



**City Council Agenda**  
**February 7, 2022**  
**5:30 pm in the City Council Chambers**

Invocation –Pastor Duane Smith, Abundant Life Assembly Church  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
  - 1. Resolution awarding the tree removal and tree trimming services contract to Carr's Tree Service for the years 2022 and 2023
- F. Petitions and Communications
  - 1. Proclamation declaring March and April 2022 as The Big Read Community Reading Program for the City of Fergus Falls
  - 2. Proclamation declaring February 10, 2022 as Giving Hearts Day
- G. Consent Agenda
  - 1. Motion approving the January 18, 2022 City Council meeting minutes and the February 2, 2022 Committee of the Whole meeting minutes
  - 2. Motion approving licenses
  - 3. Resolution approving the 2022 Pebble Lake Golf Course rates
  - 4. Resolution initiating Public Improvement 9508, the RTC Phase III Preservation Project and accepting Stantec's professional services agreement for Phase III design in the amount of \$151,800 (base bid with alternates 4 and 5)
  - 5. Resolution approving the 2022 Community Arena rates
  - 6. Resolution allowing the City of Fergus Falls to submit a grant application to the Otto Bremer Trust on behalf of the NP Park Project, *Project Play: NP Park Fergus Falls*, in partnership with Noon Kiwanis
  - 7. Resolution declaring a 3D printer from the Public Library as surplus equipment and authorizing the transfer of this property to another library within the Viking Library System
  - 8. Motion appointing Pete Wasberg to the Library Board
  - 9. Resolution approving a preliminary and final plat to create a two lot subdivision "Heartland Trust Company" as requested by Interstate Engineering on behalf of 417 Stanton LLC/Heartland Trust Company
  - 10. Resolution approving budget adjustments
  - 11. Resolution approving ARPA Funds-Revenue Replacement
- H. Ordinance and Resolutions
  - 1. Second reading of Ordinance 22, Animals

2. Motion directing the City Attorney to draft ordinances updating the franchise agreements with Otter Tail Power, Great Plains and Lake Region Electric Cooperative and ordinances implementing franchise fees for street lighting and street maintenance projects
3. Resolution accepting the Second Addition to Pebble Hills Estates 100% petition, initiate Public Improvement 8231 and ordering the preliminary engineering report
4. Resolution authorizing entering into a contract with Arthur J Gallagher for \$23,000 to complete a wage and compensation study and to allow for 2022 budget adjustments to pay for the study
5. Resolution authorizing transfer of the real estate located at 522 E Hampden Avenue to the city and approving the quit claim deed
6. Resolution approving a letter of intent and authorizing the drafting of a purchase agreement for the Roosevelt chiller system from the Fergus Falls Public Schools
7. Resolution adopting the Bicycle and Pedestrian Master Plan

I. Presentation of Claims \$4,341,750.99

J. Board, Committee and Department Reports

K. Reports from Staff and Administrative Officers

L. Old Business/Unfinished Business

1. PI 5958, Campus View Estates sidewalk design
2. Update on aquatics center

M. New Business

N. Miscellaneous Announcements

Various city announcements

February 16 7:00 am Committee of the Whole meeting

February 21 President's Day Holiday. Most city offices and facilities closed

February 22 5:30 pm City Council meeting

O. Adjournment

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

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



# Council Action Recommendation

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**Meeting Date:** 2-7-2022

**Subject:** 2022-2023 Tree contractor

**Recommendation:** Award contract for tree removal and tree trimming services for the 2 year period, 2022 and 2023, to Carr's Tree Service.

**Background/Key Points:** There is a large inventory of trees within the city of Fergus Falls both publicly and privately owned. Our tree preservation program includes the on-going Dutch Elm Diseased tree removal program and the annual boulevard tree trimming program. A request for proposals was published in the Daily Journal and posted on the City's website for a contractor to do the majority of this work. A proposal was received by Carr's Tree Service (the only one received) on time and complete. Carr's Tree Service has been the City's tree contractor for the last 3 cycles (6 years) and have provided excellent service.

**Budgetary Impact:** The amount budgeted for professional services for our tree programs for 2022 is \$135,000, this is a significant reduction from our highest budgeted amount of \$180,000 in 2019. We will of course have to remove any tree that is diseased, the reduced budget will affect the amount of trimming work that we'll be able to get done.

A re-cap of trees removed by Carr's in 2021:

Dutch Elm Disease	174
Storm Damage	19
Dead Trees	43
Split/Hollow	18
Road Const./Alley Repair	4

**Originating Department:** Public Works-Forestry Division

**Respectfully Submitted:** Len Taylor

**Attachments:**

# City of Fergus Falls Mayoral Proclamation

WHEREAS, reading for enjoyment and enlightenment can enrich the lives of individuals; and

WHEREAS, reading is a cornerstone of education for people of all ages; and

WHEREAS, democracy needs an informed citizenry and reading is critical to this purpose; and

WHEREAS, a community-wide reading event can encourage the love of reading and growth of understanding; and

WHEREAS, The National Endowment for the Arts, in partnership with Arts Midwest and the Fergus Falls Public Library, have chosen to participate in The Big Read with Thi Bui's book "The Best We Could Do" An Illustrated Memoir of a family's experience of leaving war-torn Vietnam to make a new life in the United States.

WHEREAS, such a reading program can bring people of diverse backgrounds and viewpoints together, through the shared experience of reading, discussing, and exploring the same book.

NOW, THEREFORE, I, Mayor of the City of Fergus Falls, Minnesota do hereby proclaim March & April of 2022 as The Big Read Community Reading Program for the city of Fergus Falls. Encouraging all citizens to become involved by reading "The Best We Could Do" and by participating in community activities related to the reading program.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Fergus Falls, to be affixed this 7th day of February 2022.

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, Mayor

PROCLAMATION

**GIVING HEARTS DAY**

FEBRUARY 10<sup>TH</sup>, 2022

WHEREAS, Giving Hearts Day was started in 2008 by Dakota Medical Foundation and Impact Foundation as the first 24-hour regional giving event of its kind with Alex Stern Family Foundation joining them as a co-host in 2014; and

WHEREAS, Giving Hearts Day is a gateway for citizens to connect to charitable organizations doing important work improving health and quality of life across our state; and

WHEREAS, Dakota Medical Foundation, Impact Foundation, and Alex Stern Family Foundation jointly support the Impact Institute to dramatically improve “friendraising” efforts of nonprofit organizations by equipping them with data-driven resources, training and coaching; and

WHEREAS, last year, more than 42,000 caring donors gave \$22 million on Giving Hearts Day – and since inception, Giving Hearts Day has raised over \$112 million to support regional charities; and

WHEREAS, Giving Hearts Day 2022 includes nearly 550 nonprofit organizations and charitable funds, spans the entire state of North Dakota and northwest Minnesota, and includes 7 nonprofit organizations in our own city of Fergus Falls which are Inspiration Point, Freedom Resource Center, Health Resources Center, LB Homes, A Wife Like Me, Lutheran Brethren Seminary, and the Lake Region Healthcare Foundation, as well as additional organizations with local representatives; and

WHEREAS, our Giving Hearts 2022 goal is to inspire more than 50,000 giving hearts to support charity on Giving Hearts Day, many of whom get to experience the joy of giving for the first time, making us the most generous region on the planet.

NOW, THEREFORE, as Mayor of the City of Fergus Falls, Minnesota, I do hereby proclaim February 10<sup>th</sup>, 2022, GIVING HEARTS DAY in the City of Fergus Falls.

City Council Meeting  
January 18, 2022

The Fergus Falls City Council held a regular meeting on Tuesday January 18, 2022 at 5:30 pm in the City Council Chambers. Pastor Jim Johnson of Calvary Free Church gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm. Council members in attendance were Arneson, Gustafson, Hicks, Fish, Kvamme and Thompson. Rufer participated remotely and Hagberg was absent.

**Approval of Agenda**

A motion and second were made by Gustafson and Arneson to approve tonight's agenda with the addition of a 150<sup>th</sup> anniversary commemorative coin sponsorship (new business) and the motion carried. Hicks left the meeting briefly and did not vote on the items covered in his absence.

**Retirement: Hebert**

Fish offered **Resolution #12-2022** acknowledging the retirement and 20 years of service from Craig Hebert, which was seconded by Arneson and was adopted. Hebert thanked his family, colleagues, friends and fellow fire fighters for their support.

**Consent Agenda**

The following items were approved under **Resolution #13-2022** by Gustafson: Motion approving the minutes from the January 3, 2022 City Council meeting and the January 12, 2022 Committee of the Whole meeting. Motion approving the following licenses: Mechanical CR Plumbing, SKL Inc. (dba Home & Hearth); Excavator Ben Wolden Landscaping; Sign Hanger Sign Guys, Indigo Signworks, Paving Taves Construction (dba Driveway Service); Minnesota Lawful Gambling Permit Otter Tail County Chapter Pheasants Forever raffle on April 9, 2022 at the Eagles Aerie 2339. **Resolution #14-2022** initiating PI 9349, the airport apron crack fill/joint repair project and accepting SEH's professional services agreement for design in the amount of \$23,600. **Resolution #15-2022** accepting SEH's professional services agreement for design in the amount of \$47,100 for PI 9348, the airport fuel system replacement project. **Resolution #16-2022** initiating PI 9350, the airport weather observation system relocation and replacement improvement project and accepting SEH's professional services agreement for design and construction observation in the amount of \$25,800. **Resolution #17-2022** accepting an Airport Coronavirus Response Grant in the amount of \$13,000. **Resolution #18-2022** accepting project plans and specifications and authorizing the advertising of bids for PI 5948, the Campus View Estates project. **Resolution #19-2022** approving an audit engagement letter with BerganKDV for the financial audits for 2021, 2022 and 2023. A motion directing the City Attorney to draft changes to the animal ordinance. **Resolution #20-2022** approving the Memorandum of Agreement (MOA) between the State of Minnesota and Local Governments and authorizing participation in national opioid settlements. The resolution was seconded by Fish and was adopted.

**Ordinance 22, Eighth Series, Animals**

Ordinance 22, Eighth Series, was introduced by Fish and declared to have its first reading.

**RTC Phase III Work Scope**

The council was asked to define the scope of work in Phase III of the RTC project. Once this determination has been made, Stantec can provide an estimate for their professional services. At last

week's Committee of the Whole meeting the council was presented with the estimated base bid of approximately \$1.4 million. A number of alternates were also presented for an additional \$1.4 million. The city only has \$1,714,895.75 to spend on the projects. It was the consensus to define the scope to the base bid items, plus the security measures included in the alternates. At future meetings the council will be asked to approve a professional services agreement with Stantec and authorize the advertising of bids. Kvamme said if projects come in under budget, the Memorial Building needs a new roof and additional funds could be allocated for clean-up. Fish offered **Resolution #21-2022** approving the work scope for the RTC Phase 3 preservation project as the base bid plus security alternates, which was seconded by Kvamme and was adopted.

### **Ordinance 23, Eighth Series, Establishing a Study Period and Moratorium**

City Planner Karin Flom reviewed the request to adopt a 90 day study period and moratorium on the construction, enlargement or expansion of motels, hotels, apartment hotels and permits for the same. Motel 7 has been listed for sale and potential new owners are inquiring about converting the building into apartments or extended stay hotels. Staff cannot answer many of questions because the current code definitions are outdated and need to be revised. The intent of the study period is to allow staff to research the uses of hotel, motel and apartment hotels and provide revisions to the zoning definitions to the Planning Commission and City Council. This will give staff the ability to provide more information to potential developers. Mayor Schierer asked if the Planning Commission could come up with a recommendation at their next meeting and provide their decision to the council and he would like the moratorium to conclude as quickly as possible. Flom said the Planning Commission has five new members who will be meeting for the first time on January 24. They will be discussing the definitions and proposed changes, and she cannot guarantee a recommendation could be made that quickly. She stated there will likely be two Planning Commission meetings in February to have a more comprehensive discussion on this issue and they would provide a recommendation as soon as they could.

Schierer asked if this timeline would affect the redevelopment of the former downtown mill property. He shared his concerns a moratorium could be intended as slowing down a process. Flom stated the developer is aware he needs to complete a rezoning application, which will be followed by a Conditional Use Permit to renovate that structure into a hotel. The developer of the mill property is aware of the process and timeline they will need to initiate, beginning with the rezoning request. City Attorney Rolf Nycklemoe clarified the moratorium will automatically end 90 days after its adoption or by council action. He confirmed a zoning request must be complete prior to a conditional use permit is granted and reviewed the process and timeline for adopting an ordinance and the legal requirement to act on a conditional use permit within 60 days. Kvamme stated he was in favor of revising outdated code language and agreed, although it may seem inconvenient, it is better to follow a process and make the right determination. Fish agreed it is better not to rush a process and did not feel it was fair to ask a new city advisory board to rush into a decision. Hicks felt the timeline could have been expedited and was concerned this additional time would deter potential buyers. He also was opposed to the term moratorium as it implies no. Gustafson asked if there are application processes that can be done parallel with each other. Rufer agreed it is not staff's intent to hamper development, and said the code revisions will help these and future development opportunities. The second reading of the ordinance was adopted with Hicks and Thompson voting in opposition.



### **Strategic Planning RFQ**

Last year the City and Port Authority began conversations to discuss the concept of a strategic framework that focuses on four areas: economic development, community development, infrastructure and land use. Staff was directed to put together Requests for Qualifications (RFQ) to find a planning consultant to help guide this process. The process would be steered by community/local stakeholders and used to develop a usable plan to identify short term priorities and strategies in these areas. The process would include extensive community input that would help develop a long term comprehensive plan. The RFQ document, proposed process and timeline would be provided to the consultant. Gustafson offered **Resolution #22-2022** authorizing staff to issue an RFQ for strategic planning services, which was seconded by Rufer and was adopted. Rufer offered **Resolution #23-2022** recommending the following individuals serve on a selection committee: Mayor, City Administrator, City Planner, Community Development Manager, City Council appointee Tom Rufer, Port Authority President. The resolution was seconded by Arneson and was adopted.

### **Resolution of Accounts**

Hicks asked about charges for snow removal and reminded residents if their sidewalks are not shoveled, the city will contract the work and invoice the property owner. He also asked for an update on the Bigwood Event Center. Bill Sonmor said the two employees have been hired, the first event on the calendar is February and technology upgrades are underway. Fish offered a resolution authorizing the payments and claims in the amount of \$3,084,152.60, which was seconded by Gustafson and was adopted.

### **Board and Commission Appointments**

A motion and second were made by Hicks and Thompson to approve the following board and commission appointments:

Planning Commission: Matt Pesek, Sarah Duffy, Nate Kunde, Beth Monke, Ryan Fullerton

Bicycle and Pedestrian Advisory Committee: Nick Korhonen, Mallory Jarvi

Library Board: Amber Leopold, Matthew Lape

Public Safety: Wade Swenson

The motion was voted upon and carried.

### **150<sup>th</sup> Anniversary Commemorative Coin**

RC Drews requested a \$1,000 donation to sponsor a coin to commemorate the city's 150<sup>th</sup> anniversary. He reviewed the design for both the copper and silver coins that are to be minted. They are looking for seven sponsors to cover the cost of the coins. The 100 silver coins being minted will cost \$40 to produce and will sell for \$45.00 each. 500 copper coins will be cost \$3.50 each and sell for \$6.00 each. All proceeds will go to the Otter Tail County Historical Society. Bill Sonmor explained the city has the legal authority to sponsor community festival events for a historic nature and said the funding would come from the liquor store proceeds. Staff will be coming back to the council with additional updates on the celebration of the founding of the city. Fish offered **Resolution #24-2022** authorizing the expenditure of \$1,000 to be paid from liquor store proceeds to sponsor a 150<sup>th</sup> anniversary commemorative coin, which was seconded by Kvamme and was adopted.

The meeting adjourned at 6:29 pm

*Lynne Olson*



Committee of the Whole Meeting  
February 2, 2022

The Fergus Falls City Council met as a Committee of the Whole on Wednesday February 2, 2022 at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order and the following council members were in attendance: Arneson, Gustafson, Hicks, Fish, Hagberg, Kvamme, Rufer and Thompson.

**Pebble Lake Golf Course Rates**

Kevin Swenson reported on the recent activity at the Pebble Lake Golf Course noting the number of rounds played, youth participating in golf programming and number of visitors are on the rise. The Golf Board is seeking an increase in rates to help offset the rising costs of fuel, equipment, chemicals and maintenance. Members will receive a complimentary range pass to offset the increase. Swenson was thanked for the improvements and management of the golf course. A motion and second were made by Rufer and Arneson recommending the council approve the 2022 Pebble Lake Golf Course rates and the motion carried.

**Airport Manager Update**

Airport Manager Sander Habrakken provided an update on the activities of the airport since taking over management last year. They have spent considerable time making repairs, painting and general cleanup. The city is providing updates to the fuel system and LED runway lighting and the managers are identifying other equipment in need of repair or upgrades. They have added two aircraft for rent, hired a flight instructor and plan to add rental cars soon. Other plans include remodeling the lobby area and purchasing a flight simulator. The managers will begin a nationwide campaign of promoting the airport after the fuel system is complete. Rufer and Arneson complimented the management on the changes their efforts to make the airport more attractive.

**Franchise Fees**

In 2019, the City Council started conversations about the need to invest more funding into our street improvement budget and franchise fees were introduced as a funding mechanism. Staff have been working with Otter Tail Power Company, Great Plains Natural Gas and Lake Region Electric Cooperative to update franchise agreements and impose a franchise fee for the use of the public right of ways to deliver their services. The city has franchise fees with Otter Tail Telcom and Charter that are dedicated for PEG Access. The franchise fees would be collected by the gas and electric utilities and forwarded to the city on a monthly basis. If a 5% franchise fee were imposed, Otter Tail Power estimated their average customer would pay an additional \$50 per year, but the amount would vary depending upon consumption. Customers will be assessed the 5% franchise fee on each utility they use. Ron Spangler from Otter Tail Power confirmed the 5% fee would be charged on all services provided other than the tax. The money collected from the franchise fees would be used for street lighting and street improvement projects. Staff are also recommending the franchise fees be implemented in place of special assessments on street reconstruction projects moving forward. New construction projects would continue to charge special assessments. Fish cited his personal utility bills and felt the estimates were too low. He was opposed to the franchise fees because the increased monthly cost would be too high for those on a fixed income and he felt it was unfair to stop special assessments going forward when people have been paying assessments. City Administrator Andrew Bremseth pointed out only property owners are paying for street improvement currently and franchise fees would be assessed to everyone paying utility bills including renters, non-profits and governmental

units so it is more equitable for those using the streets to help pay for them. The 5% franchise fee would generate an estimated \$984,000 per year. The city would use \$216,000 for the Phase III street lighting while the remaining \$768,000 would be used to fund street improvement projects. This would be in addition to the \$412,000 the city budgets annually for seal coating and mill/overlay projects. Finance Director Bill Sonmor reviewed the city's current method of funding street projects, which includes special assessments, the city paying a share of the tax levy and Municipal State Aid funds. The city has moved to using an appraisal process for reconstruction projects to justify the additional value to a homeowner. The valuations can still be challenged in court and have been lengthy and expensive to contest.

40% of cities in Minnesota have franchise fees and the council was asked to decide if this is the right funding mechanism to use in our city. If it is not, the cities other option is to increase the annual tax levy to provide this level of funding. Mayor Schierer agreed this would be an equitable way to pay for the needed improvements and estimated there would be a 20% increase in taxes to achieve this level of funding. Hicks stated the city needs to focus on fixing our roads and without implementing franchise fees, there will be no affordable way to accomplish this. He also felt franchise fees were a more equitable way for more users of the roadways to participate in the funding of the improvements.

Kvamme asked about the street lighting and it was clarified the Phase I and II street lighting are part of the city's annual budget. Phase III would be an additional \$216,000 per year and a funding source has not yet been identified for this expense. He also inquired about the elimination of special assessments and the burden these assessment places on the affected homeowners. Rufer said his personal estimates for utility consumption are close to the estimates provided by the utility company and expressed his support for a small monthly franchise fee over a large assessment cost. The timeline for moving forward on franchise fees was reviewed. A total of six ordinances will need to be drafted and adopted to update the franchise agreements with each of the three utility companies and to implement the franchise fees for each. A motion and second were made by Hicks and Gustafson to recommend the council direct the City Attorney to draft ordinances updating the franchise agreements with Otter Tail Power, Great Plains and Lake Region Electric Cooperative and ordinances implementing franchise fees for street lighting and street maintenance projects and the motion carried with Fish voting in opposition.

### **Community Arena Chiller**

The Port Authority owns the community arena and the city has been using the school's chiller to make ice at the facility. The existing chiller at Roosevelt does not have the capacity to provide both the necessary cooling of the school buildings and generating ice at the community arena during the summer months. The school plans to purchase and install a new chiller to provide the cooling capacity they need for their building and their plans do not include a connection to the community arena. The school has offered to sell the existing chiller to the city for \$575,000 and feels it has the capacity to generate ice for the regular season as well as extended seasons. The city has \$1.1 million within the Community Arena Fund to fund the purchase. The school is providing for the maintenance/reconditioning of compressors and related equipment to ensure the system is in good working order upon the sale. The system is expected to have a remaining useful life of 25-30 years or more with proper maintenance. The future operation and maintenance of the chiller system would be the sole responsibility of the city and it is anticipated the operating costs of the area will increase due to the staffing needs to operated and maintain systems and programs. These additional costs will be allocated to the user groups according to the existing user agreements. If extended seasons are

provided, the users requesting the additional time would bore the entire cost. Hicks wanted assurance the system has been inspected thoroughly prior to taking possession. Kvamme feels like the city has been backed into a corner to purchase the chiller, but understands it is necessary to purchase this equipment if the arena is to be operational. He asked staff to provide documentation that \$575,000 is a reasonable price for the equipment. Rufer agreed this would be an expensive purchase, but felt the positive economic impact youth sports and year round ice brings to the community is another factor to consider. Gustafson felt this was the best viable option the city has and the city has the funds available to make this purchase. Arneson agreed and felt the purchase should be finalized so the plans for summer ice and programming can begin. A motion and second were made by Fish and Gustafson to recommend the council approve the Letter of Intent and to draft a purchase agreement for the Roosevelt chiller system from the Fergus Falls Public Schools and the motion carried.

### **RTC Phase III Preservation Project**

The work scope for the RTC Phase III Preservation Project was recently determined. Stantec has provided a professional services agreement for the design in this phase of the project. Their \$151,800 fee includes the base bid and alternates 4 and 5 (security efforts and improvements to the Memorial Building). It does not include fees for mold abatement and Stantec needs to consult with DEED to determine the grant eligibility of the associated work items. The city has \$1,714,895.75 available for Phase III and Stantec's professional service fees have been determined to be reimbursable expenses. A motion and second were made by Fish and Kvamme to recommend the council initiate Public Improvement 9508, the RTC Phase III Preservation Project and to accept Stantec's professional services agreement for Phase III design in the amount of \$151,800, and the motion carried.

### **Pebble Hills Estates Second Addition**

The property owners for the Second Addition to Pebble Hills Estate have signed a 100% petition for new water main to serve the new subdivision. The petition meets the requirements of Minnesota Statute 429 and City Code. If acceptable, the Engineering Department will prepare the Preliminary Engineering Report to determine the estimated project cost and method of special assessment for consideration at a future preliminary project hearing. The final plat will be recorded if accepted. Rufer stated he will be abstaining from voting on this issue as a petitioner is a family member. A motion and second were made by Fish and Hicks to recommend the council accept the Second Addition to Pebble Hills Estates 100% petition, initiate Public Improvement 8231 and to order the Preliminary Engineering Report and the motion carried.

### **Zoning Update**

City Planner Karin Flom reported the Planning Commission considered draft language to update the city's zoning ordinance of hotels, motels and apartment hotels. They recommended a number of changes including the deletion of the definitions for apartment hotel and motel; defining the difference between a hotel and extended stay hotels as the presence of cooking facilities are in extended stays, but not hotels; and defining hotel and extended stay hotels focusing on the commercial nature of the establishment as a business and not residential dwelling. The Planning Commission will be hold a special meeting on February 10 to receive public comment on the proposed changes. Hicks suggested the definition of hotel should allow for microwaves and a maximum number of days for a stay be defined for an extended stay. Kvamme asked how these changes would affect those interested in purchasing the Motel 7. Flom said the revisions will help clarify some of the questions that have been posed by potential buyers. After the February 10 hearing, the Planning Commission will submit their recommendations to the council for consideration on February 22.

### **Bike Master Plan Update**

Flom reminded the council the public comment period for the Bicycle and Pedestrian Master Plan has concluded and the council will be asked to approve the plan at their meeting on February 7.

### **NP Park Grant Application**

The city has been working in partnership with the Noon Kiwanis for an updated and ADA compliant playground at NP Park. The club requested the city submit a \$100,000 grant application to the Otto Bremer Trust for this project. A motion and second were made by Arneson and Thompson to recommend the council approve the submission of a grant application to the Otto Bremer Trust on behalf of the NP Park Project and the motion carried.

### **New Business: PI 5958 Sidewalk Design**

City Engineer Brian Yavarow shared the project schematics for PI 5958, the Campus View Estates development. Council members requested a sidewalk be placed along Park Street extending from Fir Avenue to the MN Vets Home and have also asked for a sidewalk system within the development. The city is ready to advertise for bids and must know if the city feels it is prudent to include the extra sidewalks in the bid plans. The additional cost is approximately \$70,000. The grade of the driveways without sidewalks could be problematic with ice and longer wheelbase vehicles and would require retaining walls to be installed. The placement of sidewalks within the development could also impact parking as homeowners cannot park over the walk. Mayor Schierer felt sidewalks are an important part of a community and felt the city should move forward on the plans to include them in the plans. The council was in consensus they would like to bring the topic to the February 7 council meeting for more discussion and a final decision so the bid documents can be completed.

The meeting adjourned at 8:17 am

*Lynne Olson*

FOR COUNCIL MEETING— FEBRUARY 07, 2022

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

Mechanical

Heating Plus

Moe's Plumbing

Jerry's Plumbing

Sign Hanger

JH Signs & Designs

Minnesota Lawful Gambling Permit

Minnesota Deer Hunters Association, Fergus Falls for raffle on March 26, 2022 at the VFW Post 612

**Pebble Lake Golf Club  
2022 Rates**

	Monthly Rate	Yearly Rate	Amount Paid
<b><u>Season Passes</u></b>			
Single	\$ 89.81	\$ 1,077.67	_____
Single -(New Passholder)****	\$ 70.33	\$ 843.91	_____
Single - (19-22 yrs)	\$ 35.87	\$ 430.42	_____
Single - (19-22 yrs New)****	\$ 29.21	\$350.49	_____
Single - (23-29 yrs)	\$ 62.84	\$ 754.05	_____
Single - (23-29 yrs New)****	\$ 51.69	\$ 620.29	_____
Couple	\$ 130.26	\$ 1,563.11	_____
Couple - (New Passholders)****	\$ 96.64	\$ 1,159.66	_____
Junior (10-18)	\$ 20.23	\$ 242.72	_____
Junior - (add on - 10-18 yrs)	\$ 9.56	\$ 114.67	_____
Punch Card - 9-hole	\$ 24.27	\$ 291.26	_____
Punch Card - 18-hole	\$ 38.66	\$ 463.86	_____
<b><u>Driving Range</u></b>			
Season Range Pass Piggy Back		\$ -	_____
Season Family Range Pass		\$ -	_____
Season Range Pass	\$ 20.93	\$ 251.17	_____
Season Range Pass Junior	\$ 6.74	\$ 80.91	_____
<b><u>Handicap Fee</u></b>	\$ 3.33	\$ 40.00	_____
<b><u>Locker Rent</u></b>	\$ 4.17	\$ 50.00	_____
<b><u>Season Cart Rental</u></b>			
Single***	\$ 58.34	\$ 700.11	_____
Couple pass***	\$ 80.82	\$ 969.80	_____
<b><u>Private Cart Fees</u></b>			
Annual Trail Fee*	\$ 47.20	\$ 566.34	_____
Annual Cart Storage**	\$ 29.17	\$ 350.00	_____
Multiple Cart Piggyback	\$ 17.98	\$215.75	_____
Yearly payments must be made in full	<b>Total Amount</b>	<b>Due + Tax</b>	=====

**Passholder Information**

**Name(Primary):** \_\_\_\_\_

**Name(Spouse):** \_\_\_\_\_

**Name(Child):** \_\_\_\_\_

\_\_\_\_\_

**Name(Child):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone-** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

\* Licensed only to purchaser of trail fee

\*\* PLGC is not responsible for security of personal items

\*\*\* Please reserve when calling in for Tee Times to ensure availability

\*\*\*\* One time purchase only

\*Private cart owners and immediate family up to age 18 ONLY can operate private cart with trail fee purchase. Additional trail fees can be purchased for additional operators.

\*PLGC season cart members are the ONLY operators of PLGC carts unless "Couple Pass" is purchased. Only cart member, spouse and family members 16-18 years of age can use cart.

**Mail To:** **Pebble Lake Golf Club, Inc**  
**P.O. Box 772**  
**Fergus Falls, MN 56538**

READ AND UNDERSTOOD: \_\_\_\_\_

## 2022 DAILY GOLF RATES

- 9 HOLE WEEKDAY - \$27
- 9 HOLE WEEKEND /HOLIDAY - \$30
- 9 HOLE WEEKDAY W/ CART - \$40
- 9 HOLE WEEKEND/HOLIDAY W/ CART - \$43
- 18 HOLE WEEKDAY - \$43
- 18 HOLE WEEKEND/HOLIDAY - \$53
- 18 HOLE WEEKDAY W/CART - \$63
- 18 HOLE WEEKEND/HOLIDAY W/CART - \$73
- MONDAY 18 WALK - \$29.95
- MONDAY 18 W/ CART - \$49.95
- TWILIGHT (SEASON DEPENDENT) - \$49.95
- JUNIOR (UNLIMITED GOLF) - \$21
- 9 HOLE PLGC CART - \$11
- 18 HOLE PLGC CART - \$20
- DRIVING RANGE BUCKET - \$5





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

February 2, 2022 – Committee of the Whole  
February 7, 2022 – City Council

**Subject:**

Regional Treatment Center - Phase 3 Preservation Project

**Recommendation:**

- Initiate Public Improvement No. 9508 – RTC Phase 3 Preservation Project
- Accept Stantec's professional services agreement for Phase 3 in the amount of \$206,800.00 (Base Bid & 5 Alternates)

**Background/Key Points:**

Pursuant to recent Council action in regards to the RTC Phase 3 work scope, Stantec is proposing the following design fees for the RTC Phase 3 project:

Base Bid Work Scope: \$130,800.00  
Alternates 1 thru 5: \$76,000.00  
Total Design Fee: \$206,800.00

Similar to past RTC campus projects, Stantec will submit plans to SHPO at the 30-60-90% intervals. Stantec's proposal does not include any fees for Mold Abatement at this time other than solicitation for Request for Proposal. If acceptable, Stantec and staff will also need to consult DEED in regards to grant eligibility of the associated work items.

**Budgetary Impact:**

The City was awarded \$3,500,000 for Phase 2 & 3. The project expenditures to date for the Phase 2 Demolition (P.I. 9506) is \$2,447,035.65. A portion of the Phase 2 expenditures was funded with the initial Phase 1 grant balance of \$661,931.40. The remaining Phase 2 expenditures of \$1,785,104.25 will come from the Phase 2 grant. The unexpended Phase 2 grant at **\$1,714,895.75** has not be allocated to date.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Proposal - Stantec

January 27, 2022

**Mr. Brian Yavarow**

City of Fergus Falls  
112 Washington Avenue West  
Fergus Falls, MN 56537

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

Dear Brian,

Thank you for the opportunity to submit this proposal to provide professional architectural and engineering design and construction phase services for the Fergus Falls RTC Phase 3 Mothballing Project.

We are in receipt of the Master Plan and Reuse Feasibility Report dated July 31, 2021, as prepared by Collaborative Design. This report lists several potential reuse scenarios for the remaining campus buildings.

We understand this project will include additional work to stabilize the exteriors of the buildings and provide interior ventilation to improve the indoor air quality. The buildings included in this project under the base bid are:

- Building 1 – Administration Building – 24,760 SF (4+ stories)
  1. Perform mold survey and mold remediation
  2. Seal doors from Building 1 to the adjacent campus buildings
  3. Remove all temporary wood framing at main stair to allow full access to all floors
  4. Repair/replace exterior aluminum and wood windows
  5. Re-install grounding finial on tower roof
  6. Extend downspouts away from building
  7. Remove invasive vegetation at building foundation
  8. Clean center tower floors
  9. Remove and store all interior doors
  10. Install temporary mechanical ventilation system with exterior wall intake and exhaust louvers in existing window openings where approved by SHPO
  11. Upgrade electrical service from current 200A service as necessary to provide power for new mechanical ventilation system
- Building 22 – East Center Wing – 59,085 SF (4 stories)
  1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
  2. Repair/replace damaged exterior windows
  3. Remove invasive vegetation at building foundation
  4. Repair/replace damaged downspouts with extensions away from building
- Building 23 – East Detached Wing – 63,565 SF (4 stories)
  1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
  2. Repair/replace damaged exterior windows
  3. Remove invasive vegetation at building foundation

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

4. Repair/replace damaged downspouts with extensions away from building
  5. Replace damaged asphalt roof shingles and underlayment
- Building 24 – Northeast Wing – 57,264 SF (4 stories)
    1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
    2. Remove invasive vegetation at building foundation
    3. Repair/replace damaged downspouts with extensions away from building
  - Building 26 – West Center Wing – 52,818 SF (3+ stories)
    1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
    2. Repair/replace damaged exterior windows
    3. Remove invasive vegetation at building foundation
    4. Repair/replace damaged downspouts with extensions away from building
  - Building 27 – West Detached Wing – 59,920 SF (4 stories)
    1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
    2. Repair/replace damaged exterior windows
    3. Remove invasive vegetation at building foundation
    4. Install new EDPM roofing membrane system
    5. Replace damaged asphalt roof shingles and underlayment
    6. Repair/replace damaged downspouts with extensions away from building
  - Building 28 – Southwest Wing – 52,263 SF (3+ stories)
    1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
    2. Repair/replace damaged exterior windows
    3. Remove invasive vegetation at building foundation
    4. Repair/replace damaged downspouts with extensions away from building
  - Building 29 – Memorial Building – 5,904 SF (2 stories)
    1. Excavate and repair ground floor windows; cover with ground-contact rated plywood; restore grade and sod
    2. Repair/replace damaged exterior windows
    3. Remove invasive vegetation at building foundation
    4. Repair/replace damaged downspouts with extensions away from building
    5. Install new asphalt roof shingles



January 27, 2022  
Mr. Brian Yavarow  
Page 3 of 6

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

## **Mold Survey and Abatement**

We will prepare an RFP requesting schedule and fee for this work in Building 1 and send it to the following companies:

Legend Technical Services, Inc.

IHSC

Titan Environmental

The cost for the mold survey and mold remediation is not included in this proposal. The proposals from the three firms listed above will be submitted to the City for review and approval.

## **Alternates Work Scope**

- Building 23 – East Detached Wing – 63,565 SF (4 stories)
  1. Replace all roof shingles and underlayment with new asphalt roof shingles and underlayment as approved by SHPO
- Building 27 – West Detached Wing – 59,920 SF (4 stories)
  2. Replace all roof shingles and underlayment with new asphalt roof shingles and underlayment as approved by SHPO
  3. Repair/replace damaged face brick and stone at west and east walls
- Buildings 1, 22, 23, 24, 26, 27, 28, and 29
  4. Interior security system with motion detectors at 28 exterior doors.
    - a. Electrical scope of work will include motion detection at all exterior doors entering the buildings.
    - b. Stantec will work with and coordinate with a security vendor James Anderson with Core4 Technologies to coordinate design and select product requirements for the intrusion detection system.
    - c. It is assumed that the intrusion detection system will include battery powered and wireless devices because power and data is not readily available in the buildings.
    - d. During the site visit as part of the General Electrical Scope, Stantec will coordinate with the Security vendor James Anderson with Core4 Technologies and have them attend the site visit to discuss the intrusion detection system options.
  5. Exterior security cameras (15) mounted on street light poles and north side of Building 1 to monitor the “inside face” of Buildings 1, 22, 23, 24, 26, 27, 28, and 29
    - a. Electrical Scope of work will include CCTV cameras located on existing street lighting poles located around the perimeter of the buildings.
    - b. Stantec will work with and coordinate with a CCTV vendor to coordinate design and select product requirements for the CCTV system.
    - c. It is assumed that the CCTV system will include wireless CCTV cameras because data is not readily available at the site.
    - d. If a wired CCTV camera system is required, a whole new conduit system with handholes next to each lighting unit would be required. This could be included for

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

- additional services. (It may be physically impossible to pull additional wiring in with existing conduits)
- e. The new wiring will include an additional 3 wires to feed constant power to the lighting units to provide non-switched power to the CCTV cameras. (It may be physically impossible to pull additional wiring in with existing conduits)
  - f. Stantec has made the assumption that the existing conduit is large enough to accommodate the extra wires required to power the cameras.
  - g. During the site visit as part of to the General Electrical Scope, Stantec will coordinate with the CCTV vendor James Anderson with Core4 Technologies and Mike Moonen with Hanwha Techwin and have them attend the site visit to discuss the CCTV system.

Building 23 Alternate No. 1 design and bidding services will be performed for a lump sum fee of \$9,000.00.

Building 27 Alternate No. 2 design and bidding services will be performed for a lump sum fee of \$9,000.00.

Building 27 Alternate No. 3 design and bidding services will be performed for a lump sum fee of \$36,000.00.

Buildings 1, 22, 23, 24, 26, 27, 28, and 29 Alternate No. 4 design and bidding services will be performed for a lump sum fee of \$10,000.00.

Buildings 1, 22, 23, 24, 26, 27, 28, and 29 Alternate No. 5 design and bidding services will be performed for a lump sum fee of \$10,500.00

Reimbursable expenses for these alternates will include mileage and printing/reproduction costs and are estimated to be no more than \$1,500.00.

**Design and Bidding Phases**

1. Schedule and facilitate a project kick-off meeting with City staff to verify project work scope and project schedule.
2. Site visit(s) to field verify existing conditions at Buildings 1 through 29 as included in the base bid and alternates work defined above.
3. Prepare preliminary opinion of probable construction costs.
4. Submit mothballing/construction documents to the City and SHPO for review and comment at 30%, 60%, and 90% complete. We will incorporate all comments received from the City and SHPO into the documents.
5. Print drawings and specifications (bidding documents) – provide PDF copy of each.
6. Advertise project per bidding requirements.
7. Contact potential bidders to alert them to this project.

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

8. Upload bidding documents to QuestCDN.
9. Maintain bidders list.
10. Respond to bidders' questions.
11. Issue addenda to bidding documents, if required.
12. Organize, coordinate, and lead pre-bid conference.
13. Attend bid opening and prepare bid tabulation.
14. Evaluate bids and prepare letter of contract award recommendation.
15. Prepare contracts, based on direction from City.

Items 1 through 15 above include the base bid project scope defined above and will be performed for a lump sum fee of \$128,000.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$2,800.00.

The alternates noted above will be performed for a total lump sum fee of \$74,500.00. Reimbursable expenses for the alternates will include mileage and printing/reproduction costs and are estimated to be no more than \$1,500.00.

**Construction Phase**

1. Provide construction contract administration and communication with City staff.
2. Schedule and facilitate the pre-construction conference.
3. Review contractor submittals and shop drawings for compliance with construction documents.
4. Conduct bi-weekly construction progress meetings.
5. Process requests for information, issue contract clarifications, process change orders.
6. Review and provide status of contractor submitted progress schedules.
7. Process contractors' pay requests.
8. Provide bi-weekly construction observation during construction in conjunction with weekly construction progress meetings and submit architectural field report.
9. Provide substantial completion inspection and punch list for contractor and issue certificate of substantial completion.
10. Provide final inspection and punch list for contractor.
11. Review final submittal from contractor with respect to conformance with contract documents.
12. Provide and verify record drawings (as-builts) based upon contractor's mark-up and field observation; verify receipt of all owner's manuals/documentation.
13. Process final pay requests and project closeout.

We anticipate the construction phase for this work will require approximately 4 months. We propose to complete the construction phase work for an hourly not-to-exceed fee of \$38,500.00.



January 27, 2022  
Mr. Brian Yavarow  
Page 6 of 6

**Reference: Fergus Falls Regional Treatment Center (RTC) Phase 3 Mothballing Proposal**

This will include contract administration, shop drawing reviews, periodic site visits, and construction engineering, plus Reimbursable Expenses. Reimbursable expenses are estimated at no more than \$7,000.00.

Reimbursable expenses include such items as mileage, postage, and printing/reproduction.

Should you wish to discuss any of the above information in further detail, please give me a call.

Respectfully yours,

**Stantec Architecture Inc.**

A handwritten signature in blue ink that reads 'Bruce P. Paulson'.

Bruce P. Paulson  
Senior Project Manager/Architect  
Phone: (612) 712-2108  
Cell: (651) 492-9089  
Bruce.paulson@stantec.com

CC: File





## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 7, 2022

**Subject:** 2022 Community Arena Agreements - Exhibit A

**Recommendation:** Approve Exhibit A for the Community Arena user agreements.

**Background/Key Points:**

The following is the payment section from the Community Arena user agreements:

Payment. Grantee agrees to pay to the Grantor an annual user fee in the amount as determined by Grantor through Grantor's annual budgeting process. The annual user fee during the initial term of this Agreement is set forth on the attached EXHIBIT A. Grantee agrees to pay the annual user fee on a monthly schedule which shall be due and payable on or before the first day of January, February, March, October, November, and December of each year during each term of this Agreement. The annual fee to be paid by Grantee to Grantor is based upon the minimum hours of arena and facility use for each vendee listed in paragraph 6 below. The Grantee agrees to pay to Grantor an annual user fee for all renewal terms in such amounts as determined by Grantor through Grantor's annual budgeting process.

**Budgetary Impact:** The 2022 Community Arena user fees are calculated according to the agreements and are included within the revenues of the 2022 budget.

**Originating Department:** Finance

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

**Attachments:** Community Arena Agreement Exhibit A

**Exhibit A**

Licensee shall have the right to use the Facilities for the costs as noted below:

Season: January 1, 2022 - March 31, 2022 and October 1, 2022 - December 31, 2022

2022 Community Arena Expenditure Budget \$379,210

<u>Organization</u>	<u>Percent of Funding</u>	<u>Annual User Fee</u>	<u>Monthly Payment</u>
ISD #544	33.00%	\$125,139	\$20,857
Fergus Falls Hockey Association	38.00%	144,100	24,017
Fergus Falls Skating Club	11.50%	43,609	7,268

**Notices:**

City of Fergus Falls  
Attn: City Administrator  
112 West Washington Avenue  
Fergus Falls, MN 56537

Independent School District No. 544  
Attn: Business Manager  
601 Randolph Avenue  
Fergus Falls, MN 56537

Fergus Falls Hockey Association  
Attn: President  
P.O. Box 691  
Fergus Falls, MN 56538

Fergus Falls Figure Skating Club  
Attn: President  
P.O. Box 931  
Fergus Falls, MN 56538



# Memo

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Page 1 of 1

**Meeting Date:**

February 2, 2022- Committee of the Whole

**Subject:**

Otto Bremer Trust NP Park Grant Application

**Recommendation:**

Pass a resolution allowing the City of Fergus Falls to submit a grant application to the Otto Bremer Trust on behalf of the NP Park Project, *Project Play: NP Park Fergus Falls*, in partnership with Noon Kiwanis.

**Background/Key Points:**

NP Park, in the center of Fergus Falls, hasn't been updated in over 20 years. In addition, NP Park is not ADA compliant. The main focus of the NP Park project is to make the park accessible and incorporate inclusiveness within the design that provides all children access to play side-by-side in the heart of Fergus Falls.

**Budgetary Impact:**

The City of Fergus Falls will request approximately \$100,000 from the Otto Bremer Trust. There is no match requirement.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:** February 7, 2022

**Subject:** Divestment of old 3D printer

**Recommendation:** The recommendation is to give the 3D printer to another member library in Viking Library System. Making this technology widely available to the public increases opportunities for learning and innovation. If this is available at another member library, it allows us to collaborate on classes and projects.

**Background/Key Points:**

This is the library's old 3D printer. It is a Zortrax M200. It includes ABS filament (the plastic it uses), and an extra heated platform.

Approximately 7 years old.

It is in working condition. It does take quite a while longer than it should to heat up, and can be inconsistent. The heater and possibly the entire extruder may need to be replaced. It also requires a plug adapter for the HEPA filter, as it is a European plug.

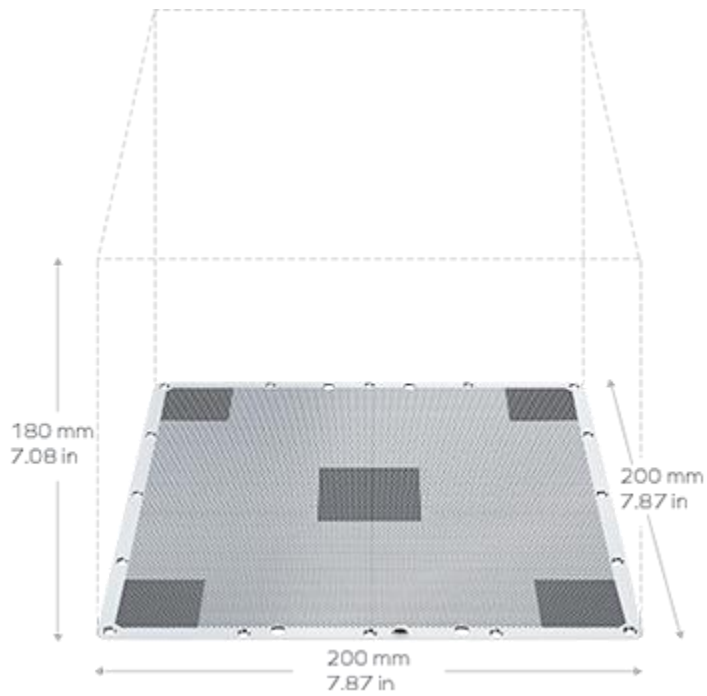
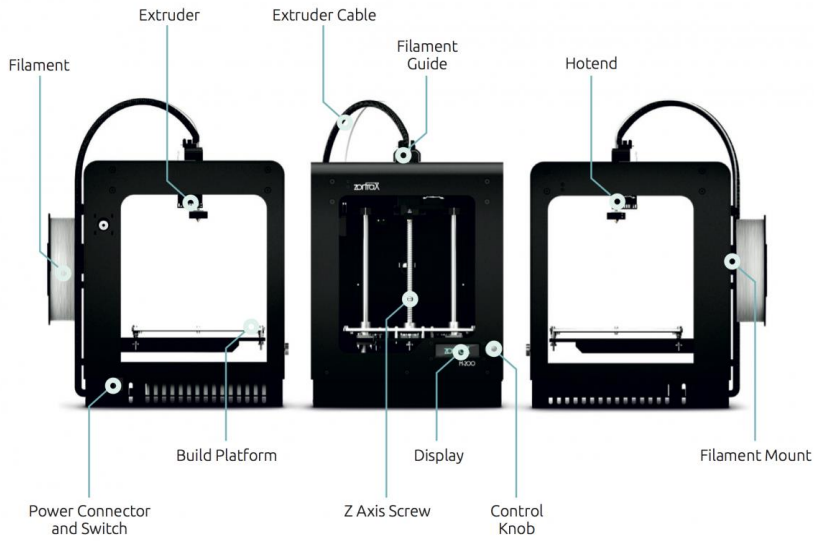
**Budgetary Impact:** None.

**Originating Department:** Fergus Falls Public Library

**Respectfully Submitted:** Gail M. Hedstrom

**Attachments:** See below

# OVERVIEW





# Council Action Recommendation

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Page 1 of 1

**City Council Meeting Date:** February 7, 2022

**Subject:** Preliminary and Final Plat of Heartland Trust Co. (P-2022-1 and F-2022-1)

**Recommendation:** Adopt a resolution approving the preliminary and final plat for Heartland Trust Company as requested by Interstate Engineering on behalf of 417 Stanton LLC/Heartland Trust Company and recommended by the Planning Commission.

**Background/Key Points:** Property owner 417 Stanton LLC/Heartland Trust Company (Interstate Engineering, applicant) is requesting a combined preliminary and final plat approval of "Heartland Trust Company," a two lot, one block subdivision, a replat of Lots 4 and 5 and part of Lot 3, Block 24 of the Original Plat of Fergus Falls and Part of Reserve Lot 73 of the Plat of Reserves in Fergus Falls.

The purpose of the replat is to more accurately reflect the site conditions and placement of buildings to facilitate a sale of lots to different parties. The boundaries of five parcels are affected (Parcel ID numbers: 71003990339000, 71003990362005, 71003990362001, 71003990362000, 71003990362006). The properties in the plat area are zoned I-2, General Industrial. Adjacent parcels are zoned R-4, Multiple Family Residence District; B-3, General Business; and other adjacent parcels are also I-2.

The plat includes dedicated right-of-way to continue "Oak Street" further south. The City has informed the applicant that south of Stanton Avenue, Oak Street will remain undeveloped. No maintenance or snow removal will take place by the City and this will remain the responsibility of the property owners. The applicant has also been informed a fence within the right-of-way will remain.

The Planning Commission voted at its January 24, 2022 meeting to recommend approval of the preliminary and final plat.

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 January 24, 2022 Planning Commission Meeting Packet.

**Budgetary Impact:** None

**120-Day Decision Deadline (MN Statute):** April 20, 2022

**Originating Department:** Community Development

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

**Attachments:** Heartland Trust Company Preliminary & Final Plat





**PLANNING COMMISSION MINUTES**  
**January 24, 2022**

The Fergus Falls Planning Commission held a regular meeting on January 24, 2022 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). Introductions were done for the new PC members.

- √ Laurel Kilde, Acting Chair
- √ Sarah Duffy
- √ Ryan Fullerton
- √ Nate Kunde
- √ Kelsee Macintosh-Ellig
- √ Beth Monke
- √ Matt Pesek

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 was Mike Fletchall (Interstate Engineering).

APPROVAL OF MINUTES

The minutes of the November 22, 2021 meeting were reviewed and Acting Chair Kilde entertained a motion to approve the minutes. It was so moved by Commissioner Macintosh-Ellig and seconded by Commissioner Kunde. Passed unanimously.

PRELIMINARY AND FINAL PLAT TO CREATE A TWO LOT SUBDIVISION “HEARTLAND TRUST COMPANY.” REQUESTED BY INTERSTATE ENGINEERING ON BEHALF OF 417 STANTON LLC / HEARTLAND TRUST COMPANY.

Acting Chair Kilde asked City staff to explain the request. Karin Flom stated an application has been submitted to the City of Fergus Falls by Interstate Engineering on behalf of 417 Stanton LLC (Heartland Trust Co.) for a two lot subdivision. The subject properties are located in the 400 block of Stanton Avenue West between Vine Street and Oak Street. The proposed replat affects the boundaries of five parcels and extends the dedicated right-of-way Oak Street. Redevelopment plans are not known at this time.

Karin explained an aerial map of the area. The replat is necessary to more accurately reflect the site conditions such as the placement of buildings and facilitate multiple new owners of different lots. Karin explained the surrounding uses in the area including residential dwelling, a mechanic shop, a credit union, and the railroad.

Karin explained that the subject properties are zoned I-2, General Industrial. The adjacent parcel to the west of the plat area is R-4, Multiple Family Residence District. Across Stanton Avenue to the north and the adjacent parcel to the east is B-3, General Business. The parcels to the south belong to the railroad and are zoned I-2, General Industrial. Between the railroad and the residential properties are two other properties zoned I-2.

Karin explained a diagram of the area and identified the proposed changes to the current parcel boundaries and the dedicated public right-of-way as a continuation of Oak Street. In addition to the right of way, there is a private ingress/egress easement. Karin mentioned that the width of the dedication is less than usually required but the City Engineer approved it in this instance. Karin also explained the plat has a “descriptive gap” in the boundaries because the feature in the legal descriptions (a railroad spur) no longer exist.

Karin explained for the new Planning Commission members that the notice for the public hearing is published in the Daily Journal and a copy of the notice is mailed to property owners within 350’ of the request. City staff received one inquiry from neighboring property owner, Gary Spies who requested more information. Staff summarized this case is a replat and would result in two lots with additional right-of-way for Oak Street. Staff informed him that the reason for the request is to facilitate sale of the properties to different owners and that redevelopment plans for the property are not known at this time. After the staff explanation, he had no other

comments or questions. Karin also explained the staff comments and said the City has informed the applicant that south of Stanton Avenue, Oak Street will remain undeveloped. No maintenance or snow removal will take place by the City and this will remain the responsibility of the property owners. The applicant has also been informed a fence within the right-of-way will remain.

Karin stated based on the findings in the staff report, staff recommend approval of the preliminary and final plat. Karin reminded the new Planning Commission members that they do not need to accept the staff recommendation.

Public Hearing to Consider a Request to Create a Two Lot Subdivision “Heartland Trust Company.” Requested by 417 Stanton LLC / Heartland Trust Company was open to the Public at 5:42 PM.

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

Mike Fletchall, Interstate Engineering, added that the plat would allow for individual addressing of the different properties on the site.

Acting Chair Kilde closed the public hearing at 5:43 PM, and brought the meeting back to the Planning Commission for discussion.

Commissioner Macintosh-Ellig made a motion to approve the preliminary and final plat “Heartland Trust Company” with the proposed findings as presented. It was seconded by Commissioner Fullerton. Passed unanimously.

#### HOTEL DEFINITIONS ORDINANCE UPDATE

Karin explained that this ordinance update was the result of questions about the potential reuse of the former Motel 7 property located at 616 Frontier Drive. Developers have asked if it could be turned into apartments or an extended stay hotel. Apartments would require the property to be rezoned. An extended stay hotel is not currently allowed under the zoning code as those facilities tend to have kitchen facilities which are prohibited in our code in a hotel. City Council passed a 90-day moratorium and study period on the construction and permits for motels, hotels, and apartment hotels on January 18, 2022.

Karin presented the background memo provided in the packet which included the current definitions; allowable districts for apartment hotels, hotels, and motels; and the proposed new definitions. Karin answered questions from Planning Commission members about where these uses are allowed currently and where those zones are located and the process for conditional use permits. Community Development Manager Klara Beck clarified when asked by Acting Chair Kilde about the flour mill redevelopment project’s timeline and stated that the ordinance update process would be complete, or the moratorium would have expired, by the time that project would be ready to apply for a conditional use permit. Karin mentioned that the rezoning for the former mill property was received the week before and that case would be heard on February 28.

The Planning Commission agreed with removing the definition of apartment hotel; differentiating a “hotel” and “extended stay hotel” by the presence of kitchen facilities; and not changing where these uses are considered permitted or conditional. The Planning Commission requested that the definition of “motel” be deleted entirely and that in the context of the extended stay hotel a definition be added for “complete kitchen.” Commissioner Macintosh-Ellig pointed the Planning Commission to sample language from the Minneapolis ordinance which included a definition of a complete kitchen. Commissioner Macintosh-Ellig made a motion to approve the ordinance update with the changes discussed and send it to the City Council. It was seconded by Commissioner Duffy. Passed unanimously.

It was noted if the Planning Commission needed to hold a second meeting in a February for the ordinance update, members would be notified via e-mail to find a time and date that would work.

#### STAFF UPDATE

Karin began by thanking the 2021 members of the Planning Commission. She mentioned that since there were

many new members it may be worthwhile to look at the start time of the Planning Commission meeting to an earlier time. After discussion the PC decided to move their meetings to 5:15 PM.

Karin explained that the PC would need to elect officers and an HPC liaison at the February meeting. Nominations would be presented at the next meeting for a vote. Karin would follow up via e-mail about the roles of the officers and a nomination form.

Commissioner Macintosh-Ellig provided an update on the joint subcommittee created to study zoning ordinance change for group living situations. Karin stated that she will be working with the City Attorney and city staff on finalizing the subcommittee's recommendations for adding "transitional housing" as a conditional use in residential zones.

The next regular meeting will be on Monday, February 28, 2022 at 5:15 PM.

The meeting adjourned at 6:36 PM.

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City Planner

DRAFT



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 7, 2022

**Subject:** 2021 & 2022 Budget Adjustments

**Recommendation:** Please approve the proposed adjustments to the 2021 & 2022 budgets.

**Background/Key Points:**

- 2021 – Reclassify \$6,945 from the General Fund benefits owed budget to the Library operations benefits owed budget for 2021 benefits owed upon retirement.
- 2021 – Carry forward \$3,800 from the 2020 Library operations budget to the 2021 budget for donations received for the website design & implementation.
- 2022 - Increase the Police forfeiture revenue and expenditure budgets for the receipt of forfeitures - \$5,279.25.
- 2022 - Carry forward the 2021 unexpended Forestry budget for tree trimming and removal - \$5,260.

**Budgetary Impact:** The 2021 & 2022 budgets will be adjusted accordingly.

**Originating Department:** Finance

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

**Attachments:**

None



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 7, 2022

**Subject:** American Rescue Plan Act

**Recommendation:**

The City Tax Levy Committee recommends approval of a resolution to elect the standard allowance available under the revenue loss provisions of the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act.

**Background/Key Points:**

Congress adopted the American Rescue Plan Act (ARPA) in March 2021. The City of Fergus Falls will receive \$1,507,439 from ARPA. The first half payments were received by the City in July and November 2021. The City will receive the second half in July 2022.

In May 2021, the US Department of Treasury (Treasury) published the Interim Final Rule describing eligible and ineligible uses of the funds. On January 6, 2022, Treasury issued the final rule, which offers a standard allowance for revenue loss of up to \$10 million allowing the City to select between a standard amount of revenue loss or complete a full revenue loss calculation.

City staff and the City Tax Levy Committee recommend the City Council select the standard allowance, which will allow the City to use the full award of \$1,507,439 for government services and report to Treasury under streamlined reporting requirements.

**Budgetary Impact:** The ARPA funds of \$1,507,439 will be available to respond to and mitigate the effects of COVID-19. The Tax Levy Committee will continue to review and recommend uses for the funds.

**Originating Department:** Finance

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

**Attachments:**  
Resolution

# Resolution to Elect the Standard Allowance under the Revenue Loss Provision of ARPA, LMC Model Resolution

*League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney.*

## CITY OF FERGUS FALLS RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

**WHEREAS**, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

**WHEREAS**, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

**WHEREAS**, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

**WHEREAS**, \$1,507,439 has been allocated to the City of Fergus Falls (“City”) pursuant to the ARPA.

**WHEREAS**, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

**WHEREAS**, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

**WHEREAS**, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

**WHEREAS**, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

**WHEREAS**, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FERGUS FALLS, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$1,507,439 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.**

Adopted by the City Council of \_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 22, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS  
FALLS, MINNESOTA, AMENDING PARTS OF  
CHAPTER 91, ANIMALS, OF THE CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 91.02, Dogs and Cats, is hereby amended in its entirety to read as follows:

**§ 91.02        DOGS AND CATS.**

(A) *Running at large prohibited.* It shall be unlawful for a dog or cat of any person who owns, harbors, or keeps a dog or cat, to run at large. A person, who owns, harbors, or keeps a dog or cat which runs at large shall be guilty of a misdemeanor. Dogs or cats on a leash and accompanied by a responsible person or accompanied by and under the control and direction of a responsible person, so as to be effectively restrained by command as by leash, shall be permitted on streets or on public land unless posted with signs indicating dogs or cats are prohibited.

(1) Confining dogs or cats by electronic control measures such as an "invisible fence" with an electronic collar is permitted which shall only be used in the rear yards of lots so that the animal cannot appear to be free to threaten or upset people who may be using the public sidewalks or streets fronting the lot. If the electronic restraint is not sufficient to confine a dog or cat to the rear yard of the property, and the animal is found to have crossed beyond the electronic barrier, then the electronic confinement shall no longer be considered adequate for that animal, and the animal must be restrained by physical means such as by leash or cable.

(B) *License required for dogs and cats.*

(1) All dogs and cats over the age of six months kept, harbored, or maintained in the city shall be licensed and registered with the city. For each dog or cat required to be registered and licensed, the owner must complete an application for license providing the owner's name and address and the name, breed, color, and sex of the dog or cat. No license shall be granted for a dog that has not been vaccinated against rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the dog is vaccinated.

(2) Upon providing a complete application, the required rabies vaccination certificate, and payment of the license fee the City Administrator shall issue to the owner a license certificate and metallic tag for each dog or cat licensed. The tag shall have stamped on it the year for which it is issued and the number corresponding with the number on the dog or cat license certificate. Every owner must provide each dog or cat with a collar to which the license tag must be affixed, and shall see that the collar and tag are



constantly worn by each dog or cat. In case a tag is lost or destroyed, a duplicate tag shall be issued by the City Administrator upon payment by the owner of the duplicate tag fee. Tags are not transferable from one dog or cat to another and no refunds will be made on any license fee or tag because of the death of a dog or cat or the owners leaving the city prior to the expiration of the license period.

(3) The licensing provisions of this subdivision (B) shall not apply to dogs or cat whose owners are nonresidents temporarily within the city, nor to dogs or cats brought into the city for the purpose of participating in any dog or cat show. Documented service dogs do not require a license.

(4) The funds received by the City Administrator from all licenses and metallic tags fees shall first be used to defray any costs incidental to the enforcement of this chapter; including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of dogs or cats.

(C) Dogs and Cats

(1) *Number allowed per dwelling unit.* It shall be unlawful for any person, or a combination of any persons who reside at a residence, to own, harbor or keep more than three (3) dogs or three (3) cats or more than a combination of four (4) dogs and cats at any dwelling unit. This section (C)(1) does not apply to a fresh litter of pups or kittens which may be kept for a period of three (3) months before that keeping shall be deemed to be a "kennel".

(2) *Kennels.*

(a) *Definition of kennel.* The keeping of more than three (3) dogs or three (3) cats or more than a combination of three (3) dogs and cats at a residence or dwelling unit whether owned by the same person or not and for whatever purpose, shall constitute a "kennel", except that of a fresh litter of pups or kittens which may be kept for a period of three months before that keeping shall be deemed to be a "kennel".

(b) *Kennel as a nuisance.* Because kennels may cause discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation of premises they are hereby declared to be a public nuisance and no person shall keep or maintain a kennel within any residences or dwelling unit within any area of the City zoned residential.

(3) *Vaccination.*

(a) All dogs and cats kept harbored, maintained, or transported within the city shall be vaccinated against rabies at least once every three years as evidenced by a certificate of vaccination by a veterinarian qualified to practice in the state in which the dog or cat is vaccinated. The certificate of vaccination shall provide (1) the date of the vaccination, (2) the owner's name and address, (3) the animal's name (if applicable), sex, description and weight, (4) the type of

vaccine, and (5) the veterinarian's signature.

(b) Owner's must always have a current certificate of vaccination for each dog or cat required to be vaccinated and upon demand made by the City Administrator, the Animal Control Officer or a police officer, the owner shall present for examination the required certificate of vaccination for each dog or cat. In cases where certificates are not presented, the owner or keeper of the dog or cat shall have seven days in which to present the certificate(s). It is unlawful for any person to keep or harbor a dog or cat that is either unvaccinated for rabies or has not been vaccinated for rabies within three years. It is also unlawful for any person to not present a certificate of vaccination as requested and within the time period required in this section.

Section 2. The title of City Code Chapter 91.03, Nuisances, paragraph (D), is hereby amended to read as follows:

(D) *Warrant required.* The Animal Control Officer or police officer shall not enter the property of the owner of an animal described in this section unless the officer has first obtained the permission of the owner to do so or has obtained a warrant issued by a court of competent jurisdiction to search for and seize the animal.

Section 3. City Code Chapters 91.04, 91.05 and 91.06, previously untitled and left blank, are hereby deleted in their entirety.

Section 4. City Code Chapter 91.07, Impounding Animals, paragraph (C), is hereby amended to read as follows:

(C) *Reclaiming.* All animals transported to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, up to 5 regular business days, unless the animal is a dangerous animal as defined under § 91.32 of this chapter, in which case it shall be kept for ten (10) regular business days. The provisions of Minnesota Statutes §343.21, as it may be amended from time to time, relating to overworked and mistreated animals apply to anyone seeking to reclaim an animal. In all cases, an owner or keeper desiring to reclaim an animal from the pound shall:

- (1) Pay the applicable release fee;
- (2) Pay all maintenance costs of the pound for housing and caring for the animal for each day the animal is in the pound; and
- (3) Provide proof of a current city issued license or obtain the required city issued license for an impounded dog as required in this Chapter.

Section 5. City Code Chapter 91.08, previously untitled and left blank, is hereby deleted in its entirety.

Section 6. City Code Chapter 91.09. Seizure of Animals, paragraph (B), is hereby amended to read as follows:

(B) The officer reasonably believes the animal meets either the habitual barking or noise criteria set out in § 91.03(A) of this chapter; the criteria for cruelty set out in § 91.12 of this chapter; or the criteria for an at large animal set out in § 91.02 of this chapter;

Section 7. City Code Chapter 91.30, Attack by an Animal, is hereby amended to read as follows:

**§ 91.30 ATTACK BY AN ANIMAL.**

It shall be unlawful for any person's animal to inflict or attempt to inflict bodily injury to any person or other animal whether or not the owner is present. This section shall not apply to an attack by an animal under the control of an on-duty law enforcement officer or to an attack upon an uninvited person who has entered the owner's residence or dwelling unit without the owner's consent.

Section 8. City Code Chapter 91.50, Non-Domestic Animals, Chapter 91.51, Farm Animals and Chapter 91.52, Chickens, are hereby amended to read as follows:

***FARM & NON-DOMESTIC ANIMALS***

**§ 91.50 NON-DOMESTIC ANIMALS.**

It shall be illegal for any person to own, possess, harbor or offer for sale, any non-domestic animal within the city, which is a misdemeanor. Any owner of a non-domestic animal at the time of adoption of this code shall have 30 days in which to remove the animal from the city after which time the city may impound the animal as provided for in this subchapter. An exception shall be made to this prohibition for service animals specifically trained for and actually providing assistance to a person who is disabled, and for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory or a licensed show or exhibition.

**§ 91.51 FARM ANIMALS.**

Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten acres in size; provided that, no animal shelter shall be within 300 feet of an adjoining piece of property. An exception shall be made to this section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory or a licensed show or exhibition.

**§ 91.52 CHICKENS.**

(A) *Chickens permitted.* It is unlawful for any person to own, control, keep, maintain or harbor chickens on any premises within the city unless issued a permit to do so as provided in this section. No permit shall be issued for the keeping or harboring of more than four female chickens or hens on any premises. The keeping or harboring of male chickens or roosters is prohibited. Violations of this section are misdemeanors.

(B) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**AT LARGE.** A chicken out of its chicken run, off the premises or not under the custody and control of the owner.

**CHICKEN.** A female chicken or hen.

**CHICKEN COOP.** A structure for housing chickens made of wood or other similar materials that provides shelter from the elements.

**CHICKEN RUN.** An enclosed outside yard for keeping chickens.

**PERSON.** The resident, property owner, custodian or keeper or of any chicken.

**PREMISES.** Any platted lot or group of contiguous lots, parcels or tracts of land and is located within the city.

(C) *Permit.*

(1) No person shall maintain a chicken coop and/or chicken run unless granted a permit by the Animal Control Officer. The Animal Control Officer is authorized to issue a maximum of 20 permits annually for the keeping of chickens. The permit shall be subject to all the terms and conditions of this subchapter and any additional conditions deemed necessary by the Animal Control Officer to protect the public health, safety and welfare. The necessary permit application shall be obtained from the City Administrator's office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and/or chicken run, and the approximate size and distance from adjoining structures and property lines, the number and species of chickens to be maintained at the premises and a statement that the applicant/permittee will, at all times, keep the chickens in accordance with this section and all the conditions prescribed by the Animal Control Officer, or modification thereof, and failure to obey the conditions will constitute a violation of the provisions of this subchapter and grounds for cancellation of the permit. The applicant shall include written consents/approval of the keeping of chickens on his, her or their premises from all abutting property owners, or shall provide proof of the certified mailing of a notice, and copies of the notice(s) to all abutting property owner(s) which

advises the abutting property owner(s) the applicant is applying for a permit from the city for the keeping of chickens on his, her or their premises, the abutting property owner may object to the applicants permit application, any objection must be received by the Animal Control Officer within ten days of the mailing date of the notice, and failure to provide written objections to the Animal Control Officer within ten days of the mailing of the notice will authorize the Animal Control Officer to issue a permit for the keeping of chickens to the applicant at his, her or their premises.

(2) Upon receipt of a permit application, the Animal Control Officer shall determine if the application is complete and contains the required consents/approvals and/or proof of the certified mailing of the required notices. If the application is complete and includes written consents/approval from all abutting property owners, the Animal Control Officer shall issue a permit for the keeping of chickens to the applicant. If the application is complete and includes proof of mailing certified notices to abutting property owner(s) as required by this section, the Animal Control Officer shall issue a permit to the applicant ten days after receipt of the completed application, unless the Animal Control Officer receives a written objection from an abutting property owner objecting to the applicant's application for the keeping of chickens, in which case no permit shall be issued. No permit shall be issued for an incomplete application or for the keeping of chickens on any rental premises.

(3) A permit for the keeping of chickens may be revoked or suspended by the Animal Control Officer for any violation of this section following written notice. The applicant/permittee may appeal the revocation or suspension of their permit by requesting in writing a hearing before the City Council within seven days of the notice of revocation or suspension. The request for hearing must be either postmarked or received in the City Administrator's office within seven days of the date of the notice. The City Council shall hold a hearing on the applicant/permittee's request for hearing within 30 days of the request for hearing.

(4) An annual fee will be set by resolution.

(D) *Confinement.* Every person who owns, controls, keeps, maintains or harbors chickens must keep them confined at all times in a chicken coop and chicken run and may not allow the chickens to run at large. Any chicken coop and chicken run shall be at least 25 feet from any residential structure or any other structures on any adjacent premises.

(E) *Chicken coops and chicken runs.*

(1) All chicken coops and chicken runs must be located within the rear yard subject to a 20-foot setback from any adjacent premises and be at least 25 feet from any residential structure or dwelling or any other structures or dwellings on any adjacent premises. All chicken coops must be a minimum of four square feet per chicken in size, must not exceed ten square feet per chicken in size and must not exceed six feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six feet in total height. Chicken runs may be

enclosed with wood and/or woven wire materials and may allow chickens contact with the ground. Chicken feed must be kept in metal predator-proof containers. Chicken manure may be placed in yard compost piles.

(2) Chicken coops must either be:

(a) Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the coop; or

(b) The coop floor, foundation and footings must be constructed using rodent-resistant construction,

(3) Chicken coops are not allowed to be located in any part of a home and/or garage.

(4) Chickens must be secured in a chicken coop from sunset to sunrise each day.

(F) *Conditions and inspections.* No person who owns, controls, keeps, maintains or harbors chickens shall permit the premises, whether the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop or chicken run authorized by permit under this section may be inspected at any reasonable time by the Animal Control Officer, law enforcement officer or other agent of the city. A person who has been issued a permit shall submit it for examination upon demand by the Animal Control Officer, law enforcement officer or other agent of the city. Slaughter and breeding of chickens on any premises within the city is prohibited.

(G) *Private restrictions and covenants on property.* Notwithstanding the issuance of a permit by the city, private restrictions and/or covenants on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include, but are not limited to, deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenant declarations and deed restrictions. A permit issued to a person whose premises are subject to private restrictions and/or covenants that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(H) *Refusal to grant or renew permit.* The Animal Control Officer may refuse to grant or renew a permit to keep or maintain chickens for failure to comply with the provisions of this section, submitting an inaccurate or incomplete application, if the conditions of the permit are not met, if a nuisance condition is created, or if the public health and safety would be unreasonably endangered by the granting or renewing of the permit.

(I) *Removal of chicken coop and chicken run.* Any chicken coop or chicken run constructed or maintained on any premises shall be immediately removed from the

premises after the expiration of the permit or shall be removed within 30 days upon ceasing to use the chicken coop and/or chicken run for the keeping of chickens.

(J) *Residential Agricultural District.* This section does not apply to premises located in a Residential-Agricultural District, as that area is defined in this code of ordinances.

(K) *Prohibited.* The keeping of chickens, male or female, is prohibited in R-3, R-4 and R-5 Multiple-Family and Multiple-Residence Districts and all Business and Industrial Districts (B-1 through B-6 and I-1 through I-3), as those areas are defined in this code of ordinances.

Section 9. Effective date. The effective date of this ordinance shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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 91 have been amended by Ordinance No. 22, 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. 22, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS  
FALLS, MINNESOTA, AMENDING PARTS OF  
CHAPTER 91, ANIMALS, OF THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 22, Eighth Series, is as follows:

Section 1 amends 91.02, Dogs and Cats.

Section 2 amends paragraph (D) of Chapter 91.03 Nuisances entitled Warrant Required

Section 3 deletes Chapters 91.04, 91.05 and 91.06, previously untitled and left blank

Section 4 amends paragraph (C) of Chapter 91.07 Impounding Animals entitled Reclaiming

Section 5 deletes Chapter 91.08, previously untitled and left blank

Section 6 amends paragraph (B) of Chapter 91.09 Seizure of Animals

Section 7 amends Chapter 91.30, Attack by an Animal

Section 8 amends Chapters 91.50, Non-Domestic Animals, Chapter 91.51, Farm Animals and Chapter 91.52, Chickens

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 \_\_\_\_\_, 2022, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

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





# Council Action Recommendation

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**Meeting Date:** February 2, 2022

**Subject:** Franchise Fee Ordinances

**Recommendation:** Direct City Attorney to draft ordinances updating the franchise agreements with Otter Tail Power, Great Plains, and Lake Region Electric Cooperative and ordinances implementing franchise fees for street lighting and street maintenance projects.

**Background/Key Points:** Street lighting and infrastructure are core needs and services provided by cities. The street maintenance and reconstruction needs usually exceed available resources.

Per State statute, cities are allowed to impose franchise fees on utility companies that use public right-of-ways. The franchise fees are passed on to the consumer and would be collected by the utility companies and forwarded to the City of Fergus Falls. The funds received by the City would be dedicated to fund street lighting and street maintenance projects. City staff recommends a franchise fee of 5% on each utility customer's bill.

Timeline:

- February 7, 2022 – Direct City Attorney to draft franchise agreement & fee ordinances
- February 22, 2022 – First reading of franchise agreement & fee ordinances
- March 7, 2022 – Second reading of franchise agreement & fee ordinances
- March 12, 2022 – Summary publication of ordinances
- March 27, 2022 – Ordinances become effective
- April – June 2022 – Utility companies obtain franchise fee approval from the Public Utility Commission
- July 1, 2022 – Franchise fee implementation date

**Budgetary Impact:**

The annual collection of franchise fees of 5% is estimated to be \$984,000. The fees will be used to fund the Phase 3 street lighting replacement, estimated at \$216,000 per year. The remaining collection of \$768,000 will be used for street maintenance projects (with the elimination of special assessments to residents for street reconstruction projects).

**Originating Department:** Administration and Finance

**Respectfully Submitted:** Andrew Bremseth, City Administrator & Bill Sonmor, Finance Director

**Attachments:**

None



Update on Franchise Fees

# City of Fergus Falls

# Franchise Fees Refresher

- Per statute, the City can impose franchise fees on utility companies that use our public right-of-ways to deliver services
- These franchise fees would then be collected by the utility companies from their customers and paid to the City not less than quarterly
- Utility companies within the City include:
  - ✓ Otter Tail Power Company
  - ✓ Great Plains Natural Gas
  - ✓ Lake Region Electric Cooperative
- City Staff is recommending a 5% franchise fee on each utility customer's consumption total to be used to fund street lighting and street maintenance projects
- City Staff is also recommending that franchise fee revenue be used to replace special assessments on street reconstruction projects going forward

# Estimated Impact of 5% Franchise Fee Consumers

Annual Impact	5% Fee
Residential	\$50
Small Commercial	\$170
Large General Service	\$2,900

Note: Estimates were provided by Otter Tail Power Company based on average electric bills. Impact will vary based on individual usage and whether the customer utilizes electric, gas or both.

# Next Steps from 12/20/2021

- Obtain approval from Council to move forward with a franchise fee analysis – done at 12/20/2021 meeting
- Validate estimated franchise fee revenues with service providers:
  - ✓ Otter Tail Power
  - ✓ Great Plains Natural Gas
  - ✓ Lake Region Electric Cooperative
- Determine the impact of franchise fees on the assessment process and street project financing overall
- Develop a detailed timeline for the implementation of franchise fees
- Present findings to City Council and direct City Attorney to draft ordinances

# Estimated Franchise Fee Revenues

<b>Annual Impact</b>	<b>5% Fee</b>
<b>Franchise Fee Revenue</b>	\$984,000
<b>Projects</b>	
Street Lighting	\$216,000
Street Maintenance	\$768,000
<b>Total</b>	<b>\$984,000</b>

# Impact of Franchise Fees on Street Project Financing

	Current	Option 1	Option 2
<b>Annual Franchise Fee Revenue</b>	\$ 768,000	\$ 768,000	\$ 768,000
<b>Average Reconstruction Project Cost</b>	\$ 650,000	\$ 650,000	\$ 650,000
<b>Funding Sources:</b>			
<b>Special Assessments</b>	\$ 260,000		
<b>Franchise Fee Revenue</b>		\$ 260,000	\$ 650,000
<b>City Share Tax Levy/MSA</b>	\$ 390,000	\$ 390,000	\$ -
<b>Total Funding</b>	\$ 650,000	\$ 650,000	\$ 650,000
<b>Revenue Remaining for Additional Projects</b>	\$ 768,000	\$ 508,000	\$ 118,000

*Current: Special assessments, City Share Tax Levy and MSA fund reconstruction projects*

*Option 1: Franchise Fee Revenue replaces Special Assessments on reconstruction projects*

*Option 2: Franchise Fee Revenue replaces Special Assessments and City Share Tax Levy on reconstruction projects*

# 2022 Franchise Fee Timeline

- February 7 – Direct City Attorney to draft franchise fee ordinances
- February 22 – First reading of franchise fee ordinances
- March 7 – Second reading of franchise fee ordinances
- March 12 – Summary publication of ordinances
- March 27 – Ordinances become effective
- April - June – Utility companies obtain franchise fee approval from Public Utility Commission
- July 1 – Franchise fee implementation date



# Required Ordinances

- Six new ordinances will need to be drafted and approved to implement franchise fees:
  - ✓ Three ordinances to update franchise agreements with Otter Tail Power, Great Plains Natural Gas and Lake Region Electric Cooperative
  - ✓ Three new ordinances to implement franchise fees for street lighting and maintenance projects through Otter Tail Power, Great Plains Natural Gas and Lake Region Electric Cooperative



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

February 2, 2022 – Committee of the Whole

February 7, 2022 – City Council

**Subject:**

Second Addition to Pebble Hills Estates

**Recommendation:**

- Accept the Second Addition to Pebble Hills Estates 100% petition
- Initiate Public Improvement No. 8231
- Order the Preliminary Engineering Report (PER) for P.I. No. 8231

**Background/Key Points:**

The current property owners of the above referenced plat (unofficial) have signed a 100% Petition requesting the City construct a new watermain (approx. 1,100-foot) to serve the new subdivision. The petition and a location map are attached to this memo for your information.

This petition meets the requirements set forth under the local improvement code of Minnesota Statute, Section 429 and City Code. If acceptable, the Engineering Department will prepare the Preliminary Engineering Report (PER) on the estimated project cost and method of special assessment for consideration at future preliminary project hearing.

If accepted, the final plat for the Second Addition to Pebble Hills Estates will be recorded.

**Budgetary Impact:**

General staff time for this request.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Petition - Second Addition to Pebble Hills Estates



STATE OF MINNESOTA

COUNTY OF OTTER TAIL

Stephen F. Rufer (Petitioner), being first

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

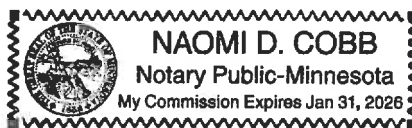
[Signature] (Petitioner Signature)

Subscribed and sworn to before me

this 13th day of January, 20 22

Naomi D Cobb. (Notary Signature)

My commission expires 01/31/2026





DO HEREBY PETITION, the Council of the City of Fergus Falls, Minnesota to proceed with and make the following described improvement:

FOR: 12" Water Main, Water Services & Hydrants

LOCATION: Scenic Drive

TERMINI: 700' SE of Pebble Shores Drive TO: 1800' SE of Pebble Shores Drive

AND TO ASSESS the benefits against the real estate benefitted thereby, in the manner prescribed by the City Charter and as provided by law.

No.	Registered Owner	Part Lot	Lot	Blk.	Frontage
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	1	1	122.00
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	2	1	96.99
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	3	1	170.46
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	4	1	139.20
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	5	1	125.00
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	6	1	145.00
	Craig L. Vaughn & Stephen F. Rufer	Second Addition to Pebble Hills Estates	7	1	190.95
	Craig L. Vaughn & Stephen F. Rufer	<b>SEE ATTACHED PARCEL REPORTS:</b>			



## 2022 Parcel Report

Parcel Number: 71001500091000

### General Information

OWNER NAME: PEBBLE HILLS CORP  
TAXPAYER ID: 71743  
OWNER ADDRESS: 17827 CEDAR POINT LN  
FERGUS FALLS MN 56537 8215  
  
ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 20.68  
SECTION/TOWNSHIP/RANGE: 13 132 043  
LEGAL DESCRIPTION: Sect-13 Twp-132 Range-043 20.68 AC PT NW1/4 SE1/4 & PT  
GL 2 & PT SW1/4 NE1/4 DOCS #781342 & 953547 EX PLATS  
EX TRS  
TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2020/2021  
PROPERTY CLASSIFICATION 1: RURAL VACANT LAND  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 7, 2022

**Subject:** Wage and Compensation Study

**Recommendation:**

- The Human Resources Director is requesting authorization to enter into contract with Arthur J. Gallagher for \$23,000 to complete a wage and compensation study
- I am requesting the City Council to approve this proposal and to allow for 2022 budget adjustments to pay for this compensation study
- Services provided by Arthur J. Gallagher:
  - Review and ensure accuracy of all current job descriptions
  - Review current Decision Band Method (DBM) ratings for the purpose of internal equity
  - Review and confirm comparable survey participants, and leverage the data collected in the recent survey completed for Otter Tail County.
  - Review and confirm benchmark jobs
  - Develop the survey instrument
  - Collect, review and verify participant data
  - Summarize market data to determine City market competitiveness
  - Conduct regression analysis by combining the DBM ratings to determine any salary structure adjustments and market relationship adjustments
  - Recommendation on any salary structure adjustments and potential cost implications

**Background/Key Points:**

- Otter Tail County completed a wage and compensation study in 2021. This is viewed as a benchmark and is our primary competition for human capital
- The last compensation study was completed in 2001, by Arthur J. Gallagher & Co., using the Fox/Lawson DBM rating system
- Inflation and the overall market is demanding higher wages and some city wage classifications may be behind market pricing

**Budgetary Impact:**

- Allocate the cost across the following budget categories:
  - Fund 101 General Fund \$4,600
  - Fund 608 Liquor Store \$4,600
  - Fund 609 Refuse \$4,600
  - Fund 610 Sewer \$4,600
  - Fund 611 Water \$4,600

**Originating Department:** Human Resources Department

**Respectfully Submitted:** Mike Hartwell



(Top 3 inches reserved for recording data)

Conservator's Deed  
Individual to Individual

Minnesota Uniform Conveyancing Blanks  
Form 10.6.1 (2016)

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$1.65

Date: January 24, 2022

FOR VALUABLE CONSIDERATION, **LUTHERAN SOCIAL SERVICE OF MINNESOTA**, conservator of the Estate of **Norman Bailey**, Person Subject to Conservatorship, single on the date hereof, Grantor, hereby conveys and quitclaims to **THE CITY OF FERGUS FALLS, MINNESOTA**, Grantee, real property in Otter Tail County, Minnesota, legally described as follows:

Lot Two (2) of Block Thirteen (13), in Cutler's Second Addition to the City of Fergus Falls, Otter Tail County, Minnesota.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: None

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_).
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not since the last previously filed well disclosure certificate.



State of Minnesota

County of Otter Tail

In Re: Conservatorship of

Norman Bailey

District Court  
Probate Division

Judicial District: SEVENTH

Court File No. 56-PR-20-2768

Case Type: Guardianship/Conservatorship

**Order Authorizing and Directing  
Conservator to Transfer/Gift/Donate  
Hazardous Real Property**

This matter came on for hearing before the Court on December 22, 2021, on a petition requesting an order from the Court authorizing and directing the conservator to transfer, gift, and donate hazardous real property by a conservator's deed to the City of Fergus Falls, a Minnesota municipal corporation (the "City"), pursuant to Minnesota Statutes Sec. 524.5-411(a)(1). Petitioner appeared personally with the Petitioner's attorney, Rolf Nycklemoe. This matter, having been considered by the Court, and the Court being duly advised in the premises now finds that:

1. The Real Property is the former residence of the person subject to conservatorship, is located at 522 East Hampton Avenue, Fergus Falls, Minnesota, and is legally described as:

Lot Two (2) of Block Thirteen (13), in Cutler's Second Addition to the City of Fergus Falls, Otter Tail County, Minnesota

(the "Real Property")

2. That because of inadequate maintenance, dilapidation, physical damage, unsanitary conditions, or abandonment, constitute a fire hazard or a hazard to public safety or health the City has determined the conditions of the Real Property constitute hazardous building(s) and/or hazardous property pursuant to Minnesota Statutes Sec. 463.15 Subd. 3. The City has ordered the abatement of the hazardous conditions through demolition of the building and returning the lot to a buildable lot.
3. The Real Property has no value to the person subject to conservatorship as the costs of abatement of the hazardous conditions on the Real Property exceed the value of the Real Property. Therefore, it is in the best interest of the person subject to conservatorship to authorize and direct the conservator to transfer, gift, and donate the Real Property to the City for the City to abate the hazardous conditions and return the lot to a buildable lot and sell the lot to recoup some of its expense.

**NOW, THEREFORE, IT IS HEREBY ORDERED:**

1. The Petition is granted.

2. The conservator is authorized and directed to transfer, gift, and donate the Real Property by a conservator's deed to the City of Fergus Falls, MN, a Minnesota municipal corporation.


Dated: December 23, 2021

  
Judge of the District Court

Dated: 12/22/21

**Filed in District Court  
State of Minnesota**

December 23, 2021

  
Judicial Officer Susan Solheim



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:** February 2, 2022

**Subject:** Community Arena Chiller

**Recommendation:** Approve letter of intent and drafting of a purchase agreement for the Roosevelt Chiller System from the Fergus Falls Public Schools (School).

**Background/Key Points:** During the summer of 2021, the School attempted to provide ice generation to the Community Arena as well as provide cooling to the school buildings. The ice generation was only made possible by reducing the cooling of school buildings, which is not a sustainable solution. The existing Roosevelt Chiller System does not have the capacity to provide cooling of school buildings and ice generation for the Community Arena during the summer months.

The School plans to purchase and install a new chiller system to provide cooling capacity to their buildings. The new system will not include a connection to the Community Arena. The existing Roosevelt Chiller System would then be available for purchase by the City to serve the Community arena. The chiller would have the capacity to generate ice for the regular season (October – December & January – March) as well as extended seasons or throughout all months of the year. Please note, the City will need this chiller to provide ice to the Community Arena.

Minnesota Statutes provide the City with the authority to purchase the chiller system directly from the School.

The School is currently providing for maintenance/reconditioning of compressors and related equipment, which will enable the system to be in good working order upon sale. The system is expected to have a remaining useful life of 25 - 30 years. With proper maintenance, the system should last much longer.

Future operation and maintenance of the chiller system will be the sole responsibility of the City. The operating cost of the arena will likely increase due to the staff required to operate and maintain systems and programs. The total costs of the arena will be allocated among the user groups according to existing user agreements. If extended seasons are provided, the users requesting those seasons will pay the entire cost.

**Budgetary Impact:**

The School has offered to sell the existing chiller system to the City of Fergus Falls for a price of \$575,000. The City currently has \$1.1 million within the Community Arena Fund and would be able to pay cash for the chiller at closing. This fund is comprised of the balance remaining from constructing the arena. You will recall, the local sales tax and restricted donations paid for the bonds, which financed the arena and the balance remaining is from unexpended restricted donations.

**Originating Departments:** Administration, Finance, & Public Works

**Respectfully Submitted:** Andrew Bremseth, City Administrator, Bill Sonmor, Finance Director, and Len Taylor, Public Works Director

**Attachments:** Fergus Falls Public Schools Letter of Intent



01/27/2022

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

RE: Letter of Intent

City of Fergus Falls,

This letter of intent (the "Letter") outlines the general terms and conditions for the sale of the Roosevelt Chiller System. Subject to the preparation and execution of a final, definitive purchase agreement, approval by any state and/or governmental entities/agencies, and related final, definitive ancillary agreements satisfactory in form and substance to counsel for the City of Fergus Falls (the "City") and the Fergus Falls Public Schools (the "School"), the terms of the transaction are understood to be substantially as follows:

1. Structure of the Transaction. The City shall purchase from the School the Roosevelt Chiller System on an "as is," "where is," and "with all faults" basis. The School makes no representations, express or implied regarding the Roosevelt Chiller System.
  - a. The School and the City shall be equally responsible for the costs and expenses related to the separation of the Roosevelt Chiller System and piping.
  - b. Transfer of ownership of the Roosevelt Chiller System will take place at the restart of the modified chiller system.
  - c. Any costs and/or expenses to enhance the Roosevelt Chiller System and piping will be the sole responsibility of the City.
  - d. From and after the transfer of ownership, the City shall be responsible for any and all operational and maintenance costs of the Roosevelt Chiller System.
  - e. From and after the transfer of ownership, the City shall name the School as an additional insured on its commercial/general liability policy.
    - i. The insurance policy must contain a waiver of subrogation clause.
2. Purchase Price. The purchase price for the Roosevelt Chiller System is \$575,000 is to be paid in cash at closing.
3. Ancillary Agreements. In addition to the purchase agreement, subject to the School's continued due diligence, Seller expects to enter into the following agreements in connection with the closing:
  - a. Easement/License with regard to the City's use and maintenance of the Roosevelt Chiller.
4. Definitive Agreements. After execution of this Letter, the City and the School shall negotiate in good faith to finalize and execute a purchase agreement. The purchase agreement will contain certain

covenants, representations, warranties, and indemnification obligations as are customary in a transaction of this nature and such other matters as are reasonably negotiated between the parties.

5. Conditions. The consummation of the transaction contemplated by this Letter will be contingent upon the occurrence prior to or at the closing of each of the following: (a) completion by the School and its representatives of a legal and business due diligence; (b) preparation of the definitive agreements described above in form and substance reasonably acceptable to the School; (c) the receipt of all necessary or appropriate governmental approvals, licenses, and permits.
6. Fees and Expenses. Whether or not the transaction is consummated, each of the parties shall pay all fees and expenses incurred by them, including the fees of their respective attorneys and any others engaged with regard to the transaction.
7. Termination. This Letter may be terminated: (a) by the mutual written consent of the School and the City; (b) by either the School or the City if the purchase agreement has not been executed by June 30, 2022; (c) upon execution of the purchase agreement; or (d) the School not receiving approval it deems necessary and/or appropriate from any state and/or governmental approvals.
8. Miscellaneous. This Letter will be governed by and construed in accordance with the internal laws of the State of Minnesota. This Letter may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument. Signatures delivered by facsimile, electronic mail, or in PDF format shall be acceptable. This Letter may not be amended without the prior written consent of the School and the City. No waiver by any party hereto of any right will be effective unless executed by such party in writing and delivered to the other party hereto.
  - a. The School realizes that there are numerous aspects to this transaction that require additional definition and the School explicitly state herein that no binding commitments will exist until the parties execute and deliver the definitive agreements as contemplated herein. However, this Letter evidences our mutual and respective understanding to proceed promptly and with the preparation of such agreements.

All proposed details are subject to a change pending signed definitive agreements between the School and the City and approvals by the School Board and the City Council.

Blake Stoltman  
Finance Director

Accepted and agreed as of February \_\_\_\_, 2022

City of Fergus Falls

By \_\_\_\_\_  
Its





# Committee of the Whole Memorandum

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Page 1 of 1

**Meeting Date:** February 7, 2022 City Council

**Subject:** Bicycle & Pedestrian Master Plan

**Requested Action:** Resolution adopting the Bicycle and Pedestrian Master Plan.

**Background/Key Points:** The Bicycle & Pedestrian Master Plan is the result of an ongoing planning and community engagement effort since summer 2020. The plan analyzes current conditions for bicyclists and pedestrians and makes implementation recommendations over the next ten years.

A public comment period was also held from December 27, 2021 through January 27, 2022. During the public comment period project consultant Antonio Rosell of Community Design Group presented an overview of the plan's highlights at the January 12 Committee of the Whole.

Staff are requesting City Council adopt a resolution adopting the Bicycle & Pedestrian Master Plan at the February 7 Council meeting. The plan can be viewed on the City's website at <https://www.ci.fergus-falls.mn.us/departments/community-development/plans-studies-research>.

**Budgetary Impact:** None

**Originating Department:** Community Development

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

## 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	#3 112 E WASHINGTON/INV #454	60.00
A-1 LOCK & KEY LLC	DUPLICATE KEYS/INVOICE #538	58.56
A-1 LOCK & KEY LLC	213 W BANCROFT-WARRANT INV 554	60.00
ARC DOCUMENT SOLUTIONS LLC	JAN BASE MAINT. CANON,HP	207.68
ALL-AMERICAN ARENA PRODUCTS	SEAMLESS GLASS CLIP	449.96
ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	1,293.25
SEAN ANDERSON	CLEANING WEEKS OF JAN 17-24	285.76
SEAN ANDERSON	CLEANING WEEKS OF JAN 3-10	428.64
ANYTIME PLUMBING LLC	CLEAN OUT SINK DRAIN	125.00
ANYTIME PLUMBING LLC	REPLACE TOILET FLUSH VALVES	538.00
AVESIS THIRD PARTY ADMIN INC	FEBRUARY VISION INSURANCE	18.42
BEYER BODY SHOP, INC.	TOW BMW/22001745	175.00
BEYER BODY SHOP, INC.	TOW FORD EDGE/22002625	350.00
CHARTER COMMUNICATIONS	CABLE 1/18-2/17	32.97
CHARTER COMMUNICATIONS	JAN. FIXED IP ADDRESS	14.99
CHARTER COMMUNICATIONS	JAN. INTERNET	119.99
CHARTER COMMUNICATIONS	NOV. FIXED IP ADDRESS	14.99
CHARTER COMMUNICATIONS	NOV. INTERNET	119.99
COMM OF FINANCE, TREAS DIV	FORF SHARE JOHNSON/21011652	147.93
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	6.75
COOPERS TECHNOLOGY GROUP	JANUARY HANGING FOLDERS	23.45
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	6.02
COOPERS TECHNOLOGY GROUP	JANUARY SUPPLIES-STAPLER	22.36
DAILY JOURNAL	DECEMBER PUBLISH ORDINANCE #20	154.00
DAILY JOURNAL	PUBLISH 2022 BUDGET SUMMARY	770.00
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	95,250.32
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	2,878.51
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	94,277.28
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	2,892.03
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	110,831.32
EQUIPMENT FUND	JAN FUEL CHARGES #3002	108.88

## General

EQUIPMENT FUND	JAN FUEL CHARGES #3009	30.19
EQUIPMENT FUND	JAN FUEL CHARGES #3040	54.49
EQUIPMENT FUND	JAN REPAIRS/SERVICE #3002	79.21
EQUIPMENT FUND	JAN REPAIRS/SERVICE #3006	661.08
EQUIPMENT FUND	JAN REPAIRS/SERVICE #3042	65.45
4M FUND	JAN 2022 SERVICE FEE	57.96
FASTENAL COMPANY	FHSCS S/S, MEDSPLIT L/W SS	86.50
FASTENAL COMPANY	JAN PARK SAFETY VENDING	43.94
FASTENAL COMPANY	JAN STREET SAFETY VENDING	65.14
FERGUS FALLS CONVENTION &	DEC 2021 LODGING TAX	11,566.87
FERGUS FALLS CONVENTION &	DEC 2021 LODGING TAX ADMIN	347.01-
GALLS LLC	DUENOW UNIFORM PURCHASE	20.91
GALLS LLC	GRANT UNIFORM CREDIT	160.00-
GALLS LLC	HEINEN SWAT VEST	3,239.43
GALLS LLC	HOHRMAN VEST CARRIER RETURN	421.20-
GALLS LLC	MATTER UNIFORM PURCHASE	141.18
GENERAL FUND	JANUARY COPIER USE	158.48
GENERAL FUND	JANUARY POSTAGE USE	335.15
GENERAL FUND	REC.TO SEPT-DEC MISC SUPPLIES	6,940.67-
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	3,490.14
GENERAL FUND	TRANSFER JANUARY COPIER USE	407.28-
GENERAL FUND	TRANSFER JANUARY POSTAGE USE	689.58-
GENERAL REPAIR SERVICE	JANUARY RANGER 12 PUMP REPAIR	1,371.65
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	7,361.63
GUARDIAN	FEBRUARY DENTAL PREMIUM	3,848.08
DAVID M HARLES JR	2022 SAFETY BOOT REIMBURSEMENT	125.00
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	121.30
INTERSTATE BATTERY SYSTEM	HANDLING FEE ON CHECK #196979	5.00
JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM SYSTEM	434.20
LAKE REGION HEALTHCARE CORP	NOV PRE-EMPLOY DRUG SCREEN	150.00
LAKES COUNTRY SERVICE COOP	NOVEMBER RANDOM DRUG SCREEN	59.00
LAKES COUNTRY SERVICE COOP	NOVEMBER RANDOM DRUG SCREENS	88.50
LAKES COUNTRY SERVICE COOP	2022 MEMBERSHIP DUES	350.00
LEAGUE OF MN CITIES INS. TRUST	1ST QTR 2022 WORKERS' COMP	100,592.00
LEAGUE OF MN CITIES	24 PATROL SUBSCRIPTIONS	2,160.00
VICTOR LUNDEEN COMPANY	JANUARY COPY PAPER	870.00
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	136.95
MN SOCIETY OF CERTIFIED PUBLIC	2022 MEMBERSHIP DUES	340.00
M-R SIGN COMPANY INC	JAN GREEN ST SIGN BLANKS	767.10
MARCO TECHNOLOGIES LLC	CITY HALL - OUTSIDE CAMERAS	1,146.57
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 1/15-2/15/22	374.96
MARK SAND AND GRAVEL COMPANY	PEA ROCK PER TN	1,944.68
MARK SAND AND GRAVEL COMPANY	SAND / TN	4,440.94

## General

MARK SAND AND GRAVEL COMPANY	SAND PER TN	2,196.50
MEDTOX LABORATORIES INC	DEC PRE-EMPLOY DRUG SCREEN	62.82
METRO SALES, INC	12/18/21-01/17/22 COPIER RENT	152.98
METRO SALES, INC	12/18/21-01/17/22 USAGE CHARGE	24.14
MN COUNCIL OF AIRPORTS	MEMBERSHIP RENEW THRU 4/30/23	150.00
MINNKOTA ENVIROSERVICES INC	DECEMBER SHREDDING	33.00
NELSON BROTHERS PRINTING &	CAMPGROUND PAYMENT ENVELOPES	809.00
NICE THREADS CUSTOM EMBROIDER	JANUARY/EMPLOYEE AWARD JACKET	262.16
NYCKLEMOE & ELLIG, P.A.	BAKKE FORF/30% 21026389	330.00
NYCKLEMOE & ELLIG, P.A.	FEB RETAINER FEE/OFFICE ALLOW	7,041.67
NYCKLEMOE & ELLIG, P.A.	TOMMERDAHL CITY ATTNY SHARE	270.00
NYCKLEMOE & ELLIG, P.A.	TOMMERDAHL FORF SHARE/21033542	480.00
OTIS ELEVATOR COMPANY	OTIS ELEVATOR MAINTENANCE 2022	1,206.84
OTTER ELECTRIC LLC	WATER TREATMENT-RADIO TOWER	1,645.87
OTTER ELECTRIC LLC	2 RIVERS RD/TH210 NEW LIGHT	10,000.00
OTTER TAIL COUNTY HIGHWAY DEPT	RETURN LOCAL TAX INV 35672	3.09
OTTER TAIL COUNTY HIGHWAY DEPT	RETURN OTC TAX INV 35672	3.09
OTTER TAIL COUNTY HIGHWAY DEPT	RETURN STATE TAX INV 35672	42.55
OTTER TAIL COUNTY TREASURER	FORF SHARE/JOHNSON/21011652	295.85
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	28,121.00
POLICE DEPT CONTINGENCY FUND	BERGREN CHIEFS CONF FEE	510.00
POLICE DEPT CONTINGENCY FUND	FOREMAN UNIFORM PURCHASE	218.87
POLICE DEPT PETTY CASH	KITZMAN CELL PHONE SCREEN PROT	10.79
PREMIER CARBIDE SAW & TOOL INC	SHIPPING	32.47
PREMIER CARBIDE SAW & TOOL INC	SHIPPING COSTS	32.41
PREMIER CARBIDE SAW & TOOL INC	ZAMBONI BLADE SHARPENING	55.00
PREMIER CARBIDE SAW & TOOL INC	ZAMBONI BLADES SHARPENED	55.00
PRO-WEST & ASSOCIATES, INC	JAN TECH SUPPORT (2022 BUDGET)	228.81
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	4,237.57
RICOH USA INC	ANNUAL PRINTER MAINTENANCE	2,330.16
SHI INTERNATIONAL CORP	ANNUAL ANTIVIRUS SUBSCRIPTION	2,400.00
SHI INTERNATIONAL CORP	GIS SERVER	11,200.00
SHI INTERNATIONAL CORP	GIS SERVER - OS	1,552.00
SPEE DEE DELIVERY SERVICE INC	SHIPPING	35.20
STATE TREASURER	4TH QTR 2021 SURCHARGE	2,524.45
STATE TREASURER	4TH QTR 2021 SURCHARGE RETEN	100.98-
STENERSON BROTHERS LUMBER CO	RETURN VENT SOFFIT FORGRN	159.50-
USABLE LIFE	FEBRUARY LIFE INSURANCE	74.80
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	40.01
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	1,513.04
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/01F020612	790,195.15-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3133B2YE3	523,878.39-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140LEWX1	150,230.00-

## General

WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140M2S52	370,779.17-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140QMRA4	69,039.34-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3620AUSK1	.01-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3620A7UT0	4.37-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/91282CDJ7	243,000.15-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/91282CDP3	292,527.29-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/91282CDQ1	295,538.53-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVESTMENTS - JAN	5,470,384.80
	F U N D   T O T A L	3,264,653.05

## P.A. General

COMSTOCK CONSTRUCTION INC	ANNUAL DOOR & ASSEMBLE INSPEC	416.00
COMSTOCK CONSTRUCTION INC	REMOVE SMOKE DETECTOR COVERS	78.00
COMSTOCK CONSTRUCTION INC	REPLACED TOWEL HOOKS -BATHROOM	2,675.00
COMSTOCK CONSTRUCTION INC	SALLY PORT DOOR HARDWARE	78.00
CUMMINS NPOWER LLC	4 HOUR LOAD BANK TEST-GENERATO	1,149.46
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	8.11
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	8.11
FERGUS HOME & HARDWARE	REPAIRS-WASHER & DRYER AT CBHH	316.97
GENERAL FUND	JANUARY COPIER USE	32.24
GENERAL FUND	JANUARY POSTAGE USE	9.31
JOHNSON CONTROLS INC	MONTH MAINT -HVAC JAN	1,817.30
JOHNSON CONTROLS INC	MONTHLY MAINT - HVAC NOV	3,667.24
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	3.30
OTTER ELECTRIC LLC	ELECTRICAL OUTAGE TESTING	85.00
OTTER ELECTRIC LLC	INSTALLED COVER-ELECTRICAL BOX	85.00
OTTER ELECTRIC LLC	RELOCATED POWER FOR 3 CIRCUITS	750.00
OTTER ELECTRIC LLC	REPLACED BALLAST BATH RM#160	113.00
OTTER ELECTRIC LLC	REPLACED BALLAST EXAM CORRIDOR	111.48
OTTER ELECTRIC LLC	REPLACED BALLAST REHAB RM 108	111.48
OTTER ELECTRIC LLC	REPLACED LAMP SOCKET RM 182	88.50
OTTER ELECTRIC LLC	REPLACED SENSOR IN BATH RM#173	287.50
OTTER ELECTRIC LLC	REPLACED UPS POWER-CAMERA SYST	625.00
OTTER ELECTRIC LLC	REPLACED 3 BALLAST ADM AREA	249.44
SUMMIT COMPANIES	MONTHLY MONITORING -DEC	32.50
SUMMIT COMPANIES	MONTHLY MONITORING -JAN	32.50

## P.A. General

UGSTAD PLUMBING, INC.	BOILER/GEN CK 01/03/2022	85.00
UGSTAD PLUMBING, INC.	BOILER/GEN CK 01/06/22	85.00
UGSTAD PLUMBING, INC.	BOILER/GEN CK 11/30/21 #72256	85.00
UGSTAD PLUMBING, INC.	FEBRUARY RETAINER FEE	125.00
UGSTAD PLUMBING, INC.	HEAT PUMP MOTOR & INSTALLATION	1,290.00
UGSTAD PLUMBING, INC.	REPLACE MIXING VALVE & FITTINGS	7,026.00
	F U N D   T O T A L	23,743.68

## Regional Treatment Center-City Operated

OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	263.23
	F U N D   T O T A L	263.23

## Public Library

RYAN ALBERT	JULY - DECEMBER MILEAGE	185.92
ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	5.64
BC WOODSHOP	LISTENING STATION SHELF	750.00
BAKER & TAYLOR INC	BOOKS	434.63
BAKER & TAYLOR INC	PROCESSING MATERIALS BOOKS	12.61
BAKER & TAYLOR INC	SUBSCRIPTION BOOK REVIEW ONLINE	395.00
DEMCO EDUCATIONAL CORP	PROCESSING MATERIALS FOR BOOKS	791.17
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	9,267.92
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	47.32
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	9,267.92
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	47.32
EXHIBIT ENVOY INC	BIG READ EXHIBIT FINAL PAYMENT	2,812.50
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	1,061.64
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	121.36
HOOPLA	HOOPLA DIGITAL CONTENT	840.59
KADDATZ GALLERIES LTD	BOOK MAKING CL. REIMBURSE BGR	458.64
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	17.88
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	4,612.87
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	268.45
US BANK EQUIPMENT FINANCE	01/21-02/21/22 COPIER LEASE	551.70

## Public Library

US BANK EQUIPMENT FINANCE	09/21-12/21/21 COPIER OVERAGE	36.43
	F U N D   T O T A L	31,987.51

## Bigwood Event Center

COOPERS TECHNOLOGY GROUP	JAN START UP OFFICE SUPPLIES	127.20
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	89.07
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	3,296.07
INNFORMATION SYSTEMS	INNFORMATION WEB BACKUP/HOSTING	45.00
INNFORMATION SYSTEMS	INNFORMATION WEB MULTI-PROPERTY	45.00
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	360.00
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	1,973.38
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	283.58
SAFEGUARD BUSINESS SYSTEMS	JAN CHECKS & DEPOSIT TICKETS	192.06
	F U N D   T O T A L	6,411.36

## IRP Revolving Loan

GENERAL FUND	JANUARY COPIER USE	21.92
	F U N D   T O T A L	21.92

## CDBG/HUD Revolving Loan

A-1 LOCK & KEY LLC	205 E LINCOLN/DOOR LOCKS-#506	1,043.82
DOUBLETREE PROPERTIES LLC	205 E LINCOLN/INTERIOR-#506	4,085.00
GENERAL FUND	JANUARY COPIER USE	22.52
GENERAL FUND	JANUARY POSTAGE USE	6.83
NEXT GENERATION FLOORING INC	205 E LINCOLN/FLOORING-#506	3,547.00
STENERSON BROTHERS LUMBER CO	BUILDING MATERIALS/DOUBLE TREE	4,294.41
STENERSON BROTHERS LUMBER CO	205 E LINCOLN/MATERIALS-#506	1,482.73
	F U N D   T O T A L	14,482.31

## Capital Improvement

BOLTON & MENK INC	PROF SERVICE THRU 12/23/2021	8,240.00
CENTRAL SPECIALTIES, INC.	PAY APP. NO. 1	17,228.02
COMSTOCK CONSTRUCTION INC	PAY APP. NO. 9	58,020.05
DAILY JOURNAL	DEC 2021 ST & UTIL IMP #1	250.26
LEITCH EXCAVATING INC	PAY APP. NO. 2	9,353.92
MOORE ENGINEERING INC	PROF SERVICE THROUGH 1/26/2022	19,635.00
WOODSIDE INDUSTRIES	DESK, CABINET, DOORS, BULLETIN	5,742.37
	F U N D   T O T A L	118,469.62

## Liquor Store

RYAN ALBERT	JULY - DECEMBER MILEAGE	185.92
THE AMERICAN BOTTLING COMPANY	FEBRUARY/MIX	253.00
THE AMERICAN BOTTLING COMPANY	JANUARY/MIX	190.42
ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	210.08
APPRIZE TECHNOLOGY SOLUTIONS	JAN ADMIN FEE	118.75
ARCTIC GLACIER USA INC	DECEMBER/ICE #3607135106	76.50
ARCTIC GLACIER USA INC	JANUARY/ICE #3607201302	172.70
ARCTIC GLACIER USA INC	JANUARY/ICE #3607201304	17.85
ARTISAN BEER COMPANY	FEBRUARY/BEER	863.70
ARTISAN BEER COMPANY	JANUARY/BEER	2,313.55
ARTISAN BEER COMPANY	JANUARY/MIX	44.50
BELLBOY CORPORATION	JANUARY/LIQUOR	1,945.95
BELLBOY CORPORATION	JANUARY/MIX	860.45
BEVERAGE WHOLESALERS INC	FEBRUARY/BEER	11,057.73
BEVERAGE WHOLESALERS INC	FEBRUARY/MIX	3.72-
BEVERAGE WHOLESALERS INC	JANUARY/BEER	50,466.38
BEVERAGE WHOLESALERS INC	JANUARY/FREIGHT	40.60
BEVERAGE WHOLESALERS INC	JANUARY/LIQUOR	1,045.46
BEVERAGE WHOLESALERS INC	JANUARY/MIX	547.23
BEVERAGE WHOLESALERS INC	JANUARY/WINE	629.56
PATRICIA DILLON	2021 MILEAGE	203.84
BRAUN VENDING INC	JANUARY/SUPPLIES-WATER	63.00
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/FREIGHT	198.77
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/LIQUOR	10,424.67
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/MIX	267.88
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/WINE	785.28
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/FREIGHT	177.98
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/LIQUOR	7,649.50



## Liquor Store

BREAKTHRU BEVERAGE MINNESOTA	JANUARY/MIX	271.21
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/WINE	1,810.35
CARLOS CREEK WINERY	JANUARY/WINE	3,144.00
CAYAN	JANUARY 2022 SERVICE FEE	160.74
VIKING COCA-COLA BOTTLING CO	FEBRUARY/MIX	279.39
VIKING COCA-COLA BOTTLING CO	JANUARY/MIX	504.64
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	3.24
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	2.90
COPPER TRAIL BREWING CO	JANUARY/BEER	411.80
BRANDON CURRIE	2021 MILEAGE	990.08
D-S BEVERAGES, INC.	JANUARY/BEER	20,677.53
D-S BEVERAGES, INC.	JANUARY/MIX	973.17
DACOTAH PAPER CO	JANUARY/BAGS, RAZOR BLADES	379.45
DACOTAH PAPER CO	JANUARY/MISC PURCHASE-TUMBLERS	58.09
DACOTAH PAPER CO	JANUARY/ROLL THERMAL, BAGS	145.54
MARGO DENBROOK	JULY - DECEMBER BANK MILEAGE	119.72
MARGO DENBROOK	NOVEMBER LIQUOR STORE SUPPLIES	24.64
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	11,321.70
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	16.57
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	11,321.70
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	16.57
FERGUS BREWING COMPANY LLC	JANUARY/BEER	259.20
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	377.08
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLITS	829.53
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	1,938.86
INDIGO SIGNWORKS, INC	INSTALL LED RETROFIT LIGHTING	1,897.50
JACKSON FAMILY TRUCKING LLC	JANUARY/FREIGHT	102.50
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/FREIGHT	434.96
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/LIQUOR	16,787.03
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/WINE	5,155.39
JOHNSON BROTHERS LIQUOR CO	JANUARY/FREIGHT	675.86
JOHNSON BROTHERS LIQUOR CO	JANUARY/LIQUOR	21,849.52
JOHNSON BROTHERS LIQUOR CO	JANUARY/MIX	187.55
JOHNSON BROTHERS LIQUOR CO	JANUARY/WINE	11,054.86
VICTOR LUNDEEN COMPANY	JAN COUNTERFEIT BILL DETECTOR	15.50
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	20.48
MAVERICK WINE LLC	JANUARY/FREIGHT	83.00
MAVERICK WINE LLC	JANUARY/LIQUOR	7,753.02
MAVERICK WINE LLC	JANUARY/WINE	750.00
OTTER TAIL CO. HISTORICAL SOC.	150TH ANNIV. COIN SPONSORSHIP	1,000.00
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	3,879.53
OUTSTATE BREWING COMPANY	JANUARY/BEER	1,474.00
PAUSTIS WINE COMPANY	JANUARY/FREIGHT	81.50

## Liquor Store

PAUSTIS WINE COMPANY	JANUARY/WINE	5,784.30
PEPSI BEVERAGE COMPANY	JANUARY/MIX	497.07
PHILLIPS WINE AND SPIRITS CO	FEBRUARY/FREIGHT	182.33
PHILLIPS WINE AND SPIRITS CO	FEBRUARY/LIQUOR	8,728.75
PHILLIPS WINE AND SPIRITS CO	FEBRUARY/MIX	288.00
PHILLIPS WINE AND SPIRITS CO	FEBRUARY/WINE	966.00
PHILLIPS WINE AND SPIRITS CO	JANUARY/FREIGHT	252.44
PHILLIPS WINE AND SPIRITS CO	JANUARY/LIQUOR	13,074.01
PHILLIPS WINE AND SPIRITS CO	JANUARY/MIX	414.10
PHILLIPS WINE AND SPIRITS CO	JANUARY/WINE	2,129.27
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	424.68
SOUTHERN GLAZER'S OF MN	FEBRUARY/FREIGHT	193.63
SOUTHERN GLAZER'S OF MN	FEBRUARY/LIQUOR	6,335.95
SOUTHERN GLAZER'S OF MN	FEBRUARY/WINE	2,772.68
SOUTHERN GLAZER'S OF MN	JANUARY/FREIGHT	250.81
SOUTHERN GLAZER'S OF MN	JANUARY/LIQUOR	12,270.00
SOUTHERN GLAZER'S OF MN	JANUARY/MIX	26.00
SOUTHERN GLAZER'S OF MN	JANUARY/WINE	1,936.00
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	110.60
VINOCOPIA INC	JANUARY/FREIGHT	33.75
VINOCOPIA INC	JANUARY/MIX	120.00
VINOCOPIA INC	JANUARY/WINE	2,921.54
	F U N D   T O T A L	279,791.70

## Refuse Disposal

ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	305.45
APPRIZE TECHNOLOGY SOLUTIONS	JAN ADMIN FEE	118.75
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	2.22
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	1.98
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	64.21
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	64.21
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	41,457.00
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	79.23
HOUSTON ENGINEERING INC	2021 FALL GW SW-184 MONIT.TEST	8,456.00
HOUSTON ENGINEERING INC	2021 FALL GW SW-184 PROF SERV	416.00

## Refuse Disposal

HOUSTON ENGINEERING INC	2021 FALL GW SW-572 MONIT.TEST	1,082.00
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	16.50
METRO SALES, INC	12/18/21-01/17/22 COPIER RENT	16.56
METRO SALES, INC	12/18/21-01/17/22 USAGE CHARGE	13.51
NICE THREADS CUSTOM EMBROIDER	JANUARY/EMPLOYEE AWARD JACKET	103.58
OTTER TAIL COUNTY TREASURER	DECEMBER TIPPING FEES	84,286.23
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	242.96
U.S. POSTMASTER	FEBRUARY POSTAGE	3,000.00
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	1,619.13
RECYCLE TECHNOLOGIES INC	JAN RECYCLING	277.76
THE WILSON BOHANNAN COMPANY	JAN #2 PADLOCKS	123.25
	F U N D   T O T A L	171,086.93

## Sewage Treatment

A-1 LOCK & KEY LLC	JAN LIFT STATION ENCL.HANDLE	242.50
ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	315.58
APPRIZE TECHNOLOGY SOLUTIONS	JAN ADMIN FEE	118.75
CAPITALONE TRADE CREDIT	DECEMBER JBG-8W2-JBG-8B 8"	423.11
CARTER PUMP LLC	JAN GASKET VALVE SETS,CYLIND.	634.05
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	3.59
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	3.19
COSSETTE ELECTRIC LLC	JAN RAN COND. BASEMENT PUMP	420.78
COSSETTE ELECTRIC LLC	JAN REPAIR CONNECT DIGESTER #2	361.85
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	8,879.56
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	43.94
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	8,879.56
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	43.94
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	11,976.08
FASTENAL COMPANY	JAN SEWER SAFETY VENDING	4.68
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	327.91
GOPHER STATE ONE CALL	2022 ANNUAL OPERATOR FEE	16.67
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	3,861.94
HAWKINS INC	JAN ALUMINUM SULFATE LIQUID	5,245.88
JUSTIN KNUTSON	2022 SAFETY BOOT REIMBURSEMENT	125.00
LAKES COUNTRY SERVICE COOP	NOVEMBER RANDOM DRUG SCREEN	29.50
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	11.00
MESERB	NOV CONF REGISTRATION M.LEMKE	100.00
METRO SALES, INC	12/18/21-01/17/22 COPIER RENT	16.56

## Sewage Treatment

METRO SALES, INC	12/18/21-01/17/22 USAGE CHARGE	13.51
NICE THREADS CUSTOM EMBROIDER	JANUARY/EMPLOYEE AWARD JACKET	134.58
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	9,519.83
U.S. POSTMASTER	FEBRUARY POSTAGE	3,000.00
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	832.16
RMB ENVIRONMENTAL LABORATORIES	JAN ANALYSIS	1,108.00
SPEE DEE DELIVERY SERVICE INC	DEC SHIPPING	27.77
SPEE DEE DELIVERY SERVICE INC	JAN SHIPPING	60.89
SUPERIOR CRANE CORP	DEC WIRE ROPE CABLE ASSEMBLY	744.67
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	117.50
VESSCO INC.	JAN UGSI, ENCORE 700 PUMP	3,525.00
THE WILSON BOHANNAN COMPANY	JAN #2 PADLOCKS	123.25
	F U N D   T O T A L	61,292.78

## Water

ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	449.13
APPRIZE TECHNOLOGY SOLUTIONS	JAN ADMIN FEE	118.75
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	3.25
COOPERS TECHNOLOGY GROUP	JANUARY MESH DESK ORGANIZER	65.13
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	2.90
CORE & MAIN LP	JAN MJ GASKETS/TEE/GLAND	480.22
CORE & MAIN LP	JAN MJ PARTS FOR LEAK (TRAVIS)	336.90
CORE & MAIN LP	JAN STOCK ORDER PER TRAVIS	95.39
CORE & MAIN LP	JAN STOCK/SCHOOL MAIN BREAK	4,662.42
CORE & MAIN LP	JAN 8CX24 REPAIR CLAMP SCHOOL	387.03
CORE & MAIN LP	JANUARY 4" FLG CHK VLV W/L&W	1,813.41
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	7,158.92
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	64.22
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	7,158.92
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	64.22
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	4,575.25
59 FINISHING INC	FEB FLOOR GRATES	25.00
59 FINISHING INC	JAN REFINISH FLOOR PLATES	103.09
FASTENAL COMPANY	JAN PRY BARS FOR MAIN BREAKS	291.06
FASTENAL COMPANY	JAN WATER SAFETY VENDING	71.64
GENERAL FUND	JANUARY COPIER USE	83.92
GENERAL FUND	JANUARY POSTAGE USE	220.28
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	116.39

## Water

GENESEE & WYOMING RAILROAD SVC	ANNUAL RR ROW LEASE OTVR221788	1,069.91
GOIN' POSTAL FERGUS FALLS	JAN SHIPPING	13.32
GOPHER STATE ONE CALL	2022 ANNUAL OPERATOR FEE	16.67
GRAYMONT (WI) LLC.	JAN HIGH CALCIUM QUICKLIME	5,515.25
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	2,713.53
HAWKINS INC	JAN AMMONIA ANHYDROUS	430.00
HAWKINS INC	JAN CHLORINE	1,165.00
HAWKINS INC	JAN FERRIC SULFATE	1,375.65
HOME DEPOT CREDIT SERVICES	JAN RYOBI 5.5 AMP GRINDER WTP	44.00
LOCATORS & SUPPLIES INC	JAN HAND WARMER/GLOVES/HAT WAT	37.22
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	19.25
MAXAIR, LLC	JAN AIR COMPRESSOR MAINTENANCE	702.82
METRO SALES, INC	12/18/21-01/17/22 COPIER RENT	16.55
METRO SALES, INC	12/18/21-01/17/22 USAGE CHARGE	13.51
MIDWEST PRINTING COMPANY	JAN EM WATER NOTICE.DOOR HANG	195.00
MINNESOTA RURAL WATER ASSN	MAR 2022-FEB 2023 MEMBER DUES	300.00
NEWMAN & SONS PAINTING	JAN R/R CONCRETE FINISH	20,293.75
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	6,584.31
U.S. POSTMASTER	FEBRUARY POSTAGE	3,000.00
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	242.29
RMB ENVIRONMENTAL LABORATORIES	JAN 1ST 1/2 BACT. MONITORING	125.00
RMB ENVIRONMENTAL LABORATORIES	JAN 2ND 1/2 BACTERIA MONITOR	110.00
UGSTAD PLUMBING, INC.	AUG RPZ TEST	249.00
USA BLUEBOOK	JAN HACH CHLORINE TEST KIT	89.87
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	89.06
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	161.02
THE WILSON BOHANNAN COMPANY	JAN #2 PADLOCKS	123.25
	F U N D   T O T A L	73,042.67

## Storm Water

EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	10,908.75
GOPHER STATE ONE CALL	2022 ANNUAL OPERATOR FEE	16.66
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	107.63
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	35.01
	F U N D   T O T A L	11,068.05

## Equipment

ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	449.54
AMERICAN WELDING & GAS, INC	JAN ACETYLENE (MATT)	47.55
AUTO VALUE - FERGUS FALLS	JAN BLOWER MOTOR U-43	67.99
AUTO VALUE - FERGUS FALLS	JAN BRAKE PARTS CLEANER	47.88
AUTO VALUE - FERGUS FALLS	JAN BRAKE PARTS CLEANER/REMOVE	61.87
AUTO VALUE - FERGUS FALLS	JAN CABIN/OIL FILTER UNIT 242	36.66
AUTO VALUE - FERGUS FALLS	JAN CREDIT PERMATEx INV5327193	45.98-
AUTO VALUE - FERGUS FALLS	JAN DEF FLUID (SHOP)	23.98
AUTO VALUE - FERGUS FALLS	JAN DOT3 BRAKE FLUID	11.98
AUTO VALUE - FERGUS FALLS	JAN FEMALE FLAT FACE HYD FITTI	19.49
AUTO VALUE - FERGUS FALLS	JAN FEMALE JIC HYD FITT U-225	17.78
AUTO VALUE - FERGUS FALLS	JAN FOG LAMP BULB/FUEL FILTERS	32.14
AUTO VALUE - FERGUS FALLS	JAN FOG LAMP/HYD FITTINGS	18.77
AUTO VALUE - FERGUS FALLS	JAN FUEL FILTERS (STK)	20.38
AUTO VALUE - FERGUS FALLS	JAN GREASE ZERK (SHOP)	4.49
AUTO VALUE - FERGUS FALLS	JAN GREASE ZERKS (SHOP)	6.99
AUTO VALUE - FERGUS FALLS	JAN HOWES ANTI GEL (SHOP)	21.99
AUTO VALUE - FERGUS FALLS	JAN HOWES ANTI GEL 1/2 GALLONS	109.95
AUTO VALUE - FERGUS FALLS	JAN HYD FITTINGS/WIRE TIES	43.19
AUTO VALUE - FERGUS FALLS	JAN PERMATEx RIGHT STUFF	45.98
AUTO VALUE - FERGUS FALLS	JAN PERMATEx RIGHT STUFF SHOP	42.99
AUTO VALUE - FERGUS FALLS	JAN SAWZALL BLADES (SHOP)	41.14
AUTO VALUE - FERGUS FALLS	JAN STOCK AIR FILTERS	28.26
AUTO VALUE - FERGUS FALLS	JAN STOCK FILTER ORDER	123.27
AUTO VALUE - FERGUS FALLS	JAN STOCK OIL FILTERS	15.68
AUTO VALUE - FERGUS FALLS	JAN STOCK OIL/FUEL FILTERS	21.91
AUTO VALUE - FERGUS FALLS	JAN STOCK PARTS ORDER	164.09
AUTO VALUE - FERGUS FALLS	JAN STOCK PIPE FITTINGS	12.98
BUY-MOR PARTS & SERVICE LLC	JAN AIR SWITCH UNIT 225	34.40
BRIAN'S REPAIR & TIRE SERVICE	JAN REPLACE R/F DRIVE TIRE	310.00
NEW HORIZONS AG SERVICES	JAN WINTERMASTER DIESEL FUEL	23,435.37
CODE 4 SERVICES INC	2099 RADIO SETUP	156.75
CODE 4 SERVICES INC	2100, 2097 AND 2099 DOCKING ST	2,542.68
COMPLETE INTEGRATED SOLUTIONS	2100, 2097 AND 2099	6,570.00
COOPERS TECHNOLOGY GROUP	JAN/REFILL INK, DRY-ERASE MARK	1.82
COOPERS TECHNOLOGY GROUP	JANUARY RED/BLACK RIBBONS	1.61
DSI AUTOMOTIVE PRODUCTS	JAN BED MAT UNIT 64	181.33
DSI AUTOMOTIVE PRODUCTS	JAN LEGEND FRONT BUMPER ENG13	1,320.00
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY HEALTH INSURANCE	4,850.78
EMPLOYEES INSURANCE TRUST FUND	FEBRUARY LIFE INSURANCE	27.38
EMPLOYEES INSURANCE TRUST FUND	JANUARY HEALTH INSURANCE	4,850.78
EMPLOYEES INSURANCE TRUST FUND	JANUARY LIFE INSURANCE	27.38
ENVIRONMENTAL EQUIP & SERVICES	JAN 2022 TYMCO 500X STREET SWE	332,976.73

## Equipment

EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	1,089.27
EQUIPMENT FUND	JAN FUEL USAGE	193.56-
EQUIPMENT FUND	JAN REPAIRS/SERVICE	805.74-
EQUIPMENT FUND	RECEIPT FEBRUARY EQUIP RENT	180,837.67-
FARGO FREIGHTLINER	JAN AIR TANK UNIT 242	712.00
FARGO FREIGHTLINER	JAN QUALITY CONTROL VALVE U242	749.90
JOHN DEERE FINANCIAL	JAN BLOWER SKID SHOES	130.16
JOHN DEERE FINANCIAL	JAN BRAKE SHOES 1145 BLOWERS	130.16
JOHN DEERE FINANCIAL	JAN CABIN AIR FILTER U-280	77.06
JOHN DEERE FINANCIAL	JAN CHECK FAN ON NIPCO HEATER	101.92
JOHN DEERE FINANCIAL	JAN DEF FLUID (SHOP)	110.00
JOHN DEERE FINANCIAL	JAN HYD HOSE UNIT 225	107.29
JOHN DEERE FINANCIAL	JAN 1445 BROOM KEY/WASHER U955	57.61
FASTENAL COMPANY	JAN SHOP SUPPLY VENDING	52.06
FASTENAL COMPANY	JAN STOCK SHOP HARDWARE ORDER	52.83
FASTENAL COMPANY	JAN WASHERS (CITY SHOP)	7.00
FASTENAL COMPANY	JAN 5/8" PLOW NUTS	126.69
GENERAL FUND	SEPT-DEC 2021 MISC SUPPLIES	569.68
NAPA AUTO PARTS - FERGUS FALLS	JAN CAMSHAFT SENSOR U-2085	20.88
NAPA AUTO PARTS - FERGUS FALLS	JAN HYD HOSE FITTING U-225	20.66
NAPA AUTO PARTS - FERGUS FALLS	JAN HYD HOSE FITTINGS U-226	29.69
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	5,572.00
H & L MESABI COMPANY INC	JAN JOMA RH CURB RUNNER/SHOE	596.40
H & L MESABI COMPANY INC	JAN 8" CURB RUNNERS (STOCK)	796.00
HOME DEPOT CREDIT SERVICES	JAN BANDSAW BLADES FAB SHOP	370.94
INTERSTATE BATTERY SYSTEM	DEC STOCK BATTERIES	347.85
INTERSTATE BATTERY SYSTEM	JAN GROUP 31-MHD BATTERIES	359.85
LAKES COUNTRY SERVICE COOP	NOVEMBER RANDOM DRUG SCREEN	88.50
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	5.64
MACQUEEN EQUIPMENT INC	JAN 32X10 MB BROOM BRUSHES	1,736.99
MINNESOTA MOTOR COMPANY	JAN BOSS PLOW CUTTING EDGES	547.65
MITCHELL 1	JAN SHOP KEY SUBSCRIPTION 1YR	3,180.00
NELSON AUTO CENTER	JAN SPARK PLUGS/COIL U-2087	80.97
NELSON AUTO CENTER	JAN TIMING CONTROL VALVE	47.52
NELSON AUTO CENTER	JAN VALVE SEAL UNIT 2085	8.77
OLYMPIC SALES	JAN PROXIMITY SENSOR U-226	92.69
OLYMPIC SALES	JAN TALL GRIPPER ARM PUCKS	276.98
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	2,875.44
POLICE DEPT CONTINGENCY FUND	TABS 2049, 2082, 2092	42.75
POLICE DEPT PETTY CASH	2073 GAS FROM SWAT CALL OUT	20.22
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	638.55
ROYAL TIRE INC	JAN INSTALL 2 NEW TIRES U-279	2,298.62
ROYAL TIRE INC	JAN 315/80R22.5 TIRES (STK)	713.86

## Equipment

BRENT SCHLESKE	DEC PARTS-ADAPTERS	12.92
STOEN'S HYDROSTATIC SERV INC	JAN REBUILD CONCRETE HAMMER	975.00
TITAN MACHINERY INC-FARGO CASE	JAN CASE 821G WHEEL LOADER	183,510.00
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	82.44
WALLWORK TRUCK CENTER F.F.	JAN AIR RELAY VALVE UNIT 226	43.01
WALLWORK TRUCK CENTER F.F.	JAN FREIGHTLINER FUEL FILTERS	314.46
WALLWORK TRUCK CENTER F.F.	JAN FUEL FILTER UNIT 498	38.02
ZIEGLER INC.	JAN OIL SAMPLE KITS	174.00
ZIEGLER INC.	JAN STOCK CUTTING EDGE ORDER	5,620.23
	F U N D   T O T A L	412,556.11

## Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT FEB HEALTH INSURANCE	152,508.02-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT FEB LIFE INSURANCE	3,150.26-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT JANUARY HEALTH INS	151,534.98-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT JANUARY LIFE INS	3,163.78-
LAKES COUNTRY SVC COOP	FEBRUARY 22 HEALTH INSURANCE	164,300.90
LAKES COUNTRY SVC COOP	NOV/DEC 2021 BCBS HEALTH INS	379.00
SUN LIFE FINANCIAL	FEBRUARY 22 LIFE INSURANCE	3,150.26
	F U N D   T O T A L	142,526.88-

## Flexible Benefit Agency

MII LIFE INCORPORATED	2021 FLEX PLAN REIMB	3,255.00
MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	2,714.90
	F U N D   T O T A L	5,969.90

## PEG Access

OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	117.70
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## PEG Access

F U N D   T O T A L	117.70
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## Business Development for Fergus Falls

CINCINNATI INSURANCE COMPANY	2022 COMMERCIAL PACKAGE POLICY	688.00
F U N D   T O T A L		688.00

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

ACUITY INSURANCE	ADD'L 2022 WORKERS' COMP	14.00
CORNELL LAB OF ORNITHOLOGY	PINE TO PRAIRIE AD/FISCAL HOST	2,500.00
DOUBLE A CATERING	BREAKFAST FOR MN ELECTRICIANS	213.59
DOUBLE A CATERING	LUNCH FOR NOVEMBER MEETING	135.00
ESULTANTS WEB SERVICES	2022 SEO AND WEB	5,000.00
F.F. CHAMBER OF COMMERCE	2022 DUES	330.00
FERGUS FALLS CONVENTION &	DEC 2021 LODGING TAX	11,560.16-
FERGUS FALLS CONVENTION &	DEC 2021 LODGING TAX ADMIN	347.01
FERGUS FALLS CONVENTION &	DEC 2021 LODGING TAX PENALTY	6.71-
GENERAL FUND	JANUARY COPIER USE	88.20
GENERAL FUND	JANUARY POSTAGE USE	118.01
MINNESOTA PUBLIC RADIO	PINE TO PRAIRIE AD/FISCAL HOST	2,640.00
MN TRAILS	2022 AD BUY	2,176.00
OTTER TAIL LAKES COUNTRY ASSN	2022 PARTNER	3,497.00
OTTER TAIL COUNTY HISTORICAL	SPONSOR FOR 150TH ANNIVERSARY	1,000.00
SHRPA LLC	2022 WEEKENDER & CORE PLATFORM	1,593.75
SPRINT	JANUARY CELL PHONE EXPENSE	255.66
STAR TRIBUNE	WINTER AD 2021-2022	290.00
F U N D   T O T A L		8,631.35

T O T A L   A L L   F U N D S	4,341,750.99
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2/07/2022

R E S O L U T I O N   R E C O R D

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

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON THE ABOVE RESOLUTION WAS DULY DECLARED ADOPTED.

ATTEST:

APPROVED:

-----  
CITY ADMINISTRATOR

-----  
MAYOR

2/07/2022

R E S O L U T I O N   R E C O R D

COMM OF FINANCE, TREAS DIV	147.93
4M FUND	57.96
OTTER TAIL COUNTY HIGHWAY DEPT	48.73
OTTER TAIL COUNTY TREASURER	84,582.08
STATE TREASURER	2,423.47
A-1 LOCK & KEY LLC	1,464.88
ARC DOCUMENT SOLUTIONS LLC	207.68
ACUITY INSURANCE	14.00
RYAN ALBERT	371.84
ALL-AMERICAN ARENA PRODUCTS	449.96
THE AMERICAN BOTTLING COMPANY	443.42
ARAMARK UNIFORM SERVICES	3,028.67
AMERICAN WELDING & GAS, INC	47.55
SEAN ANDERSON	714.40
ANYTIME PLUMBING LLC	663.00
APPRIZE TECHNOLOGY SOLUTIONS	475.00
ARCTIC GLACIER USA INC	267.05
ARTISAN BEER COMPANY	3,221.75
AUTO VALUE - FERGUS FALLS	995.85
AVESIS THIRD PARTY ADMIN INC	18.42
BC WOODSHOP	750.00
BAKER & TAYLOR INC	842.24
BUY-MOR PARTS & SERVICE LLC	34.40
BELLBOY CORPORATION	2,806.40
BEVERAGE WHOLESALERS INC	63,783.24
BEYER BODY SHOP, INC.	525.00
BOLTON & MENK INC	8,240.00
PATRICIA DILLON	203.84
BRAUN VENDING INC	63.00
BREAKTHRU BEVERAGE MINNESOTA	21,585.64
BRIAN'S REPAIR & TIRE SERVICE	310.00
CAPITALONE TRADE CREDIT	423.11
CARLOS CREEK WINERY	3,144.00
CARTER PUMP LLC	634.05
CAYAN	160.74
NEW HORIZONS AG SERVICES	23,435.37
CENTRAL SPECIALTIES, INC.	17,228.02
CHARTER COMMUNICATIONS	302.93
CINCINNATI INSURANCE COMPANY	688.00
VIKING COCA-COLA BOTTLING CO	784.03
CODE 4 SERVICES INC	2,699.43
COMPLETE INTEGRATED SOLUTIONS	6,570.00
COMSTOCK CONSTRUCTION INC	61,267.05
COOPERS TECHNOLOGY GROUP	277.61
COPPER TRAIL BREWING CO	411.80
CORE & MAIN LP	7,775.37
CORNELL LAB OF ORNITHOLOGY	2,500.00

2/07/2022

R E S O L U T I O N   R E C O R D

COSSETTE ELECTRIC LLC	782.63
CUMMINS NPOWER LLC	1,149.46
BRANDON CURRIE	990.08
D-S BEVERAGES, INC.	21,650.70
DSI AUTOMOTIVE PRODUCTS	1,501.33
DACOTAH PAPER CO	583.08
DAILY JOURNAL	1,174.26
DEMCO EDUCATIONAL CORP	791.17
MARGO DENBROOK	144.36
DOUBLE A CATERING	348.59
DOUBLETREE PROPERTIES LLC	4,085.00
ENVIRONMENTAL EQUIP & SERVICES	332,976.73
ESULTANTS WEB SERVICES	5,000.00
EXHIBIT ENVOY INC	2,812.50
59 FINISHING INC	128.09
FARGO FREIGHTLINER	1,461.90
JOHN DEERE FINANCIAL	714.20
FASTENAL COMPANY	801.54
FERGUS BREWING COMPANY LLC	259.20
F.F. CHAMBER OF COMMERCE	330.00
FERGUS HOME & HARDWARE	316.97
GALLS LLC	2,820.32
GENERAL REPAIR SERVICE	1,371.65
NAPA AUTO PARTS - FERGUS FALLS	71.23
GENESEE & WYOMING RAILROAD SVC	1,069.91
GOIN' POSTAL FERGUS FALLS	13.32
GOPHER STATE ONE CALL	50.00
GRAYMONT (WI) LLC.	5,515.25
GREAT PLAINS NATURAL GAS CO	24,865.39
GUARDIAN	3,848.08
H & L MESABI COMPANY INC	1,392.40
DAVID M HARLES JR	125.00
HAWKINS INC	8,216.53
HOME DEPOT CREDIT SERVICES	414.94
HOOPLA	840.59
HOUSTON ENGINEERING INC	9,954.00
INDIGO SIGNWORKS, INC	1,897.50
INNFORMATION SYSTEMS	450.00
INNOVATIVE OFFICE SOLUTIONS	121.30
INTERSTATE BATTERY SYSTEM	712.70
JACKSON FAMILY TRUCKING LLC	102.50
JOHNSON BROTHERS LIQUOR CO	56,145.17
JOHNSON CONTROLS INC	5,484.54
JOHNSON CONTROLS FIRE	434.20
KADDATZ GALLERIES LTD	458.64
JUSTIN KNUTSON	125.00
LAKE REGION HEALTHCARE CORP	150.00

2/07/2022

R E S O L U T I O N   R E C O R D

LAKES COUNTRY SERVICE COOP	615.50
LAKES COUNTRY SVC COOP	164,679.90
LEAGUE OF MN CITIES INS. TRUST	100,592.00
LEAGUE OF MN CITIES	2,160.00
LEITCH EXCAVATING INC	9,353.92
LOCATORS & SUPPLIES INC	37.22
VICTOR LUNDEEN COMPANY	885.50
MII LIFE INCORPORATED	6,200.90
MN SOCIETY OF CERTIFIED PUBLIC	340.00
M-R SIGN COMPANY INC	767.10
MACQUEEN EQUIPMENT INC	1,736.99
MARCO TECHNOLOGIES LLC	1,521.53
MARK SAND AND GRAVEL COMPANY	8,582.12
MAVERICK WINE LLC	8,586.02
MAXAIR, LLC	702.82
MEDTOX LABORATORIES INC	62.82
MESERB	100.00
METRO SALES, INC	267.32
MIDWEST PRINTING COMPANY	195.00
MN COUNCIL OF AIRPORTS	150.00
MINNESOTA MOTOR COMPANY	547.65
MINNESOTA PUBLIC RADIO	2,640.00
MINNESOTA RURAL WATER ASSN	300.00
MN TRAILS	2,176.00
MINNKOTA ENVIROSERVICES INC	33.00
MITCHELL 1	3,180.00
MOORE ENGINEERING INC	19,635.00
NELSON AUTO CENTER	137.26
NELSON BROTHERS PRINTING &	809.00
NEWMAN & SONS PAINTING	20,293.75
NEXT GENERATION FLOORING INC	3,547.00
NICE THREADS CUSTOM EMBROIDER	500.32
NYCKLEMOE & ELLIG, P.A.	8,121.67
OLYMPIC SALES	369.67
OTIS ELEVATOR COMPANY	1,206.84
OTTER TAIL LAKES COUNTRY ASSN	3,497.00
OTTER ELECTRIC LLC	14,152.27
OTTER TAIL COUNTY HISTORICAL	1,000.00
OTTER TAIL CO. HISTORICAL SOC.	1,000.00
OTTER TAIL POWER COMPANY	58,297.88
OUTSTATE BREWING COMPANY	1,474.00
PAUSTIS WINE COMPANY	5,865.80
PEPSI BEVERAGE COMPANY	497.07
PHILLIPS WINE AND SPIRITS CO	26,034.90
POLICE DEPT CONTINGENCY FUND	771.62
POLICE DEPT PETTY CASH	31.01
U.S. POSTMASTER	9,000.00

2/07/2022

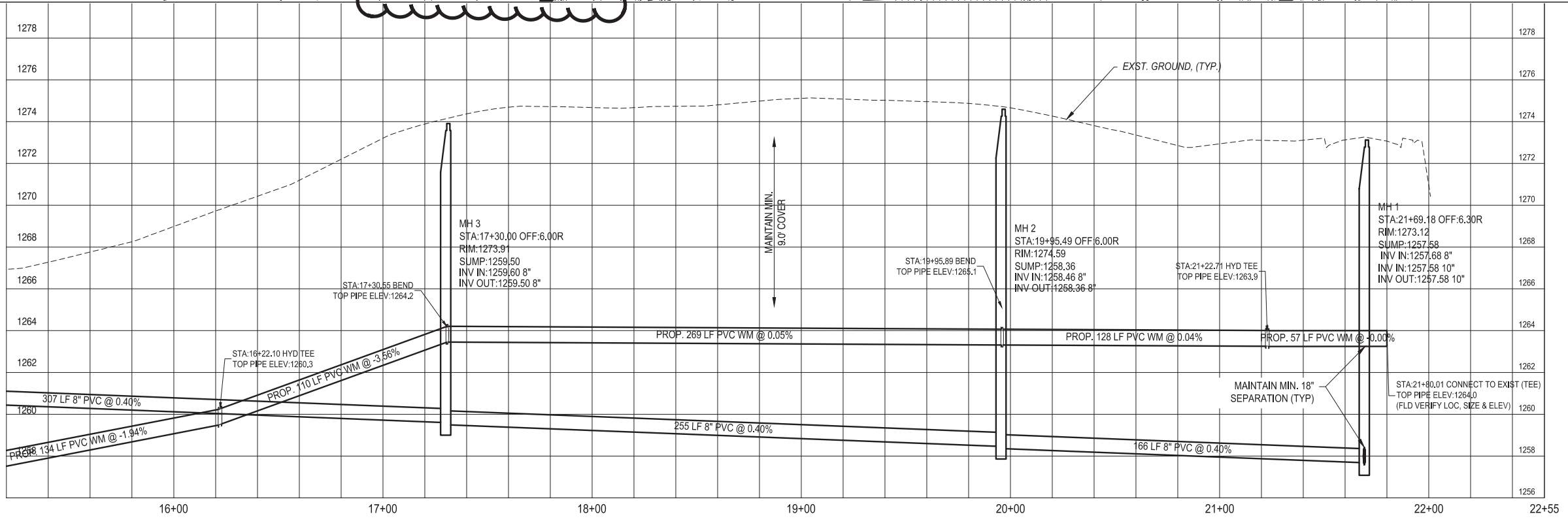
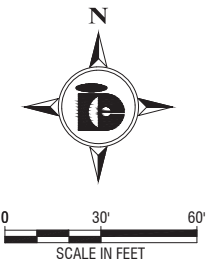
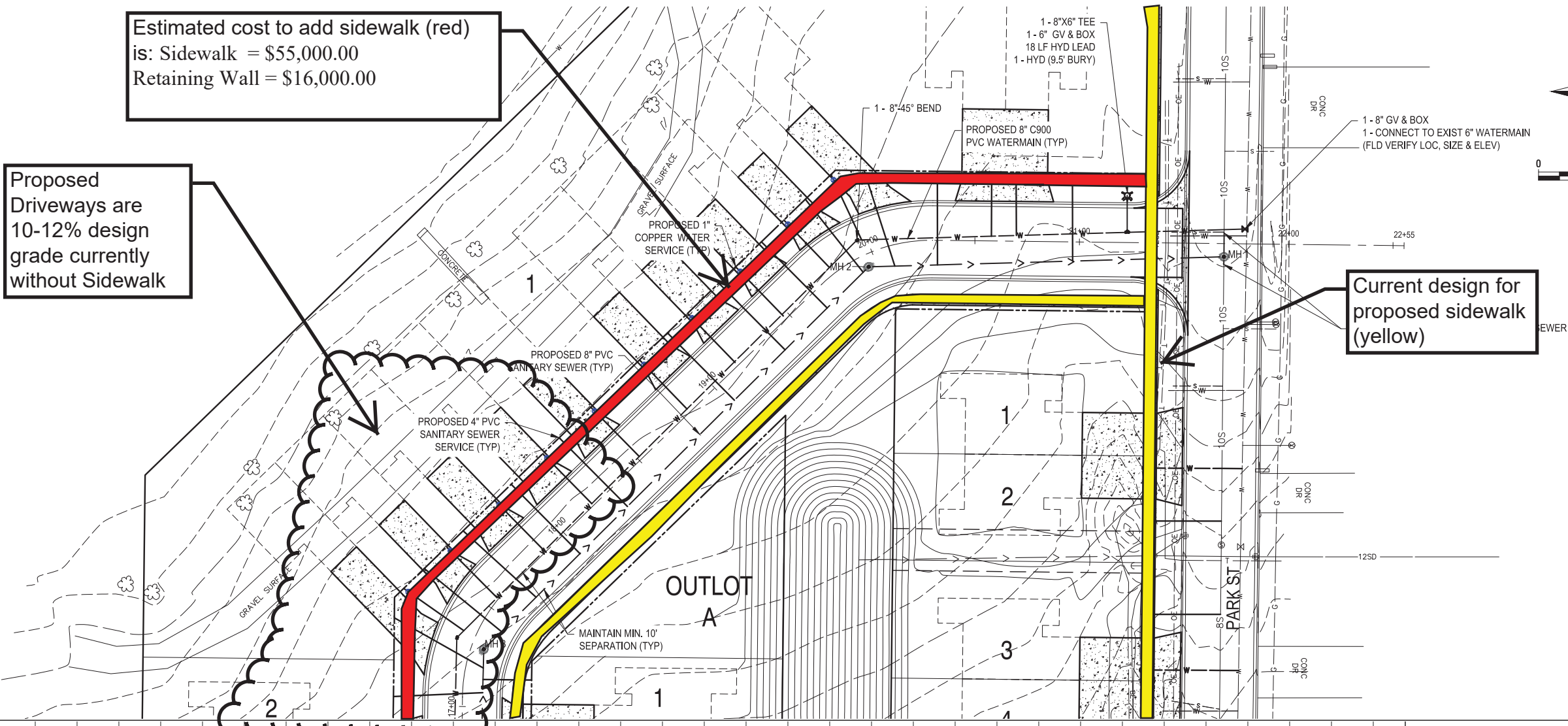
R E S O L U T I O N   R E C O R D

PREMIER CARBIDE SAW & TOOL INC	174.88
PRO-WEST & ASSOCIATES, INC	228.81
PUBLIC UTILITIES DEPARTMENT	8,546.41
RMB ENVIRONMENTAL LABORATORIES	1,343.00
RECYCLE TECHNOLOGIES INC	277.76
RICOH USA INC	2,330.16
ROYAL TIRE INC	3,012.48
SHRPA LLC	1,593.75
SAFEGUARD BUSINESS SYSTEMS	192.06
BRENT SCHLESKE	12.92
SHI INTERNATIONAL CORP	15,152.00
SOUTHERN GLAZER'S OF MN	23,785.07
SPEE DEE DELIVERY SERVICE INC	123.86
SPRINT	255.66
STAR TRIBUNE	290.00
STENERSON BROTHERS LUMBER CO	5,617.64
STOEN'S HYDROSTATIC SERV INC	975.00
SUMMIT COMPANIES	65.00
SUN LIFE FINANCIAL	3,150.26
SUPERIOR CRANE CORP	744.67
TITAN MACHINERY INC-FARGO CASE	183,510.00
TOTAL REGISTER SYSTEMS	32.36
UGSTAD PLUMBING, INC.	8,945.00
USABLE LIFE	74.80
USA BLUEBOOK	89.87
US BANK EQUIPMENT FINANCE	588.13
VERIZON WIRELESS	2,148.68
VESSCO INC.	3,525.00
VINOCOPIA INC	3,075.29
WALLWORK TRUCK CENTER F.F.	395.49
WELLS FARGO - INVESTMENTS	2,735,192.40
THE WILSON BOHANNAN COMPANY	369.75
WOODSIDE INDUSTRIES	5,742.37
TOTAL OTHER GOVERNMENT	87,260.17
TOTAL OTHER VENDORS	4,254,490.82
TOTAL ALL VENDORS	4,341,750.99

Estimated cost to add sidewalk (red)  
 is: Sidewalk = \$55,000.00  
 Retaining Wall = \$16,000.00

Proposed  
 Driveways are  
 10-12% design  
 grade currently  
 without Sidewalk

Current design for  
 proposed sidewalk  
 (yellow)



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

**ALEX SCHWARZHOFF** 47119  
 Name Lic. No.

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

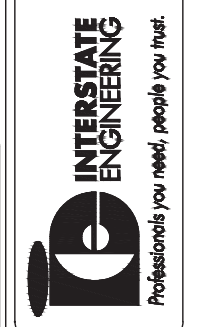
Rev No	Date	Description

CAMPUS VIEW ESTATES ADDITION  
 PRAIRIE VIEW DEVELOPMENT  
 FERGUS FALLS, MN

**UTILITY PLAN & PROFILE**

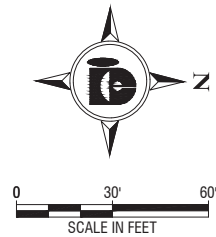
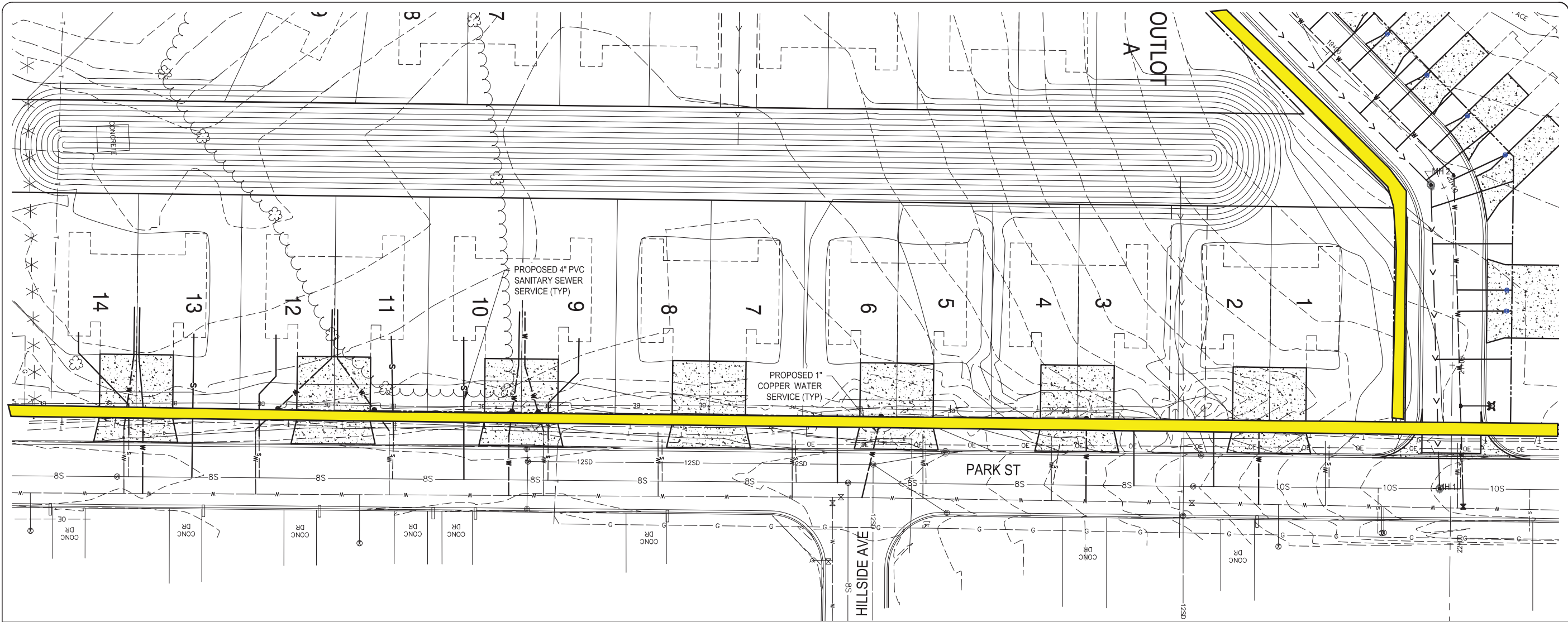
Drawn By: JMU ACS  
 Surveyed By: JIRO ACS  
 Project No: F2100123  
 Date: 11/2021

Interstate Engineering, Inc.  
 P. O. Box 316  
 116 East Washington Avenue  
 Fergus Falls, MN 56538-0316  
 Ph (218) 739-5545  
 Fax (218) 739-4814  
 www.interstateeng.com  
 Other offices in Montana, North Dakota and South Dakota



**C5.2**



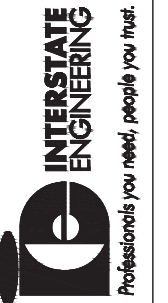


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

ALEX SCHWARZHOFF 47119  
 Name Lic. No.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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CAMPUS VIEW ESTATES ADDITION  
 PRAIRIE VIEW DEVELOPMENT  
 FERGUS FALLS, MN  
**UTILITY PLAN & PROFILE**

Drawn By: JMU  
 Checked By: ACS  
 Surveyed By: JIRO  
 Designed By: ACS  
 Project No: F2100123  
 Date: 11/2021

Rev No	Date	By	Description