\_\_ day of \_\_\_\_\_, 2021.

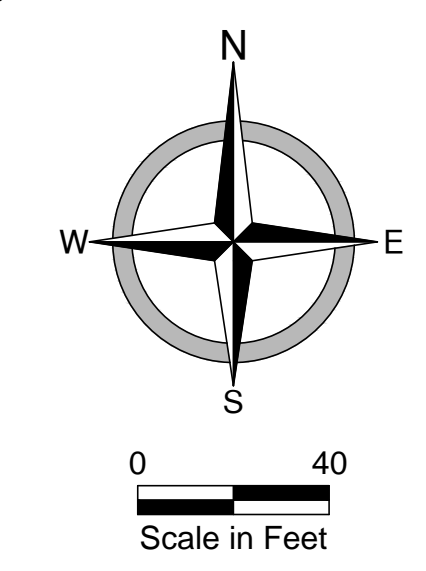
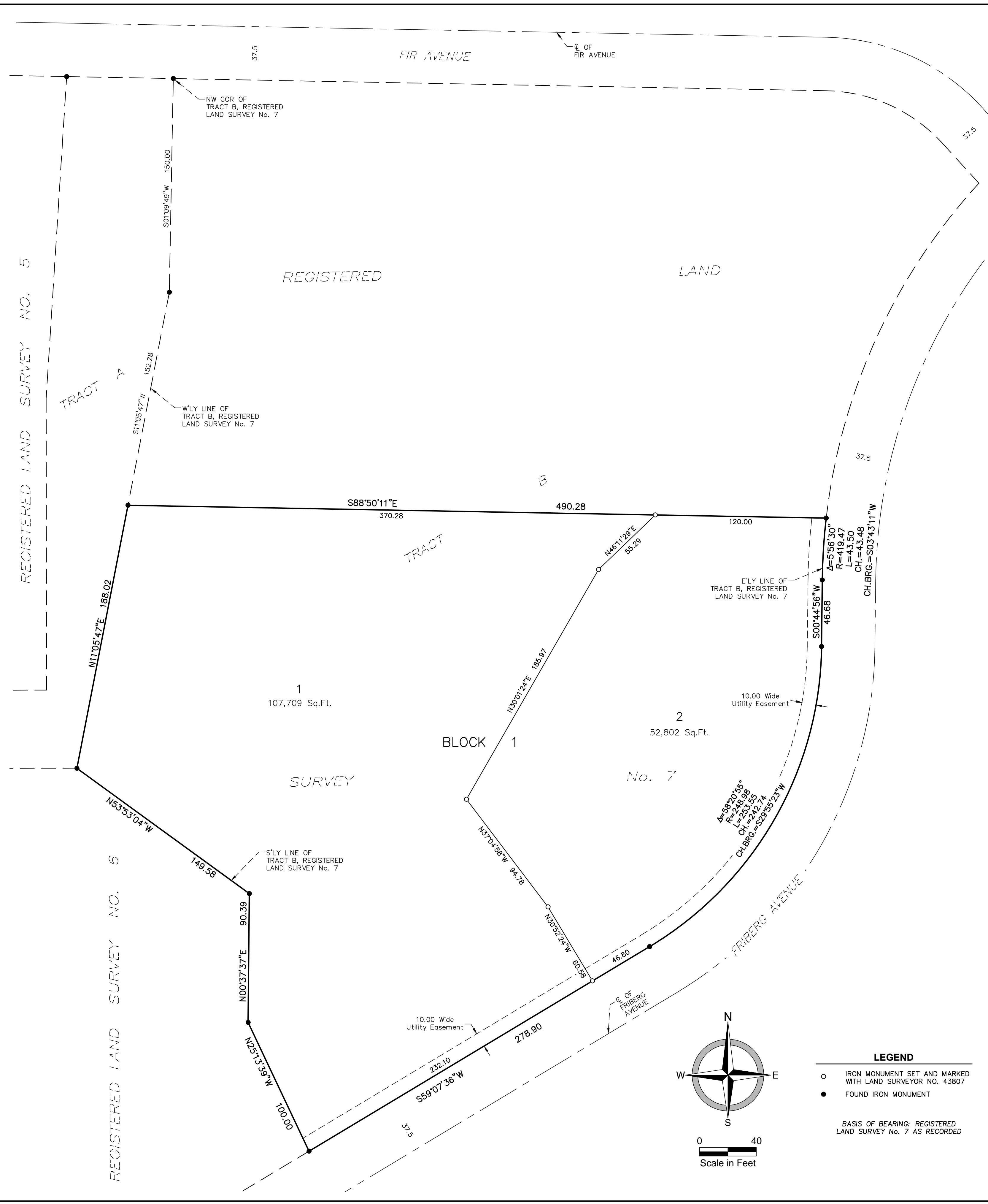
City Attorney \_\_\_\_\_

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Auditor-Treasurer \_\_\_\_\_

I hereby certify that the within instrument was filed in the office of the Registrar of Titles for public record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_ M. and was duly filed in Book \_\_\_\_\_ of Plats, Page \_\_\_\_\_, as Document Number \_\_\_\_\_.

Registrar of Titles \_\_\_\_\_



**LEGEND**  
 ○ IRON MONUMENT SET AND MARKED WITH LAND SURVEYOR NO. 43807  
 ● FOUND IRON MONUMENT  
 BASIS OF BEARING: REGISTERED LAND SURVEY No. 7 AS RECORDED

## **ORDINANCE NO. 19, EIGHTH SERIES**

AN ORDINANCE AMENDING CITY CODE TABLE OF SPECIAL ORDINANCES VI VACATIONS, BY ORDERING VACATION OF CAMPUS ADDITION AND OUTLOT B, ALL LOCATED IN THE CITY OF FERGUS FALLS, MINNESOTA.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Pursuant to due notice, the hearing was held on October 18, 2021, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

Section 2. That the following tracts should be and are hereby vacated:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, Block 1, Campus Addition.

And

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, Block 2, Campus Addition.

And

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, Block 3, Campus Addition.

And

Outlot B

All in part of the Southeast Quarter of Section 27, Township 133 North, Range 43 West of the Fifth Principal Meridian, City of Fergus Falls, Otter Tail County, Minnesota.

Section 3. Duties of Abutting Property Owners. That after such vacation goes into force and effect, the abutting property owners shall assume and be responsible for the care of said areas vacated consistent herein, and it is hereby made their bounden duty to fill any depression contained in said vacated areas and remove any and all hazards therefrom, and in the event an action is brought against the City of Fergus Falls for damages or injuries resulting from depressions or excavations and conditions of said vacated areas, the property owner or owners shall be liable to the City of Fergus Falls for any damages suffered by it as a result of the failure to make said vacated areas safe from anyone who might be using same or traveling thereon. That it is the duty of the owner of said vacated areas to place suitable warnings to the public of such vacation to the end that the traveling public may know that it is no longer a public avenue or road but a vacated avenue or road. That the owners of said vacated areas shall be responsible for all costs incidental to the closing of the vacated areas.

Section 4. Recording. After all of the conditions and requirements of this ordinance have been fulfilled, the City Administrator of the City of Fergus Falls is hereby ordered to file for record in the office of the County Recorder of Otter Tail County, Minnesota, a certified copy of

the within ordinance after the same has been published according to the correct copy of the original and in addition thereto setting forth in such certificate the date and newspaper in which said ordinance was published and the above filing shall be performed by the City Administrator when the benefited parties have paid the expenses of this proceeding.

Section 5. 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, the Table of Special Ordinances of the Fergus Falls City Charter has been amended by Ordinance No. 19, Eighth Series, which ordinance has been duly adopted by the City Council; and,

WHEREAS, the Council has determined that, pursuant to City Charter Section 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. 19, Eighth Series, is as follows:

AN ORDINANCE AMENDING CITY CODE TABLE OF SPECIAL ORDINANCES VI VACATIONS, BY ORDERING VACATION OF CAMPUS ADDITION AND OUTLOT B, ALL LOCATED IN THE CITY OF FERGUS FALLS, MINNESOTA.

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 19, Eighth Series, is as follows:

Lots in Blocks 1, 2 and 3, Campus Addition and Outlot B, all in part of the Southeast Quarter of Section 27, Township 133, Range 43, City of Fergus Falls, Otter Tail County, Minnesota, is hereby vacated.

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 \_\_\_\_\_, 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/ordnacs/eighth series/ord19





# City Council Memorandum

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Page 1 of 1

**Meeting Date:** November 1, 2021

**Subject:** Second Reading: Updates to Code of Ordinances Chapter 154 (Zoning and Subdivisions)

**Recommendation:** N/A

**Background/Key Points:** At the October 27, 2021 Committee of the Whole, staff presented an overview on the recommended changes to the zoning code from the Planning Commission. This includes permitted and conditional uses in the I-1, Planning Industrial District; B-2, Service Business District; and B-3, General Business District; and changes to rules about accessory buildings (like garages and sheds) and fences. Affected sections of the Code of Ordinances include §§ 154.002, 154.037, 154.038, 154.041, 154.086, 154.091.

The Committee of the Whole directed staff to revise the proposed ordinance for the November 1, 2021 City Council meeting. Those requested changes included (1) removing the requirement that fences be set back 2' from the property line and (2) clarification on the level of opacity required of a fence located in the front yard.

Attached to this memo are two options for the City Council's consideration:

- "Option A" removes the 2' setback requirement and states that 50% opacity is the maximum for a front yard fence (not the minimum).
- "Option B" contains both changes outlined in Option A and offers some direction about fence placement on a property. This language comes from a previously discussed draft by the Planning Commission.

At the meeting, staff will summarize the two options and answer questions. The Council has a range of options at the November 1 meeting including: discussing the two options presented, holding a vote after discussion to adopt either option as the final ordinance, or returning the ordinance to staff or the Planning Commission for further changes.

**Attachments:** Ordinance 15, Eighth Series (Second Reading versions "Option A" and "Option B")

**Budgetary Impact:** None

**Originating Department:** Community Development

**Respectfully Submitted:** Karin Flom, City Planner

**ORDINANCE NO. 15, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS  
FALLS, MINNESOTA, AMENDING CHAPTER  
154.002, DEFINITIONS, CHAPTER 154.037 B-2  
SERVICE BUSINESS DISTRICT, CHAPTER 154.038  
B-3 GENERAL BUSINESS DISTRICT, CHAPTER  
154.041 I-1 PLANNED INDUSTRIAL DISTRICT,  
CHAPTER 154.086 YARD REGULATIONS AND  
CHAPTER 154.091 ACCESSORY BUILDINGS OF  
THE CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 154.002, Definitions, YARD, (3) is hereby amended in its entirety so as to read as follows:

(3) ***SIDE YARD.*** An open space unoccupied (except for accessory buildings) on the same lot with a building between the building and the side line of the lot and extending from the front yard to the rear yard.

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

- (38) Medical and Dental Clinics;
- (39) Auto Parts, retail and gas filling/convenience store;
- (40) Museums, community centers, art galleries and similar cultural facilities;
- (41) Pawn shops;

Section 3. City Code Chapter 154.037, B-2, Service Business District, (C) (2), (3), (4), (5) and (9) are deleted and added to (B) Permitted Uses as follows:

- (42) Retail bakeries;
- (43) Cabinet or carpenter shops;
- (44) Dry cleaning establishments;
- (45) Laundries and laundrettes; and
- (46) Upholstering, furniture repair shops.

Section 4 City Code Chapter 154.038, B-3, General Business District, (B) is hereby amended to add the following Permitted Uses:

- (73) Auto Parts, retail and gas filling/convenience store;
- (74) Museums, community centers, art galleries and similar cultural facilities; and

(75) Pawn shops.

Section 5. City Code Chapter 154.041, I-1, Planned Industrial District, (B) is hereby amended to add paragraph (21) as follows:

(21) Uses permitted or conditionally permitted in the B-2 zone, unless regulated differently elsewhere in this Chapter.

Section 6. City Code Chapter 154.086, Yard Regulations, (E) is hereby amended in its entirety so as to read as follows:

(E) *Fencing.* For the purposes of this chapter, a fence is defined as any partition, structure, wall, or gate, wider than four (4) feet in width.

(1) *Alleyway setback.* Fences that abut an alleyway shall be located a minimum of five (5) feet from the lot line.

(2) *Fencing Material.* Fences shall be constructed in a professional manner and of standard fencing materials. Fences shall not be constructed from chicken wire, welded wire, plastic fence netting or similar product, snow fence, branches, or materials originally intended for other purposes. No barb wire or electrical fencing is allow in residential zones, except for agricultural uses allowed in the R-A zone.

(3) *Fencing Orientation.* All posts or similar supporting devices used in the construction of fences shall face inward toward the property being fenced. That side of the fence considered to be the face shall be oriented toward abutting property or rights-of-way.

(4) *Fencing Height.* All fence heights shall be measured by the body of the fence and all fencing measuring must be started within 6 inches of natural grade.

(a) In residential zones, fences may be located in any yard up to a height of six (6) feet tall. Fences in the front yard must be a maximum of fifty (50) percent opacity, excluding posts and supports. Fences in the front yard are limited to decorative fences such as picket fences, split rail fences, and decorative iron/brick fences. A chain link fence is not considered a decorative fence.

(b) When any side or rear lot line of a residentially zoned lot abuts a business or industrial zone, a fence height of up to eight (8) feet shall be allowed. This height exception shall apply only to the side or rear yard which abuts the business or industrial zone.

(c) In business and industrial zones, fences shall not exceed a height of ten (10) feet. Barb wire may be used for security fencing as long as it is at least six (6) feet from natural grade.

(d) *Corner lot exception.* The maximum height of a fence or hedge on a corner lot shall be three feet for a distance of twenty (20) feet from the corner intersection of the right-of-way lines. This regulation does not apply to an alleyway.

Section 7. City Code Chapter 154.086, Yard Regulations, (H) is hereby amended in its entirety so as to read as follows:

(H) In determining the depth of rear yard for any building where the rear yard opens into any alley, half the width of the alley, but not exceeding ten feet, may be considered a portion of the rear yard, subject to the following regulations:

(1) The depth of any rear yard shall not be reduced to less than ten feet by the application of this exception.

(2) If the door of any building or improvement, except a fence, opens toward an alley, it shall not swing closer than a distance of one foot to the alley right-of-way.

Section 8. City Code Chapter 154.091, Accessory Buildings, is hereby amended in its entirety to read as follows:

**§154.091 ACCESSORY BUILDINGS.**

(A) *Accessory building attached to main building.* If an accessory building is attached to the main building, it shall be made structurally a part of the main building (sharing a common wall or roof) and shall comply in all respects with the requirements of this chapter applicable to the main building.

(1) *Exception for existing accessory buildings in residential districts.* The established setbacks for an existing accessory building that is going to be structurally attached to the main building do not prevent an accessory building from being structurally attached to a main building in a residential zone and shall be considered in compliance with the setback requirements in this chapter.

(B) *Placement on lot.* A detached accessory building shall not be located in any required front yard, including both required front yards on a corner lot (excluding alley ways). If a parcel is located in shoreland, and a riparian lot, accessory buildings may be located in the front yard, but must meet all primary structure setbacks.

(C) *Accessory building setbacks.*

(1) *Lot Line Setback.* A detached accessory building must have a side or rear lot line setback of not less than five (5) feet in the R-A and R-1,

Residence Districts, and three (3) feet in the R-2, R-3, and R-4, Residence Districts.

(2) *Setback from main building.* An accessory building, unless attached to and made a part of the main building, shall not be closer than five feet to the main building, except as otherwise provided in this chapter.

(D) *Accessory building height.* Detached accessory buildings shall not exceed nineteen (19) feet in height or the height of the primary structure, whichever is greater.

(E) *Accessory building size.* The maximum size of detached accessory buildings (individually or combined), as measured by the footprint of the building, shall be no greater than 5,000 square feet in the R-A zone, and no greater than 10% of the total lot size in all other residential R districts.

(F) *Accessory building façade.* A detached accessory building shall having matching or better façade and materials of the primary structure.

(G) *Timing of construction.* No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building, unless permitted at the same time as the primary structure.

(H) *Conditional use permit required.* Detached accessory buildings constructed by post frame construction (pole buildings shall be allowed in the residential R districts by conditional use permit only.

Section 9. 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 Chapter 154 have been amended by Ordinance No. 15, 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 Section 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. 15, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA, AMENDING CHAPTER 154.002, DEFINITIONS, CHAPTER 154.037 B-2 SERVICE BUSINESS DISTRICT, CHAPTER 154.038 B-3 GENERAL BUSINESS DISTRICT, CHAPTER 154.041 I-1 PLANNED INDUSTRIAL DISTRICT, CHAPTER 154.086 YARD REGULATIONS AND CHAPTER 154.091 ACCESSORY BUILDINGS OF THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 15, Eighth Series, is as follows:

- Section 1 amends the definition of Yard
- Section 2 amends paragraph (B) of B-2, Service Business District.
- Section 3 deletes certain uses in paragraph (C) of B-2, Service Business District and places them in paragraph (B) of B-2, Service Business District.
- Section 4 adds uses to paragraph (B) of B-3, General Business District.
- Section 5 amends paragraph (B) of I-1, Planned Industrial District.
- Section 6 amends paragraph (E) of Yard Regulations.
- Section 7 amends paragraph (H) of Yard Regulations.
- Section 8 amends Accessory Buildings
- Section 9 provides for 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:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

Published in the Fergus Falls Daily Journal on \_\_\_\_\_.

[barb/acityoffergusfalls/ords/8thseries/Ord15](http://barb/acityoffergusfalls/ords/8thseries/Ord15)

OPTION A

**ORDINANCE NO. 15, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS  
FALLS, MINNESOTA, AMENDING CHAPTER  
154.002, DEFINITIONS, CHAPTER 154.037 B-2  
SERVICE BUSINESS DISTRICT, CHAPTER 154.038  
B-3 GENERAL BUSINESS DISTRICT, CHAPTER  
154.041 I-1 PLANNED INDUSTRIAL DISTRICT,  
CHAPTER 154.086 YARD REGULATIONS AND  
CHAPTER 154.091 ACCESSORY BUILDINGS OF  
THE CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 154.002, Definitions, YARD, (3) is hereby amended in its entirety so as to read as follows:

(3) ***SIDE YARD.*** An open space unoccupied (except for accessory buildings) on the same lot with a building between the building and the side line of the lot and extending from the front yard to the rear yard.

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

- (38) Medical and Dental Clinics;
- (39) Auto Parts, retail and gas filling/convenience store;
- (40) Museums, community centers, art galleries and similar cultural facilities;
- (41) Pawn shops;

Section 3. City Code Chapter 154.037, B-2, Service Business District, (C) (2), (3), (4), (5) and (9) are deleted and added to (B) Permitted Uses as follows:

- (42) Retail bakeries;
- (43) Cabinet or carpenter shops;
- (44) Dry cleaning establishments;
- (45) Laundries and laundrettes; and
- (46) Upholstering, furniture repair shops.

Section 4 City Code Chapter 154.038, B-3, General Business District, (B) is hereby amended to add the following Permitted Uses:

- (73) Auto Parts, retail and gas filling/convenience store;
- (74) Museums, community centers, art galleries and similar cultural facilities; and



(75) Pawn shops.

Section 5. City Code Chapter 154.041, I-1, Planned Industrial District, (B) is hereby amended to add paragraph (21) as follows:

- (21) Uses permitted or conditionally permitted in the B-2 zone, unless regulated differently elsewhere in this Chapter.

Section 6. City Code Chapter 154.086, Yard Regulations, (E) is hereby amended in its entirety so as to read as follows:

(E) *Fencing.* For the purposes of this chapter, a fence is defined as any partition, structure, wall, or gate, wider than four (4) feet in width.

(1) *Fence placement.* All boundary line fences shall be entirely located upon the property of the person, firm or corporation constructing, or causing the construction of such fence unless the owner of the adjoining property agrees that such fence may be erected on the common property line of the respective properties. The property owner must be able to maintain both sides of their fence, if maintenance is required.

(2) *Alleyway setback.* Fences that abut an alleyway shall be located a minimum of five (5) feet from the lot line.

(3) *Fencing Material.* Fences shall be constructed in a professional manner and of standard fencing materials. Fences shall not be constructed from chicken wire, welded wire, plastic fence netting or similar product, snow fence, branches, or materials originally intended for other purposes. No barb wire or electrical fencing is allow in residential zones, except for agricultural uses allowed in the R-A zone.

(4) *Fencing Orientation.* All posts or similar supporting devices used in the construction of fences shall face inward toward the property being fenced. That side of the fence considered to be the face shall be oriented toward abutting property or rights-of-way.

(5) *Fencing Height.* All fence heights shall be measured by the body of the fence and all fencing measuring must be started within 6 inches of natural grade.

(a) In residential zones, fences may be located in any yard up to a height of six (6) feet tall. Fences in the front yard must be a maximum of fifty (50) percent opacity, excluding posts and supports. Fences in the front yard are limited to decorative fences such as picket fences, split rail fences, and decorative iron/brick fences. A chain link fence is not considered a decorative fence.

(b) When any side or rear lot line of a residentially zoned lot abuts a business or industrial zone, a fence height of up to eight (8) feet shall be allowed. This

height exception shall apply only to the side or rear yard which abuts the business or industrial zone.

(c) In business and industrial zones, fences shall not exceed a height of ten (10) feet. Barb wire may be used for security fencing as long as it is at least six (6) feet from natural grade.

(d) *Corner lot exception.* The maximum height of a fence or hedge on a corner lot shall be three feet for a distance of twenty (20) feet from the corner intersection of the right-of-way lines. This regulation does not apply to an alleyway.

Section 7. City Code Chapter 154.086, Yard Regulations, (H) is hereby amended in its entirety so as to read as follows:

(H) In determining the depth of rear yard for any building where the rear yard opens into any alley, half the width of the alley, but not exceeding ten feet, may be considered a portion of the rear yard, subject to the following regulations:

(1) The depth of any rear yard shall not be reduced to less than ten feet by the application of this exception.

(2) If the door of any building or improvement, except a fence, opens toward an alley, it shall not swing closer than a distance of one foot to the alley right-of-way.

Section 8. City Code Chapter 154.091, Accessory Buildings, is hereby amended in its entirety to read as follows:

**§154.091 ACCESSORY BUILDINGS.**

(A) *Accessory building attached to main building.* If an accessory building is attached to the main building, it shall be made structurally a part of the main building (sharing a common wall or roof) and shall comply in all respects with the requirements of this chapter applicable to the main building.

(1) *Exception for existing accessory buildings in residential districts.* The established setbacks for an existing accessory building that is going to be structurally attached to the main building do not prevent an accessory building from being structurally attached to a main building in a residential zone and shall be considered in compliance with the setback requirements in this chapter.

(B) *Placement on lot.* A detached accessory building shall not be located in any required front yard, including both required front yards on a corner lot (excluding alley ways). If a parcel is located in shoreland, and a riparian lot,

accessory buildings may be located in the front yard, but must meet all primary structure setbacks.

(C) *Accessory building setbacks.*

(1) *Lot Line Setback.* A detached accessory building must have a side or rear lot line setback of not less than five (5) feet in the R-A and R-1, Residence Districts, and three (3) feet in the R-2, R-3, and R-4, Residence Districts.

(2) *Setback from main building.* An accessory building, unless attached to and made a part of the main building, shall not be closer than five feet to the main building, except as otherwise provided in this chapter.

(D) *Accessory building height.* Detached accessory buildings shall not exceed nineteen (19) feet in height or the height of the primary structure, whichever is greater.

(E) *Accessory building size.* The maximum size of detached accessory buildings (individually or combined), as measured by the footprint of the building, shall be no greater than 5,000 square feet in the R-A zone, and no greater than 10% of the total lot size in all other residential R districts.

(F) *Accessory building façade.* A detached accessory building shall having matching or better façade and materials of the primary structure.

(G) *Timing of construction.* No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building, unless permitted at the same time as the primary structure.

(H) *Conditional use permit required.* Detached accessory buildings constructed by post frame construction (pole buildings shall be allowed in the residential R districts by conditional use permit only.

Section 9. 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 Chapter 154 have been amended by Ordinance No. 15, 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 Section 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. 15, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA, AMENDING CHAPTER 154.002, DEFINITIONS, CHAPTER 154.037 B-2 SERVICE BUSINESS DISTRICT, CHAPTER 154.038 B-3 GENERAL BUSINESS DISTRICT, CHAPTER 154.041 I-1 PLANNED INDUSTRIAL DISTRICT, CHAPTER 154.086 YARD REGULATIONS AND CHAPTER 154.091 ACCESSORY BUILDINGS OF THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 15, Eighth Series, is as follows:

- Section 1 amends the definition of Yard
- Section 2 amends paragraph (B) of B-2, Service Business District.
- Section 3 deletes certain uses in paragraph (C) of B-2, Service Business District and places them in paragraph (B) of B-2, Service Business District.
- Section 4 adds uses to paragraph (B) of B-3, General Business District.
- Section 5 amends paragraph (B) of I-1, Planned Industrial District.
- Section 6 amends paragraph (E) of Yard Regulations.
- Section 7 amends paragraph (H) of Yard Regulations.
- Section 8 amends Accessory Buildings
- Section 9 provides for 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:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

Published in the Fergus Falls Daily Journal on \_\_\_\_\_.

[barb/acityoffergusfalls/ords/8thseries/Ord15](http://barb/acityoffergusfalls/ords/8thseries/Ord15)

OPTION B

ORDINANCE NO. 18, 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 September 27, 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 tract of land located within the corporate limits of the City of Fergus Falls and described as follows:

Lots Five (5), Six (6), Seven (7) and Eight (8), Block One (1), Pebble Lake Estates and all the Shoreview Drive road right-of-way adjacent, according to the plat on file in the office of the County Recorder, Otter Tail County, Minnesota,

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

Section 3. 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.

## RESOLUTION ALLOWING CLAIMS &amp; 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

A-1 LOCK & KEY LLC	OCT REKEY ABATEMENT PROPERTY	197.46	A	100	115370	1
A-1 LOCK & KEY LLC	RE-KEY,LABOR-SERVICE	1,187.28	A	100	115599	1
ARC DOCUMENT SOLUTIONS LLC	BASE MAINT. CANON,HP DESIGNJET	207.68	A	665	115609	1
ADMINISTRATOR'S CONTINGENCY FD	CORRECT 2ND QTR GAS BILLING	111.51	A	4000	115559	5
ADMINISTRATOR'S CONTINGENCY FD	RECORD VARIANCE/CAMPUS ADDN	46.00	A	4000	115559	4
ADMINISTRATOR'S CONTINGENCY FD	REFUND DEMO PERMIT #16124	50.00	A	4000	115559	3
ADMINISTRATOR'S CONTINGENCY FD	VOID CHECK #16653	25.00-	A	4000	115559	1
ADMINISTRATOR'S CONTINGENCY FD	2021 UNCLAIMED PROPERTY	25.00	A	4000	115559	2
AMERICAN LEGAL PUBLISHING CORP	OCT 2021 S-1 SUPPLEMENT EDIT	1,753.09	A	37970	115547	1
AMERICAN LEGAL PUBLISHING CORP	2021 S-1 PRINT FOLIO/INTERNET	150.60	A	37970	115401	1
SEAN ANDERSON	CLEANING WEEKS OF OCT 11-18	410.78	A	74470	115499	1
AVESIS THIRD PARTY ADMIN INC	NOVEMBER VISION INSURANCE	17.98	A	90200	115404	1
BCS GROUP, LLC	QEDD ANNUAL MAINTENANCE	3,900.00	B	483	115640	1
BANKCARD CENTER	AUG STATION KITCHEN APPLIANCE	29.99	B	14100	115338	2
BANKCARD CENTER	AUGUST CLASS B UNIFORM	119.98	B	14100	115337	3
BANKCARD CENTER	AUGUST SHIPPING DEED GRANT APP	34.95	B	14100	115344	2
BANKCARD CENTER	BADGE CLUTCH BACKS	7.99	B	14100	115192	7
BANKCARD CENTER	BOERHAVE UNIFORM PURCHASE	17.95	B	14100	115192	1
BANKCARD CENTER	BUILDING ESTIMATING	79.00	B	14100	115168	1
BANKCARD CENTER	COFFEE FILTERS	32.12	B	14100	115192	5
BANKCARD CENTER	CREATIVE CLOUD RENEWAL	52.99	B	14100	115359	4
BANKCARD CENTER	DOG WASTE BAGS	176.57	B	14100	115246	1
BANKCARD CENTER	DUENOW TASER SCHOOL FEE	375.00	B	14100	115194	1
BANKCARD CENTER	FURNACE FILTERS	55.98	B	14100	115192	6
BANKCARD CENTER	HOHRMAN UNIFORM PURCHASE	67.98	B	14100	115195	1
BANKCARD CENTER	HOMICIDE BOOK FOR CLASS	85.83	B	14100	115192	4
BANKCARD CENTER	INTERLOCKING FLOOR TILES	4,736.49	B	14100	115246	2
BANKCARD CENTER	JOHNSON DEFENSIVE TACTICS FEE	595.00	B	14100	115194	2
BANKCARD CENTER	MNCPA AUDITS OF LOCAL GOV'T	275.00	B	14100	115350	2
BANKCARD CENTER	MONTHLY ADOBE MEMBERSHIP	10.78	B	14100	115344	3
BANKCARD CENTER	MOULTRIE MONTHLY	9.99	B	14100	115191	2
BANKCARD CENTER	NEW SQUAD ITEMS	46.90	B	14100	115189	1
BANKCARD CENTER	PB LEASE	243.00	B	14100	115192	2
BANKCARD CENTER	REMINGTON 22	41.99	B	14100	115246	3
BANKCARD CENTER	SEPT GOOGLE STORAGE	19.99	B	14100	115359	5
BANKCARD CENTER	SEPT HUSQVARNA HIGH PRO AOL	358.00	B	14100	115340	11
BANKCARD CENTER	SEPT LATCHES, HEADPHONES&SETS	754.50	B	14100	115359	6
BANKCARD CENTER	SEPT MN FIRE SVC CERT BOARD	500.00	B	14100	115337	7
BANKCARD CENTER	SEPT REFUND/MN FIRE SVC CERT	50.00-	B	14100	115337	8
BANKCARD CENTER	SEPT STAPLES-BOARD UP SUPPLIES	19.10	B	14100	115338	5
BANKCARD CENTER	SEPT STORAGE TOTES	57.06	B	14100	115359	7
BANKCARD CENTER	SEPT TWIN TIP FORESTRY NOZZLE	876.18	B	14100	115337	5
BANKCARD CENTER	SEPTEMBER ALUMINUM GHT TO NPSH	98.93	B	14100	115337	10
BANKCARD CENTER	SEPTEMBER APPY PIE	60.00	B	14100	115339	2
BANKCARD CENTER	SEPTEMBER BELT CLIP HOLSTER	8.44	B	14100	115359	2

## General

BANKCARD CENTER	SEPTEMBER HELMET LIGHTS	818.60	B	14100	115337	9
BANKCARD CENTER	SEPTEMBER MEETING-LODGING	386.60	B	14100	115347	2
BANKCARD CENTER	SEPTEMBER OIL, BOLT SNAP	32.91	B	14100	115338	3
BANKCARD CENTER	SEPTEMBER SERVICE AWARDS	100.00	B	14100	115337	4
BANKCARD CENTER	SEPTEMBER STATION DISPLAY BOX	38.99	B	14100	115337	2
BANKCARD CENTER	SEPTEMBER STATION LIGHT	11.04	B	14100	115338	4
BANKCARD CENTER	SEPTEMBER WINCH FOR ENGINE 13	1,694.86	B	14100	115337	6
BANKCARD CENTER	SEPTEMBER ZIP LOCK BAGS	36.28	B	14100	115359	3
BANKCARD CENTER	TONER CARTRIDGE	118.89	B	14100	115192	3
BANKCARD CENTER	TOOL BOX	43.13	B	14100	115191	1
BANKCARD CENTER	WEST UNIFORM PURCHASE	33.29	B	14100	115190	1
MARK BERGERUD	RETURN RESTORATION FEE #2891	300.00	B	36045	115538	1
TODD BJERKLIE	2021 SAFETY BOOT REIMBURSEMENT	169.99	B	42663	115452	1
CHARTER COMMUNICATIONS	OCT. FIXED IP ADDRESS	14.99	C	16250	115566	2
CHARTER COMMUNICATIONS	OCT. INTERNET ACCESS	119.99	C	16250	115566	1
CHARTER COMMUNICATIONS	10/04-11/03/21 CABLE	47.92	C	16250	115410	1
COMM OF FINANCE, TREAS DIV	FORF SHARE/KIRSCH 21011223	19.68	C	31545	115325	1
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	23.52	C	48000	115403	1
COOPERS TECHNOLOGY GROUP	OCTOBER KEY TAGS W/SPLIT RINGS	11.76	C	48000	115402	1
COOPERS TECHNOLOGY GROUP	2022 DESK PAD CALENDAR	5.08	C	48000	115494	1
DACOTAH PAPER CO	BATTERY,CANLINER,TOWEL,BLEACH	1,081.69	D	2500	115414	1
EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	107,900.91	E	46000	115443	2
EXCEPTIONAL OUTDOOR SERVICES	WINTERIZE DELAGOON PARK	900.00	E	79840	115561	1
FASTENAL COMPANY	OCT PARK SAFETY VENDING	118.41	F	9200	115550	4
FASTENAL COMPANY	OCT STREET SAFETY VENDING	174.37	F	9200	115550	3
FASTENAL COMPANY	OCT 1/2" SPLIT WASHERS (MICK)	7.84	F	9200	115327	1
FASTENAL COMPANY	PIT FLTR,BIT #2, 12X12 HWH	311.30	F	9200	115562	1
FERGUS FALLS DOWNTOWN	2021 OVER THE RIVER SPONSORSHI	1,500.00	F	33401	115368	1
GALLS LLC	HAKEN UNIFORM PURCHASE	35.56	G	3385	115477	1
GOODIN COMPANY	OCT BRASS PLUMBING PARTS BRENT	65.08	G	19000	115534	1
GRAND FORKS FIRE EQUIPMENT LLC	OCTOBER SCBA BELT	120.90	G	28000	115369	1
GRANITE ELECTRONICS	OCTOBER PAGER BATTERIES	137.00	G	28530	115503	1
GREAT PLAINS NATURAL GAS CO	OCTOBER NATURAL GAS EXPENSE	245.19	G	36000	115448	1
GUARDIAN	NOVEMBER DENTAL PREMIUM	3,919.00	G	46620	115502	1
PAUL HAARSTAD EXCAVATING LLC	RETURN RESTORATION FEE #2931	300.00	H	7050	115536	1
HERZOG ROOFING	SR CIT.BUILDING REFASTEN METAL	245.00	H	57000	115342	1
HOME DEPOT CREDIT SERVICES	OCT PARTS FOR RIDGEVIEW CABINE	29.96	H	70435	115355	1
HOME DEPOT CREDIT SERVICES	OCT PLYWOOD, 2X8 8FT PRIME FIR	434.03	H	70435	115485	1
HOME DEPOT CREDIT SERVICES	OCT 1.25" CLOSE GALV NIPPLE	3.31	H	70435	115544	1
HOME DEPOT CREDIT SERVICES	SEPTEMBER WHITE W/BLACK HRDWR	159.00	H	70435	115508	1
ISD #544	2019 ANNUAL RENT GROUND LEASE	10.00	I	12002	115386	1
ISD #544	2019 ANNUAL RENT SPACE LEASE	10.00	I	12002	115386	2
ISD #544	2020 ANNUAL RENT GROUND LEASE	10.00	I	12002	115387	1
ISD #544	2020 ANNUAL RENT SPACE LEASE	10.00	I	12002	115387	2
ISD #544	2021 ANNUAL RENT GROUND LEASE	10.00	I	12002	115388	1
ISD #544	2021 ANNUAL RENT SPACE LEASE	10.00	I	12002	115388	2
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	80.93	I	22350	115383	1
INTERSTATE ENGINEERING INC.	PROF. SERV.3/17-3/20/21	162.00	I	37675	115629	1
INTERSTATE ENGINEERING INC.	112 E WASHINGTON STRUCTURAL	1,188.50	I	37675	115375	1
INTERSTATE ENGINEERING INC.	213 W BANCROFT STRUCTURE REV.	990.00	I	37675	115376	1
JOHNSON CONTROLS INC	UPGRADE USTAR KEY SWIPES	6,566.00	J	23030	115427	1
J.H. LARSON ELECTRICAL COMPANY	55V CLEAR LAMP,LED EM. LIGHT	187.00	L	23600	115501	1
LEITCH EXCAVATING INC	RETURN EXCAVATION FEE #2929	300.00	L	48290	115537	1
LOCATORS & SUPPLIES INC	OCT ORANGE NITRILE/MECHANICS G	64.93	L	73000	115530	1
VICTOR LUNDEEN COMPANY	OCTOBER COPY PAPER	850.00	L	82000	115496	1
M-R SIGN COMPANY INC	OCT VAN ACCESSIBLE SIGN	123.20	M	1300	115456	1
MARCO TECHNOLOGIES LLC	LOBBY CAMERAS	5,948.50	M	6220	114144	1



## General

MARCO TECHNOLOGIES LLC	PROGRAMMING 911 FOR 10 DIGIT	1,005.00	M	6220	115638	1
MARCO-FARGO	10/15-11/15 COPIER CONTRACT	374.96	M	6225	115504	1
MEDTOX LABORATORIES INC	SEPT PRE-EMPLOY DRUG SCREEN	94.23	M	13630	115455	2
METRO SALES, INC	09/18-10/17/21 COPIER RENT	152.97	M	15935	115364	1
METRO SALES, INC	09/18-10/17/21 USAGE CHARGE	38.33	M	15935	115364	3
MIDLAND DOOR SOLUTIONS	LIFT STRAP MAIN TERM. SRE BLD	1,030.00	M	20551	115380	1
MINNKOTA ENVIROSERVICES INC	SEPTEMBER SHREDDING	33.00	M	59225	115333	1
NEW HORIZONS ENERGY	OCT ROUNDUP POWER PRO (MICK)	503.10	N	45690	115539	1
NICE THREADS CUSTOM EMBROIDER	OCT/EMPLOYEE AWARD JACKET	173.00	N	47650	115390	1
NYCKLEMOE & ELLIG, P.A.	NOV/RETAINER FEE/OFFICE ALLOW	6,825.00	N	76000	115445	1
OFFICE OF MNIT SERVICES	SEPTEMBER INTERNET USAGE	274.48	O	7465	115289	1
OTTER TAIL COUNTY TREASURER	FORF SHARE/KIRSCH 21011223	39.35	O	38050	115326	1
OTTER TAIL TELCOM	OCT. ADDITIONAL LISTING	10.00	O	49100	115290	4
OTTER TAIL TELCOM	OCTOBER PHONE LINES	199.32	O	49100	115290	2
OTTER TAIL TELCOM	SEPT. LONG DISTANCE	9.21	O	49100	115290	3
POLICE DEPT CONTINGENCY FUND	POSTAGE REFILL	300.00	P	62950	115505	1
POLICE DEPT PETTY CASH	ESTEP BCA TRAVEL MEAL	14.00	P	62952	115334	1
PREMIER CARBIDE SAW & TOOL	OCT ZAMBONI BLADE SHARPENED	55.00	P	75790	115525	1
PREMIER CARBIDE SAW & TOOL	SHIPPING	33.61	P	75790	115525	2
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	2,930.33	P	84000	115600	1
SHI INTERNATIONAL CORP	ADOBE PRO LICENSE RENEWAL	2,040.00	S	40520	115479	1
SHI INTERNATIONAL CORP	ADOBE SIGN LICENSE RENEWAL	552.00	S	40520	115479	2
SPECIALTY SOLUTIONS LLC	LANDSCAPE MIX	885.62	S	46563	115489	2
SPECIALTY SOLUTIONS LLC	SNOW/ICE REMOVAL CHEMICALS	1,951.40	S	46563	115489	1
STEIN'S INC	SQGE BLADE KIT	96.13	S	75000	115488	1
USABLE LIFE	NOVEMBER LIFE INSURANCE	79.20	U	4300	115454	1
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	1,021.40	V	7975	115431	1
WIMACTEL INC	OCTOBER TELEPHONE EXPENSE	132.00	W	47140	115366	1
	F U N D   T O T A L	176,919.83				

## P.A. General

BANKCARD CENTER	SEPTEMBER SEALED ALARM BATTERY	55.98	B	14100	115344	4
COMSTOCK CONSTRUCTION INC	REPAIRS AT CBHH/CANOPY STORAGE	1,083.12	C	36400	115500	1
JOHNSON CONTROLS INC	METASYS SYSTEM UPGRADE -FINAL	7,492.40	J	23030	115540	1
OTTER ELECTRIC LLC	REPLACED BALLASTS RM 118, 102,	163.90	O	22103	115628	1
SUMMIT COMPANIES	REPROGRAM SMOKE DETECTORS CBHH	323.00	S	90400	115603	1
UGSTAD PLUMBING, INC.	ADJUST SHOWER TEMP VALVE	255.00	U	2000	115352	1
UGSTAD PLUMBING, INC.	ANNUAL RPZ TESTING FOR CBHH	320.00	U	2000	115353	1
UGSTAD PLUMBING, INC.	BOILER/GEN CK 10/14/21	85.00	U	2000	115535	1
UGSTAD PLUMBING, INC.	NOVEMBER RETAINER FEE	125.00	U	2000	115446	1
UGSTAD PLUMBING, INC.	REPAIRS HEAT PUMP &RECIRC PUMP	242.83	U	2000	115351	1
	F U N D   T O T A L	10,146.23				

## Regional Treatment Center-City Operated

BANKCARD CENTER	CUDDEBACK DIGITAL RTC	20.00	B	14100	115358	2
	F U N D   T O T A L	20.00				

## Public Library

ADMINISTRATOR'S CONTINGENCY FD	2021 UNCLAIMED PROPERTY	99.90	A	4000	115559	6
BAKER & TAYLOR INC	BOOK PROCESSING	21.07-	B	6000	115497	1
BAKER & TAYLOR INC	BOOKS	215.60	B	6000	115497	2
BANKCARD CENTER	OREGON TRAIL DIGITAL ESCAPE RM	8.62	B	14100	115346	2
BANKCARD CENTER	SEPT SENSORS FOR VIRTUAL REALI	140.00	B	14100	115348	3
BANKCARD CENTER	SEPTEMBER BOOKS	890.76	B	14100	115345	3
BANKCARD CENTER	SEPTEMBER DIGITAL MATERIALS	97.94	B	14100	115345	5
BANKCARD CENTER	SEPTEMBER DVD'S	249.03	B	14100	115348	6
BANKCARD CENTER	SEPTEMBER NOTARY JOURNAL LOG	6.79	B	14100	115349	3
BANKCARD CENTER	SEPTEMBER OFFICE SUPPLIES	119.33	B	14100	115348	2
BANKCARD CENTER	SEPTEMBER OPERATING SUPPLIES	30.41	B	14100	115348	4
BANKCARD CENTER	SEPTEMBER POSTAGE	84.39	B	14100	115345	2
BANKCARD CENTER	SEPTEMBER USA TODAY SUBSCRIPTN	340.15	B	14100	115345	4
HOOPLA	DIGITAL CONTENT	843.30	H	72630	115483	1
VICTOR LUNDEEN COMPANY	FILE FOLDERS 100	10.99	L	82000	115481	1
MIDWEST TAPE EXCHANGE	DVD	23.24	M	24650	115482	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	499.15	P	84000	115600	9
TAG UP	NAME TAGS	12.00	T	10430	115484	1
	F U N D   T O T A L	3,650.53				

## Bigwood Event Center

BANKCARD CENTER	SEPTEMBER BLACK BAGS	21.00	B	14100	115350	3
GREAT PLAINS NATURAL GAS CO	OCTOBER NATURAL GAS EXPENSE	354.09	G	36000	115648	2
OTTER TAIL TELCOM	OCTOBER INTERNET	101.59	O	49100	115290	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	299.76	P	84000	115600	10
SHI INTERNATIONAL CORP	MICROSOFT OFFICE PRO LICENSE	1,636.00	S	40520	115287	1
	F U N D   T O T A L	2,412.44				

## T.I. #IV-8/Eisenhower Property

OTTER TAIL COUNTY TREASURER	REMAINING INCREMENT TIF 4-8	713.65	O	38050	115478	1
	F U N D   T O T A L	713.65				

## Small Cities Development Program

FERGUS FALLS HRA	CDAP-18-0049-O-FY19 #5	373.75	F	42000	115329	1
	F U N D   T O T A L	373.75				

## CDBG/HUD Revolving Loan

## CDBG/HUD Revolving Loan

ADMINISTRATOR'S CONTINGENCY FD	RECORD MORTGAGE/RAINBOW CLEANE	46.00	A	4000	115559	7
	F U N D   T O T A L	46.00				

## P.I.R. Bond and Interest 2005

P.I.R. BOND & INTEREST 2005	2021 DEBT SERVICE TRANSFER	35,060.00-	P	769	115595	2
	F U N D   T O T A L	35,060.00-				

## P.I.R. Bond and Interest 2007

P.I.R. BOND & INTEREST 2007	2021 DEBT SERVICE TRANSFER	131,260.00-	P	771	115596	2
	F U N D   T O T A L	131,260.00-				

## P.I.R. Bond and Interest 2009

P.I.R. BOND & INTEREST 2009	2021 DEBT SERVICE TRANSFER	121,000.00-	P	772	115597	2
	F U N D   T O T A L	121,000.00-				

## P.I.R. Bond and Interest 2012B

P.I.R. BOND & INTEREST 2012	2021 DEBT SERVICE TRANSFER	116,715.00-	P	773	115598	2
	F U N D   T O T A L	116,715.00-				

## P.I.R. Bond and Interest 2019B

P.I.R. BOND & INTEREST 2019	2021 DEBT SERVICE TRANSFER	6,620.00-	P	774	115498	2
	F U N D   T O T A L	6,620.00-				

## Capital Improvement

BOLTON & MENK INC	CONST.SERV. UNION AVE OVERLAY	4,664.00	B	42985	115557	1
CAPITAL IMPROVEMENT FUND	2020 CONTINUING DISC. SERVICES	1,000.00-	C	8000	115330	2
COMSTOCK CONSTRUCTION INC	PAY APP. NO. 5	362,405.99	C	36400	115381	1

## Capital Improvement

COMSTOCK CONSTRUCTION INC	PAY APP. NO.6 DTRF PHASE I	609,697.70	C	36400	115646	1
HOISINGTON KOEGLER GROUP INC	SEP GLACIAL EDGE TRAIL -2021	992.50	H	63097	115392	1
INTERSTATE ENGINEERING INC.	PROF SERV.8/4/2021-10/9/2021	3,483.00	I	37675	115556	1
INTERSTATE ENGINEERING INC.	PROF SERVICE 7/17/21-9/18/2021	2,139.00	I	37675	115555	1
INTERSTATE ENGINEERING INC.	PROF SERVICE 9/5/21-10/9/2021	32,073.20	I	37675	115554	1
LEITCH EXCAVATING INC	BRIDGE PILING EXPLORATORY EXC.	7,270.00	L	48290	115552	1
	F U N D   T O T A L	1,021,725.39				

## P.I.R. Project 2005A

P.I.R. BOND & INTEREST 2005	2021 DEBT SERVICE TRANSFER	35,060.00	P	769	115595	1
	F U N D   T O T A L	35,060.00				

## P.I.R. Project 2007B

P.I.R. BOND & INTEREST 2007	2021 DEBT SERVICE TRANSFER	131,260.00	P	771	115596	1
	F U N D   T O T A L	131,260.00				

## P.I.R. Project 2009

P.I.R. BOND & INTEREST 2009	2021 DEBT SERVICE TRANSFER	121,000.00	P	772	115597	1
	F U N D   T O T A L	121,000.00				

## P.I.R. Project 2012B

P.I.R. BOND & INTEREST 2012	2021 DEBT SERVICE TRANSFER	116,715.00	P	773	115598	1
	F U N D   T O T A L	116,715.00				

## P.I.R. Project 2019

P.I.R. BOND & INTEREST 2019	2021 DEBT SERVICE TRANSFER	6,620.00	P	774	115498	1
	F U N D   T O T A L	6,620.00				

## P.I.R. Projects

## P.I.R. Projects

CAPITAL IMPROVEMENT FUND	2020 CONTINUING DISC. SERVICES	1,000.00	C	8000	115330	1
	F U N D   T O T A L	1,000.00				

## Liquor Store

ALEXANDRIA FREIGHT SERVICE INC	OCTOBER/FREIGHT	149.40	A	19115	115604	1
THE AMERICAN BOTTLING COMPANY	OCTOBER/MIX	407.68	A	31350	115568	1
APPRIZE TECHNOLOGY SOLUTIONS	OCT ADMIN/OPEN ENROLL FEE	539.07	A	78750	115506	1
ARCTIC GLACIER USA INC	OCTOBER/ICE #3603129306	5.95	A	80300	115607	1
ARCTIC GLACIER USA INC	OCTOBER/ICE #3605128707	290.75	A	80300	115617	1
ARTISAN BEER COMPANY	OCTOBER/BEER	1,546.45	A	84725	115407	1
BANKCARD CENTER	SEPTEMBER AMBRACO TWINE POLY	64.55	B	14100	115343	5
BANKCARD CENTER	SEPTEMBER MOOD PANDORA	58.12	B	14100	115343	2
BANKCARD CENTER	SEPTEMBER/MISC PURCHASES	1,929.15	B	14100	115343	4
BELLBOY CORPORATION	OCTOBER/LIQUOR	4,428.00	B	27100	115522	1
BEVERAGE WHOLESALERS INC	OCTOBER/BEER	32,004.63	B	40700	115618	2
BEVERAGE WHOLESALERS INC	OCTOBER/LIQUOR	535.50	B	40700	115618	1
BEVERAGE WHOLESALERS INC	OCTOBER/MIX	259.30	B	40700	115618	3
BEVERAGE WHOLESALERS INC	OCTOBER/WINE	632.80	B	40700	115622	2
BRAUN VENDING INC	OCTOBER/SUPPLIES-WATER	25.00	B	63694	115627	1
BREAKTHRU BEVERAGE MINNESOTA	OCTOBER/BEER	23.20	B	63880	115610	2
BREAKTHRU BEVERAGE MINNESOTA	OCTOBER/FREIGHT	294.93	B	63880	115616	4
BREAKTHRU BEVERAGE MINNESOTA	OCTOBER/LIQUOR	19,239.08	B	63880	115616	1
BREAKTHRU BEVERAGE MINNESOTA	OCTOBER/MIX	309.12	B	63880	115616	3
BREAKTHRU BEVERAGE MINNESOTA	OCTOBER/WINE	2,643.29	B	63880	115616	2
CAYAN	OCT 2021 MONTHLY SERVICE FEES	160.74	C	13160	115480	1
CAYAN	SEPTEMBER 2021 CR CD FEES	12,386.23	C	13160	115385	1
VIKING COCA-COLA BOTTLING CO	NOVEMBER/MIX	376.25	C	26000	115621	1
VIKING COCA-COLA BOTTLING CO	OCTOBER/MIX	240.05	C	26000	115608	1
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	11.30	C	48000	115403	9
DACOTAH PAPER CO	OCTOBER ROLL THERMAL, BAGS	337.25	D	2500	115521	1
DRUMCONRATH BREWING COMPANY	OCTOBER/BEER	162.25	D	46750	115409	1
GREAT PLAINS NATURAL GAS CO	OCTOBER NATURAL GAS EXPENSE	24.58	G	36000	115648	3
H BOYD NELSON INC	OCTOBER/BEER	54,572.72	H	2000	115619	1
H BOYD NELSON INC	OCTOBER/MIX	677.45	H	2000	115619	2
JOHNSON BROTHERS LIQUOR CO	OCTOBER/BEER	51.20	J	22000	115615	2
JOHNSON BROTHERS LIQUOR CO	OCTOBER/FREIGHT	893.34	J	22000	115615	5
JOHNSON BROTHERS LIQUOR CO	OCTOBER/LIQUOR	34,629.78	J	22000	115615	1
JOHNSON BROTHERS LIQUOR CO	OCTOBER/MIX	267.47	J	22000	115615	4
JOHNSON BROTHERS LIQUOR CO	OCTOBER/WINE	8,476.93	J	22000	115615	3
MEDTOX LABORATORIES INC	SEPT PRE-EMPLOY DRUG SCREEN	31.41	M	13630	115455	1
PAUSTIS WINE COMPANY	OCTOBER/WINE	2,056.00	P	23100	115372	1
PEPSI BEVERAGE COMPANY	OCTOBER/MIX	114.29	P	40000	115630	1
PHILLIPS WINE AND SPIRITS CO	OCTOBER/FREIGHT	375.45	P	50001	115614	4
PHILLIPS WINE AND SPIRITS CO	OCTOBER/LIQUOR	19,085.49	P	50001	115614	1
PHILLIPS WINE AND SPIRITS CO	OCTOBER/MIX	72.00	P	50001	115614	3
PHILLIPS WINE AND SPIRITS CO	OCTOBER/WINE	6,061.16	P	50001	115614	2
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	560.06	P	84000	115600	11
SOUTHERN GLAZER'S OF MN	NOVEMBER/LIQUOR	204.00-	S	45004	115577	1
SOUTHERN GLAZER'S OF MN	NOVEMBER/WINE	233.41-	S	45004	115575	1
SOUTHERN GLAZER'S OF MN	OCTOBER/FREIGHT	333.01	S	45004	115406	2
SOUTHERN GLAZER'S OF MN	OCTOBER/LIQUOR	15,659.29	S	45004	115405	1
SOUTHERN GLAZER'S OF MN	OCTOBER/MIX	141.00	S	45004	115449	1

## Liquor Store

SOUTHERN GLAZER'S OF MN	OCTOBER/WINE	3,355.55	S	45004	115406	1
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	51.31	V	7975	115431	15
VINOCOPIA INC	OCTOBER/FREIGHT	10.00	V	17745	115654	2
VINOCOPIA INC	OCTOBER/WINE	384.00	V	17745	115654	1
WINE MERCHANTS INC	OCTOBER/FREIGHT	16.37	W	47405	115408	2
WINE MERCHANTS INC	OCTOBER/WINE	1,208.00	W	47405	115408	1
	F U N D   T O T A L	227,730.49				

## Refuse Disposal

APPRIZE TECHNOLOGY SOLUTIONS	OCT ADMIN/OPEN ENROLL FEE	539.06	A	78750	115506	3
AUTO VALUE - FERGUS FALLS	OCT COUPLERS/TIRE REPAIR/STRIN	23.77	A	89020	115457	1
BANKCARD CENTER	SEPT ND WASTE HAULER DECAL	51.25	B	14100	115358	3
BANKCARD CENTER	2021 LANDFILL OPERATOR-KING	384.34	B	14100	115358	5
BANKCARD CENTER	2021 LANDFILL OPERATOR-NORGREN	384.34	B	14100	115358	4
BANKCARD CENTER	2021 LANDFILL OPERATOR-STOCK	384.34	B	14100	115358	6
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	7.73	C	48000	115403	11
WASTE MANAGEMENT	10/01-10/15/21 PRO SERVICES	2,753.05	D	6175	115492	1
EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	40,231.42	E	46000	115444	2
FASTENAL COMPANY	OCT REFUSE SAFETY VENDING	64.05	F	9200	115550	2
HOME DEPOT CREDIT SERVICES	OCT REPLACEMENT MAILBOX/NUMBER	56.28	H	70435	115382	1
HOUSTON ENGINEERING INC	PROF SERVICE THROUGH 10/2/2021	407.00	H	75500	115553	1
LOCATORS & SUPPLIES INC	OCT KINCO LEATHER PALM GLOVES	33.98	L	73000	115530	2
METRO SALES, INC	09/18-10/17/21 COPIER RENT	16.56	M	15935	115364	7
METRO SALES, INC	09/18-10/17/21 USAGE CHARGE	10.24	M	15935	115364	8
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	6,193.91	P	84000	115600	13
	F U N D   T O T A L	51,541.32				

## Sewage Treatment

APPRIZE TECHNOLOGY SOLUTIONS	OCT ADMIN/OPEN ENROLL FEE	539.06	A	78750	115506	4
BANKCARD CENTER	AUG PVC PIPE,FITTING,	84.12	B	14100	115229	1
BANKCARD CENTER	AUG 6"DIG CALIPER,FEED ST.HEAD	59.94	B	14100	115229	2
BANKCARD CENTER	SEPT CLASSIC LAWN MIX	76.25	B	14100	115229	3
BANKCARD CENTER	SEPT FITTING,COUPLING,NIPPLE	10.73	B	14100	115229	4
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	12.49	C	48000	115403	12
WASTE MANAGEMENT	10/14/21 WASTE DISPOSAL	480.95	D	6175	115493	1
EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	12,843.84	E	46000	115444	7
FASTENAL COMPANY	OCT SEWER SAFETY VENDING	97.94	F	9200	115550	1
GRAINGER INC	OCT V-BELT PULLEY	237.32	G	27900	115430	1
GREAT PLAINS NATURAL GAS CO	OCTOBER NATURAL GAS EXPENSE	314.94	G	36000	115648	4
HANCOCK CONCRETE PRODUCTS CO.	OCT 27" MANHOLE ADJ RINGS	442.00	H	12700	115531	3
HAWKINS INC	OCT ALUMINUM SULFATE LIQUID	5,282.45	H	30000	115558	1
HOME DEPOT CREDIT SERVICES	OCT PIPE/FITTING ORDER TRAVIS	563.89	H	70435	115471	1
LAKES COUNTRY SERVICE COOP	SEPTEMBER RANDOM DRUG SCREEN	29.50	L	13000	115548	1
MARCO TECHNOLOGIES LLC	LOBBY CAMERAS	2,993.05	M	6220	114144	3
METRO SALES, INC	09/18-10/17/21 COPIER RENT	16.56	M	15935	115364	9
METRO SALES, INC	09/18-10/17/21 USAGE CHARGE	10.23	M	15935	115364	10
MN VALLEY TESTING LABS INC	OCT SLUDGE ANALYSIS	802.25	M	59000	115487	1

## Sewage Treatment

NORTH SHORE ANALYTICAL INC	OCT INFLUENT	125.00	N	52615	115528	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	2,568.03	P	84000	115600	15
RMB ENVIRONMENTAL LABORATORIES	OCT ANALYSIS	599.00	R	400	115373	1
R & R READY MIX INC	OCT 4000 EXTERIOR	932.75	R	3700	115490	1
SPEE DEE DELIVERY SERVICE INC	OCT SHIPPING	52.64	S	46670	115428	1
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	117.56	V	7975	115431	17
VIKING INDUSTRIAL CENTER	SEPT GAS ALERT MONITOR	978.04	V	12800	115563	1
VIKING INDUSTRIAL CENTER	SEPT REPLACEMENT 02 SENSOR	189.29	V	12800	115564	1
	F U N D   T O T A L	30,459.82				

## Water

ADMINISTRATOR'S CONTINGENCY FD	OCTOBER REIMBURSE POSTAGE DUE	300.00	A	4000	115559	10
ADMINISTRATOR'S CONTINGENCY FD	VOID CHECK #16617	49.21-	A	4000	115559	9
ADMINISTRATOR'S CONTINGENCY FD	2021 UNCLAIMED PROPERTY	49.21	A	4000	115559	8
APEX ENGINEERING GROUP INC	SEPT TASTE AND ODOR STUDY	388.80	A	78365	115437	1
APPRIZE TECHNOLOGY SOLUTIONS	OCT ADMIN/OPEN ENROLL FEE	539.06	A	78750	115506	5
BANKCARD CENTER	SEPT BOILER RENEWAL C.HAGE	30.00	B	14100	115164	1
BANKCARD CENTER	SEPT CANNING JARS FOR SAMPLES	17.24	B	14100	115318	1
BANKCARD CENTER	2021 MNGFOA ANNUAL CONFERENCE	230.00	B	14100	115350	4
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	11.31	C	48000	115403	13
EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	3,956.50	E	46000	115444	11
FASTENAL COMPANY	OCT WATER SAFETY VENDING	83.88	F	9200	115550	5
FERGUSON WATERWORKS #2516	OCT 1.5"/2" METER REGISTERS	413.74	F	73100	115518	1
FERGUSON WATERWORKS #2516	OCT 1" V4 R900I MACH 10 MTR	800.00	F	73100	115541	1
FERGUSON WATERWORKS #2516	OCT 3/4" COPPER/CLAMP/CORPS	1,490.85	F	73100	115441	1
GOIN' POSTAL FERGUS FALLS	OCT POSTAL FEES	12.68	G	15967	115594	1
GOODIN COMPANY	SEPT BRASS THRD,BUSHING,ADAP.	178.76	G	19000	115336	1
GRAYMONT (WI) LLC.	OCT HIGH CALCIUM QUICKLIME	5,547.90	G	32475	115335	1
GREAT PLAINS NATURAL GAS CO	OCTOBER NATURAL GAS EXPENSE	1,412.00	G	36000	115523	1
HAWKINS INC	OCT CHLORINE 2000# CYL	825.00	H	30000	115560	1
HOME DEPOT CREDIT SERVICES	OCT DAP CLEAR SILICONE STEPHAN	7.47	H	70435	115360	1
HOME DEPOT CREDIT SERVICES	OCT MISC PVC PARTS OAK GROVE C	38.25	H	70435	115356	1
MARCO TECHNOLOGIES LLC	LOBBY CAMERAS	2,993.05	M	6220	114144	2
METRO SALES, INC	09/18-10/17/21 COPIER RENT	16.56	M	15935	115364	11
METRO SALES, INC	09/18-10/17/21 USAGE CHARGE	10.23	M	15935	115364	12
NICE THREADS CUSTOM EMBROIDER	OCT/EMPLOYEE AWARD JACKET	210.75	N	47650	115390	2
NORTH CENTRAL LABORATORIES	SEPT POTASSIUM IODIDE, ACS	594.59	N	51400	115439	1
U.S. POSTMASTER	2022 1ST CLASS PRESORT #292	265.00	P	70000	115524	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	166.93	P	84000	115600	16
RMB ENVIRONMENTAL LABORATORIES	OCT 2ND HALF BACT.MONITORING	110.00	R	400	115440	1
R & R READY MIX INC	SEPT 4000 EXTERIOR	599.63	R	3700	115491	1
SCR SOLUTIONS INC	SEPT LIME SLAKER INSTALL	3,308.75	S	5056	115486	1
VECTOR WINDOWS	SEPT REPLACE MISC PARTS	75.00	V	7780	115565	1
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	107.51	V	7975	115431	19
	F U N D   T O T A L	24,741.44				

## Storm Water

## Storm Water

EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	8,449.08	E	46000	115444	13
HANCOCK CONCRETE PRODUCTS CO.	OCT 3X2 CATCH BASIN/ADJ RINGS	1,524.61	H	12700	115531	1
OTTER TAIL POWER COMPANY	OCT ELECTRICITY/725 W MAPLE	61.46	O	42000	115365	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	34.30	P	84000	115600	17
SPECIALTY SOLUTIONS LLC	OCT LANDSCAPE MIX	885.62	S	46563	115489	3
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	35.01	V	7975	115431	21
	F U N D   T O T A L	10,990.08				

## Equipment

AMERICAN WELDING & GAS, INC	OCT ARGON/CARBON DIOXIDE - OXY	139.06	A	62100	115357	1
AUTO VALUE - FERGUS FALLS	OCT ANAEROBIC SEALER/GASKET SE	20.48	A	89020	115466	1
AUTO VALUE - FERGUS FALLS	OCT CORROSION INHIBITOR (SHOP)	11.99	A	89020	115520	1
AUTO VALUE - FERGUS FALLS	OCT ELECTRICAL TAPE (SHOP)	14.98	A	89020	115461	1
AUTO VALUE - FERGUS FALLS	OCT FLUID FILM CORROSION INHIB	59.99	A	89020	115542	1
AUTO VALUE - FERGUS FALLS	OCT FOAM CANNON (SHOP)	59.97	A	89020	115543	1
AUTO VALUE - FERGUS FALLS	OCT FUEL FILTER (STOCK)	14.40	A	89020	115529	1
AUTO VALUE - FERGUS FALLS	OCT HYD FILTER/HYD FITTINGS	54.18	A	89020	115394	1
AUTO VALUE - FERGUS FALLS	OCT HYD FITTING/FERRULE U-280	87.27	A	89020	115469	1
AUTO VALUE - FERGUS FALLS	OCT HYD FITTINGS UNIT 280	138.18	A	89020	115397	1
AUTO VALUE - FERGUS FALLS	OCT PUSH RETAINERS (SHOP)	6.49	A	89020	115395	1
AUTO VALUE - FERGUS FALLS	OCT SEA FOAM TUNE UP	41.94	A	89020	115434	1
AUTO VALUE - FERGUS FALLS	OCT STARTING FLUID (SHOP)	35.88	A	89020	115474	1
AUTO VALUE - FERGUS FALLS	OCT STEERING COLUMN/SHIFT TUBE	48.98	A	89020	115416	1
AUTO VALUE - FERGUS FALLS	OCT STOCK FILTERS	29.46	A	89020	115473	1
AUTO VALUE - FERGUS FALLS	OCT STOCK FUEL FILTER	14.40	A	89020	115472	1
AUTO VALUE - FERGUS FALLS	OCT STOCK FUSES (SHOP)	45.76	A	89020	115412	1
AUTO VALUE - FERGUS FALLS	OCT STOCK OIL FILTER	15.36	A	89020	115399	1
AUTO VALUE - FERGUS FALLS	OCT STOCK OIL FILTERS	60.24	A	89020	115328	1
AUTO VALUE - FERGUS FALLS	OCT STOCK PARTS ORDER	49.57	A	89020	115398	1
AUTO VALUE - FERGUS FALLS	OCT UTILITY KNIFE BLADES	2.99	A	89020	115323	1
BANKCARD CENTER	AUGUST MASTERCOOL HOSE CRIMPER	149.81	B	14100	115340	2
BANKCARD CENTER	SEPT COLEMAN SEAL SEALER	39.98	B	14100	115340	16
BANKCARD CENTER	SEPT DUAL PRESSURE PUMP -#214	998.08	B	14100	115340	13
BANKCARD CENTER	SEPT EQUIPMENT PARTS UNIT 201	222.52	B	14100	115340	9
BANKCARD CENTER	SEPT FUEL TANK CAP-PACKER	60.13	B	14100	115340	14
BANKCARD CENTER	SEPT MANIFOLD FILTER #495	90.00	B	14100	115340	15
BANKCARD CENTER	SEPT OIL TRANSFER PUMP	695.79	B	14100	115340	8
BANKCARD CENTER	SEPT PAINT GUN REPAIR KIT	64.49	B	14100	115340	3
BANKCARD CENTER	SEPT REPLACE LED HEADLIGHTS	419.97	B	14100	115340	4
BANKCARD CENTER	SEPT SHIFT INTERLOCK SOLENOID	66.86	B	14100	115340	12
BANKCARD CENTER	SEPT SOLID RUBBER TIRE WHEEL	41.60	B	14100	115340	10
BANKCARD CENTER	SEPTEMBER FUEL TANK GAS CAP	4.99	B	14100	115340	7
BANKCARD CENTER	SEPTEMBER SHOP SUPPLIES	17.97	B	14100	115340	5
BANKCARD CENTER	SEPTEMBER TIRE REPAIR	11.68	B	14100	115340	6
BANKCARD CENTER	2086 FUEL	48.00	B	14100	115189	2
BRIAN'S REPAIR & TIRE SERVICE	OCT RIM CLEANING/TIRE REPAIR	313.50	B	64450	115533	1
COOPERS TECHNOLOGY GROUP	OCT MARKERS, TAPE, HIGHLIGHTERS	6.32	C	48000	115403	14
COOPERS TECHNOLOGY GROUP	OCTOBER INDOOR/OUTDOOR CLOCK	20.20	C	48000	115495	1
CRYSTEEL TRUCK EQUIPMENT INC	OCT ADJ RELIEF VALVE	151.58	C	57000	115514	1
CRYSTEEL TRUCK EQUIPMENT INC	OCT PARKER PTO VALVE U-201	168.45	C	57000	115513	1
EQUIPMENT FUND	NOVEMBER EQUIPMENT RENT	1,688.67	E	46000	115444	14
EQUIPMENT FUND	REC NOVEMBER EQUIPMENT RENT	175,070.42-	E	46000	115443	1



## Equipment

JOHN DEERE FINANCIAL	OCT HYD HOSE UNIT 280	435.71	F	7500	115475	1
FASTENAL COMPANY	OCT SHOP SUPPLY VENDING	44.41	F	9200	115550	6
NAPA AUTO PARTS - FERGUS FALLS	OCT FLOOR DRY (SHOP)	90.32	G	12000	115468	1
NAPA AUTO PARTS - FERGUS FALLS	OCT HYD HOSE ADAPTER U-263	11.99	G	12000	115292	1
GOODIN COMPANY	OCT HEATER DUCT 90 ELBOW	15.88	G	19000	115519	1
GROWMARK INC	OCT STOCK OIL ORDER (SHOP)	1,829.30	G	45050	115470	1
HOME DEPOT CREDIT SERVICES	OCT BRINE PLUMBING PARTS U-265	11.58	H	70435	115442	1
HOME DEPOT CREDIT SERVICES	OCT SANDER BRINE PLUMBING PART	25.34	H	70435	115545	1
INLAND TRUCK PARTS COMPANY	OCT BRAKE DRUM/SHOES/HRDWR KIT	1,203.77	I	22120	115389	1
INLAND TRUCK PARTS COMPANY	OCT BRAKE SHOE/HRDWR KIT U-226	850.31	I	22120	115384	1
INLAND TRUCK PARTS COMPANY	OCT SOLENOID CARTRIDGE U-225	128.93	I	22120	115515	1
INLAND TRUCK PARTS COMPANY	OCT 3 LEAF SPRING UNIT 810	261.82	I	22120	115464	1
INTERSTATE BATTERY SYSTEM	OCT STOCK BATTERY ORDER	940.75	I	37610	115467	1
JORGENSONS TOOLS	OCT 20/60V FLEXVOLT BATTERY	220.99	J	32026	115432	1
LAKEWAY EXPRESS LLC	OCT NON OXYGENATED FUEL JASON	79.33	L	14600	115460	1
LAWSON PRODUCTS INC	OCT DRILL BITS/CUT OF WHEELS	122.56	L	32000	115532	2
LAWSON PRODUCTS INC	OCT QUICKPEEL/FLUSH OFF SOLVEN	177.12	L	32000	115532	1
MINNESOTA MOTOR COMPANY	OCT ALT HARNESS CONNECTOR 2049	28.92	M	50000	115458	1
NELSON AUTO CENTER	OCT DR SEATBELT BUCKLE U-43	69.20	N	35475	115400	1
NELSON AUTO CENTER	OCT LEFT HEADLAMP ASSM U-2085	791.83	N	35475	115396	1
NORTHWEST TIRE INC	2092 TIRE REPAIR	59.69	N	62020	115332	1
OTTERTAIL GLASS COMPANY	AUG COMMERCIAL PARTS/LABOR	2,050.00	O	40000	115567	1
PUBLIC UTILITIES DEPARTMENT	OCTOBER PUBLIC UTILITIES	631.16	P	84000	115600	18
ROYAL TIRE INC	AUG STOCK TIRE ORDER	2,211.49	R	64395	115331	1
ROYAL TIRE INC	OCT FS TRANS A/T2 LRE TIRES	488.64	R	64395	115516	1
ROYAL TIRE INC	OCT 11R22.5 BD BDM TIRES	603.20	R	64395	115354	1
SNAP-ON TOOLS CORPORATION	OCT DIGITAL BALL MIC 0-1"	166.80	S	39500	115415	1
SWANSTON EQUIPMENT CO	OCT HYD FILTER UNIT 239	85.09	S	97000	115465	1
UNLIMITED AUTOGLASS LLC	OCT R/R CENTER/RIGHT WINDSHIEL	543.86	U	3748	115393	1
VERIZON WIRELESS	OCTOBER CELL PHONE EXPENSE	82.50	V	7975	115431	22
WALLWORK TRUCK CENTER F.F.	OCT AIR BAG UNIT 241	138.61	W	1000	115511	1
WALLWORK TRUCK CENTER F.F.	OCT AIR TOGGLE SWITCH U-241	30.07	W	1000	115517	1
WALLWORK TRUCK CENTER F.F.	OCT ANTISAIL MUDFLAP FRAME	25.95	W	1000	115361	1
WALLWORK TRUCK CENTER F.F.	OCT BLOWER MOTOR/HARNESS	229.77	W	1000	115433	1
WALLWORK TRUCK CENTER F.F.	OCT BLOWER MOTOR/HARNESS U-266	223.58	W	1000	115463	1
WALLWORK TRUCK CENTER F.F.	OCT BRAKE SHOE KITS (STOCK)	235.32	W	1000	115377	1
WALLWORK TRUCK CENTER F.F.	OCT CB RADIO/ANTENNA UNIT 241	159.85	W	1000	115438	1
WALLWORK TRUCK CENTER F.F.	OCT CREDIT FOR RETURNED U-BOLT	52.42-	W	1000	115436	1
WALLWORK TRUCK CENTER F.F.	OCT LEAF SPRING TOP PLATE U810	14.10	W	1000	115363	1
WALLWORK TRUCK CENTER F.F.	OCT MAIN BEARING KIT UNIT 226	262.48	W	1000	115362	1
WALLWORK TRUCK CENTER F.F.	OCT MAIN BEARING SET UNIT 226	231.30	W	1000	115378	1
WALLWORK TRUCK CENTER F.F.	OCT OIL PAN GASKET UNIT 226	54.53	W	1000	115462	1
WALLWORK TRUCK CENTER F.F.	OCT RADIATOR UNIT 263	555.12	W	1000	115507	1
WALLWORK TRUCK CENTER F.F.	OCT U BOLT KIT UNIT 810	48.42	W	1000	115436	2
WALLWORK TRUCK CENTER F.F.	OCT U-BOLT KIT UNIT 810	52.42	W	1000	115435	1
WALLWORK TRUCK CENTER F.F.	OCT WHEEL SEAL UNIT 241	38.86	W	1000	115512	1
ZIEGLER INC.	OCT OIL SAMPLE KITS	174.00	Z	15000	115459	1
	F U N D   T O T A L	152,153.81-				

## Employees Insurance

LAKES COUNTRY SVC COOP	NOVEMBER HEALTH INSURANCE	155,311.50	L	13050	115612	1
SUN LIFE FINANCIAL	NOVEMBER LIFE INSURANCE	2,832.41	S	90475	115453	1

## Employees Insurance

F U N D   T O T A L	158,143.91				
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## Flexible Benefit Agency

MII LIFE INCORPORATED	2021 FLEX PLAN REIMB	5,299.74	M	850	115551	1
	F U N D   T O T A L	5,299.74				

## PEG Access

CHARTER COMMUNICATIONS	10/26-11/25/21 CABLE	8.89	C	16250	115413	1
DAILY JOURNAL	SEPTEMBER/KIDS SCOOP-FFSP	96.00	D	4000	115411	1
	F U N D   T O T A L	104.89				

## Fergus Falls Convention and Visitor's Bureau, Inc.

BANKCARD CENTER	MACVB ANNUAL MEETING REGISTRAT	150.00	B	14100	115341	4
BANKCARD CENTER	SEPT JORDAN RECEPTION-H.I.C.	88.35	B	14100	115341	5
BANKCARD CENTER	SEPT RESILIENCY FUND CONTRIBUT	20.00	B	14100	115341	3
BANKCARD CENTER	SEPTEMBER ZOOM.US	16.16	B	14100	115341	7
BANKCARD CENTER	2022 GUIDE PLANNING	15.95	B	14100	115341	2
A CENTER FOR THE ARTS	MICRO GRANT AWARD	500.00	C	13250	115424	1
CENTRAL LAKES DUATHLON	MICRO GRANT AWARD	250.00	C	13670	115426	1
COOPERS TECHNOLOGY GROUP	OCTOBER CATALOG ENVELOPES	149.08	C	48000	115371	1
FERGUS FALLS HOCKEY ASSN	4X6 WALL SIGN-SOUTH ARENA	600.00	F	37600	115419	1
GREENSPRING MEDIA GROUP	JUNE MNMO ONLINE AD ROS	300.00	G	36670	115418	1
LEIGHTON BROADCASTING INC	WISSOTA PARTNERSHIP	500.00	L	48150	115422	1
MSP COMMUNICATIONS	FALL WEB ADS & EMAIL	2,200.00	M	2140	115423	1
MEDIA USA ADVERTISING INC	KIOSK AT BIGWOOD EVENT CENTER	595.00	M	13140	115421	1
SPRINT	OCTOBER CELL PHONE EXPENSE	244.98	S	46784	115367	1
STAR TRIBUNE	FALL MN EXPLORER LISTING	290.00	S	52502	115420	1
WISSOTA PROMOTERS ASSOC INC	MICRO GRANT AWARD	250.00	W	48175	115425	1
	F U N D   T O T A L	6,169.52				

T O T A L   A L L   F U N D S	1,580,035.22					
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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 28 DAY OF OCTOBER 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:

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CITY ADMINISTRATOR

-----  
MAYOR

## 10/28/2021 RESOLUTION RECORD

COMM OF FINANCE, TREAS DIV	19.68
FERGUS FALLS HRA	373.75
OTTER TAIL COUNTY TREASURER	753.00
A-1 LOCK & KEY LLC	1,384.74
ARC DOCUMENT SOLUTIONS LLC	207.68
ADMINISTRATOR'S CONTINGENCY FD	653.41
ALEXANDRIA FREIGHT SERVICE INC	149.40
THE AMERICAN BOTTLING COMPANY	407.68
AMERICAN LEGAL PUBLISHING CORP	1,903.69
AMERICAN WELDING & GAS, INC	139.06
SEAN ANDERSON	410.78
APEX ENGINEERING GROUP INC	388.80
APPRIZE TECHNOLOGY SOLUTIONS	2,156.25
ARCTIC GLACIER USA INC	296.70
ARTISAN BEER COMPANY	1,546.45
AUTO VALUE - FERGUS FALLS	836.28
AVESIS THIRD PARTY ADMIN INC	17.98
BCS GROUP, LLC	3,900.00
BAKER & TAYLOR INC	194.53
BANKCARD CENTER	22,163.37
BELLBOY CORPORATION	4,428.00
MARK BERGERUD	300.00
BEVERAGE WHOLESALERS INC	33,432.23
TODD BJERKLIE	169.99
BOLTON & MENK INC	4,664.00
BRAUN VENDING INC	25.00
BREAKTHRU BEVERAGE MINNESOTA	22,509.62
BRIAN'S REPAIR & TIRE SERVICE	313.50
CAYAN	12,546.97
A CENTER FOR THE ARTS	500.00
CENTRAL LAKES DUATHLON	250.00
CHARTER COMMUNICATIONS	191.79
VIKING COCA-COLA BOTTLING CO	616.30
COMSTOCK CONSTRUCTION INC	973,186.81
COOPERS TECHNOLOGY GROUP	258.79
CRYSTEEL TRUCK EQUIPMENT INC	320.03
DACOTAH PAPER CO	1,418.94
DAILY JOURNAL	96.00
WASTE MANAGEMENT	3,234.00
DRUMCONRATH BREWING COMPANY	162.25
EXCEPTIONAL OUTDOOR SERVICES	900.00
JOHN DEERE FINANCIAL	435.71
FASTENAL COMPANY	902.20
FERGUS FALLS DOWNTOWN	1,500.00
FERGUS FALLS HOCKEY ASSN	600.00
FERGUSON WATERWORKS #2516	2,704.59
GALLS LLC	35.56
NAPA AUTO PARTS - FERGUS FALLS	102.31
GOIN' POSTAL FERGUS FALLS	12.68
GOODIN COMPANY	259.72
GRAINGER INC	237.32
GRAND FORKS FIRE EQUIPMENT LLC	120.90
GRANITE ELECTRONICS	137.00
GRAYMONT (WI) LLC.	5,547.90
GREAT PLAINS NATURAL GAS CO	2,350.80
GREENSPRING MEDIA GROUP	300.00
GROWMARK INC	1,829.30
GUARDIAN	3,919.00
H BOYD NELSON INC	55,250.17
PAUL HAARSTAD EXCAVATING LLC	300.00
HANCOCK CONCRETE PRODUCTS CO.	1,966.61

10/28/2021

## R E S O L U T I O N   R E C O R D

HAWKINS INC	6,107.45
HERZOG ROOFING	245.00
HOISINGTON KOEGLER GROUP INC	992.50
HOME DEPOT CREDIT SERVICES	1,329.11
HOOPLA	843.30
HOUSTON ENGINEERING INC	407.00
ISD #544	60.00
INLAND TRUCK PARTS COMPANY	2,444.83
INNOVATIVE OFFICE SOLUTIONS	80.93
INTERSTATE BATTERY SYSTEM	940.75
INTERSTATE ENGINEERING INC.	40,035.70
JOHNSON BROTHERS LIQUOR CO	44,318.72
JOHNSON CONTROLS INC	14,058.40
JORGENSONS TOOLS	220.99
LAKES COUNTRY SERVICE COOP	29.50
LAKES COUNTRY SVC COOP	155,311.50
LAKEWAY EXPRESS LLC	79.33
J.H. LARSON ELECTRICAL COMPANY	187.00
LAWSON PRODUCTS INC	299.68
LEIGHTON BROADCASTING INC	500.00
LEITCH EXCAVATING INC	7,570.00
LOCATORS & SUPPLIES INC	98.91
VICTOR LUNDEEN COMPANY	860.99
MII LIFE INCORPORATED	5,299.74
M-R SIGN COMPANY INC	123.20
MSP COMMUNICATIONS	2,200.00
MARCO TECHNOLOGIES LLC	12,939.60
MARCO-FARGO	374.96
MEDIA USA ADVERTISING INC	595.00
MEDTOX LABORATORIES INC	125.64
METRO SALES, INC	271.68
MIDLAND DOOR SOLUTIONS	1,030.00
MIDWEST TAPE EXCHANGE	23.24
MINNESOTA MOTOR COMPANY	28.92
MN VALLEY TESTING LABS INC	802.25
MINNKOTA ENVIROSERVICES INC	33.00
NELSON AUTO CENTER	861.03
NEW HORIZONS ENERGY	503.10
NICE THREADS CUSTOM EMBROIDER	383.75
NORTH CENTRAL LABORATORIES	594.59
NORTH SHORE ANALYTICAL INC	125.00
NORTHWEST TIRE INC	59.69
NYCKLEMOE & ELLIG, P.A.	6,825.00
OFFICE OF MNIT SERVICES	274.48
OTTER ELECTRIC LLC	163.90
OTTERTAIL GLASS COMPANY	2,050.00
OTTER TAIL POWER COMPANY	61.46
OTTER TAIL TELCOM	320.12
PAUSTIS WINE COMPANY	2,056.00
PEPSI BEVERAGE COMPANY	114.29
PHILLIPS WINE AND SPIRITS CO	25,594.10
POLICE DEPT CONTINGENCY FUND	300.00
POLICE DEPT PETTY CASH	14.00
U.S. POSTMASTER	265.00
PREMIER CARBIDE SAW & TOOL	88.61
PUBLIC UTILITIES DEPARTMENT	13,883.63
RMB ENVIRONMENTAL LABORATORIES	709.00
R & R READY MIX INC	1,532.38
ROYAL TIRE INC	3,303.33
SCR SOLUTIONS INC	3,308.75
SNAP-ON TOOLS CORPORATION	166.80

10/28/2021                    R E S O L U T I O N   R E C O R D

SHI INTERNATIONAL CORP	4,228.00
SOUTHERN GLAZER'S OF MN	19,051.44
SPECIALTY SOLUTIONS LLC	3,722.64
SPEE DEE DELIVERY SERVICE INC	52.64
SPRINT	244.98
STAR TRIBUNE	290.00
STEIN'S INC	96.13
SUMMIT COMPANIES	323.00
SUN LIFE FINANCIAL	2,832.41
SWANSTON EQUIPMENT CO	85.09
TAG UP	12.00
UGSTAD PLUMBING, INC.	1,027.83
UNLIMITED AUTOGLASS LLC	543.86
USABLE LIFE	79.20
VECTOR WINDOWS	75.00
VERIZON WIRELESS	1,415.29
VIKING INDUSTRIAL CENTER	1,167.33
VINOCOPIA INC	394.00
WALLWORK TRUCK CENTER F.F.	2,247.96
WIMACTEL INC	132.00
WINE MERCHANTS INC	1,224.37
WISSOTA PROMOTERS ASSOC INC	250.00

TOTAL OTHER GOVERNMENT                    1,146.43

TOTAL OTHER VENDORS                    1,578,888.79

TOTAL ALL VENDORS                    1,580,035.22