



City Council Agenda
March 21, 2022
5:30 pm in the City Council Chambers

Invocation –John Juhl, Stavanger Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Final Cost Hearing: PI 5958, Campus View Development
NOTE: Adoption of the final assessment roles for P.I. No. 5958 is contingent on accepting the Development Agreement between the City of Fergus Falls and Prairie View Development, LLC for P.I. No. 5958 scheduled for consideration at the April 4, 2022 City Council meeting
- E. Awarding of Bids
 - 1. Resolution awarding the construction services contract for PI 5958, Campus View Development to Central Specialties Inc. in the amount of \$1,070,620.75 contingent upon City Council approval for the adoption of the final assessment roles for PI 5958 and accepting the Development Agreement between the City of Fergus Falls and Prairie View Development, LLC as scheduled for consideration at the April 4, 2022 City Council meeting
- F. Petitions and Communications
 - 1. Conservation Partner of the Year Award from the US Fish and Wildlife Service
 - 2. Bolton & Menk update on downtown riverfront project
- G. Consent Agenda
 - 1. Motion approving the minutes from the March 7, 2022 City Council meeting
 - 2. Motion approving licenses
 - 3. Resolution approving PERA declaration on dual position fire fighters
 - 4. Resolution authorizing the city's 150th anniversary celebration event be added to the list of 2022 community festivals
 - 5. Resolution approving budget adjustments
 - 6. Resolution accepting a \$1,000 gift card from Home Depot for the Fergus Falls Fire Department
 - 7. Resolution setting a final cost hearing for PI 6077, 2021 sidewalk improvements for April 18, 2022 at 5:30 pm in the City Council Chambers
 - 8. Resolution declaring surplus property and authorizing its disposal
- H. Ordinance and Resolutions
 - 1. First reading Ordinance 21, Eighth Series, Amending zoning map from I-2 to B-3 as requested by the Flour Mill (Kevin Bartram)
 - 2. Second reading Ordinance 24, Eighth Series, Amending Chapter 154.002 definitions

3. Second reading Ordinance 25, Eighth Series, City wards and precincts
4. Resolution expressing support for designation of US Bike Route 20
5. Resolution initiating PI 9148, DeLagoon improvement project and authorizing entering into an engineering services agreement with Bolton & Menk Inc.

- I. Presentation of Claims \$812,753.67
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
- N. Miscellaneous Announcements

March 30	7:00 am	Committee of the Whole meeting
	5:00 pm	150 th Commemorative meeting
April 4	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

Meeting Date:

March 21, 2022 – City Council

Subject:

P.I. No. 5958 - Campus View Estates Development

Recommendation:

- Adoption of the final assessment roles for P.I. No. 5958 contingent on Accepting the Developers Agreement between the City of Fergus Falls and Prairie View Development, LLC for P.I. No. 5958 scheduled for presentation at the April 4, 2022 City Council

Background/Key Points:

The legal publication and individual final assessment notices have been sent to the special benefitting properties for the above referenced project.

Budgetary Impact:

Final Cost Hearing For C.P. No. 5958

Type of Project:

New construction of Sanitary Sewer, Water Main, Storm Sewer with pond, Sewer & Water Services and Bituminous Street, etc. on Campus Drive: Union Avenue to Park Street. New construction of Sewer & Water Services on Park Street: Near the intersection of Hillside Avenue.

Location:

Campus Drive: Union Avenue to Park Street
Park Street: Near the intersection with Hillside Avenue

Hearing Date: Due Date: Interest Rate: Assessment: Local:

March 21, 2022 May 6, 2022 4.5% 20 years 55

Construction Bid (Award Pending)

Contractor – Central Specialties, Inc. \$1,070,620.75

Misc. Project Costs:

Bond Costs	\$ 60,000
Previously Deferred Special Assessments (Park St.)	31,500
Previous City Admin. / Engr. Costs	41,000
Future City Admin. / Engr. Costs	45,000
Developer's "Incurred" Costs (Retroactive)	94,000
Future Const. Engr. Costs (Interstate Engineering, etc.)	150,000
Construction Contingency Cost (15% of Bid)	<u>163,879.25</u>
	\$ 585,379.25

TOTAL PROJECT COST = \$ 1,656,000.00 (100%)

Final Special Assessments Rates:

Curb, Gutter & Bituminous Street (32 units)	= \$ 16,850.09 per unit
Curb, Gutter & Bituminous Street (14 units)	= \$ 8,317.55 per unit
Sanitary Sewer Mains (32 units)	= 4,600.09 per unit
Sanitary Sewer Services (32 units)	= 3,307.97 per unit
Sanitary Sewer Services (14 units)	= 3,842.39 per unit
Water Mains (32 units)	= 4,818.84 per unit
Water Services (32 units)	= 3,481.88 per unit
Water Services (14 units)	= 4,016.42 per unit
Storm Sewer (315,249 S.F.)	= 1.1789 per S. F.

Cost Breakout – Special Assessments:

Curb, Gutter & Bituminous Street - Total	= \$ 655,648.58
C, G & Bit. Street (32 units)	= \$ 539,202.88
C, G & Bit. Street (14 units)	= \$ 116,445.70
Sanitary Sewer – Total:	= \$ 306,851.38
Sanitary Sewer Main (32 units)	= \$ 147,202.88
Sanitary Sewer Services (32 units)	= \$ 105,855.04
Sanitary Sewer Services (14 units)	= \$ 53,793.46
Water – Total:	= \$ 321,852.92
Water Main (32 units)	= \$ 154,202.88
Water Services (32 units)	= \$ 111,420.16
Water Services (14 units)	= \$ 56,229.88
Storm Sewer & Pond (315,249 S.F.)	= <u>\$ 371,647.05</u>
	1,655,999.93
Total Special Assessment Cost	= \$ 1,656,000.00

Financing:

TIF Bonds (Secured by Special Assessments - Deferred)	= \$ 1,624,500.00
Currently Deferred Sp. Assess. (previously financed)	= <u>31,500.00</u>
TOTAL	= \$ 1,656,000.00

NOTE: In accordance with the pending Developer's Agreement these special assessments will initially be deferred and will be activated on the following schedule or upon construction, whichever comes first:

Year	Description
2024	3 Twin Homes (6 units)
2025	3 Twin Homes (6 units)
2026	3 Twin Homes (6 units)
2027	3 Twin Homes (6 units)
2028	3 Twin Homes (6 units)
2029	3 Twin Homes (6 units)
2029	10 Rental Units

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:



Council Action Recommendation

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Meeting Date:

March 21, 2022 – City Council

Subject:

P.I. No. 5958 - Campus View Estates Development

Recommendation:

- Award the construction services contract to Central Specialties, Inc. in the amount of \$1,070,620.75 contingent on City Council approval for the remaining two (2) Council actions:
 1. Adoption of the final assessment roles for P.I. No. 5958
 2. Accepting the Developers Agreement between the City of Fergus Falls and Prairie View Development, LLC for P.I. No. 5958

Background/Key Points:

Three (3) bids were received and publically opened and read on March 2, 2022 at 2:00 PM. The apparent low bidder was Central Specialties, Inc. with a total base bid amount of \$1,070,620.75. The Estimated Probable Construction Cost was \$1,240,000.00. Interstate Engineering Inc. and City staff have evaluated the bids and determined Central Specialties', Inc. bid to be in order and responsive.

If acceptable, construction could begin this spring. Final completion is scheduled for spring, 2023.

Budgetary Impact:

The funding breakdown is included within the Final Cost Hearing recommendation.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

PI 5958 – Bid Abstract

**CAMPUS VIEW ESTATES IMPROVEMENTS
PI NO. 5958
CITY OF FERGUS FALLS, MN**

**ABSTRACT OF BIDS RECEIVED
MARCH 2, 2022**

PHASE 1

ITEM NO.	SPEC. REF.	ITEM DESCRIPTION	UNITS	EST. QUAN.	ENGINEERS OPINION OF PROBABLE COST FOR CONSTRUCTION		CENTRAL SPECIALTIES INC.		J&J EXCAVATING		SELLIN BROTHERS	
					UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	2021.501	MOBILIZATION	LUMP SUM	1.00	\$ 50,000.00	\$ 50,000.00	\$ 137,000.00	\$ 137,000.00	\$ 134,505.00	\$ 134,505.00	\$ 76,000.00	\$ 76,000.00
2	2104.501	REMOVE CURB AND GUTTER	LIN FT	271.00	\$ 8.00	\$ 2,168.00	\$ 10.00	\$ 2,710.00	\$ 13.00	\$ 3,523.00	\$ 8.00	\$ 2,168.00
3	2104.502	REMOVE PIPE APRON	EACH	1.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	\$ 125.00	\$ 125.00
4	2104.502	REMOVE CATCH BASIN	EACH	2.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 300.00	\$ 600.00	\$ 500.00	\$ 1,000.00
5	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	383.00	\$ 20.00	\$ 7,660.00	\$ 10.00	\$ 3,830.00	\$ 10.00	\$ 3,830.00	\$ 15.00	\$ 5,745.00
6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	463.00	\$ 5.00	\$ 2,315.00	\$ 1.00	\$ 463.00	\$ 9.50	\$ 4,398.50	\$ 3.00	\$ 1,389.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	505.00	\$ 15.00	\$ 7,575.00	\$ 8.00	\$ 4,040.00	\$ 10.50	\$ 5,302.50	\$ 7.00	\$ 3,535.00
8	2106.507	COMMON EXCAVATION (CV)	CU. YD.	5,880.00 (P)	\$ 8.00	\$ 47,040.00	\$ 12.00	\$ 70,560.00	\$ 10.00	\$ 58,800.00	\$ 17.00	\$ 99,960.00
9	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10.00	\$ 200.00	\$ 2,000.00	\$ 125.00	\$ 1,250.00	\$ 175.00	\$ 1,750.00	\$ 180.00	\$ 1,800.00
10	2211.501	AGGREGATE BASE CLASS 5	TON	159.00	\$ 30.00	\$ 4,770.00	\$ 18.00	\$ 2,862.00	\$ 35.00	\$ 5,565.00	\$ 23.00	\$ 3,657.00
11	2357.606	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	25.00	\$ 3.50	\$ 87.50	\$ 5.00	\$ 125.00	\$ 5.00	\$ 125.00	\$ 5.00	\$ 125.00
12	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	56.00	\$ 120.00	\$ 6,720.00	\$ 125.00	\$ 7,000.00	\$ 150.00	\$ 8,400.00	\$ 112.00	\$ 6,272.00
13	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIX (3,C)	TON	69.00	\$ 120.00	\$ 8,280.00	\$ 125.00	\$ 8,625.00	\$ 150.00	\$ 10,350.00	\$ 112.00	\$ 7,728.00
14	2501.502	18" RC PIPE APRON	EACH	1.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 950.00	\$ 950.00
15	2501.503	18" RC PIPE CULVERT	LIN FT	135.00	\$ 75.00	\$ 10,125.00	\$ 52.00	\$ 7,020.00	\$ 52.00	\$ 7,020.00	\$ 72.00	\$ 9,720.00
16	2503.602	4" PVC PLUG	EACH	3.00	\$ 100.00	\$ 300.00	\$ 208.00	\$ 624.00	\$ 208.00	\$ 624.00	\$ 300.00	\$ 900.00
17	2503.602	10"X4" PVC WYE	EACH	3.00	\$ 500.00	\$ 1,500.00	\$ 3,575.00	\$ 10,725.00	\$ 3,575.00	\$ 10,725.00	\$ 2,900.00	\$ 8,700.00
18	2503.603	4" PVC SANITARY SERVICE PIPE	LIN FT	111.00	\$ 36.00	\$ 3,996.00	\$ 29.00	\$ 3,219.00	\$ 29.00	\$ 3,219.00	\$ 65.00	\$ 7,215.00
19	2504.602	1" CORPORATION STOP	EACH	3.00	\$ 600.00	\$ 1,800.00	\$ 236.00	\$ 708.00	\$ 236.00	\$ 708.00	\$ 1,065.00	\$ 3,195.00
20	2504.602	1" CURB STOP & BOX	EACH	3.00	\$ 750.00	\$ 2,250.00	\$ 551.00	\$ 1,653.00	\$ 551.00	\$ 1,653.00	\$ 1,350.00	\$ 4,050.00
21	2504.602	1" TYPE K COPPER PIPE	LIN FT	141.00	\$ 40.00	\$ 5,640.00	\$ 35.50	\$ 5,005.50	\$ 35.50	\$ 5,005.50	\$ 30.00	\$ 4,230.00
22	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	1.00	\$ 25,000.00	\$ 25,000.00	\$ 9,396.00	\$ 9,396.00	\$ 9,396.00	\$ 9,396.00	\$ 14,000.00	\$ 14,000.00
23	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	1.00	\$ 1,500.00	\$ 1,500.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 2,000.00	\$ 2,000.00
24	2521.518	4" CONCRETE WALK	SQ FT	3,881.00	\$ 7.00	\$ 27,167.00	\$ 5.50	\$ 21,345.50	\$ 5.00	\$ 19,405.00	\$ 7.00	\$ 27,167.00
25	2531.501	CONCRETE CURB & GUTTER B618	LIN FT	412.00	\$ 24.00	\$ 9,888.00	\$ 20.00	\$ 8,240.00	\$ 38.00	\$ 15,656.00	\$ 21.00	\$ 8,652.00
26	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	444.00	\$ 90.00	\$ 39,960.00	\$ 63.00	\$ 27,972.00	\$ 66.00	\$ 29,304.00	\$ 77.00	\$ 34,188.00
27	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
28	2564.602	INSTALL WOOD POST 2" X 2" X 8'	EACH	3.00	\$ 50.00	\$ 150.00	\$ 5.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 11.00	\$ 33.00
29	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	820.00	\$ 5.00	\$ 4,100.00	\$ 3.00	\$ 2,460.00	\$ 3.50	\$ 2,870.00	\$ 4.00	\$ 3,280.00
30	2573.502	INLET PROTECTION	EACH	9.00	\$ 200.00	\$ 1,800.00	\$ 100.00	\$ 900.00	\$ 85.00	\$ 765.00	\$ 105.00	\$ 945.00
31	2574.508	FERTILIZER TYPE 3 ANALYSIS (22-5-10)	POUND	210.00 (P)	\$ 2.00	\$ 420.00	\$ 0.75	\$ 157.50	\$ 1.50	\$ 315.00	\$ 0.80	\$ 168.00
32	2575.501	SEEDING	ACRE	0.60 (P)	\$ 3,000.00	\$ 1,800.00	\$ 1,500.00	\$ 900.00	\$ 8,000.00	\$ 4,800.00	\$ 1,600.00	\$ 960.00
33	2575.508	SEED MIXTURE 25-151	POUND	120.00 (P)	\$ 5.00	\$ 600.00	\$ 6.00	\$ 720.00	\$ 6.00	\$ 720.00	\$ 6.35	\$ 762.00
34	2575.508	SEED MIXTURE 33-261	POUND	21.00 (P)	\$ 4.50	\$ 94.50	\$ 26.00	\$ 546.00	\$ 30.00	\$ 630.00	\$ 27.00	\$ 567.00
35	2575.560	HYDRAULIC BONDED FIBER MATRIX	POUND	2,100.00 (P)	\$ 2.60	\$ 5,460.00	\$ 3.00	\$ 6,300.00	\$ 1.85	\$ 3,885.00	\$ 3.15	\$ 6,615.00

AWARDED TO:

TOTAL PHASE 1 BID

\$ 287,616.00

\$ 352,021.50

\$ 359,464.50

\$ 352,801.00

PHASE 2					ENGINEERS OPINION OF PROBABLE COST FOR CONSTRUCTION		CENTRAL SPECIALTIES INC.		J&J EXCAVATING		SELLIN BROTHERS	
ITEM NO.	SPEC. REF.	ITEM DESCRIPTION	UNITS	EST. QUAN.	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
36	2021.501	MOBILIZATION	LUMP SUM	1.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00	\$ 72,650.00	\$ 72,650.00	\$ 45,000.00	\$ 45,000.00
37	2101.505	CLEARING	ACRE	0.65	\$ 5,000.00	\$ 3,250.00	\$ 7,500.00	\$ 4,875.00	\$ 16,500.00	\$ 10,725.00	\$ 8,200.00	\$ 5,330.00
38	2101.505	GRUBBING	ACRE	0.65	\$ 5,000.00	\$ 3,250.00	\$ 7,500.00	\$ 4,875.00	\$ 9,500.00	\$ 6,175.00	\$ 8,200.00	\$ 5,330.00
39	2104.501	REMOVE CURB AND GUTTER	LIN FT	170.00	\$ 8.00	\$ 1,360.00	\$ 10.00	\$ 1,700.00	\$ 13.00	\$ 2,210.00	\$ 8.00	\$ 1,360.00
40	2104.503	REMOVE SEWER PIPE (SANITARY)	LIN FT	15.00	\$ 20.00	\$ 300.00	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$ 75.00	\$ 1,125.00
41	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	237.00	\$ 5.00	\$ 1,185.00	\$ 1.00	\$ 237.00	\$ 9.50	\$ 2,251.50	\$ 3.00	\$ 711.00
42	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	188.00	\$ 15.00	\$ 2,820.00	\$ 5.00	\$ 940.00	\$ 10.50	\$ 1,974.00	\$ 6.00	\$ 1,128.00
43	2104.504	REMOVE CONCRETE SLAB	SQ YD	29.00	\$ 20.00	\$ 580.00	\$ 10.00	\$ 290.00	\$ 23.00	\$ 667.00	\$ 60.00	\$ 1,740.00
44	2106.507	COMMON EXCAVATION (CV)	CU. YD.	4,155.00 (P)	\$ 8.00	\$ 33,240.00	\$ 12.00	\$ 49,860.00	\$ 10.00	\$ 41,550.00	\$ 12.00	\$ 49,860.00
45	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	5.00	\$ 200.00	\$ 1,000.00	\$ 125.00	\$ 625.00	\$ 175.00	\$ 875.00	\$ 180.00	\$ 900.00
46	2211.501	AGGREGATE BASE CLASS 5	TON	1,522.00	\$ 30.00	\$ 45,660.00	\$ 18.00	\$ 27,396.00	\$ 21.50	\$ 32,723.00	\$ 20.00	\$ 30,440.00
47	2357.606	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	242.00	\$ 3.50	\$ 847.00	\$ 3.00	\$ 726.00	\$ 5.00	\$ 1,210.00	\$ 5.00	\$ 1,210.00
48	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	531.00	\$ 120.00	\$ 63,720.00	\$ 81.00	\$ 43,011.00	\$ 95.00	\$ 50,445.00	\$ 102.00	\$ 54,162.00
49	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIX (3,C)	TON	664.00	\$ 120.00	\$ 79,680.00	\$ 81.00	\$ 53,784.00	\$ 95.00	\$ 63,080.00	\$ 102.00	\$ 67,728.00
50	2501.502	18" RC PIPE APRON	EACH	1.00	\$ 1,200.00	\$ 1,200.00	\$ 1,463.00	\$ 1,463.00	\$ 1,463.00	\$ 1,463.00	\$ 932.00	\$ 932.00
51	2501.503	12" RC PIPE CULVERT	LIN FT	28.00	\$ 60.00	\$ 1,680.00	\$ 52.00	\$ 1,456.00	\$ 52.00	\$ 1,456.00	\$ 73.00	\$ 2,044.00
52	2501.503	18" RC PIPE CULVERT	LIN FT	169.00	\$ 75.00	\$ 12,675.00	\$ 59.00	\$ 9,971.00	\$ 59.00	\$ 9,971.00	\$ 85.00	\$ 14,365.00
53	2503.511	8" PVC PIPE SEWER (8'-17' DEEP)	LIN FT	943.00	\$ 90.00	\$ 84,870.00	\$ 52.00	\$ 49,036.00	\$ 52.00	\$ 49,036.00	\$ 67.00	\$ 63,181.00
54	2503.511	10" PVC PIPE SEWER	LIN FT	15.00	\$ 100.00	\$ 1,500.00	\$ 93.00	\$ 1,395.00	\$ 93.00	\$ 1,395.00	\$ 145.00	\$ 2,175.00
55	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	2.00	\$ 3,000.00	\$ 6,000.00	\$ 2,570.00	\$ 5,140.00	\$ 2,570.00	\$ 5,140.00	\$ 2,000.00	\$ 4,000.00
56	2503.602	4" PVC PLUG	EACH	34.00	\$ 100.00	\$ 3,400.00	\$ 184.00	\$ 6,256.00	\$ 184.00	\$ 6,256.00	\$ 285.00	\$ 9,690.00
57	2503.602	8"X4" PVC WYE	EACH	34.00	\$ 500.00	\$ 17,000.00	\$ 192.00	\$ 6,528.00	\$ 192.00	\$ 6,528.00	\$ 675.00	\$ 22,950.00
58	2503.603	4" PVC SANITARY SERVICE PIPE	LIN FT	1,311.00	\$ 36.00	\$ 47,196.00	\$ 26.00	\$ 34,086.00	\$ 26.00	\$ 34,086.00	\$ 33.00	\$ 43,263.00
59	2504.602	WATERMAIN FITTINGS	POUND	1,570.00	\$ 14.00	\$ 21,980.00	\$ 5.15	\$ 8,085.50	\$ 5.15	\$ 8,085.50	\$ 8.00	\$ 12,560.00
60	2504.602	6"x6" WET TAP TEE	EACH	1.00	\$ 2,500.00	\$ 2,500.00	\$ 3,590.00	\$ 3,590.00	\$ 3,590.00	\$ 3,590.00	\$ 4,600.00	\$ 4,600.00
61	2504.602	HYDRANT	EACH	3.00	\$ 6,000.00	\$ 18,000.00	\$ 5,300.00	\$ 15,900.00	\$ 5,300.00	\$ 15,900.00	\$ 6,000.00	\$ 18,000.00
62	2504.602	6" GATE VALVE AND BOX	EACH	4.00	\$ 2,000.00	\$ 8,000.00	\$ 1,846.00	\$ 7,384.00	\$ 1,846.00	\$ 7,384.00	\$ 2,450.00	\$ 9,800.00
63	2504.602	8" GATE VALVE AND BOX	EACH	1.00	\$ 2,600.00	\$ 2,600.00	\$ 2,475.00	\$ 2,475.00	\$ 2,475.00	\$ 2,475.00	\$ 3,235.00	\$ 3,235.00
64	2504.602	1" CORPORATION STOP	EACH	34.00	\$ 600.00	\$ 20,400.00	\$ 218.00	\$ 7,412.00	\$ 218.00	\$ 7,412.00	\$ 644.00	\$ 21,896.00
65	2504.602	1" CURB STOP & BOX	EACH	34.00	\$ 750.00	\$ 25,500.00	\$ 551.00	\$ 18,734.00	\$ 551.00	\$ 18,734.00	\$ 885.00	\$ 30,090.00
66	2504.602	1" TYPE K COPPER PIPE	LIN FT	1,204.00	\$ 40.00	\$ 48,160.00	\$ 31.75	\$ 38,227.00	\$ 31.75	\$ 38,227.00	\$ 36.00	\$ 43,344.00
67	2504.603	INSTALL 6" PVC HYDRANT LEAD (C 900)	LIN FT	53.00	\$ 75.00	\$ 3,975.00	\$ 64.00	\$ 3,392.00	\$ 64.00	\$ 3,392.00	\$ 62.00	\$ 3,286.00
68	2504.603	8" PVC WATERMAIN (C900)	LIN FT	1,104.00	\$ 100.00	\$ 110,400.00	\$ 49.00	\$ 54,096.00	\$ 49.00	\$ 54,096.00	\$ 55.00	\$ 60,720.00
69	2506.502	CONST DRAINAGE STURCTURE DESIGN F	EACH	8.00	\$ 7,000.00	\$ 56,000.00	\$ 5,600.00	\$ 44,800.00	\$ 5,600.00	\$ 44,800.00	\$ 4,700.00	\$ 37,600.00
70	2506.502	CONST DRAINAGE STURCTURE DESIGN G	EACH	2.00	\$ 3,000.00	\$ 6,000.00	\$ 2,150.00	\$ 4,300.00	\$ 2,150.00	\$ 4,300.00	\$ 2,500.00	\$ 5,000.00
71	2506.502	ADJUST CASTING	EACH	1.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 625.00	\$ 625.00
72	2511.507	RANDOM RIPRAP CLASS III	CU. YD.	6.00	\$ 75.00	\$ 450.00	\$ 75.00	\$ 450.00	\$ 300.00	\$ 1,800.00	\$ 150.00	\$ 900.00
73	2521.518	4" CONCRETE WALK	SQ FT	5,976.00	\$ 7.00	\$ 41,832.00	\$ 5.50	\$ 32,868.00	\$ 5.00	\$ 29,880.00	\$ 7.00	\$ 41,832.00
74	2531.501	CONCRETE CURB & GUTTER D418	LIN FT	2,224.00	\$ 24.00	\$ 53,376.00	\$ 20.00	\$ 44,480.00	\$ 19.00	\$ 42,256.00	\$ 21.00	\$ 46,704.00
75	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	795.00	\$ 90.00	\$ 71,550.00	\$ 63.00	\$ 50,085.00	\$ 66.00	\$ 52,470.00	\$ 77.00	\$ 61,215.00
76	2531.618	8" CONCRETE VALLEY GUTTER	SQ YD	82.00	\$ 115.00	\$ 9,430.00	\$ 81.00	\$ 6,642.00	\$ 93.00	\$ 7,626.00	\$ 86.00	\$ 7,052.00

NOTICE

In accordance with Section 13.591 of Minnesota Statutes Chapter 13 this abstract of bids received is non-public data and dissemination of the information contained herein shall be limited to those persons involved in the bid evaluation process until such time the bids are awarded or rejected by the City Council.

PHASE 2

ITEM NO.	SPEC. REF.	ITEM DESCRIPTION	UNITS	EST. QUAN.	ENGINEERS OPINION OF PROBABLE COST FOR CONSTRUCTION		CENTRAL SPECIALTIES INC.		J&J EXCAVATING		SELLIN BROTHERS	
					UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
77	2531.618	TRUNCATED DOMES	SQ FT	36.00	\$ 55.00	\$ 1,980.00	\$ 62.00	\$ 2,232.00	\$ 62.00	\$ 2,232.00	\$ 65.00	\$ 2,340.00
78	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$ 3,000.00	\$ 3,000.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 3,500.00	\$ 3,500.00
79	2564.602	INSTALL WOOD POST 2" X 2" X 8'	EACH	44.00	\$ 50.00	\$ 2,200.00	\$ 5.00	\$ 220.00	\$ 5.00	\$ 220.00	\$ 11.00	\$ 484.00
80	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	115.00	\$ 5.00	\$ 575.00	\$ 3.00	\$ 345.00	\$ 3.50	\$ 402.50	\$ 3.25	\$ 373.75
81	2573.502	INLET PROTECTION	EACH	4.00	\$ 200.00	\$ 800.00	\$ 100.00	\$ 400.00	\$ 85.00	\$ 340.00	\$ 106.00	\$ 424.00
82	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	20.00	\$ 5.00	\$ 100.00	\$ 3.00	\$ 60.00	\$ 5.00	\$ 100.00	\$ 3.15	\$ 63.00
83	2573.602	ROCK CONSTRUCTION ENTRANCE	EACH	2.00	\$ 3,000.00	\$ 6,000.00	\$ 250.00	\$ 500.00	\$ 2,500.00	\$ 5,000.00	\$ 565.00	\$ 1,130.00
84	2574.508	FERTILIZER TYPE 3 ANALYSIS (22-5-10)	POUND	165.00 (P)	\$ 2.00	\$ 330.00	\$ 0.75	\$ 123.75	\$ 1.50	\$ 247.50	\$ 0.80	\$ 132.00
85	2575.501	SEEDING	ACRE	0.47 (P)	\$ 3,000.00	\$ 1,410.00	\$ 1,500.00	\$ 705.00	\$ 8,000.00	\$ 3,760.00	\$ 1,600.00	\$ 752.00
86	2575.508	SEED MIXTURE 25-151	POUND	94.00 (P)	\$ 5.00	\$ 470.00	\$ 6.00	\$ 564.00	\$ 6.00	\$ 564.00	\$ 6.35	\$ 596.90
87	2575.508	SEED MIXTURE 33-261	POUND	16.50 (P)	\$ 4.50	\$ 74.25	\$ 26.00	\$ 429.00	\$ 30.00	\$ 495.00	\$ 27.00	\$ 445.50
88	2575.560	HYDRAULIC BONDED FIBER MATRIX	POUND	1,650.00 (P)	\$ 2.60	\$ 4,290.00	\$ 3.00	\$ 4,950.00	\$ 1.85	\$ 3,052.50	\$ 3.15	\$ 5,197.50

TOTAL PHASE 2 BID

\$ 984,795.25

\$ 718,599.25

\$ 762,207.50

\$ 852,521.65



Denotes extensions and totals that were incorrect on the bid form. Numbers shown are correct based on unit price shown on bid form.

SUMMARY OF RESULTS

	ENGINEERS OPINION OF PROBABLE COST FOR CONSTRUCTION	CENTRAL SPECIALTIES INC.	J&J EXCAVATING	SELLIN BROTHERS
TOTAL BASE BID	\$1,272,411.25	\$1,070,620.75	\$1,121,672.00	\$1,205,322.65

APPARENT LOW BIDDER IS HIGHLIGHTED IN BLUE



Real People. Real Solutions.

3168 41st Street South
Suite 2
Fargo, ND 58104

Ph: (701) 566-5339
Fax: (701) 566-5348
Bolton-Menk.com

MEMORANDUM

Date: March 21, 2022
To: Honorable Mayor Schierer and City Council Members
From: Kent Louwagie, PE, Principal Engineer
Grant J. Kuper, PE, CFM, Project Engineer
Subject: Downtown Riverfront Improvements Phase 2
City of Fergus Falls, Minnesota
Project No.: OD1.125985

The purpose of this memo is to provide an update on the following topics related to the Downtown Riverfront Improvements Phase 2 project. The Project Management Team (comprised of city staff) has had nine formal meetings with Bolton & Menk staff dating back to November 2021. These meetings were pivotal in communicating the preferred design and aesthetic components of the project. Early on in this process, the Project Management Team desired to further vet out bridge enhancement options, while not wanting to delay the site improvements. This led us to the decision to split the improvements into two separate contracts, the Downtown Riverfront Phase 2 site improvements, and the bridge. An outline of the information to be presented at the council meeting is detailed below.

1. Downtown Riverfront Improvements Phase 2 Overview

- a. Phase 2 site improvements
- b. Bridge Project – includes bridge and site work
 - i. Basic Prefabricated Bridge – standard prefabricated bridge, option for enhancements to railing
 - ii. Signature Bridge – spiral arches with cladding

2. Budget

- a. Phase 2 site
 - i. Site improvements - \$3.36 million
 - ii. Bridge
 - 1. Basic Prefabricated Bridge - \$495,000 + \$337,000 = \$832,000
 - 2. Signature Bridge – \$850,000 + \$367,000 = \$1.22 million

Total Project Cost per Bridge Option:

	Phase 2 Site	Bridge Cost	Total Cost
Phase 2 Site with Basic Bridge	\$3.67 million	\$832,000	\$4.50 million
Phase 2 Site with Signature Bridge	\$3.67 million	\$1.22 million	\$4.89 million

*includes 10% construction contingency

Name: Honorable Mayor Schierer and City Council Members

Date: March 21, 2022

Page: 2

3. Schedule

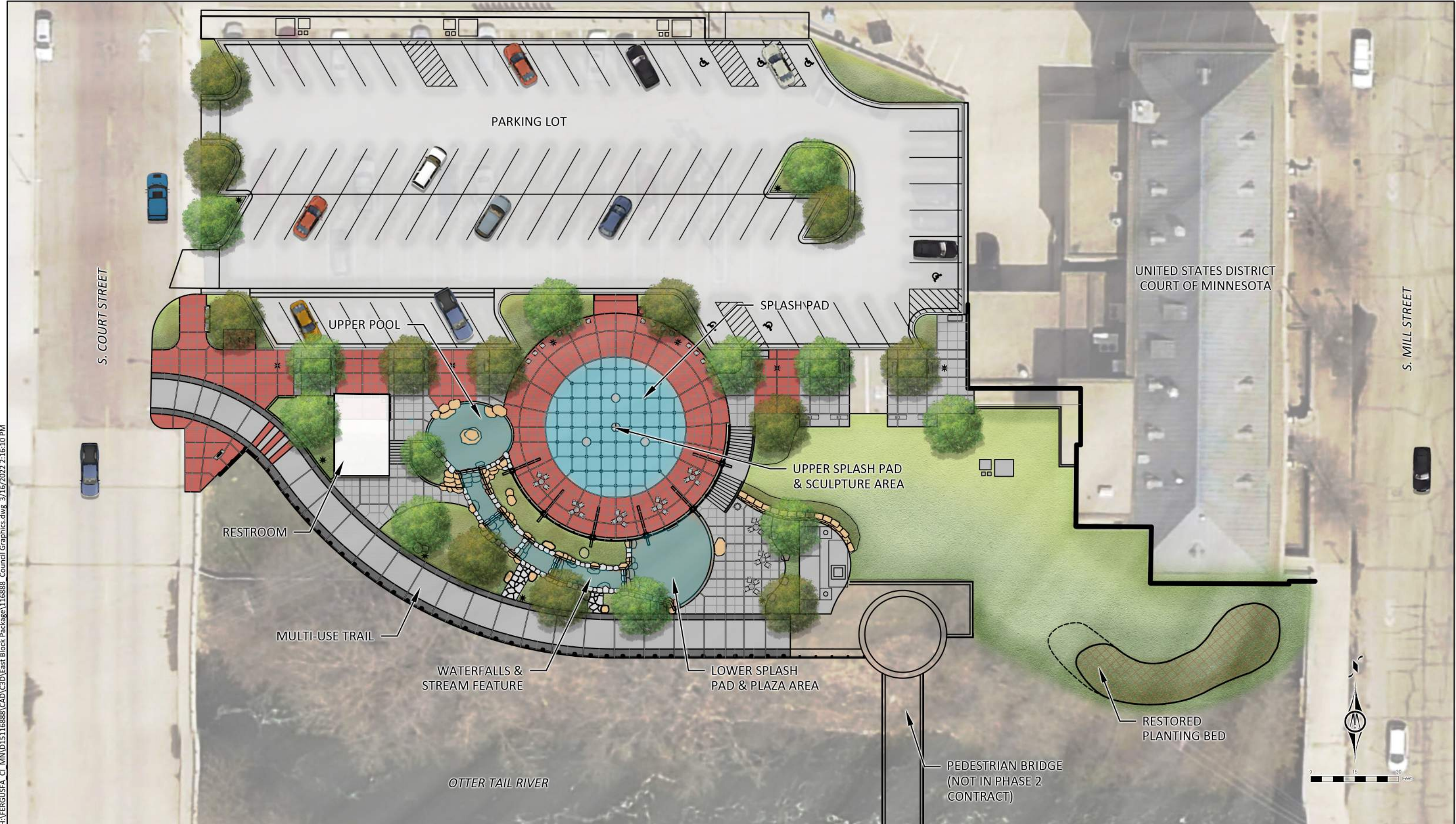
- a. Phase 2 Site Improvements
 - i. 03/30/22 – Committee of the Whole – Approve plans and specifications, authorize advertisement for bids
 - ii. 04/27/22 – Bid Opening
 - iii. 05/02/22 – Council Meeting – Award contract
 - iv. Fall 2022 – Project Substantial Completion
 - v. Early Summer 2023 – Project Final Completion
- b. Bridge Project (approximate dates)
 - i. Fall 2022 – Bolton & Menk finish plans and specifications, submit to council for approval
 - ii. Fall 2022 – Bid Opening and contract award
 - iii. Summer 2023 – Begin Construction
 - iv. Fall 2023 – Final Completion

Attachments:

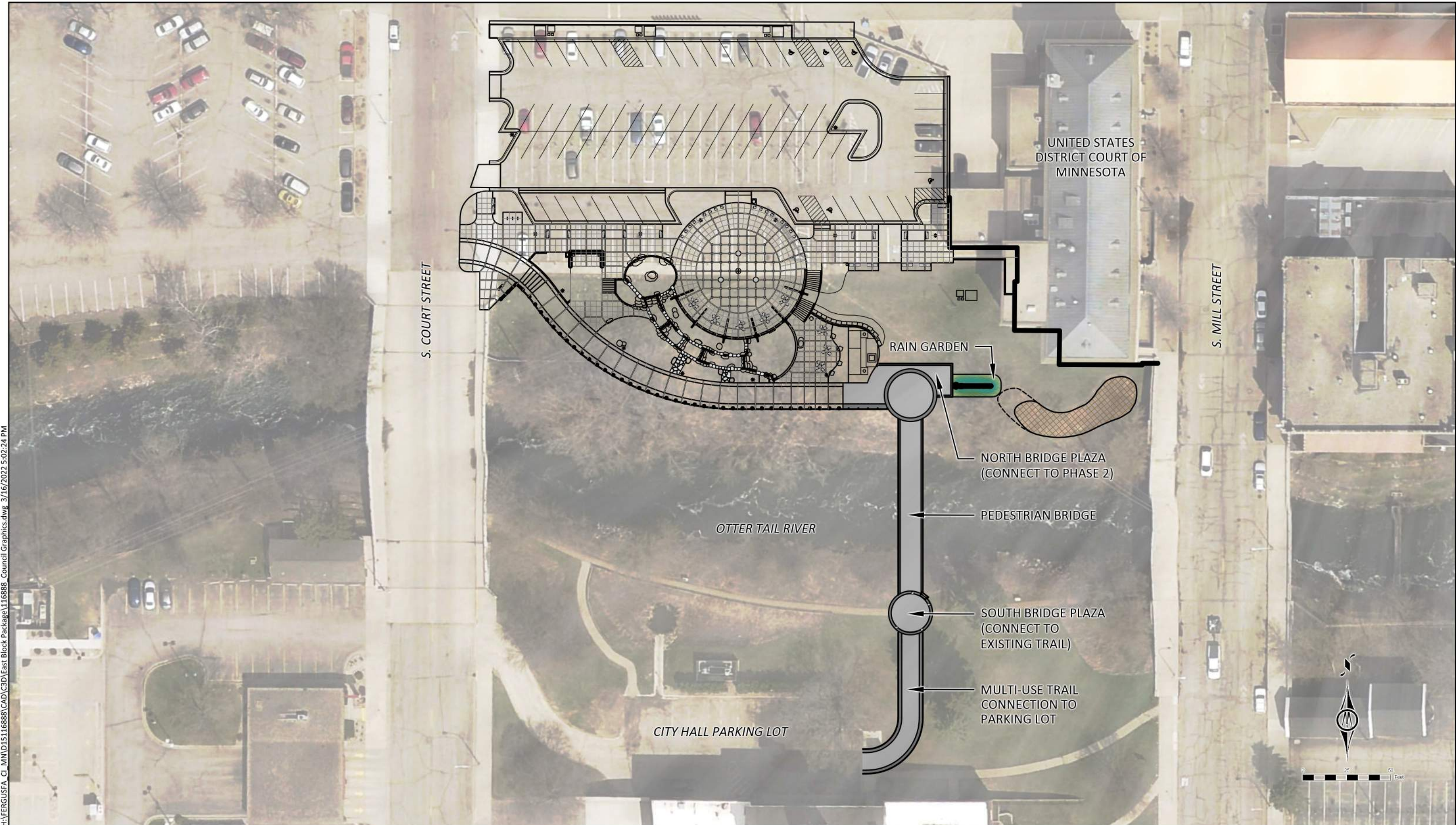
Phase 2 Site Improvements Plan

Phase 2 Bridge Package Plan

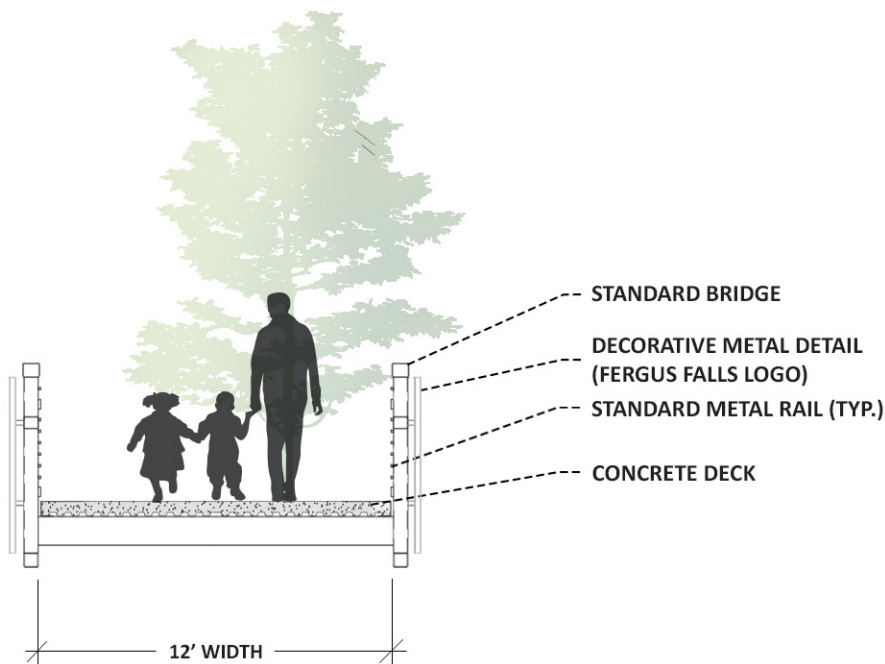
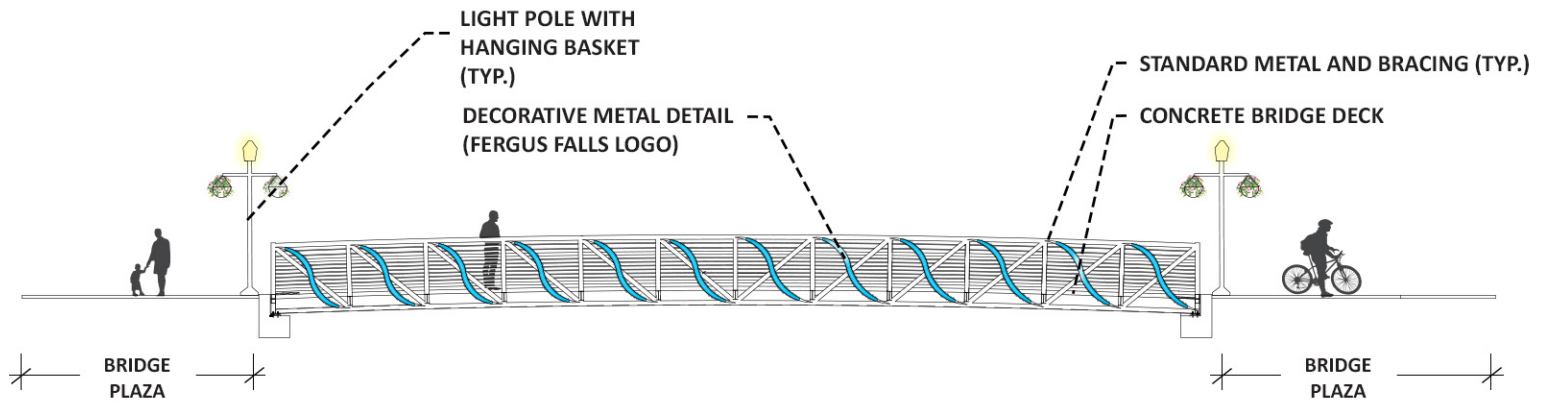
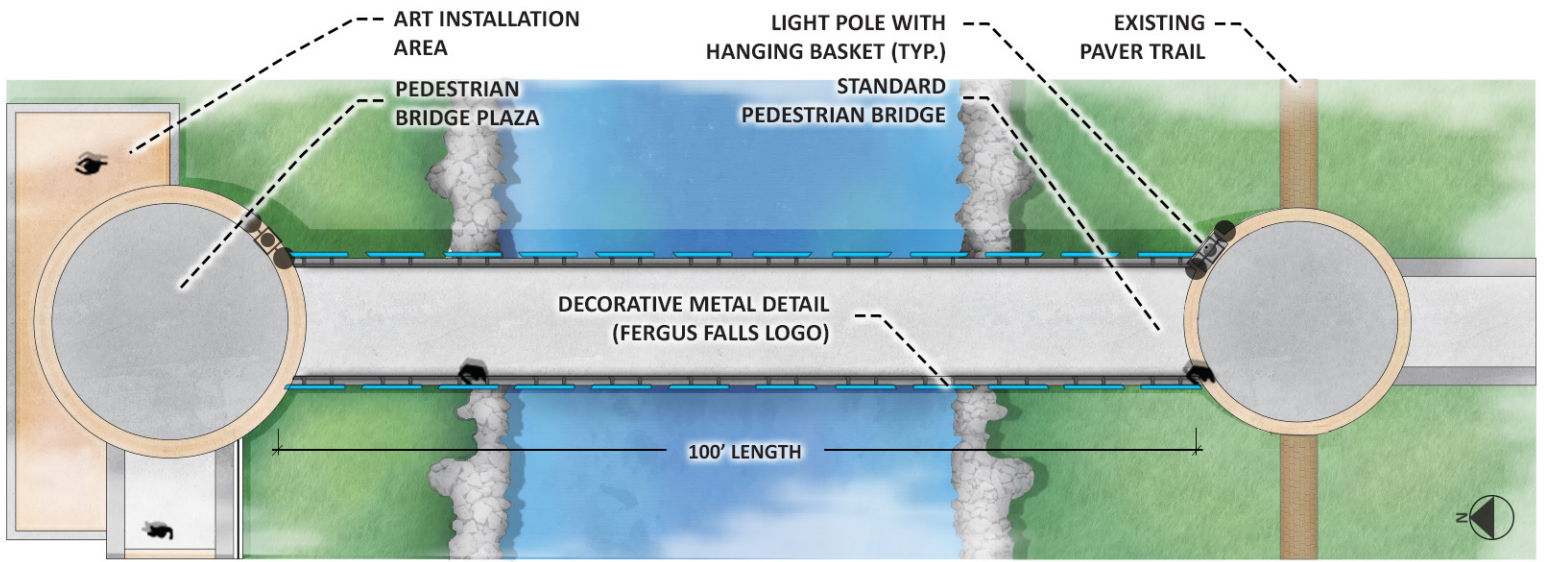
Bridge Concepts



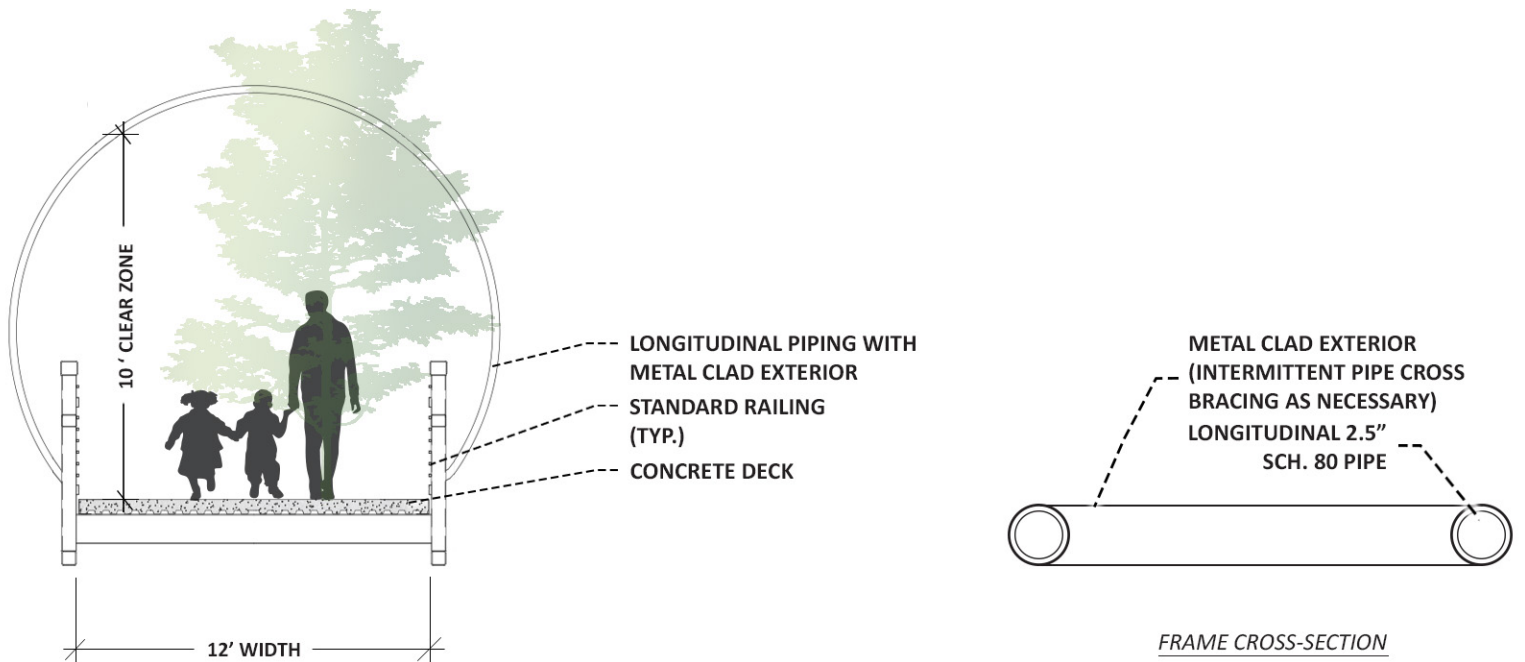
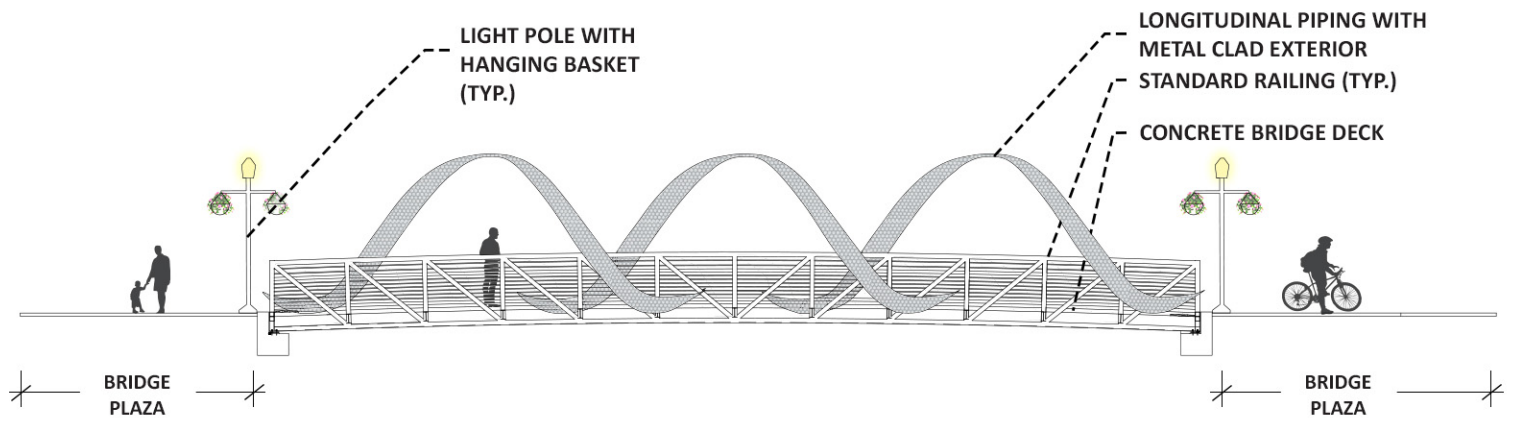
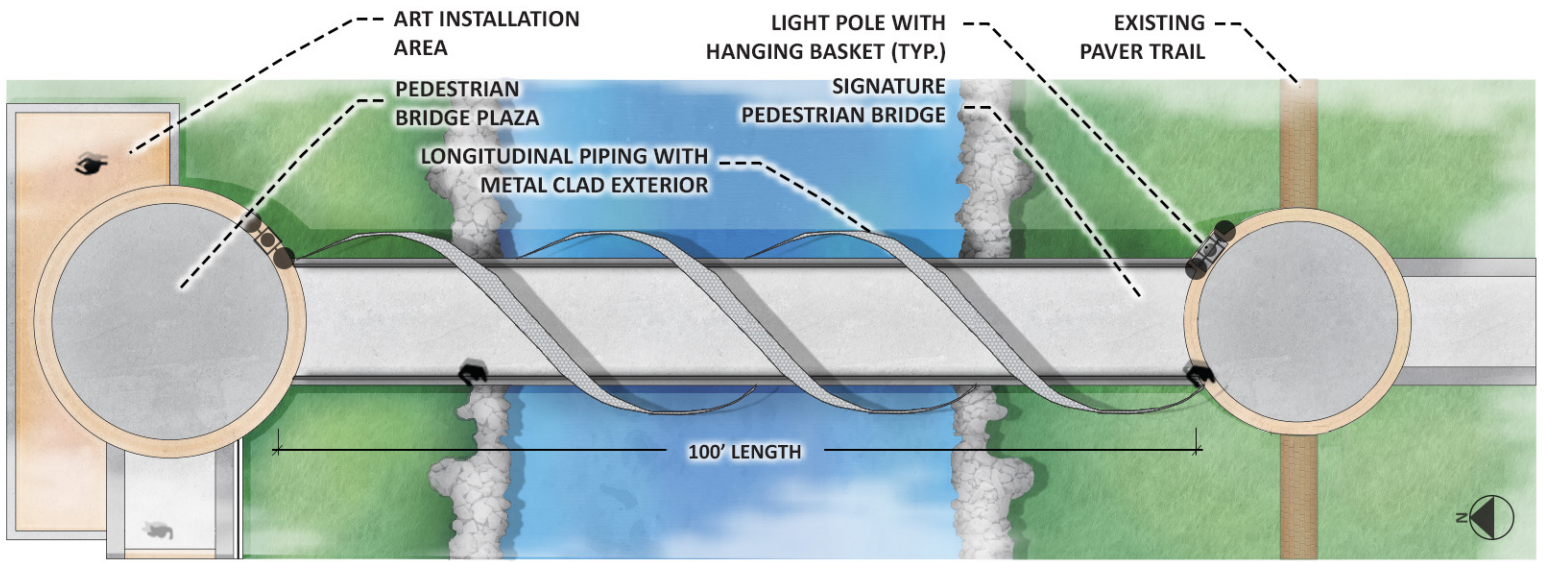
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STANDARD PEDESTRIAN BRIDGE W/ DECORATIVE SIDE RAIL ATTACHMENTS



SIGNATURE PEDESTRIAN BRIDGE W/ STANDARD RAILING

City Council Minutes
March 7, 2022

The Fergus Falls City Council held a regular meeting on March 7, 2022 at 5:30 pm in the City Council Chambers. Pastor Doug Dent gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm and the following council members were in attendance: Hagberg, Kvamme, Rufer, Thompson, Arneson, Gustafson, and Hicks. Fish was absent.

Approval of Agenda

A motion and second were made by Hagberg and Thompson to approve tonight's agenda with the removal of three items from the consent agenda and the motion carried.

Housing Tax Rebates

The city received two applications for a housing tax rebate of \$5,000 each. One home is being built at 1793 Shoreview Drive and the other does not have a designated address yet, but will be located off Ridgewood Drive. This parcel number is 71002500004115. The public hearing was opened at 5:35 and as no one appeared, the hearing was closed. Gustafson offered **Resolution #54-2022** approving a housing tax rebate for 1793 Shoreview Drive as requested by William J. and Karla K. Zander, which was seconded by Thompson and was adopted with Hicks voting in opposition. Hagberg offered **Resolution #55-2022** approving a housing tax rebate for PIN 71002500004115, which was seconded by Rufer and was adopted with Hicks voting in opposition.

Consent Agenda

The following items were approved under **Resolution #56-2022** by Arneson: Motion approving the February 22, 2022 City Council minutes; Motion approving the following licenses: Mechanical Moe's Plumbing LLC, SJKK Plumbing & Heating Inc., Excavator Ferguson Brothers Excavating Inc., Minnesota Lawful Gambling Permit FFAYA DBA Otter Golf for raffle on April 20, 2022 at the Pebble Lake Golf Course; Motion directing the City Attorney to draft an ordinance amending the zoning map from I-2 General Industrial to B-3 General Business District for the property located at 309 W Stanton Avenue as requested by the Flour Mill (Kevin Bartram); Motion appointing Jona Brown to the Heritage Preservation Commission. The resolution was seconded by Hicks and was adopted.

Pedestrian Path Grant Application

Hicks offered **Resolution #57-2022** authorizing the submission of an grant application by the city to the Lake Region Arts Council Spring Legacy Organization program in support of the *Grow, Empower, Thrive* pedestrian path, which was seconded by Hagberg and was adopted with Gustafson abstaining.

Variance for 2001 W Lincoln

The Planning Commission has recommended the city approve a variance for the proposed Lot 1, Block 1 in the Westridge Second Addition to create a lot not meeting the minimum setback and lot size requirements in the B-6 zone as requested by the Westridge Mall Limited Partnership. A motion and second were offered by Hicks and Arneson to table the approval until the city is assured the mall owner is current with their utility bill and all other fees owed the city. Hicks commented on the past situations where the city is helping the mall owner, but then finding they owe the city thousands of dollars. The City Administrator and City Attorney commented on the last development agreement the city had with the mall ownership. The agreement gives the city the ability to shut off the water if

the utilities are not paid. The Finance Director checked the city records and reported the mall is current on their utility bill. Hicks and Arneson agreed to drop their motion to table the conversation. Hicks then offered **Resolution #58-2022** approving a variance for the proposed Lot 1, Block 1 in the Westridge Second Addition to create a lot not meeting the minimum setback and lot size requirements in the B-6 zone for the Westridge Mall Limited Partnership, which was seconded by Arneson and was adopted. The council members asked staff to remind the mall owner of their obligation to stay current on their utility bills and taxes prior to asking for any additional action by the council.

Preliminary and Final Plat Westridge Second Addition

Gustafson offered **Resolution #59-2022** approving a preliminary and final plat to create one subdivision "Westridge Second Addition" as requested by Westridge Mall Limited Partnership, which was seconded by Hagberg and was adopted.

Ordinance 24

Ordinance 24, Eighth Series, Amending Chapter 154.002 Definitions was introduced by Hicks and declared to have its first reading. The City Planner was asked to provide additional definitions of lodging house to the council prior to the second reading.

Ordinance 25

Ordinance 25, Eighth Series, Amending City Wards and Precinct Boundaries was introduced by Rufer and was declared to have its first reading.

Community Arena Chiller

The chiller at the school district is unable to make summer ice and adequately cool the school simultaneously. The school will be purchasing their own chiller system and the city has already agreed to purchase the school's old chiller. The user groups have requested the city find a solution to allow them to have summer ice without a break in services. Commercial Refrigeration Systems has a trailer mounted chiller that can temporarily provide the capacity to keep ice at the arena. The cost to rent the temporary system and make it operational is \$21,000 and this would be funded by the capital funds in the arena budget. The user groups have agreed to pay all other costs for the chiller system other than this temporary system. The system has components that will be installed and will be available for future use if the need arises to do maintenance or repairs on the house system. Gustafson offered **Resolution #60-2022** authorizing staff to sign an agreement with Commercial Refrigeration Systems to provide a trailer mounted chiller to be used at the community area to provide ice skating opportunities to the community during the months of June and July, which was seconded by Arneson and was adopted.

Resolution of Accounts

Hagberg offered a resolution authorizing the payments and claims in the amount of \$1,289,010.85, which was seconded by Rufer and was adopted.

Annual Investment Update

Finance Director Bill Sonmor provided the city's annual investment update. He reviewed the city's investment objectives, policy, earnings and the historic market value of the investments. The city's liquid cash and investment balances are held with the Minnesota Municipal Money Market Fund (4M Fund). The balance of the 4M Funds was \$12.4 million as of December 31, 2021. The city is holding onto a higher balance than normal due to the current interest rate environment. The city also invests

long-term funds managed by Galliard Capital Management. The portfolio had a value of \$30.6 million as of December 31, 2021. The portfolio earned a negative (.87%) return before fees and (1.06%) after fees in 2021. This equated to a decrease of \$922,000 in the fair value of the investments. Over the past ten years, the portfolio earned a positive return of 2.3%. Sonmor reviewed the city's eight funds (General Fund; Special Revenue Fund; Debt Service Fund; Capital Projects Fund; Enterprise Fund; Internal Service Funds; Trust and Agency Fund and Fiscal Host Fund) and commented on the purpose and value of each fund. The balance of these funds totals \$42,915,702.96.

The meeting adjourned to a closed meeting for threatened litigation per Minnesota Statutes Section 13D.05, subd. 3(b) at 6:10 pm.

Lynne Olson

DRAFT

FOR COUNCIL MEETING— MARCH 21, 2022

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

Mechanical

J-Tech Mechanical

Hebron Brick Company

Excavator

Consolidated Communications Enterprises Services

Minnesota Lawful Gambling Permit

Ducks Unlimited Fergus Falls Area Chapter for raffle on April 20, 2022 at the Bigwood Event Center

Demo/Hauler of Building Waste

Sigelman Steel & Recycling

Junk Dealer

Sigelman Steel & Recycling

Metal Recycling

Sigelman Steel & Recycling

Chicken

Corey Nebbeling - Renewal

**Public Employees Retirement Association of Minnesota
Firefighter Declaration on a Dual Position**

City of Fergus Falls

WHEREAS, the policy of the State of Minnesota as declared in Minn. Stat. Section 353.63 is to give special consideration to firefighters who are required to perform hazardous work and who devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Chapter 353 permits the governing body of a governmental subdivision to request coverage in the Public Employees Police and Fire Plan for all services rendered by an employee holding a fire service position that requires fire fighting on a primary basis and related non-fire firefighting duties on a secondary basis; provided further, that none of the firefighting services rendered by the employee are earning credits in a relief association that operates under Chapter 424A.

WHEREAS, for the governing body to declare to the Public Employees Retirement Association that a fire department position with dual roles is that of a firefighter who is eligible to participate in the Police and Fire Plan, the duties and training qualifications of the position and employee must meet the following minimum requirements:

1. The position requires and the employee holds a Firefighter I or Firefighter II state certification or meets equivalent training standards established by the fire department; and
2. The primary services of the position are fire fighting. Primary is understood to mean the highest priority task and a job requirement that the employee respond on a regular basis to the fire calls (and medical emergencies if applicable) that are received at the fire station to which the employee is assigned during the employee's established work hours.

BE IT RESOLVED that the City Council of the City of Fergus Falls hereby declares that the positions titled; Fire Inspector and Fire Safety Training Officer, is for primary services, that of a firefighter, who qualifies for membership in the Police and Fire Plan.

BE IT FURTHER RESOLVED that this governing body hereby requests that the employee holding this position be accepted as a member of the Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.



Council Action Recommendation

Page 1 of 1

Meeting Date:

March 21, 2022

Subject:

Community Festivals

Recommendation:

Resolution authorizing the city's 150th anniversary celebration event be added to the list of 2022 community festivals.

Background/Key Points:

On January 3, 2022 the City Council adopted a resolution declaring SummerFest, Over the River Festival and Shop Move and Groove as community festivals in the year 2022. With this declaration, the city can provide free or reduced prices for city services such as picnic tables, barricades, garbage cans etc. Minnesota Statutes 340A.404 (b) allows the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

The City of Fergus Falls is celebrating their 150th anniversary this year and is planning a community celebration that should be added to the list of approved 2022 community festivals. This can be accomplished by amending the resolution that was adopted earlier this year.

Budgetary Impact:

None

Originating Department:

Administration

Respectfully Submitted:

Lynne Olson

Attachments:



Council Action Recommendation

Page 1 of 1

Meeting Date: March 21, 2022

Subject: 2021 & 2022 Budget Adjustments

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

Background/Key Points:

2021 Adjustments:

- Reallocate \$16,000 from the Parks budget to transfers out for the Pebble Lake Public Water Access project.
- Reallocate \$16,167 from General Gov't unallocated benefits owed to Patrol (\$5,682), Streets (\$6,626), Parks (\$1,917), and Senior Center (\$1,942) budgets for benefits owed upon separation from service.
- Increase the General Fund transfers out budget to the Capital Improvement Fund for \$195,234. The funding is from the General Municipal State Aid (MSA) (\$194,120) and Parks (\$1,114) for 2021 project funding.
- Increase the Streets infrastructure budget for \$16,946 related to capital project funding. The funding is from the General MSA for Streets.
- Increase the Parking Lots budget for \$3,120 related to 2021 project costs funded from the General MSA for Streets.
- Reallocate \$12,500 from General Government Buildings to the Senior Center for masonry repairs.

2022 Adjustments:

- Carry forward the 2021 unexpended capital outlay: General Fund \$1,197,924; Public Library \$104,228.
- Carry forward unexpended 2021 Police Forfeitures \$112,745
- Carry forward unexpended 2021 snow removal budget \$92,672
- Carry forward unexpended 2021 Oak Grove Cemetery budget \$5,359
- Carry forward unexpended 2021 Well Program budget \$3,066
- Carry forward unexpended 2021 General Government budget for benefits owed \$201,286.

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

Originating Department: Finance

Respectfully Submitted: Bill Sonmor, Finance Director

Attachments:

None



Council Action Recommendation

Page 1 of 1

Meeting Date: March 21, 2022

Subject: Home Depot Operation Surprise donation to Fire Department

Recommendation: Council approval for the Fire Department to accept a gift card for the purchase of equipment that will have an impact on emergency response services in our community.

Background/Key Points: The Home Depot chose the Fire Department as one of their recipients of a \$1,000 American Express gift card as part of their Operation Surprise. The Department plans to use the funds to purchase CPR mannequins and trainer AED's to assist in the continuing education requirements of police officers and firefighters, as well as other City staff.

Budgetary Impact: The total project cost is estimated at \$1,800. Budgeted funds from firefighter training supplies will cover the amount over the generous donation of \$1,000.

Originating Department: Fire

Respectfully Submitted: Ryan Muchow

Attachments:



Council Action Recommendation

Page 1 of 1

Meeting Date: 3-21-2022

Subject: Surplus items

Recommendation: Declare these vehicles “surplus” and authorize their disposal.

Fleet Items:

Unit 212 a 1999 GMC Model C 8500 Dump Truck, VIN-1GDP7HICOXJ503724 with 64,287 miles and 5,913 hours

Unit 204 a 1996 GMC Model TC7H042 Dump Truck, VIN-IGDM7HIJ2TJ516258with 48,674 miles and 4,075 hours

Background/Key Points: These two trucks have been replaced with one larger tandem axle truck and are no longer in use.

Budgetary Impact: All items will be listed for sale on the “Gov Deals” website and funds received from the sale of items will go back into the fund from which they were originally purchased from.

Originating Department: Public Works-Fleet Div.

Respectfully Submitted: Len Taylor

Attachments:

ORDINANCE NO. 21, EIGHTH SERIES

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

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Hearing. Pursuant to due notice, a hearing was held by the Planning Commission on February 28, 2022, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

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

Reserves 70, 71 and 72 and that part of Reserve 73 lying East of the West line of Vine Street and lying North of the Red River, excepting therefrom the West 60 feet thereof, according to the plat of the Reserves in the Original Plat and North Division to the City of Fergus Falls, Minnesota,

should be and is hereby removed from an I-2 General Industrial District and placed in a B-3 General Business District.

Section 3. Effective Date. The effective date of this ordinance shall be the _____ day of _____, 2022.

THIS ORDINANCE was introduced on _____, 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 _____, 2022.

ORDINANCE NO. 24, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTER
154.002 DEFINITIONS, CHAPTER 154.036 B-1
LIMITED BUSINESS DISTRICT, CHAPTER 154.037
B-2 SERVICE BUSINESS DISTRICT AND
CHAPTER 154.040 B-5 AND B-6 SHOPPING
CENTER BUSINESS DISTRICT OF THE CITY
CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 154.002, Definitions, Apartment Hotel, is hereby deleted in its entirety.

Section 2. City Code Chapter 154.002, Definitions, Hotel, is hereby amended to read as follows:

HOTEL. Any building or portion thereof where sleeping accommodations are offered to the public for compensation on a transient basis in six or more rooms licensed under Minnesota Statutes Chapter 157. “Transient” shall mean the hotel is not the sole residence of the guest(s) and occupancy shall be limited to less than three hundred sixty-five (365) consecutive days. Hotels must have a reception desk staffed at all hours and conduct regular housekeeping services of guest rooms. A hotel may also include “extended stay” guest rooms which must contain a complete kitchen equipped with a full-sized refrigerator, built-in cooking facilities, microwave, sink, cooking utensils, dishes and cutlery. Hotels are therefore distinct from apartment buildings, boarding houses, or lodging houses as defined in this Chapter.

Section 3. City Code Chapter 154.002, Definitions, Motel, is hereby deleted in its entirety.

Section 4. City Code Chapter 154.036, B-1, Limited Business District, (C) (3) is hereby amended to read as follows:

(3) Hotels;

Section 5. City Code Chapter 154.037, B-2, Service Business District, (B) (18) is hereby amended to read as follows:

(18) Hotels;

Section 6. City Code Chapter 154.040, B-5 and B-6, Shopping Center Business District (C) (8) is hereby amended to read as follows:

(8) Hotels subject to the following:

(a) They shall be located in a B-6, Sub-Regional Shopping Center, only; and

(b) The structure shall be freestanding.

Section 7. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2022.

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 _____.

ORDINANCE NO. 25, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTER 30.01
WARDS AND PRECINCT BOUNDARIES OF THE
CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 30, Ward and Precinct Boundaries is hereby amended to read as follows:

§30.01 WARDS AND PRECINCT BOUNDARIES.

The wards and precincts shall be limited and bounded as hereinafter set forth.

(A) First Ward.

(1) The First Ward of the city shall comprise all of the territory within the following described boundary: Commencing at the intersection of Hilltop Drive and Cascade Street, said Point A, thence in South a distance of 2,443.57 feet and there terminating. Thence from said Point A, North to St. Charles Avenue, Thence West to Mill Street, Thence North to Adolphus Avenue, Thence West to Union Avenue, Thence North to Channing Avenue, Thence East to Court Street, Thence North to Lincoln Avenue, Thence East to Friberg Avenue, Thence North to Summit Avenue, Thence East to Sheridan Street, Thence North to Mt. Faith Avenue, Thence East to the intersection of the Otter Tail River, Thence following the centerline of the Otter Tail River to the Intersection of the Municipal Boundary Line approximately 588.00 feet East of the Broken Down Dam Road and there terminating.

(2) The First Ward is comprised of the First Precinct and the Second Precinct.

(a) The First Precinct comprises all of the territory within the following described boundary: Commencing at the intersection of Alcott Avenue and Court Street, Thence East to Mill Street, Thence South to Bancroft Avenue, Thence East to Cascade Street, Thence North to Alcott Avenue, Thence North to Alcott Avenue, Thence East to Arlington Street, Thence South to Channing Avenue, Thence East to Pebble Lake Road, Thence South to Douglas Avenue, Thence Easterly to the Trunk Highway Number 210 and there terminating. Said **Precinct is** North of said Centerline Description.

(b) The Second Precinct comprises all of the territory within the following described boundary: Commencing at the intersection of Alcott Avenue and Court Street, Thence East to Mill Street, Thence South to Bancroft Avenue, Thence East to Cascade Street, Thence North to Alcott Avenue, Thence North to Alcott Avenue, Thence East to Arlington Street, Thence South to Channing Avenue, Thence East to Pebble Lake Road, Thence South to Douglas Avenue, Thence Easterly to the Trunk Highway Number 210 and there terminating. Said Precinct is South of said Centerline Description.

(B) Second Ward.

(1) The Second Ward of the city shall comprise all of the territory within the following described boundary: Commencing at intersection of Lincoln Avenue and Union Avenue, said Point A, Thence East to Friberg Avenue, Thence North to Summit Avenue, Thence East to Sheridan Street, Thence North to Mt. Faith Avenue, Thence East to the intersection of the Otter Tail River, Thence following the centerline of the Otter Tail River to the Intersection of the Municipal Boundary Line approximately 588.00 feet East of the Broken Down Dam Road and there terminating.

Thence commencing at said Point A, Thence North on Union Avenue to Beach Ave, Thence East to Cleveland thence North to a point 493.50 feet North of Hillside Drive, Thence due East approximately 593.00 feet plus or minus to the shoreline of Opperman Lake, Thence in a Northerly & Easterly direction along said shoreline to the Intersection with the East edge of the Auditors Plat of Woodland Heights, Thence North 2,245.99 feet to the intersection of the South line of the Second Addition to Woodland Heights, Thence East along said South line of Second Addition to Woodland Heights a distance of 821.38 feet to a point on said East Line of said plat, Thence Northwesterly along said East line of said Second Addition to Woodland Heights a distance of 1342.87 feet to the Northerly Municipal Boundary Line and there terminating.

(2) The Second Ward is comprised of the First Precinct and the Second Precinct.

(a) The First Precinct comprises all of the territory within the following described boundary: Commencing at the intersection of Summit Avenue and Friberg Avenue, Thence West to Cleveland Avenue, Thence North to Cecil Avenue, Thence East to Aurdal Avenue, North to Franklin Avenue, Thence East to Friberg Avenue, Thence in a Northeasterly direction to County Road Number 111, Thence in a Northeasterly direction on County Road Number 111 to the intersection with the Municipal Boundary line and there terminating, said point also being approximately 1504.00 feet Southwesterly from the Intersection of County Road Number 111 and Connell Drive. Said Precinct is North of said Centerline Description.

(b) The Second Precinct comprises of all the territory within the following described boundary: Commencing at the intersection of Summit Avenue and Friberg Avenue, Thence West to Cleveland Avenue, Thence North to Cecil Avenue, Thence East to Aurdal Avenue, North to Franklin Avenue, Thence East to Friberg Avenue, Thence in a Northeasterly direction to County Road Number 111, Thence in a Northeasterly direction on County Road Number 111 to the intersection with the Municipal Boundary line and there terminating, said point also being approximately 1504.00 feet Southwesterly from the Intersection of County Road Number 111 and Connell Drive. Said Precinct is South of said Centerline Description.

(C) *Third Ward.*

(1) The Third Ward of the city shall comprise all of the territory within the following described boundary: Commencing at intersection of Lincoln Avenue and Union Avenue, said Point A, Thence North on Union Avenue to Beach Ave, Thence East to Cleveland thence North to a point 493.50 feet North of Hillside Drive, Thence due East approximately 593.00 feet plus or minus to the shoreline of Opperman Lake, Thence in a Northerly & Easterly direction along said shoreline to the Intersection with the East edge of the Auditors Plat of Woodland Heights, Thence North 2,245.99 feet to the intersection of the South line of the Second Addition to Woodland Heights, Thence East along said South line of Second Addition to Woodland Heights a distance of 821.38 feet to a point on said East Line of said plat, Thence Northwesterly along said East line of said Second Addition to Woodland Heights a distance of 1342.87 feet to the Northerly Municipal Boundary Line and there terminating.

Thence commencing at said Point A, Thence West to Second Avenue, Thence North to a point 165.00 feet north of Linden Street, Thence South 30 degrees West a distance of 236.00 feet, Thence North 88 degrees 38 minutes 50 seconds West a distance of 755.88 feet, Thence South 00 degrees 16 minutes 33 seconds West a distance of 251.287 feet, Thence North 87 degrees 13 minutes 15 seconds West a distance of 392.54 feet to the intersection of College Way, Thence in a North 34 degrees 30 seconds 08 seconds West along said College Way road centerline a distance of 512.10 feet to the most northerly entrance into M State College, Thence in a northwesterly direction around the North and West side of said college to Spartan Drive, Thence North to Tower Road, Thence Northeasterly to along Fir Avenue to the intersection of the Municipal Boundary Line and there terminating, Said point is 23.00 feet plus or minus South of Deerfield Drive.

(2) The Third Ward is comprised of the First Precinct and the Second Precinct.

(a) The First Precinct comprises all of the territory within the following described boundary: Commencing at the intersection of Union Avenue & Beech Avenue, Thence west to Vine Street, Thence south to Birch Street, Thence West to Broadway Avenue, Thence north to Beech Ave, Thence West to Second Avenue, Thence in a Northwesterly arc to Tower Road and there terminating. Said Precinct is South of said Centerline Description.

(b) The Second Precinct comprises all of the territory within the following described boundary: Commencing at the intersection of Union Avenue & Beech Avenue, Thence west to Vine Street, Thence south to Birch Street, Thence West to Broadway Avenue, Thence north to Beech Ave, Thence West to Second Avenue, Thence in a Northwesterly arc to Tower Road and there terminating. Said Precinct is North of said Centerline Description.

(D) *Fourth Ward.*

(1) The Fourth Ward of the city shall comprise all of the territory within the following described boundary: Commencing at intersection of Lincoln Avenue and Union Avenue, said Point A., Thence West to Second Avenue, Thence North to a point 164.84 feet north of Linden Street, Thence North 89 degrees 39 minutes 10 seconds West a distance of 858.61 feet, Thence South 28 degrees 05 minutes 42 seconds West a distance of 236.32 feet, Thence North 88 degrees 38 minutes 50 seconds West a distance of 755.88 feet, Thence South 00 degrees 16 minutes 33 seconds West a distance of 251.287 feet, Thence North 87 degrees 13 minutes 15 seconds West a distance of 392.54 feet to the intersection of College Way, Thence in a North 34 degrees 30 seconds 08 seconds West along said College Way road centerline a distance of 512.10 feet to the most northerly entrance into M State College, Thence in a northwesterly direction around the North and West side of said college to Spartan Drive, Thence North to Tower Road, Thence Northeasterly to along Fir Avenue to the intersection of the Municipal Boundary Line and there terminating, Said point is 23.00 feet plus or minus South of Deerfield Drive.

Thence commencing at said Point A, Thence South to Channing Avenue, Thence West to Union Avenue. Thence South to Adolphus Avenue, Thence East to Mill Street, Thence South to St Charles Avenue, Thence East to Cascade Street, Thence South to the intersection of said Municipal Boundary, which is 1,145.31 feet south of Praire Court and there terminating.

(2) The Fourth Ward is comprised of the First Precinct and the Second Precinct.

(a) The First Precinct comprises all of the territory within the following described boundary: Commencing at the intersection Lincoln Avenue and Buse Street, Thence South to the Otter Tail Valley Railroad, Thence in A Easterly direction to the intersection with the Otter Tail River, thence Northeasterly to the intersection with Union Avenue, Thence South to Vernon Avenue, Thence West to Hillcrest Drive, Thence Westerly around said Hillcrest Campus back to Hillcrest Drive, Thence East to Fremont Street, Thence South to Vernon Avenue, Thence West to the intersection of Tower Road, Thence West to the intersection of the Municipal Boundary and County Road Number 15 and there terminating. Said Precinct is South of said Centerline Description.

(b) The Second Precinct comprises all of the territory within the following described boundary: Commencing at the intersection Lincoln Avenue and Buse Street, Thence South to the Otter Tail Valley Railroad, Thence in an Easterly direction to the intersection with the Otter Tail River, thence Northeasterly to the intersection with Union Avenue, Thence South to Vernon Avenue, Thence East to Hillcrest Drive, Thence Westerly around said Hillcrest Campus back to Hillcrest Drive, Thence East to Fremont Street, Thence South to Vernon Avenue, Thence West to the intersection of Tower Road, Thence West to the intersection of the Municipal Boundary

and County Road Number 15 and there terminating. Said Precinct is North of said Centerline Description.

Section 2. 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, Chapter 30, Ward and Precinct Boundaries of the Fergus Falls City Code has been amended by Ordinance No. 25, 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. 25, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTER 30.01
WARDS AND PRECINCT BOUNDARIES OF THE
CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 25, Eighth Series, is as follows:

Section 1 amends Chapter 30.01 Wards and Precinct Boundaries to reflect changes made because of the redistricting process.
Section 2 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 _____.

barb/acityoffergusfalls/ords/8thseries/Ord25



City Council Memorandum

Page 1 of 1

Meeting Date: March 21, 2022

Subject: US Bicycle Route 20

Requested Action: Resolution of support for US Bicycle Route 20.

Background/Key Points: US Bicycle Route 20 is a proposed bicycle route designation of existing trails, paths, and roads in northwestern Minnesota. The route would run from Moorhead to St. Cloud through Fergus Falls. The Minnesota Department of Transportation (MnDOT) is requesting a resolution from the City supporting the Fergus Falls route and its designation as US Bicycle Route 20.

There is no cost to the City. There is no infrastructure proposed although part of the route follows the planned Glacial Edge Trail. The following background was provided by Kate Matusinec, MnDOT Multimodal Planner:

- US Bicycle Routes are bicycling routes that have been federally recognized by the American Association of State Highway and Transportation Officials.
- MnDOT identified USBR 20 as a high priority corridor in its Statewide Bicycle System Plan. It will be the third of six planned US Bicycle Routes to be designated in Minnesota.
- The proposed route is “ride-ready” following state and regional trails, with part of the route on roadways.
- Routes are also reviewed and updated on a regular basis; as new bicycling facilities are built, they may be incorporated into the route.

More information can be found at dot.state.mn.us/bike/route-system.html. Specific U.S. Bicycle Route 20 information is at dot.state.mn.us/bike/usbr20.html.

Budgetary Impact: None

Attachments:

- (1) Proposed Resolution
- (2) Alignment Map – Fergus Falls
- (3) Alignment Map – Full Route

Originating Department: Community Development

Respectfully Submitted: Karin Flom, City Planner

A RESOLUTION OF THE CITY OF FERGUS FALLS STATING ITS SUPPORT TO DEVELOP AND IMPLEMENT U.S. BICYCLE ROUTE 20.

WHEREAS, bicycle tourism is a growing industry in North America, presently contributing approximately \$47 billion dollars a year nationally to the economies of communities that provide facilities for said tourism; and

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor connecting Point Douglas and the State of Wisconsin, to Moorhead, MN and the State of North Dakota, via the Twin Cities, St Cloud, and Fergus Falls, to be developed as United States Bike Route 20; and

WHEREAS, the Minnesota Department of Transportation has worked with local stakeholders and offered online public comment opportunities throughout the corridor to gather information and review route alternatives; and

WHEREAS, the Minnesota Department of Transportation in cooperation with road and trail authorities have proposed a specific route to be designated as United States Bicycle Route 20, a map of which is herein incorporated into this resolution by reference; and

WHEREAS, the proposed United States Bicycle Route 20 traverses through the City of Fergus Falls and is expected to provide a benefit to local residents and businesses; and

WHEREAS, the Minnesota Department of Transportation will continue to maintain statewide mapping and information regarding United States Bicycle Route 20, convene meetings and facilitate resolving issues and future alignment revisions within the State,

WHEREAS, the City of Fergus Falls has duly considered said proposed route and determined it to be a suitable route through the City of Fergus Falls and desire that the route be formally designated so that it can be appropriately mapped and signed, thereby promoting bicycle travel locally and throughout Minnesota along the corridor.

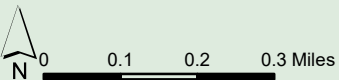
NOW THEREFORE IT IS HEREBY RESOLVED by the City of Fergus Falls hereby expresses its approval and support for the development of United States Bicycle Route 20 and requests that the appropriate government officials take action to officially designate the route accordingly as soon as possible.

Proposed USBR 20 on Fergus Falls City Roads and Trails

January 2022

- Proposed USBR 20 on City Roads
- Proposed USBR 20 on City Trails
- Proposed USBR 20 on County Road
- Proposed USBR 20 on County or State Trails

DRAFT



For more USBR 20 info:
<https://www.dot.mn.gov/bike/usbr20.html>



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



NORTH
DAKOTA

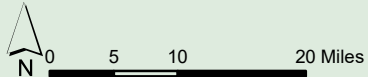
MINNESOTA

USBR 20 Preliminary Alignment

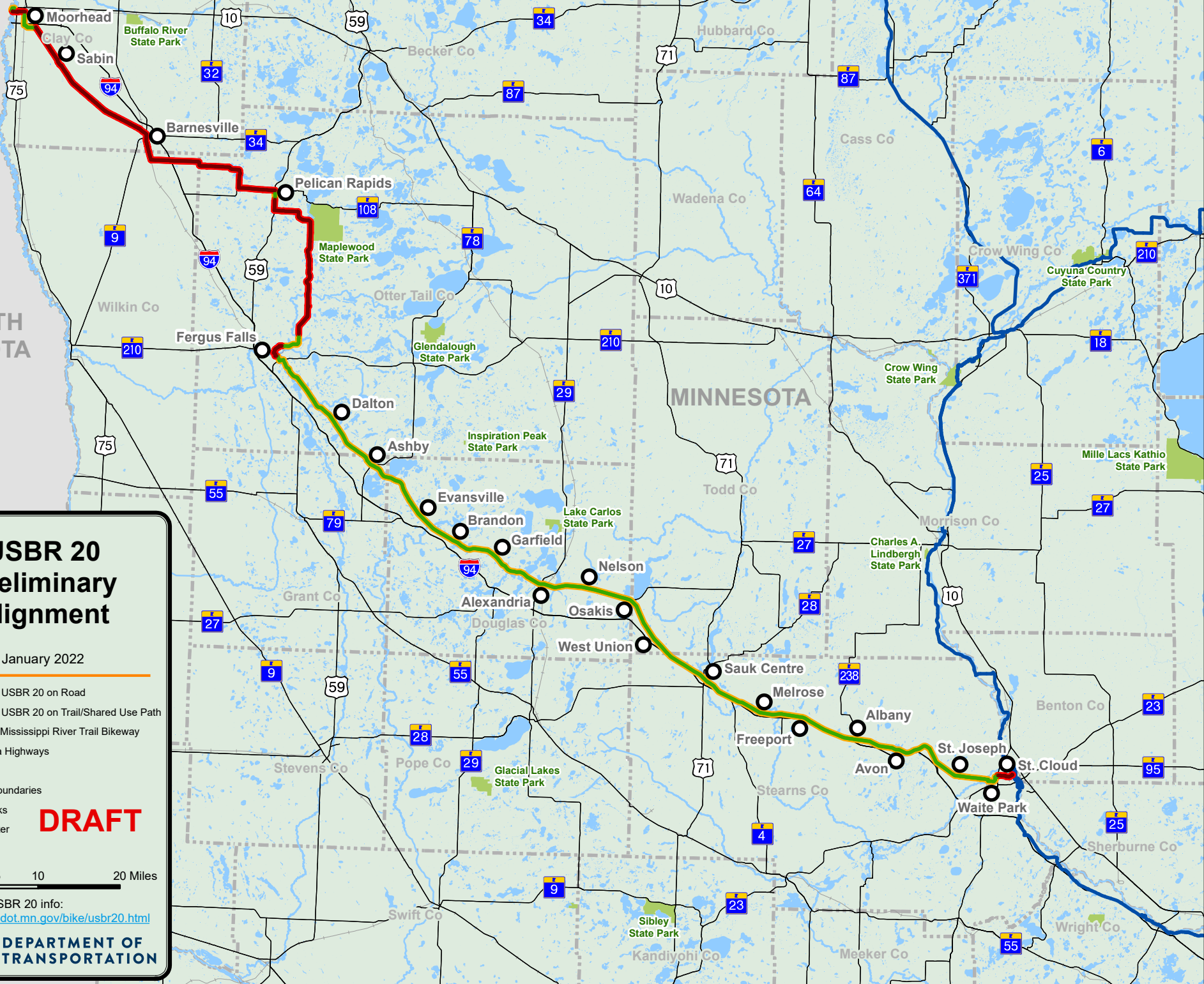
January 2022

-  Proposed USBR 20 on Road
-  Proposed USBR 20 on Trail/Shared Use Path
-  USBR 45 Mississippi River Trail Bikeway
-  Minnesota Highways
-  Railroad
-  County Boundaries
-  State Parks
-  Open Water

DRAFT



For more USBR 20 info:
<https://www.dot.mn.gov/bike/usbr20.html>





Council Action Recommendation

Page 1 of 2

Meeting Date: March 21, 2022

Subject: DeLagoon Park renewal project

Recommendation: Initiate P.I. #9148 and authorize expenditure of funds for engineering services to be provided by Bolten and Menk, Inc.

Background/Key Points: DeLagoon Park came to be, by the purchase of two parcels of land (183 acres total), one in 1970 and one in 1971 (each for \$1), from Mr. Benjamin DeLagoon. The main park area was built to include the main complex of 4 softball fields, restroom/concessions facility and the campground. In the 90's 2 more softball fields were added and the American Legion donated funds to build the baseball stadium. In recent years, a playground, a 27 hole (basket) disc golf course, an archery range and a BMX track were added. Last year, the MN DNR completed a project that re-configured the parking lot of and improved the public access boat launch. Along with these amenities, the proximity of DeLagoon Park to the Central Lakes Trail has truly made it a regional park.

With its age and years of use, the facility is "tired" and in regards to the campground, the facility is out of compliance with not having adequate sanitation and storm shelter facilities. The electric capabilities for bigger camper/motorhome units is also lacking.

Bolten and Menk, Inc. would be providing estimates and graphics for all facets of the project including the campground (as detailed in the 2014 masterplan), fencing, lighting, utility connections and new restroom/concession buildings.

Budgetary Impact: The proposal from Bolten and Menk, Inc. is to do this work on an hourly basis for an amount estimated to be no more than \$7,000 (prior approval would be sought from the city if this amount looks to be exceeded).

A 5.2 million dollar renewal project for the park was approved by the State of MN to be eligible for a sales tax funded project, pending local voter approval. If that vote passes, these funds would roll into the project costs. If the vote fails locally, the funds would be drawn from the Park and Recreation capital budget.

Originating Department: Public Works-Parks and Recreation Div.

Respectfully Submitted: Len Taylor, Public Works Director

Attachments: Proposal for services from Bolten and Menk, Inc., DeLagoon Campground Masterplan, Resolution #38-2021



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

March 16, 2022

Mr. Len Taylor
City of Fergus Falls
112 W Washington Avenue
Fergus Falls Minnesota 56537

Re: Delagoon Park
City of Fergus Falls, Minnesota

Dear Len,

As requested, we have prepared this proposal to update the Delagoon Campground Master Plan and provide estimated costs for other proposed improvements in Delagoon Park. We understand the scope of work to include the following tasks:

1. Review the Delagoon Campground Master Plan (adopted Nov. 2014) and provide comments
2. Review and update the cost estimates in the Master Plan
 - a. Campground (2014 estimated cost ~ \$2.3M)
 - b. Sewer and water services (2014 estimated cost ~ \$316,000)
 - c. State trailhead and state trail connection (2014 estimated cost ~ \$40,000)
3. Prepare estimated costs for the following items
 - a. Athletic Field Lighting
 - i. Remove and replace lighting system at five softball fields
 - ii. Remove and replace lighting system at two baseball fields
 - iii. Construct new lighting system at four soccer fields
 - b. Structures
 - i. Remove and replace concessions/restroom building at softball field
 - ii. Construct a new concessions/restroom building at soccer field
 - c. Utilities
 - i. Sewer and water extensions to concessions/restroom structures at soccer field and softball complex
 - d. Fencing
 - i. Replace perimeter, backstop, and dugout fencing at four softball fields in softball complex
 - ii. Replace perimeter, backstop, and dugout fencing at both baseball fields
 - iii. Construct new fencing around the perimeter of the soccer field complex, with interior dividing fences between fields
 - iv. Construct new perimeter fencing around BMX track
 - v. Construct new perimeter fencing around archery range
4. Review estimated costs with City Staff. Revise and prioritize project scope as directed to fit the \$5.2 million budget.
5. Prepare draft summary memo, with attachments. Review with City Staff.

Name: Mr. Len Taylor
Date: March 16, 2022
Page: 2

6. Prepare an overview graphic, suitable for public outreach, indicating the proposed improvements at Delagoon Park
7. Deliver final documents to City, consisting of:
 - a. Summary memo
 - b. Cost estimates
 - c. Graphic

We propose to complete these tasks and provide the final products to the City by April 30th. We estimate our fees to provide these services at \$7,000. We propose to bill for our services on an hourly basis so that you are only paying for the actual time spent on this project. We will not exceed this amount without prior consent from you.

Our Terms of Service document is enclosed. If this proposal is acceptable, please sign and date the Terms of Service document and return to me. Please contact me at 320-905-5446 or Kent.Louwagie@bolton-menk.com with any questions or concerns.

Sincerely,

Bolton & Menk, Inc.



Kent Louwagie, P.E.

Principal Engineer

Enclosure

TERMS OF SERVICE – DELAGOON PARK UPDATE

CITY OF FERGUS FALLS and BOLTON & MENK, INC.

The accompanying Proposal, Offer or Scope Document (referred to as "Service Documents") describes the "Project" and "Services" to be performed and is subject to the following terms and conditions. These Terms of Service (referred to as "Terms") are an integral part of the Services as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule or scope.

SECTION I - CONSULTANT'S SERVICES

A. The CONSULTANT agrees to perform the Services as described in the attached Service Documents.

B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in Paragraph IV.B.

SECTION II - THE CLIENT'S RESPONSIBILITIES

A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of these Terms.

B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.

C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.

D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to Services to be performed. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as per 2010 Dodd-Frank Reform Act and SEC rules) services and the CLIENT shall

provide such services as may be required for completion of the Project.

G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in the attached Service Documents.

H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of the Services, unless explicitly included in the Service Documents. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the Service Documents and Schedule of Fees included in the Service Documents for the time spent in performance of Services. Total cost of Services shall not exceed \$7,000.00 without the prior consent of CLIENT.

2. The Schedule of Fees shall apply for services provided through end of current year. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs. Adjusted rates will become effective on January 1st of each subsequent year. Rates and charges do not include sales tax, if applicable. If such taxes are imposed and become applicable after the date of these Terms, CLIENT agrees to pay any applicable sales taxes.

3. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rates described in Section III.A.1.

4. Expenses required to complete the agreed scope of services will be invoiced separately, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the Services. CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for these Direct Expenses incurred in the performance of the work, subject to the Total cost not to exceed fee or approved Additional services.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.

2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.

3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due until CONSULTANT has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.

4. **Documents Retention.** The CONSULTANT will maintain records that reflect all revenues, costs incurred and services provided in the performance of the Services. The CONSULTANT will also agree that the CLIENT, State or their duly authorized representatives may, at any time during normal business hours, and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the Services for a period of six years.

SECTION IV - GENERAL

A. STANDARD OF CARE: Professional services provided under the Service Documents will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE: In the event the CLIENT changes or is required to change the scope or duration of the project from that described in the Service Documents, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and the Terms will be amended.in writing.

C. LIMITATION OF LIABILITY

1. **General Liability of CONSULTANT.** For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.

2. **Professional Liability of CONSULTANT.** With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT'S liability insurance policies.

3. **General Liability of Client.** To the fullest extent permitted by law and subject to the maximum limits of liability set forth in Minnesota Statutes Section 466.04, CLIENT shall

indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants.

4. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Services, from any cause or causes. CLIENT waives all claims against individuals involved in the services provided under these Terms and agrees to limit all claims to the CONSULTANT'S corporate entity.

5. Nothing contained in the Service Documents or these Terms shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of any agreement between CLIENT and CONSULTANT for the performance or nonperformance of Services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability insurance policy and, at its option, excess or umbrella liability policy or policies, insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.

2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance policy and, at its option, excess umbrella liability policy or policies, insuring owned, non-owned and hired vehicles used by CONSULTANT for the Services. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.

3. CLIENT shall be named Additional Insured for the liability policies required in III.D.1 and 2.

4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.

5. During the period of design and construction of the project, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services authorized by CLIENT. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.

6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT's employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.

7. Prior to commencement of the Services, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST:

Where provided by the CONSULTANT as part of the Service Documents or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES: It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences,

or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that the on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).

2. Provision of electronic/digital data, whether required by the Service Documents or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided by CONSULTANT, unless such third party use and adaptation or distribution is explicitly authorized by the Service Documents.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT.

2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such

documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY: CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF SERVICES: The obligations described in these Terms and Service Documents will remain in effect for the longer of a period of two (2) years after written authorization to proceed is issued by the CLIENT or such other expressly identified completion date set forth in the Service Documents. The period for completion of Services may be extended upon mutual agreement of the parties.

K. TERMINATION: The relationship and obligations described in an agreement incorporating these Terms and Service Documents ("Agreement") may be terminated by either party for any reason or for convenience by either party upon seven (7) days written notice. In the event of termination, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III.

L. INDEPENDENT CONTRACTOR: Nothing herein is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all Services performed.

M. CONTINGENT FEE: The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure performance of the Services, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from authorization for performance of the Services.

N. NON-DISCRIMINATION: The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Services as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. ASSIGNMENT: Neither party shall assign or transfer any interest in any agreements executed for performance of the Services without the prior written consent of the other party.

P. SURVIVAL: All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of these Terms will survive the completion of all services of the CONSULTANT or the termination of the relationship for any reason.

Q. SEVERABILITY: If any provision or part of the these Terms or any agreements executed for performance of the Services is held to be void or unenforceable under any law or regulation, that provision shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Terms and any agreements executed for performance of the Services shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW: These Terms and all agreements executed for performance of the Services is to be governed by the law of the State of Minnesota and venued in courts of Minnesota; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION: CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if

mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

T. MINNESOTA GOVERNMENT DATA PRACTICES ACT: All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Services is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions to CONSULTANT concerning release of data to the requesting party and CONSULTANT will be reimbursed as Additional Services by CLIENT for its reasonable expenses in complying with the request.

U. OTHER TERMS: NONE

ATTACHMENTS: Scope and Fee Schedule

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Fergus Falls

CONSULTANT: Bolton & Menk, Inc.

Kent Louwagie

3/16/2022

CITY OF FERGUS FALLS, MINNESOTA
RESOLUTION #38-2021

Resolution to support the authority to impose a local sales tax to fund specific capital improvements providing regional benefit, to establish the duration of the tax and the revenue to be raised by the tax, and to authorize the city to issue bonds supported by the sales tax revenue

WHEREAS, the city has engaged community residents and businesses and identified two projects:

1. Aquatics Center
 - a. Bath House
 - b. Two bodies of water
 - c. Lazy River
 - d. Water Slides
 - e. Climbing Wall and other related aquatics amenities

Projected Project Cost \$7,800,000

2. DeLagoon Improvement Project
 - a. Significant improvements to the existing campground, including infrastructure as identified in a City approved Master Plan
 - b. Restroom/Concession facility for the Soccer Complex
 - c. Upgraded Restroom/Concession facility for the softball complex
 - d. Replacement of the Lighting systems on the softball and baseball fields

Projected Project Cost \$5,200,000 and,

WHEREAS, the projects will result in benefits to both the residents and businesses of the City of Fergus Falls and to non-resident visitors and businesses and,

WHEREAS, the projects are estimated to cost approximately \$13,000,000 and,

WHEREAS, the estimates that a local sales tax of .5% would generate \$17,700,000 over 13 years and,

WHEREAS, the city has provided documentation of the regional significance of each project, including the share of the economic benefit to or use of each project by persons residing or businesses located, outside the jurisdiction and,

WHEREAS, the estimated local sales tax revenue and estimated time needed to raise that amount of revenue for each project is as follows:

For the Aquatics Center: the city will collect \$10,600,000 over eight years

For the DeLagoon improvement project: the city will collect \$7,100,000 over five years

WHEREAS, Minnesota Stat. §297A.99 authorizes the imposition of a general sales tax if permitted by special law of the Minnesota Legislature and,

WHEREAS, Minnesota Stat. §297A.99 requires the city to pass a resolution authorizing such a local tax and to obtain Legislative approval prior to approval by the local voters to enact the local tax;

THEREFORE, BE IT RESOLVED the following:

1. The city council supports the authority to impose a general local sales tax of .5% for a period of 13 years to fund the aforementioned project(s)
2. Upon approval of this resolution, the city will submit the adopted resolution and documentation of regional significance to the chairs and ranking minority members of the House and Senate Taxes Committees for approval and passage of a special law authorizing the tax, by January 31 of the year that it is seeking the special law.
3. Upon Legislative approval and passage of the special law authorizing the tax, the city will adopt a resolution accepting the new law, which will be filed with a local approval certificate to the Office of the Secretary of State before the following Legislative session.
4. The city will put a detailed ballot question(s), which includes separate questions for each project, on a general election ballot for local voter approval. This will be done within two years of receiving legislative authority.
5. If one or more ballot questions pass, the city will also pass an ordinance imposing the tax and notify the Commissioner of Revenue at least 90 days before the first day of the calendar quarter that the tax will be imposed.
6. Upon completion of the aforementioned requirements, the local sales tax will commence and run until December 31, 2036 or until a sum sufficient to fund the voter approved projects, including related debt costs, is raised, whichever comes first.

The above and foregoing resolution was offered at a regular meeting of the City Council held on March 1, 2021 by Council Member Rufer who offered its adoption, was seconded by Council Member Arneson and adopted by the following vote:

AYES: Hagberg, Kvamme, Rufer, Thompson, Arneson, Gustafson
NAYES: Hicks
ABSENT: Fish

Whereupon the above resolution was duly adopted.

ATTEST:



City Administrator

ADOPTED:



Mayor

DELAGOON CAMPGROUND MASTER PLAN

CITY OF FERGUS FALLS



Adopted November 2014

DELAGOON CAMPGROUND MASTER PLAN

CITY OF FERGUS FALLS

Prepared By:
Schoenbauer Consulting, LLC
5054 Drew Avenue South
Minneapolis, MN 55410



Acknowledgments

INTRODUCTION/OVERVIEW OF PUBLIC PROCESS

In June of 2014, the City of Fergus Falls retained Schoenbauer Consulting, LLC to complete a master plan for Delagoon Campground. This document represents the results of the planning process.

PUBLIC INVOLVEMENT

The general public, special interest groups, and residents were invited to participate in the planning process to ensure that pertinent planning issues were discovered and addressed. The public process included two public meetings and three meetings with the City Council and Park Board. The process gave all interested parties access to the consultant team and City staff. Public input was insightful and helpful in defining issues and considering options for redeveloping the campground to meet the needs of campers and improve the level of service being offered.

ACKNOWLEDGMENTS

The consultant team appreciated the opportunity to work for Fergus Falls and undertake an open public process for the project. The individual and collective insights of Park Board and City Council members were instrumental in finding design solutions for the campground that best met the needs of the community and region.

The consultant team also thanks City staff for participating in the project and adding their individual insights. Steve Plaza's (Parks, Recreation & Forestry Manager) availability during the process and understanding of issues and concerns associated with the campground was especially key to developing an implementable master plan.



The existing campground has served the community well for decades. But city leaders recognized the need to upgrade and expand the facility to serve future generations of campers.

**CONSULTANT
TEAM**

Schoenbauer Consulting, LLC

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Minneapolis, MN 55410
jaschoenbauer@gmail.com
612.578.1975

Jeff Schoenbauer
Kathy Schoenbauer

In collaboration with:

WSB & Associates, Inc.

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The existing campground is old and in need of upgrading.

Section 1 Planning Context and Vision Statement

OVERVIEW

The project focused on preparing a master plan for Delagoon Campground in the City of Fergus Falls. The master plan establishes a vision for the campground and provides guidelines for its development. The plan is a tool for public presentations, meeting regional-designation submission requirements, understanding cost implications and preparing funding applications.

Although comprehensive, the master plan remains dynamic. It should be viewed as firm enough to guide overall improvements, yet flexible enough to change based on new knowledge, experience and changing public needs as the plan is implemented.

CITY OF FERGUS FALLS AS IMPLEMENTING AGENCY

The City of Fergus Falls is the owner and implementing agency of Delagoon Campground. The City is responsible for operating, managing and maintaining the facility as part of its community park system. The City has a well-established and experienced staff to oversee operations and maintenance functions.

REGIONAL SIGNIFICANCE AND PLANNING CONTEXT

Delagoon Campground is located on the outskirts of Fergus Falls, as illustrated on the local park system map. The following defines the regional significance of the campground and its relationship to other public and private campgrounds serving the region surrounding Fergus Falls.

REGIONAL CLASSIFICATION AND SIGNIFICANCE

As a regional facility, the campground best aligns with the *Special Recreational Feature Regional Park Classification* as defined in the *Greater Minnesota Regional Parks and Trails Strategic Plan*. This classification relates to new, unique, or innovative “special feature” outdoor recreational facilities of regional significance. The campground is a much needed regional recreational facility that complements other public (and private) regional or state-level campgrounds in the area.



Redevelopment of the campground matches up well against the criteria associated with this classification, as following summarizes:

- **Criteria #1 – Provides a Special High-Quality Outdoor Recreation Experience** – places a priority on providing facilities/amenities that are relevant to existing/common user groups and also serve to broaden the appeal of outdoor recreation to new or expanded populations; facility serves as a destination unto itself, attracting regional users and (potentially) drawing tourists from outside the regional area; premium is placed on quality of experience to encourage visitors to return time and again
- **Criteria #2 – Provides a Natural and Scenic Setting Offering a Compelling Sense of Place** – priority is placed on providing a natural and scenic setting offering a compelling sense of place and uniqueness; access to water and/or historically/culturally-significant features is also emphasized
- **Criteria #3 – Well-located to Serve a Regional Need and/or Tourist Destination** – places priority on special recreational features being located in or close to a densely settled, rapidly growing, and/or an established regional center or well-established tourist destination; connectivity to the facility via local, regional, or state-level trails also factors into the rating under this criteria
- **Criteria #4 – Fills a Gap in Recreational Opportunity within the Region** – places a priority on areas in which a high quality outdoor recreational opportunity of a similar nature is not otherwise available within the region and/or within a reasonable distance; fills a discernible and critical gap in an area with a recreation opportunity shortage; complements (and does not duplicate) recreational opportunities otherwise available in the region

Delagoon campground matches up well against each of these criteria. Once upgraded, the campground will provide a much enhanced service to campers from within and outside the region – a geographical area that is a popular tourist destination on the edge of Minnesota’s lakes country. The direct connection between the campground and Central Lakes State Trail is notable in that the trail is a state-level recreational feature and a significant draw for visitors to the region. Recreational vehicle travelers passing through the area are also a targeted group.

Regionally, access to quality publicly-available campgrounds is a growing concern, with most of the private vendors trending toward seasonal camping.

FILLING A GAP IN SERVICE

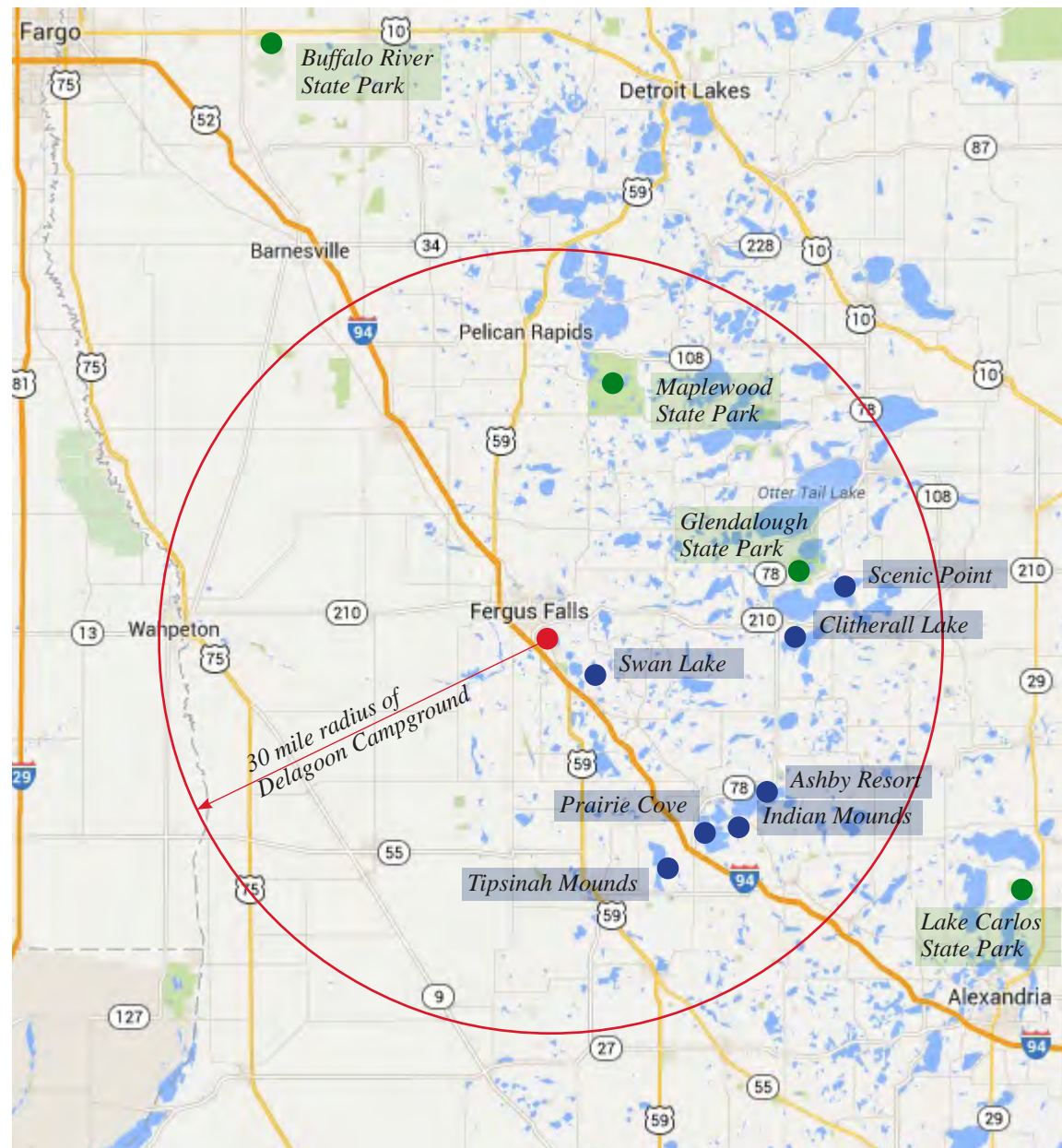
A key goal with upgrading Delagoon Campground is filling a gap in service in the Fergus Falls and Ottertail County area. As the following map illustrates, there are only two publicly-owned campgrounds available within 30 miles of Fergus Falls, one of which (Glendalough State Park) offers very limited camping services. There are 7 privately-owned campgrounds within thirty miles, but all of them are primarily seasonal and/or have limited campsites availability for general public use. Delagoon Campground is also the only public campground along the full length of the Central Lakes State Trail.

Although a popular area for outdoor recreation, the availability of publicly-owned campgrounds in the Fergus Falls region is limited. The fact that the majority of privately-owned campgrounds and RV parks cater to seasonal campers further limits campsite availability in the region.

Delagoon Campground is the only public campground along the full length of the Central Lakes State Trail.

Legend:

- Delagoon
- Publicly-owned campground
- Privately-owned campground/RV park



The following provides an overview of the public and private campgrounds identified on the map.

PUBLIC CAMPGROUNDS

As the map illustrates, publicly-owned campgrounds in the area around Fergus Falls (and the region in general) are very limited. There is only one state park in a 30-mile radius that provides camping facilities, and two others within 52 miles, including:

- **Maplewood State Park** (30 miles) – 71 campsites (32 of which are electric), 5 camper cabins, 3 backpack sites, horse camp and a group site
- **Glendalough State Park** (24 miles) – 22 cart-in campsites, 3 canoe-in campsites, 4 camper cabins (and possibly future yurts) and 1 group site
- **Buffalo River State Park** (50 miles) – 44 campsites (35 of which are electric) and a group site
- **Lake Carlos State Park** (52 miles) – 121 campsites (81 of which are electric), 4 camper cabins and 2 group sites

PRIVATE CAMPGROUNDS

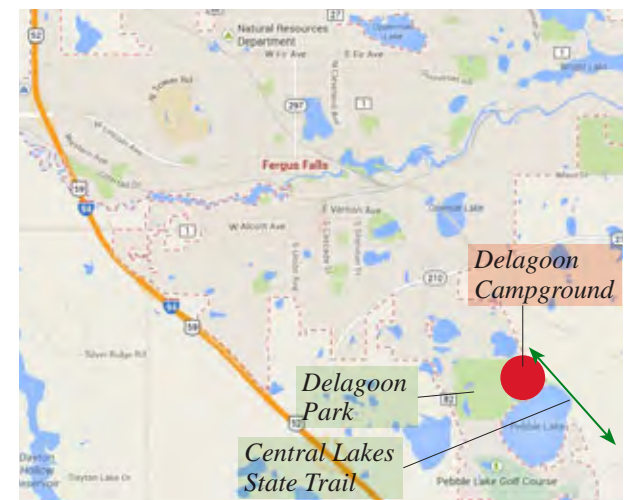
A search of various mapping sources identified a number of private campgrounds within a 30 mile radius, as illustrated on the previous map. Identified private campgrounds include Swan Lake Resort and Campground, Prairie Cove Campground and RV Park, Ashby Resort & Campground, Tipsinah Mounds Campground, Clitherall Lake Campground, and Scenic Point Resort and Campgrounds.

Website review indicates that the private campgrounds are primarily seasonal (which means a site is rented on a full-season basis), with a more limited availability of sites for general camping. The trend in this service area for private campgrounds seems to be increasingly toward accommodating seasonal campers in a RV park or resort-like setting. These type of campgrounds are important in serving a camping niche, but they do not serve the same camping audience that seeks a state or regional park setting and experience, as is being proposed for Delagoon.

SITE-SPECIFIC SETTING AND EXISTING CONDITIONS

The campground is located on the shores of Pebble Lake and adjacent to a community park and athletic complex. The site is couple of miles from the Fergus Falls downtown business district.

The Central Lakes State Trail traverses along the northeastern property line of the campground. Direct access to the trail is available from the campground. Pebble Lake is popular for fishing and swimming, and the views across the lake from the campground make for a very pleasant outdoor setting. The Pebble Lake Golf Course is also nearby and open to the public.



At the general location level, Delagoon Campground is accessed from Pebble Lake Road/County Road 82, and is only a short distance from Interstate 94. Access to the campground is via the Delagoon Park entrance road, which is paved and in good condition. The drive in is appealing. The following aerial image highlights the campground development area relative to Delagoon Park and the Central Lakes Trail.



The Delagoon Campground development area is approximately 28 acres. As shown, direct access to Pebble Lake, the Central Lakes State Trail and the amenities provided at Delagoon Park all add value to the camping experience.

At the site-specific level, there are a variety of existing conditions and other factors affecting development planning and design outcomes, as the following aerial image and photos highlight.

Legend:

- A Park entrance road – asphalt
- B Campground roads – aggregate
- C Old farmstead (and alternative access)
- D Open field – mowed turf
- E Tent camping sites – mowed turf
- F Mixed trees and vegetation
- G Bowl area – mowed turf
- H Camper/RV sites w/electric and water
- I Rustic boat launch
- J Fishing pier
- K Shoreline – natural vegetation
- L Hill area – natural vegetation
- M Central Lakes State Trail
- N Small trailhead – limited parking
- O Old rail bed
- P Police firing range (limited use)
- Q Play area
- R Picnic shelter
- S Open recreation area – mowed turf
- T Pump house



As these images illustrate, the existing campground is old and in need of upgrading and redesign. As shown, the existing sites (H) are too close together and offer limited privacy. In addition, the existing utilities are rundown and do not meet current standards.



Although in need of redevelopment, the site itself is well-suited and well-located for development of a regional-level campground. The photos on this and the next page illustrate some of the existing site conditions.



(H) The existing camper/RV sites are old and close together, with little privacy.



(H) These sites are clustered so close together it is hard to distinguish one site from another.



(E) The tent sites are also tightly clustered and mostly lawn. The trees, however, provide a pleasant setting.



(K) The shoreline offers excellent opportunities to develop new, sustainable sites overlooking the lake.



(I) The existing boat launch is rustic and will be moved to a new location to limit non-camper use of the area.



(D) This open mowed turf area is well-suited for campsite development.



(C) The old farmstead adds interest to the site and provides an opportunity for a unique entrance to the campground.



(N) The existing vault toilet is the only one available for campers.

PARK SYSTEM PLAN FINDINGS

The City of Fergus Falls' *Park System Plan* (2008) identifies the campground as an important regional amenity that needs upgrading. In addition to improving the design to meet modern campground standards, key development requirements include:

- Expanding the campground to accommodate a variety of camper types – RVs, tents, group camping and camper cabins or tents
- Adding a dump station (which is required by the Minnesota Health Department)
- Providing a modern sanitation building with toilets and showers (which is also required by the Minnesota Health Department)
- Providing ancillary amenities like picnic shelters, interpretive information, kiosks, and improved access to the Central Lakes Trail

The master plan addresses each of these concerns and requirements.

TRENDS AND FINDINGS FROM THE PUBLIC PROCESS

As previously noted, private campgrounds in the Fergus Falls area have and will likely continue to move toward providing seasonal camping, in which a camper rents a site for the entire season. This means that private campgrounds will not likely play a major role servicing the regional demand for general public camping on a day-to-day basis.

On the public side, overall trends indicate that campers (especially older ones) increasingly prefer campers and RVs over tents. A 2012 survey by the MN DNR suggests that camping vehicles are trending toward motorhomes, 5th wheels, and larger hard-side trailers and away from smaller pop-up trailers. While tenting remains popular in state parks, the demand for alternatives such as camper cabins continues to grow.

A recent *American Camper Report* (by Coleman Company and Outdoor Foundation) shows that camping participation was around 38 million Americans, or 13 percent of the US population over age six in 2012. Although participation is good, growth trends are flat or even slightly declining. The camping industry research goes on to underscore the importance of reaching Americans at an early age in order to instill a lifelong love of camping and the outdoors. The industry research also underscores the importance of keeping current camping participants engaged and inspired to become or remain frequent campers.

Industry research clearly reinforces the importance of public campgrounds in meeting demand, with 74% of survey participants having camped in a public campground in 2012. The research also shows that active campers are growing older and preferring RVs and campers over tents as they age. Older campers also tend to stay longer at a given campsite.

Availability, location and design quality of public campgrounds are all key factors in getting more people connected to the outdoors through a camping experience. MN DNR (and other) research underscores the importance of quality in attracting campers. The quality of the campground (83%), quality of facilities in the campground (72%), secluded campsites (65%), and camping near a lake or river (57%) were the most highly rated quality indicators. All campers support more space between campsites and cell phone coverage near park visitor centers and campgrounds. Eliminating non-reservable campsites (and making all sites reservable) is opposed by all campers.

Findings from a camper survey by Anoka County Parks (a Metro Regional Park agency) support the trends toward more convenience and comfortable camping, including:

- Campers much prefer water and electric sites (63%) over electric-only sites (14%) and rustic sites (25%)
- 7 out of 10 campers use RVs and camping trailers versus tents
- Flush toilets, showers, clean facilities, larger campsites, private campsites, and site amenities like picnic tables and fire rings are all very important to campers
- Grass is the preferred surface for the use area of a tent

With RVs and campers growing in popularity, along with expectations for more privacy, the design expectations for an individual campsite has evolved over time. In public campgrounds, campers are seeking (and increasingly expecting) that sites be bigger (parking spur and use areas), spaced further apart, and offer more services (electricity and water) than most existing public campgrounds offer.

For reference, RVs and campers are defined as follows:

- Class A motor home – 21’ to 45’ long; 12.7’ high; 8.5’ wide
- Class B motor home – camper vans, 20’+ long; 6’ to 8’ high
- Class C motor home – about 35’ long; 11.5’ high; 8.5’ high
- Fifth wheel – 33’ – 40’ long; 12’ – 13.5’ high; 8.5’ wide
- Travel trailers – 23’ – 36’ long; 10’ – 11’ high; 8.5’ wide
- Pop-ups – smaller than the above

In addition to camping rigs, campers often tow a boat or “toy-hauler” trailer when out camping. The increasing size of RVs and campers along with assorted towables clearly defines the need and expectation for design standards that accommodate the preferences of contemporary campers.

More now than ever before, the diversity of campers and types of camping units is wide ranging – with a trend toward larger self contained RVs and campers.



Input from campers attending the public meetings associated with this plan is consistent with and reinforces the noted trends. Specific ideas and recommendations affecting the design of Delagoon are reflected in the forthcoming *Vision Statement*.

VISION STATEMENT

The vision for the master plan is to “*provide a high quality camping and outdoor recreational experience, along with providing a convenient place to stay for residents, regional visitors and tourists visiting the Fergus Falls and surrounding lakes region.*”

Key themes and key development program elements that emerged from the public process include:

- Creating a “park-like” camping atmosphere and experience, not an “RV park”
- Providing a minimum of 25 and preferably up to 50 high quality campsites
- Ensuring that a full range of camper types are accommodated – RVers, tenters, group users, and those bike touring
- Providing better spaced (more private) and larger sites to accommodate modern campers
- Improving services, including providing electrical and water service to each site, and a select number with sewer service
- Providing opportunity for group camping
- Providing a couple of yurts or canvas “tents” to accommodate those without a camper or camping gear
- Providing Wi-Fi service
- Providing 1 or 2 host sites to enhance service and security
- Leaving open the potential for some seasonal sites
- Taking full advantage of, and support access to, the Central Lakes State Trail
- Providing a modern bath house/sanitation building and dump station
- Providing support amenities like picnic shelters, trails, fishing pier, and open play space; enhance connections to amenities provided in adjacent community park, such as play equipment
- Providing access to the boat launch and swimming beach
- Implementing an advanced reservation system to make reserving a site more convenient

Section 2 Development Master Plan

OVERVIEW

The development master plan reflects the consensus reached between the public, Park Board and City Council regarding the design of the Delagoon Campground to meet local and regional needs. The public process played an important role in defining regional needs and shaping planning outcomes. After consideration of the public input, the Fergus Falls City Council approved the development master plan as defined in this section.










DEVELOPMENT MASTER PLAN SUMMARY

The master plan provides a cross-section of camping and related recreational activities consistent with the vision statement as previously defined. Key elements of the plan include:

- **Two main general-use campsite loops** – 36 sites, all with electrical and water service; up to 8 sites with full services (i.e., sanitary service added), including 2 sites for campground hosts; all sites designed to accommodate full-size modern campers and RVs
- **Group/general use campsite cluster** – 6 sites, all with electrical and water service; cluster designed to accommodate group and individual users
- **Tent campsite loop** – 8 sites, 6 with electrical service and centralized water; the 2 remaining sites will have canvas-style 3-season tents (both with electric and water service); all sites designed to accommodate two vehicles, or a vehicle and a trailer
- **Modern sanitation building and toilet facilities** – sanitation building with showers and toilets
- **Modern dump station** – designed to meet all contemporary requirements for onsite disposal of grey and black water from RVs and campers

Additional features of the development master plan include a new entrance location, realigned paved roads, a check-in/registration station, and variety of ancillary recreational amenities. The existing trailhead for the Central Lakes Trail will be relocated to better serve trails users and reduce potential use conflicts with campground users.

The graphic on the next page illustrates the overall development master plan for the campground.

- LEGEND
-  PAVED ROADWAY
 -  AGGREGATE SPUR
 -  CAMP USE AREA
 -  TURF AREA
 -  NATURAL AREA
 -  TREES
 -  TREE CLUSTER
 -  WATER
 -  TRAIL



Note: The existing boat launch is not shown because it will be relocated, as defined on page 18.



The following considers each aspect of the development master plan in greater detail.

CAMPGROUND ENTRANCE, ROADWAYS AND CHECK-IN/ REGISTRATION STATION



Entering the campground through the existing farmstead creates an appealing sense of entrance.



As this illustrates, at 12 foot 6 inches wide, the one-way roads through each of the camp loops will create an intimate feel yet be wide enough for even the largest rigs.

The entrance to the campground will be relocated north of the current location to improve access and create a better sense of separation between the campground and adjacent community park/athletic complex. Driving through an old farmstead also creates a more visually interesting sense of entrance than the current location.



The new entrance drive will traverse through an old farmstead to create a more appealing sense of entrance to the campground, and separate the campground from other park development.

(The farm buildings are generally used for storage.)

All of the campground roads will be paved with asphalt for convenience, durability, appearance and dust control. The main entrance road will be two-way and 22 feet wide. The roads through each of the loops will be one-way and 12 foot 6 inches wide. All of the turning radii will be wide enough to accommodate larger RVs and 5th-wheel camping trailers. These roadway widths are adequate for even large RVs while still retaining a more intimate, campground-like character. Curvilinear and narrower roadways also help slow down traffic speeds.

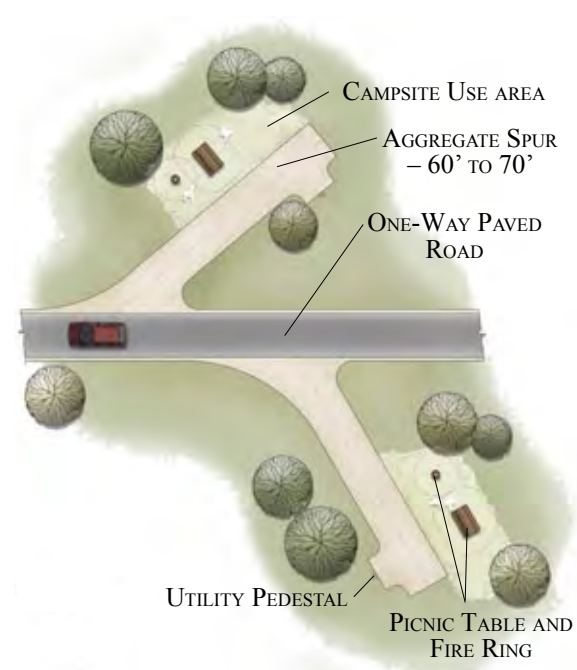
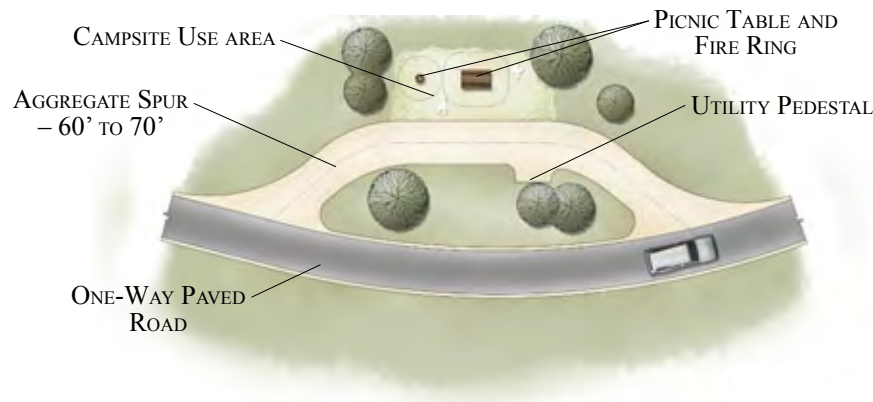
A check-in/registration station will be provided just before campers enter the main campground area. Adequate space will be provided for several RVs to stack while waiting to register. The divided roadway near the entrance and registration station allows campers to turnaround either coming or going from the various camp loops. This design feature also breaks up the roadway massing and makes for a more appealing sense of entrance.

The registration station will be electronic and linked directly to the City's web-based registration system. This will allow campers to register either online or onsite.

CAMPGROUND LOOPS A AND B – GENERAL USE CAMPSITES

A total of 36 general use campsites will be provided in campground loops A and B. All of the sites will have electrical and water service, with up to 8 sites offering full services (which includes sanitary service). Two of the full-service sites will be for campground hosts.

All of the general use campsites will be designed to accommodate full-size modern campers and RVs. Each of the sites will also accommodate tent campers and tenters. The use area of each campsite will be large enough for tents plus a rain tarp or screened enclosure. The following graphics illustrate the basic form of general use campsites.



As illustrated, campsite spurs will be 60 to 70 feet long and 12 feet wide with aggregate surface. Pull-through spurs will be of a similar or slightly longer overall length. Each site will have a modern water and electric service pedestal. 50 amp electrical service will be provided to meet the needs of larger modern camping trailers and RVs.

At the master plan level, the layout plan conservatively shows 6 pull-through sites. Since these tend to be popular with campers with larger rigs, additional pull-through sites will be considered during the detail design phase, as site conditions and grades allow.

Campsite use areas will average around 800 square feet (20 foot x 40 foot) and include a picnic table and fire ring. If needed, use areas may be surfaced with a specialized soil mixture to increase day-to-day durability while still being able to grow turf. (Soil mixture is typically percentages of compost or peat, aggregate and sand.) Over time, trees and other plantings will be added for shade and screening of individual campsites.

Although not specifically identified, at least three of the campsites will be accessible. One will be provided within loop A near the sanitation building, one in loop C (group loop), and one in the tent loop.

CAMPGROUND LOOP C – GROUP OR GENERAL USE CAMPSITES

A total of 6 sites campsites will be provided in campground loop C (plus a host site). This loop is designed to accommodate a group of campers traveling together while still being available to individual campers when not reserved for group use. Features and layout of individual campsites will be similar to those provided in loops A and B. Here too, all of the sites will have electrical and water service.

Added features in this loop include an open gathering area with turf in the center of the circle. A picnic shelter and toilet will also be provided to service this loop.

The access drive to this loop is two-way (22 feet wide), with the loop itself being one-way (12 foot 6 inches wide).



TENT CAMPSITE LOOP

A total of 8 tent-only sites will be provided. Six of these sites will essentially be designed like a smaller-scale, more intimate versions of the general use campsites. Each of these sites will have electrical service (likely 30 amp), but water will be centralized and within easy walking distance. Campsite spurs will be 40 or so feet long (to accommodate up to 2 vehicles, or a vehicle and small trailer) and 12 feet wide with aggregate surface. Pull-through spurs will be of a similar overall length.

Campsite use areas will average around 800 square feet, but the layout will be more flexible depending on grades and landscape features. Each site will have a picnic table and fire ring. Here too, use areas may be surfaced with a specialized soil mixture to increase durability while still being able to grow turf.

The remaining 2 campsites in this loop will have canvas-style 3-season tents (both with electric and water service). These sites will increase access to individuals and families that do not have camping equipment or camper. The tents will also be available to bike tourists using the directly adjacent state trail. As with the other sites, a campground use area and parking spur will be provided.



This “Canadian” tent is an example of the type of canvas tent envisioned for 2 of the tent sites.

SANITATION BUILDING AND TOILET FACILITIES

The Minnesota Department of Health requires campgrounds to provide toilet facilities within 400 feet of all campsites. Using this standard, a minimum of 4 toilet facilities will be required to service the campground. The main sanitation building (and largest structure) will be centrally located on the north side of loop A. This facility includes toilets, showers and a storage/utility room. A laundry room may also be provided if demand warrants, as is the case with providing vending machines for light refreshments. The toilets in this facility serve the entire tent loop along with parts of loops A and B. The 3 other toilet facilities will be unisex. These are conveniently located to serve loops A, B, and C.

A number of options are being considered for the design of the sanitation building and toilet facilities. For the main sanitation building, a stick-built custom building is a common option that offers unlimited design flexibility. Prefabricated options for sanitation and restroom buildings are increasingly available, appealing and cost effective alternatives to custom structures. The accompanying photos contrast these two options.



This MN DNR sanitation building is custom designed and provides toilets, showers, and a utility room.



This prefabricated sanitation building offers the same type of amenities, albeit the features and style options may be more limited.

With respect to the toilet facilities, a prefabricated structure is envisioned. The two options being considered in this regard include vault and flush toilets. The latter of these are increasingly cost effective to provide and often preferred by campers. The accompanying photos illustrate these two options.



Prefabricated vault toilet structure common to campgrounds across the country.



This prefabricated toilet structure is about the same size as the vault toilet option.

Which of these design approaches for the sanitation building and toilet facilities are best suited for Delagoon will be determined during the detail design stage. Evaluations at that time will include development and long-term costs differences, which includes the cost of ongoing pumping of the vault toilets. Using the sanitation building and toilets for storm shelters will also be considered during the detail design stage.

DUMP STATION AND TRASH/RECYCLING CENTER

The Minnesota Department of Health requires a sanitary dump station in the ratio of 1 station for every 100 sites, or fraction thereof. Sanitary stations must be adequately screened and located at least 50 feet from any campsite.

The dump station and trash/recycling center will be located along the entrance road, where it will be convenient yet unobtrusive. A contemporary design will be used for the dump station similar to that used by the MN DNR and other public campgrounds in Minnesota.



A common dump station design includes a dumping station on one end and a fresh water fill on the other, as this MN DNR design illustrates.



The trash/recycling center will be designed with a pull-off lane from the entrance road to allow campers to dispose of their trash without blocking outgoing traffic. A walkway between the dump station and trash/recycling center will also be provided for convenience. Plantings and grade changes will be used around this area to reduce the visual impact of the facility from the entrance road and any nearby campsites. (The dump station is over 150 feet away from any campsite.)

ANCILLARY RECREATIONAL FEATURES AND OTHER AMENITIES

A variety of value-added ancillary recreational features and amenities are included in the master plan to enhance the camping experience and provide onsite recreational opportunities. The following considers each of these.

OPEN LAWN RECREATION AREA

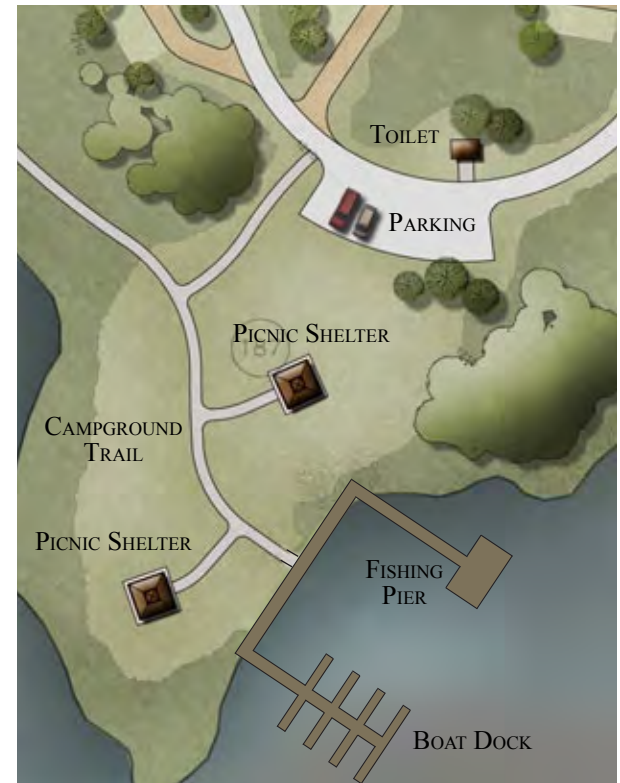
This area will provide a simple turf-ed green space for general recreational use by families using the campground. This space complements the larger green spaces associated with the adjoining community park. The intent is to provide an outdoor “runaround” space for campers to use, along with a direct access to the larger picnic shelter and play structure available in the community park. Trees and natural vegetation will be used to separate the campground from the larger community park to the south.

(Although considered, a children’s play structure will not be provided since that is available nearby in the community park just south of the campground.)

LAKESHORE RECREATION AREA

This area will be designed to give all campers access to the lakeshore for casual recreation, observation and shore fishing. Development will include a fishing pier, boat dock (6 to 8 slips), picnic shelters and benches along the lakeshore. An accessible trail will be provided from the campground road to ensure universal accessibility to the fishing pier and shelters. Given the limited space, two or three smaller, family-oriented shelters are envisioned. Enhancing the area with trees and other planting is also envisioned.

Importantly, the existing unimproved boat launch will be relocated further south to make way for this recreation area. Moving the boat launch will also greatly reduce the extent of non-camper traffic through the campground. The following photo illustrates the new location for the boat launch.



The existing rustic boat launch will be relocated across the bay to allow for development of the lakeshore recreation area. Relocation will also reduce the extent of general public traffic in the campground area.



Adding a second fishing pier near the relocated boat launch will also be pursued with MN DNR to ensure that general public lake access is maintained.



The existing fishing pier will be retained and is expected to remain a popular amenity.

CAMPGROUND TRAILS



A direct connection between the campground and Central Lakes State Trail will be retained.

A number of trails will be provided to allow campers to walk or bike between camp loops and gain access to the various recreational features within and outside the campground. The direct connection between the campground and the Central Lakes State Trail will be maintained, essentially in the same location as is currently the case. This connecting trail will be asphalt and 10 feet wide.

The other campground trails will be 8 feet wide and asphalt surfaced to ensure accessibility and ease of use for all age groups. The campground trails will also connect the campground to community park features to the south, such as picnic shelters, play structures, ballfields, swimming beach, and relocated boat launch.

Benches will be provided in select locations along the trails, especially along the lakeshore.

WOOD STORAGE CORRAL

A wood storage corral will be provided by each of the campground host sites. Certified pest-free wood will be available for purchase at these locations.

BEACH ACCESS

Although no beach will be provided in the campground development area, the City may consider developing a new one in the adjoining community park (near the location of the relocated boat launch). Importantly, determining the most appropriate location for a new beach will require detailed site evaluation, especially as it relates to distance to and buffering between nearby residential properties. If developed, a trail connection between the new beach and campground is envisioned.



Adding trails along the shoreline (with an adequate buffer) will provide an important value-added recreational feature that enhances the camping experience.

TRAILHEAD PARKING AND ACCESS TO CENTRAL LAKES STATE TRAIL

The current state trail trailhead located on the north end of the existing campground will be relocated and improved as part of redeveloping the campground. Relocating the trailhead will achieve several important outcomes:

- Reduces the extent of non-campers traveling through the campground, which would be of increased concern once the campground is redeveloped and much busier
- Provides an appealing setting on the periphery of the old farmstead for trail users to start their walk or ride
- Allows for improved design of the trailhead parking lot, which includes the potential for expansion over time as demand warrants; a 10 to 15 space parking lot is initially envisioned, with room for expansion
- Allows for a more direct connection between the state trail and the City trail along Pebble Lake Road

**MOWED LAWN, NATURAL
VEGETATION AREAS AND
TREE PLANTING**

Note that the exact routing of the connecting trail between the new trailhead location and the state trail is conceptual and requires additional alignment consideration during the detail design stage. Also note that effectively screening the trail from the shooting range (i.e., vegetation and grades) is an important consideration as trail alignments are finalized.

Currently, much of the campground area is mowed turf common to the adjoining community park and athletic complex. Whereas a well-maintained park-like aesthetic will be retained, many of the areas in and around the campground loops will be transitioned over time to a more natural landscape of native trees, native grasses and wildflowers. This approach will help better define use areas, create a more natural setting, improve wildlife habitat, and reduce maintenance costs. Where appropriate, native wildflower plantings will be used to add interest and seasonal color to the areas surrounding the campground and individual campsites. Native plant materials will also be used for buffering and screening between sites, and to frame views of the lake. Some of the natural areas will be used for stormwater management using natural infiltration systems and rain gardens. (Note: refer to section 3 for additional discussion on ecological sustainability.)

Note that mowed turf will still be used throughout the campground. Campsite use areas will be turfed, as will the open and lakeshore recreation areas. Mowed turf will also be used on either side of drives and in areas around buildings, entrances, and so forth to create an appealing, well-maintained “edge.”



Over time, many of the currently mowed areas will be transitioned to more of a natural landscape – although mowed turf will be along road edges and in other use areas.



Preserving a natural landscape along the lakeshore will be a particular point of focus for aesthetic and ecological reasons.

Over time, trees will be planted across the site to enhance the overall aesthetic of the campground, screen sites, provide shade, and frame views of the lake.

FARMSTEAD USES AND IMPROVEMENTS

As noted, the new entrance road will traverse through the old farmstead for a variety of previously defined reasons. Currently, the buildings are used primarily for storage, which will likely be the case in the future.

With respect to the campground development, the intent is to use the buildings for visual interest and creating a sense of place. Keeping them kept up and painted will be the primary focus.

In the longer term, it is possible that the City will repurpose some of the structures for other uses, including possibly for campground use. However, any potential change of use of these structures has not been fully vetted and is not part of this master plan.



The existing farmstead is being used primarily for its aesthetic value under the master plan.

CAMPGROUND SIGNAGE AND KIOSKS

The campground signage program consists of a hierarchy of signs that give campers and visitors needed information in an unobtrusive manner. Key components of the signage program include:

- Campground entrance sign – located at the main point of entry
- Directional signage – located along the various roads to provide basic directional information
- Main information signs/kiosks – located at the registration station and other common areas, such as near the sanitation building; includes a map, general information, rules, etc.
- Site identification numbers – placed at each campsite
- Trailhead sign/kiosk – located at the state trail parking lot

The signage program will be consistent with the signage program used by the City of Fergus Falls throughout its park system to ensure a consistent image. Other commonly used signage standards and best practices will be incorporated as appropriate as the signage program is implemented.

RELATED DEVELOPMENT

Redevelopment of the campground will require the removal of many of the existing campground access drives. One of these provided access to an existing picnic shelter and the to-be-relocated boat launch. In the past, parking for the picnic shelter was informal along this road. A new parking lot is proposed in this area to provide parking for the shelter, as well as an existing play area.



The existing entrance drive that provided access to the boat launch and picnic shelter will be removed.

SHOOTING RANGE

The existing shooting range north of the campground will remain in its current location for the foreseeable future. Used only on a limited basis by local law enforcement agencies, the range is not expected to pose any danger or be a day-to-day distraction for campers. Under the master plan, additional earth sculpting (berming) and landscaping is proposed to enhance screening of the facility from the campground area. Access to the range will be from the campground entrance area, which will be gated off when the range is not being used. Parking for the range will be informal and located near the entrance to the facility.



Additional earth sculpting (i.e., berms) and natural landscaping will be used to further screen the shooting range facility that is periodically used by local law enforcement.

The City will post signs alerting campers when the range will be in use. In the longer term, the range may be relocated if a suitable location can be found.

Section 3 Implementation, Management and Sustainability Plan

OVERVIEW

This section considers an overall strategy for implementing the Delagoon campground master plan, which will require substantial initial and long-term capital investments for development, operations, maintenance and general stewardship.

IMPLEMENTATION COST PROJECTIONS

The cost projections define the potential costs associated with developing the campground. Costs are based on a combination of site-specific development requirements, contemporary design standards, and projects of similar size and complexity. The cost figures are based on master plan level evaluation, which brings with it inherent limitations. The cost figures are meant for project budgeting, phasing, and comparing the relative cost of one item to that of another.

The costs are in 2014 dollars. Although intended to be conservative, actual costs will vary depending on the year that the master plan is implemented, implementation parameters and economic conditions affecting bidding.

COST ESTIMATING CATEGORIES

For budgeting purposes, the cost estimate is broken down into three categories, as the following defines:

- **Campground-specific development package** – includes all of the development items shown on the master plan, except for the items listed below
- **Sanitary sewer and water services package** – relates to bringing in these utilities from a subdivision south of Delagoon park up to the campground development area; all of the costs for utilities required to service the actual campground development (campsites, buildings, etc.) are included the campground package; the diagram in Appendix A also illustrates what is included in this package
- **State trailhead and state trail connection package** – includes the new trailhead and trailhead parking area near the entrance to the campground, along with the trail connection from the trailhead to the state trail; note that the trail connection from *within the campground* to the state trail is included in the campground package

**OPERATIONS AND
MANAGEMENT
SUSTAINABILITY PLAN**

DEVELOPMENT COST ESTIMATE RANGES

The following summarizes the cost ranges associated with each to the listed categories. Cost ranges are provided due to pricing and quantity variabilities associated with this level of planning. The lower cost range does not include any contingency. The higher cost range includes a 10% contingency as a hedge against unknowns and inflationary factors. Each of the cost ranges include 15% add-on for design and engineering fees.

Campground-specific development package _____	\$2,091,000 to \$2,300,000
Sanitary sewer and water services package _____	\$316,000 to \$348,000
State trailhead and state trail connection package _____	\$36,000 to \$40,000
 Total _____	 \$2,443,000 to \$2,688,000

Also note that even with the 10% contingency built into the higher cost ranges, annual inflationary and market conditions will always need to be taken into consideration in the intervening years up to the point of actual implementation. *Appendix A – Costing Information Spreadsheet* provides a line item estimate for the listed packages.

The City of Fergus Falls is committed to the long-term sustainability of the campground in terms of operations and management. The City will also be the responsible party for any programming of the site, as well as research initiatives that track performance over time. The following considers each of these in greater detail.

OPERATIONS AND MAINTENANCE PLAN

The City of Fergus Falls will continue to be the responsible party charged with the management and operation of the campground facility. The City Council has establishes policies and goals for the park and trail system, and through an annual budgeting process provides capital and operating funds for the campground facility. The Park Board, appointed by the City Council, serves as an advisory committee for overseeing and improving the campground facility.

Ordinances

Public use and enjoyment of public parks is controlled by local ordinance 6.75 - Public Parks. Codes, rules and regulation related specifically to use of Delagoon campground are limited but will be updated and expanded upon as part of redeveloping the facility. Key provisions of that ordinance will address:

- Public use, including length of stay limitations and size of groups at each campsite
- General conduct and behavior of campers and other visitors to the site
- General campground operations

A copy of the ordinance will be available through the City of Fergus Falls.



General Operations and Budget

The City of Fergus Falls has an annual operations and maintenance budget for parks and trails, including taking care of the campground. General budget monies and revenue generated from the campground will be used to cover the costs for operating and maintaining the redeveloped campground. Although modest additional maintenance costs are anticipated, the increased revenue in combination with less maintenance needed to take care the aging infrastructure make this very manageable and within the City's long-term capacity to fund. The City is budgeting \$21,650 for operations and maintenance of the campground once it is redeveloped. This includes general maintenance, utility costs and costs for the registration system. Currently, the City's estimated costs are \$7,125. *Appendix A – Costing Information Spreadsheet* provides a listing of anticipated expenses.

As part of ongoing improvements to the campground, the City intends to institute an online registration system to simplify the reservation and registration process. Onsite registration will also be available for those traveling through the area or wanting to spontaneously camp. Although the majority of sites will be reservable, some sites will be left available for same day arrivals. The exact percentage of sites held as non-reservable will be determined by monitoring site use and demand for reserved and non-reserved site.

Although the campground use policy will continue to limit the length of stays to two weeks, the City is leaving open the possibility of accommodating a limited number of seasonal campers to service that growing demand. Allowing some seasonal campers also provides a steady revenue stream for operating and maintaining the facility. Note that the plan provides for up to 6 seasonal sites for general public use.

Maintenance

Maintenance of the campground facilities is essential to protect public investment and achieve the City's goal of providing campers with a clean, safe, enjoyable camping and recreational experience. The City of Fergus Falls has a clearly defined maintenance program and a specific set of maintenance practices for the campground. General maintenance activities include mowing lawns, cleaning toilets, trash pickup, maintenance of water and electrical services, and cleanup of campsites as needed.

Although old and outdated, the campground is always well-maintained by a trained maintenance crew. This commitment will continue as the campground is redeveloped, with overall operations and maintenance being overseen by the Parks, Recreation & Forestry Manager and maintenance supervisor.

Outreach and Marketing

The City of Fergus Falls continues to expand its outreach program in an effort to improve public awareness of its park, trail and campground facilities, programs and services. This outreach effort has various components, including the following:

- Printed materials – includes brochures and maps describing the system and the location of facilities
- Electronic communication – focusing on a web page to inform citizens about the City's facilities and services; the public can also directly contact the City's park office and staff through email and telephone

- Other outreach – includes displays at local and regional events, articles in various local newspapers and tourist magazines, and a variety of flyers and brochures
- Marketing initiatives – the City anticipates expanding its marketing efforts once the campground is redeveloped to promote awareness and maximize use; this includes working with public and private tourist and camping organizations to the list and promote the campground

Policing and Enforcement

Campers will be informed of trail rules and regulations in a variety of ways. Kiosks and signs will be strategically located in the campground to address specific information about allowable uses, permitted and prohibited activities, fees, directions, etc. Local police will be responsible for day-to-day policing and responding to emergencies and criminal complaints.

PROGRAMMING PLAN

Currently, the City does not offer any site-specific programming for the campground. If demand warrants, the City may offer camping programs on a regional basis to groups and families. An example of this type of program is the “We Can Camp” program offered by MN DNR.

NATURAL RESOURCE SUSTAINABILITY PLAN



Nice maturing trees are found scattered throughout the existing campground area.

As the aerial and accompanying photos highlight, the majority of the proposed development area is currently mowed turf with a variety of scattered overstory tree cover. The remaining area on the north and east side of the site consists of naturalized vegetation exhibiting a variety of common grasses, shrubs, and tree cover.

Tree cover consists of ash, maple, oak, boxelder, spruce and pine trees. Successional species, such as birch, prevail along the old rail grade. In turf-ed areas, the majority of the trees have been planted over the past 20 years or more by the City. Natural grasses, woody understory, and limited mature trees are found on the hillside adjacent to the shoreline. No endangered species were noted during a cursory field review of the site.

The majority of the development area is mowed turf with a variety of scattered planted trees.





Tree cover in the remaining naturalized areas is limited, with much of the area covered with grasses and woody understory vegetation.



The proposed campground layout takes advantage of the existing tree plantation area as a buffer between campsite loops.



The area along the old rail grade (and state trail) is mostly successional vegetation, especially birch.

NATURAL RESOURCES RESTORATION AND STEWARDSHIP PLAN

As part of redeveloping the site, the City will implement a natural resources restoration and stewardship plan to retain and expand the natural resource qualities of the site. As previously defined and shown on the master plan, a number of areas in and around the campground loops will be transitioned over time from mowed lawn to a more natural landscape of native trees, grasses and ground cover.

Implementation of this plan will occur in phases. Each phase will have distinct objectives toward attaining more diverse and healthy natural systems in and around the campground area. A phased approach gives the City the opportunity to establish a realistic long range vision for restoring and managing the natural ecological systems, and then implementing that vision over time as resources allow. The phased approach also allows for close monitoring of program successes and ensuring that resources invested in the program are appropriately allocated to their greatest value.

In general, four phases are envisioned for the restoration and stewardship plan, including:

- **Phase 1: Natural Resources Inventory and Plan** – formally identifies and defines the natural plant communities found on the site and assesses their current condition, including identifying any endangered or protected species; includes preparation of a detailed natural resources plan describing the types and location of proposed native plant communities
- **Phase 2: Testing Phase** – broadens understanding of restoration needs, options, and opportunities; this phase is especially important during the initial implementation phase; as the program matures over time, the need to do extensive testing prior to restoring larger tracks is diminished
- **Phase 3: Remedial Phase** – involves the major restoration and management tasks and consequently is the more expensive phase; this phase will be rolled out over a period of time as resources allow, with the goal being to undertake enhancements each year

- **Phase 4: Maintenance Phase** – represents the routine tasks conducted annually at strategic times to maintain specific restoration objectives as defined by the stewardship plan

Realistically, it will take years to fully implement a comprehensive restoration and stewardship plan for the site. The goal is to initially focus on restoring areas in an around the campsite loops, then working outward over time to the periphery of the site.

MINIMIZING DISRUPTION OF EXISTING NATURAL AREAS AND PROVIDING BUFFERS



Preserving the natural qualities of the lakeshore is a key natural resource stewardship goal.

The vast majority of proposed new development occurs in areas already developed or areas that are currently maintained as mowed turf. To the extent possible, existing trees in both the mowed turf and natural areas will be preserved.

Maintaining buffers between built features and adjacent sensitive natural areas is essential to ensuring their long term ecological quality, diversity, and habitat value. Managing stormwater through the use of natural infiltration techniques will occur in this zone consistent with contemporary practices as promoted by MN DNR and other local agencies.

The most important sensitive natural area associated with this site is the shoreline of the lake. As shown on the master plan, campsites and trails are set back from the shoreline to allow space for a naturalized buffer. Actual buffer widths will vary in response to a number of conditions, including:

- Sensitivity of the ecological systems being impacted
- Size and scale of the natural area being impacted (larger areas allow for more liberal buffers)
- Physical and biological character of the buffer area (e.g., soil erodibility, slope, density of vegetation)
- Type of development being proposed and its potential for creating ecological impacts
- Desired recreational or educational experience

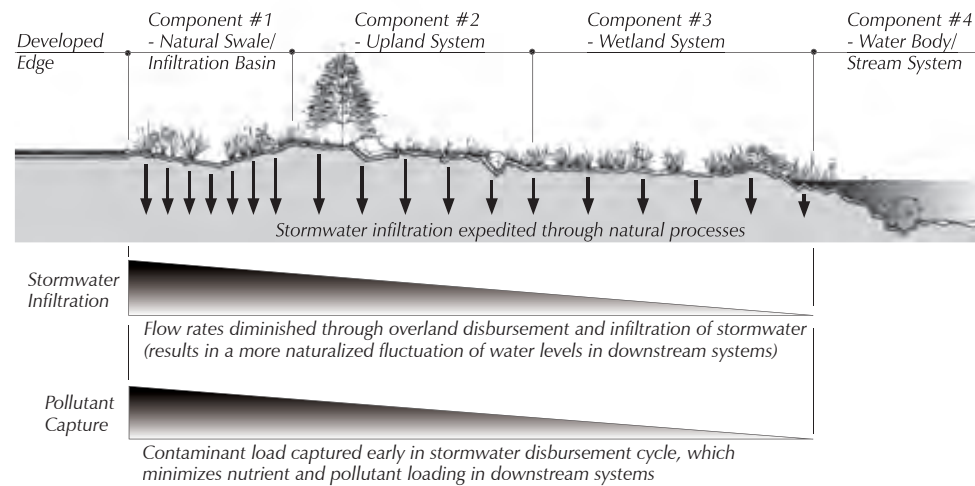
Final determination of location and width of buffers will be determined during the design development phase of implementation, at which time each of the listed conditions will be given more detailed consideration.

WATER RESOURCES MANAGEMENT

Water resources management refers to managing stormwater within and adjacent to the development area in an ecologically-sound manner. The main principles applied to this site will be managing stormwater using natural infiltration methods and preserving the natural hydrology of the site. Under this approach, stormwater runoff from campsites, roads, buildings and other built features will be effectively captured and treated prior to reaching downstream wetland, pond, and (especially) lake systems. The following graphic illustrates this approach.



Restoring and adequately buffering the shoreline in the campground area is a priority.



The use of natural infiltration for managing stormwater is common practice and fundamental to creating sustainable developments next to sensitive natural features.

The use of natural infiltration methods to managing stormwater will also be supported by a number of established best practices that address common development circumstances likely to be encountered as the master plan is implemented. Examples include guidelines developed by MN DNR and Minnesota Pollution Control Agency. Each of these will be applied as appropriate during the detailed design phase.

RESEARCH PLAN

As part of implementing the master plan, the City will implement an ongoing research plan to measure the performance of the redeveloped campground over time. Existing use data compiled by the City will be used as the initial baseline. Key aspects of the research plan will include:

- **Participation/Use Measurement** – focuses on tracking registration on a day-to-day basis to determine seasonal use patterns
- **Performance Measurement of Campsite Types and Related Facilities** – focuses on evaluating the performance of different types of campsites being offered and which are in highest demand; also takes into consideration level of service demands, such as the desire for electrical, water, and sanitary services at individual sites
- **Outdoor Recreation Trends** – focuses on evaluating camping trends over time, such as type of campers (tents, canvas cabins, RVs, etc.) and the changing expectations of each type
- **Economic Impact Analysis** – as feasible, track economic impact of the campground on local businesses and the local economy

Note that the robustness of research plan will be in part driven by the availability of tools and partners to implement them. At a minimum, the City will track registration and the demand for, and performance of, the various types of campsites being offered. The City is also interested in collaborating with Greater Minnesota Regional Parks and Trails Commission (and potentially other partners) to develop and implement new research tools over time.

Appendix A – Costing Information Spreadsheet

Master Plan Cost Estimate						
Delagoon Campground -- City of Fergus Falls						Date: 10/20/14
Item No.	Description	Pay Unit	Est. Quantity	Unit Est.	Total Est. Bid	Total Est. Bid + 10%
1	Mobilization	LS	1.00	\$50,000.00	\$50,000.00	\$55,000.00
2	Construction surveying and staking	LS	1.00	\$30,000.00	\$30,000.00	\$33,000.00
3	General site removals (of existing campground infrastructure and clearing/grubbing)	LS	1.00	\$20,000.00	\$20,000.00	\$22,000.00
4	Erosion control	LS	1.00	\$15,000.00	\$15,000.00	\$16,500.00
5	General earthwork (rough and finish grading)	LS	1.00	\$160,000.00	\$160,000.00	\$176,000.00
6	Storm sewers and culverts	LS	1.00	\$20,000.00	\$20,000.00	\$22,000.00
7	4" water main - HDPE (+ misc.)	LF	4,900.00	\$30.00	\$147,000.00	\$161,700.00
8	Water yard hydrant (misc. locations) -- includes concrete splash pad	EA	4.00	\$2,500.00	\$10,000.00	\$11,000.00
9	Water service from main to individual campsite	EA	42.00	\$1,200.00	\$50,400.00	\$55,440.00
10	8" PVC sanitary service to sanitation building and dump station - gravity	LF	1,500.00	\$35.00	\$52,500.00	\$57,750.00
11	Sanitary service to 6 campsites in loop A and 2 host sites	LS	1.00	\$10,000.00	\$10,000.00	\$11,000.00
12	Electric service fees/basic service setup	LS	1.00	\$10,000.00	\$10,000.00	\$11,000.00
13	Electical service -- feeder wire conductors and related for main power loops	LS	1.00	\$55,000.00	\$55,000.00	\$60,500.00
14	Electical service from main loop to campsite (includes pedestal for electric and water service)	EA	42.00	\$2,000.00	\$84,000.00	\$92,400.00
15	Asphalt roadways and parking areas (6" aggregate and 4" bituminous)	SY	10,500.00	\$25.00	\$262,500.00	\$288,750.00
16	Aggregate campsite spurs (6")	SY	4,700.00	\$6.50	\$30,550.00	\$33,605.00
17	Asphalt trails -- state trail connection from campground to existing trail (10' wide)	SY	350.00	\$23.00	\$8,050.00	\$8,855.00
18	Asphalt trails --campground and along lakeshore (8' wide)	SY	1,200.00	\$23.00	\$27,600.00	\$30,360.00
19	Surfacing mixture for campsite use areas (4") -- aggregate, sand, peat mix	SY	4,500.00	\$10.00	\$45,000.00	\$49,500.00
20	B618 curb & gutter -- parking lot/parking pull-off areas)	LF	750.00	\$30.00	\$22,500.00	\$24,750.00
21	Concrete walkways and pads	SF	2,200.00	\$7.00	\$15,400.00	\$16,940.00
22	Dumpstation (concrete walkway, water appertinces, sanitary sewer appertinces)	LS	1.00	\$25,000.00	\$25,000.00	\$27,500.00
23	Trash and recycling center (wooden fence-type enclosure)	LS	1.00	\$15,000.00	\$15,000.00	\$16,500.00
24	Main sanitation building (includes utility hookups)	EA	1.00	\$225,000.00	\$225,000.00	\$247,500.00
25	Toilet buildings (single vault toilets w/ concrete pad)	EA	3.00	\$25,000.00	\$75,000.00	\$82,500.00
26	Group picnic shelter -- in group camp loop)	EA	1.00	\$30,000.00	\$30,000.00	\$33,000.00
27	Family picnic shelters -- near lakeshore	EA	2.00	\$15,000.00	\$30,000.00	\$33,000.00
28	Signage and kiosks -- including registration station	LS	1.00	\$25,000.00	\$25,000.00	\$27,500.00
29	Canvas tents (installed on wood platform)	EA	2.00	\$20,000.00	\$40,000.00	\$44,000.00
30	Seed and mulch -- turf grasses	AC	5.00	\$4,000.00	\$20,000.00	\$22,000.00

31	Seed and mulch -- native grasses and wildflowers	AC	10.00	\$6,000.00	\$60,000.00	\$66,000.00
32	Trees and shrubs	LS	1.00	\$50,000.00	\$50,000.00	\$55,000.00
33	Misc site amenities (boat slips, picnic tables, fire grates, benches, etc.)	LS	1.00	\$90,000.00	\$90,000.00	\$99,000.00
34	Wood storage corral	EA	1.00	\$8,000.00	\$8,000.00	\$8,800.00
				Base Total Estimated Cost		
				Design, Engineering + 15%		
					\$1,818,500.00	\$2,000,350.00
					\$272,775.00	\$300,052.50
				GRAND TOTAL		
					\$2,091,275.00	\$2,300,402.50



**ENGINEER'S OPINION OF PROBABLE COST FOR CONSTRUCTION
UTILITY EXTENSION TO DELAGOON CAMPGROUND
FERGUS FALLS, MINNESOTA
October 9, 2014**

ITEM NO.	SPEC. NUMBERS	ITEM DESCRIPTION	SPEC. NUMBERS	UNIT PRICE	TOTAL	
					EST. QUAN.	EXTENDED COST
1	2021.501	MOBILIZATION	LUMP SUM	\$ 35,800.00	1	\$ 35,800.00
2	2101.511	CLEARING & GRUBBING	LUMP SUM	\$ 2,000.00	1	\$ 2,000.00
3	2104.523	SALVAGE PIPE PLUG	EACH	\$ 200.00	1	\$ 200.00
4	2501.515	LIFT STATION	EACH	\$ 50,000.00	1	\$ 50,000.00
5	2502.602	CONNECT INTO DRAINAGE STRUCTURE	EACH	\$ 2,000.00	1	\$ 2,000.00
6	2503.511	4" PVC PIPE FORCEMAIN (C900)	LIN FT	\$ 30.00	2250	\$ 67,500.00
7	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$ 1,000.00	1	\$ 1,000.00
8	2504.602	HYDRANT	EACH	\$ 4,500.00	2	\$ 9,000.00
9	2504.602	INSTALL PLUG	EACH	\$ 300.00	1	\$ 300.00
10	2504.602	FITTINGS (4" & 6") (MJ-DI)	EACH	\$ 800.00	10	\$ 8,000.00
11	2504.602	6" GATE VALVE AND BOX (MJ-DI)	EACH	\$ 2,000.00	3	\$ 6,000.00
12	2504.602	6" HYDRANT LEAD, C900	LIN FT	\$ 40.00	30	\$ 1,200.00
13	2504.603	6" PVC WATERMAIN, C900	LIN FT	\$ 35.00	2250	\$ 78,750.00
14	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$ 1,500.00	1	\$ 1,500.00
15	2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 2,000.00	1	\$ 2,000.00
16		TURF ESTABLISHMENT/SURFACE RESTORATION	ACRE	\$ 3,500.00	2.5	\$ 8,750.00
TOTAL						\$ 274,000.00
DESIGN AND ENGINEERING FEES 15%						\$ 42,000.00
TOTAL						\$ 316,000.00



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Cost Estimates for Campground FOR OPERATIONS AND MAINTENANCE

Current Cost:

- Mowing: 8hrs/week x 25 weeks x \$15/hr \$3,000
- Cleaning: 5hrs/week x 25 weeks x \$15/hr \$1,875
- General Maintenance: 50hrs @ \$35/hr \$1,750
- Paper produces and supplies \$500
- Water – Well -0-
- No sewer available -0-
- First-Come-First-Serve Registration
- **Total Yearly Maintenance Cost \$7,125**

Projected Cost Estimates:

- Mowing: 12hrs/week x 25 weeks x \$15/hr \$4,500
- Cleaning: 12hrs/week x 25 weeks x \$15/hr \$4,500
- General Maintenance: 150hrs @ \$35/hr \$5,250
- Paper produces and supplies \$1,500
- Water-April 15 through October 7-weather dependent \$450
38 - 1" lines
(Flat fee 40.25, Gallon fee 31.90)
(15 gallons/day x 38 sites x 30 days x 65% occupancy = 11,115 gallons of water/month)
- Sewer-April 15 through October 7-weather dependent \$450
6 lines (sites) @ 4" or 6"
1 Dump Station @ end of line
(Flat fee 28.41, Gallon fee 44.22)
- Reservation Software Package (set-up) \$7,500 - (Did not use in yearly cost)
Yearly Registration Fee \$5,000/year maintenance
- **Estimated Total Yearly Maintenance Cost \$21,650**

SEWER RATES EFFECTIVE APRIL 2014

METER SIZE	COMMERCIAL FLAT CHARGE	RESIDENTIAL FLAT CHARGE
5/8"	\$8.14	\$8.14
3/4"	10.39	8.14
1"	15.66	8.14
1 1/2"	28.41	28.41

WATER RATES EFFECTIVE MAY 2014

METER SIZE	FLAT CHARGE
5/8"	9.20
3/4"	18.52
1"	28.62
1 1/2"	40.28





DELAGOON CAMPGROUND MASTER PLAN

CITY OF FERGUS FALLS

Prepared By:
Schoenbauer Consulting, LLC
5054 Drew Avenue South
Minneapolis, MN 55410



RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

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

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

General

A-1 LOCK & KEY LLC	MARCH REKEY DIRECTORY KIOSKS	231.50
AT&T MOBILITY	DATA PLANS	49.62
AT&T MOBILITY	IPADS & CELL PHONE DATA	318.58
ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	886.57
SEAN ANDERSON	CLEANING WEEKS OF FEB 28-MAR 7	410.78
AUTO VALUE - FERGUS FALLS	MAR GATES BELT (MICK)	20.99
AUTO VALUE - FERGUS FALLS	MAR HYD FILTER PARK AND REC	8.70
AUTO VALUE - FERGUS FALLS	MAR 50' PRESSURE WASHER CORD	139.99
BANKCARD CENTER	BATTERIES	10.72
BANKCARD CENTER	BCA LAB MEAL	22.73
BANKCARD CENTER	BERGREN UNIFORM PURCHASE	38.65
BANKCARD CENTER	CITY HALL COFFEE	37.92
BANKCARD CENTER	CREATIVE CLOUD RENEWAL	52.99
BANKCARD CENTER	ESTEP TRAINING REGISTRATION	125.00
BANKCARD CENTER	FEB STATION GAS-SMALL ENGINES	17.86
BANKCARD CENTER	FEB TUBELESS TIRE WHEEL	59.86
BANKCARD CENTER	FEBRUARY APPY PIE LLC	60.00
BANKCARD CENTER	FEBRUARY DEPT OF NATURAL RESOU	205.79
BANKCARD CENTER	FEBRUARY EMT REFRESHER COURSE	25.00
BANKCARD CENTER	FEBRUARY STATION SUPPLIES	21.34
BANKCARD CENTER	FEBRUARY TONER CARTRIDGE	55.48
BANKCARD CENTER	FEBRUARY UNIFORMS	2,519.35
BANKCARD CENTER	FEBRUARY WIRED KEYBOARD COVER	30.68
BANKCARD CENTER	GFCI TESTER, TEMP GUN, THERMOMET	125.07
BANKCARD CENTER	HDMI 8K	16.05
BANKCARD CENTER	HEADSET SUPPLIES	6.70
BANKCARD CENTER	HEADSETS	29.54
BANKCARD CENTER	IT JOB POSTINGS	55.00
BANKCARD CENTER	JANUARY DEPT OF NATURAL RESOUR	4,980.44
BANKCARD CENTER	JANUARY LODGING-FIRE & RESCUE	167.82
BANKCARD CENTER	MNGFOA 03/02/22-03/01/23 DUES	70.00

General

BANKCARD CENTER	MONTHLY ADOBE MEMBERSHIP	10.78
BANKCARD CENTER	MOULTRIE MONTHLY	9.99
BANKCARD CENTER	NDSU ED.JOHNSON,NELSON,JOHNSON	435.00
BANKCARD CENTER	NEULEIB UNIFORM PURCHASE	20.97
BANKCARD CENTER	OFFICE SUPPLIES	49.94
BANKCARD CENTER	PD COFFEE	28.44
BANKCARD CENTER	PEST. APP. C.JOHNSON,A.NELSON	20.45
BANKCARD CENTER	POSTAGE-123 RADIO REPAIR	22.00
BANKCARD CENTER	SLOAN TAILPIECE-C.H.MENS'S BR	21.70
BANKCARD CENTER	SUPPLIES/NET-ANIMAL CONTROL	74.99
BANKCARD CENTER	TRAVEL,LODGING	285.16
BANKCARD CENTER	TUBING CUTTER, ANGLE VALVE	43.02
BANKCARD CENTER	2022 APWA MEMBERSHIP B YAVAROW	231.25
BANKCARD CENTER	2022 APWA MEMBERSHIP L TAYLOR	231.25
BANKCARD CENTER	2022 MNMA ANNUAL CONFERENCE	575.00
BANKCARD CENTER	2022 SAFETY & LOSS CONTROL	120.00
BEYER BODY SHOP, INC.	TOW TOYOTA CAMRY/22007219	100.00
BIG AXX LLC	MARCH BLADES SHARPENED	60.00
BJORN'S HEATING & AIR COND INC	MAR 1/2 DOWN ON NEW ROOF TOP	8,782.50
BOUND TREE MEDICAL LLC	MARCH MEDICAL SUPPLIES	214.03
CARR'S TREE SERVICE, INC.	FEBRUARY TREE REMOVAL	15,653.90
CENTURYLINK	MARCH TELEPHONE EXPENSE	64.00
CHARTER COMMUNICATIONS	03/02-04/01/22 CABLE	40.18
CHARTER COMMUNICATIONS	03/04-04/03/22 CABLE	47.92
CLAY COUNTY PUBLIC HEALTH	CAMPGROUND LICENSE RENEWAL	416.00
CLAY COUNTY PUBLIC HEALTH	SEASONAL PERMIT/FOOD STAND	235.00
COMMISSIONER OF REVENUE	2022 FEBRUARY SALES TAX	51,089.00
COOPERS TECHNOLOGY GROUP	MARCH RING BINDERS,TAB INDEXES	46.03
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	17.31
COOPERS TECHNOLOGY GROUP	MARCH SUPPLIES/CHAIR-LIPSON	429.00
DACOTAH PAPER CO	CAN LINER 17X17	22.37
DACOTAH PAPER CO	MOP,VAC BAG,TISSUE,TOWEL	869.09
DACOTAH PAPER CO	NAPKINS	41.45
DACOTAH PAPER CO	SQUEEGEES	91.25
DACOTAH PAPER CO	TISSUE,BATT.,TOWEL,BLEACH	399.16
DAILY JOURNAL	FEBRUARY PUBLIC HEARINGS	125.13
DAILY JOURNAL	FEBRUARY PUBLISH ORDINANCE	211.75
DAILY JOURNAL	FEBRUARY TAX ABATE HEAR 3.7	115.50
DEPT. OF LABOR AND INDUSTRY	ICE ARENA ELEVATOR INSPECTION	100.00
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	95,250.32
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	2,878.51
EQUIPMENT FUND	FEB FUEL CHARGES #3002	106.62
EQUIPMENT FUND	FEB FUEL CHARGES #3006	40.59

General

EQUIPMENT FUND	FEB FUEL CHARGES #3041	58.34
EQUIPMENT FUND	FEB FUEL CHARGES #3042	42.33
GALLS LLC	ADMIN BADGES	292.60
GALLS LLC	MATTER UNIFORM CREDIT	96.60-
GALLS LLC	PATROL BADGES	1,706.03
GALLS LLC	RECORDS BADGES	292.60
GALLS LLC	9 CRIME INVESTIGATOR BADGES	526.68
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	116.66-
GENERAL FUND	NP PARK 2022 TRANSFER	50,000.00-
GOODIN COMPANY	HDL LAV FAUCET W/SPEED DRAIN	219.24
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	4,912.34
GREATER MN PARKS & TRAILS	2022 MEMBERSHIP DUES	225.00
HOME DEPOT CREDIT SERVICES	FEB CO DETECTORS PREVENTION	203.64
HOME DEPOT CREDIT SERVICES	MAR BATHROOM PARTS LAKE ALICE	45.79
HOME DEPOT CREDIT SERVICES	MAR CITY HALL BATHROOM PARTS	60.90
ISD #544	JULY-DEC 2021 ELECTRIC	21,677.12
ISD #544	JULY-DEC 2021 NATURAL GAS	19,698.56
ISD #544	2022 ANNUAL RENT GROUND LEASE	10.00
ISD #544	2022 ANNUAL RENT SPACE LEASE	10.00
LAKE COUNTRY GRAPHICS, INC.	MARCH UNIFORM PRINTING	422.80
LAKE REGION ELECTRIC COOP	FEB/SNOW REMOVAL/EQUIP BLDG	136.72
LAKE REGION ELECTRIC COOP	FEBRUARY ELECTRICITY EXPENSE	2,609.12
LAKES COUNTRY SERVICE COOP	FEB RANDOM DRUG SCREENS	88.50
LEAGUE OF MN CITIES INS. TRUST	2ND QTR 2022 WORKERS' COMP	100,589.00
LOCATORS & SUPPLIES INC	MAR PARK SHOP KNEE CUSHION	20.30
LOCATORS & SUPPLIES INC	MARCH FLASHLIGHT BATTERY	18.50
MII LIFE INCORPORATED	FEBRUARY FLEX/HSA PART FEE	2.75
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	145.20
MARCO TECHNOLOGIES LLC	02/27-03/27/22 COPIER RENT	589.08
MN STATE FIRE DEPT ASSN	2022 MSFDA MEMBERSHIP DUES	450.00
NEW HORIZONS ENERGY	FEBRUARY PROPANE-MAIN TERMINAL	4,143.15
NEW HORIZONS ENERGY	FEBRUARY PROPANE-SRE BUILDING	2,460.64
NEW HORIZONS ENERGY	MARCH PROPANE-SRE BUILDING	1,208.82
NYCKLEMOE & ELLIG, P.A.	MARCH PROSECUTING SERVICES	9,225.00
OFFICE OF MNIT SERVICES	FEBRUARY INTERNET USAGE	274.48
O'REILLY AUTOMOTIVE INC	MAR GATES BELT ARENA (MICK)	20.97
OTTER TAIL CO. TREASURER'S OFC	923 PARK ST 2020 PROPERTY TAX	743.72
OTTER TAIL CO. TREASURER'S OFC	923 PARK ST 2021 PROPERTY TAX	923.05
OTTER TAIL COUNTY TREASURER	JAN DECORATIVE LTS/ROUNDBOUT	37.41
OTTER TAIL POWER COMPANY	FEB ELECTRIC/522 E HAMPDEN	11.35
OTTER TAIL POWER COMPANY	FEBRUARY ELECTRICITY	2,218.81
OTTER TAIL POWER COMPANY	FEBRUARY ELECTRICITY EXPENSE	59.08
OTTER TAIL TELCOM	FEB. LONG DISTANCE	11.93

General

OTTER TAIL TELCOM	MAR ADDITIONAL LISTING	10.00
OTTER TAIL TELCOM	MAR. PHONE LINES	197.82
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	678.95
OVERHEAD DOOR CO	OVERHEAD DOOR REPAIR	75.00
PEMBERTON LAW, P.L.L.P.	FEBRUARY EMPLOYMENT CONSULT	228.50
WILLIAM PETERSEN	MARCH JANITORIAL SERVICES	950.00
POLICE DEPT CONTINGENCY FUND	BERGREN UNIFORM PURCHASE	206.44
POLICE DEPT CONTINGENCY FUND	LIEN UNIFORM PURCHASE	237.30
POLICE DEPT CONTINGENCY FUND	POSTAGE	300.00
PRO-WEST & ASSOCIATES, INC	FEBRUARY TECH SUPPORT	39.79
PRO-WEST & ASSOCIATES, INC	TECH ASSISTANCE	238.77
PUBLIC UTILITIES DEPARTMENT	JAN/UTILITIES-1022 N CLEVELAND	152.61
REFUSE DISPOSAL FUND	1022 N CLEVELAND DEMO	10,408.07
REFUSE DISPOSAL FUND	1022 N CLEVELAND-BYPASS SWMT	6.11
REFUSE DISPOSAL FUND	1022 N CLEVELAND-DEMO SWMT	252.00
REFUSE DISPOSAL FUND	1022 N CLEVELAND-MSW SWMT	5.82
BEN SCHIERER	MARCH LODGING REIMBURSEMENT	133.57
BEN SCHIERER	MARCH MILEAGE REIMBURSEMENT	221.14
SKY CREW SERVICES, LLC	APRIL MANAGEMENT FEES	5,500.00
SPECIALTY SOLUTIONS LLC	MAR ECO THAW 50LB BAG (MICK)	1,859.07
SPEE DEE DELIVERY SERVICE INC	SHIPPING FEES	35.44
SWANSTON EQUIPMENT CO	FEBRUARY E5 CHAINSAW	223.07
VERIZON WIRELESS	CELL/AIR CARDS FEB 2-MAR 1	1,083.51
WIMACTEL INC	MARCH TELEPHONE EXPENSE	132.00
	F U N D T O T A L	339,780.54

P.A. General

ATLAS OUTDOOR SERVICES LLC	MARCH/CBHH SNOW/LAWN CARE	1,000.00
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	8.11
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	4.98
JOHNSON CONTROLS INC	MONTHLY MAINT -HVAC FEB	1,402.69
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	3.30
UGSTAD PLUMBING, INC.	BOILER/GEN CK 02/24/22	212.50
UGSTAD PLUMBING, INC.	BOILER/GEN CK 03/02/22	90.00
UGSTAD PLUMBING, INC.	BOILER/GEN CK 03/07/22	90.00
UGSTAD PLUMBING, INC.	CLEANED WATER SUPPLY LINE	85.00
	F U N D T O T A L	4,005.20

Regional Treatment Center-City Operated

BANKCARD CENTER	CUDDE BACK DIGITAL/RTC	20.00
	F U N D T O T A L	20.00

Public Library

ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	6.16
ARAMARK UNIFORM SERVICES	TOWELS MOPS	32.10
BAKER & TAYLOR INC	BOOKS	3,255.61
BAKER & TAYLOR INC	PROCESSING BOOKS	200.37
BANKCARD CENTER	.ORG DOMAIN RENEWAL	31.16
BANKCARD CENTER	FEB IDUSTER COMPRESSED AIR	17.99
BANKCARD CENTER	FEBRUARY BOOKS	475.30
BANKCARD CENTER	FEBRUARY DIGITAL MATERIALS	353.45
BANKCARD CENTER	FEBRUARY DVD'S	689.67
BANKCARD CENTER	FEBRUARY FACEBOOK ADS	15.26
BANKCARD CENTER	FEBRUARY JUMBO CRAFT STICKS	8.48
BANKCARD CENTER	FEBRUARY OPERATING SUPPLIES	543.38
BANKCARD CENTER	FEBRUARY OTHER MATERIALS	159.99
BANKCARD CENTER	FEBRUARY PENCIL SHARPENER	15.99
BANKCARD CENTER	FEBRUARY TONER CARTRIDGE	96.89
BANKCARD CENTER	JANUARY FACEBOOK ADS	4.74
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	9,267.92
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	54.08
THE FORUM	NEWSPAPER SUBSCRIPTION	293.70
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	45.96
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	116.38
HOOPLA	DIGITAL CONTENT	939.86
LAKE REGION HEALTHCARE CORP	FEB PRE-EMPLOY DRUG SCREEN	37.50
VICTOR LUNDEEN COMPANY	OFFICE SUPPLIES	66.25
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	17.88
MEDTOX LABORATORIES INC	FEB PRE-EMPLOY DRUG SCREEN	31.41
MIDWEST PRINTING COMPANY	BUSINESS CARDS	135.00
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	145.48
STAR TRIBUNE	NEWSPAPER SUBSCRIPTION	648.86
	F U N D T O T A L	17,706.82

Bigwood Event Center

Bigwood Event Center

BANKCARD CENTER	FEBRUARY BEVERAGE SUPPLIES	156.29
BANKCARD CENTER	FEBRUARY CATERING MEETING	32.36
BANKCARD CENTER	FEBRUARY CHECK BINDER W/POUCH	18.80
BANKCARD CENTER	FEBRUARY FOOD-SNACKS	333.60
BANKCARD CENTER	FEBRUARY OFFICE SUPPLIES	281.51
BANKCARD CENTER	FEBRUARY OPERATING SUPPLIES	310.93
BIGWOOD CONTINGENCY FUND	FEBRUARY CHS CATERED FOOD	278.10
BIGWOOD CONTINGENCY FUND	FEBRUARY CVB CATERED FOOD	65.00
BIGWOOD CONTINGENCY FUND	MARCH DRINK TICKETS-THORMONDSO	800.00
BIGWOOD CONTINGENCY FUND	MARCH ECOLAB DISH CHEMICALS	263.17
BIGWOOD CONTINGENCY FUND	MARCH GRATUITY FOR PARADIGM	200.00
BIGWOOD CONTINGENCY FUND	MARCH PARADIGM FOOD	1,125.00
BIGWOOD CONTINGENCY FUND	MARCH WEB DESIGN	7,137.00
BJORN'S HEATING & AIR COND INC	RESTORED POWER AT BIGWOOD	86.00
VIKING COCA-COLA BOTTLING CO	MARCH BEVERAGES	1,907.70
COMMISSIONER OF REVENUE	2022 FEBRUARY SALES TAX	20.03
ECOLAB INC	FEB BAR CLEANING SUPPLIES	615.66
ECOLAB INC	FEB BAR SANITIZERS	34.75
ECOLAB INC	FEB DETERGENT, UNIVERSAL LABEL	143.60
ECOLAB INC	MARCH DUST PAN & LOBBY BROOMS	122.52
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	1,734.72
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	13.43
HITCH & SIP BAR ON WHEELS	MARCH BARTENDING SERVICES	5,907.96
HOME DEPOT CREDIT SERVICES	MAR MISC REPAIR ITEMS BIGWOOD	39.70
HOME DEPOT CREDIT SERVICES	MAR PAINT/SUPPLIES BIGWOOD EVE	80.31
LHR HOSPITALITY MANAGEMENT	FEBRUARY 2022 MANAGEMENT FEE	5,000.00
LHR HOSPITALITY MANAGEMENT	01/13-03/03/22 JOB POSTINGS	490.28
LHR HOSPITALITY MANAGEMENT	02/16-02/28/22 CONTRACT STAFF	974.74
LHR HOSPITALITY MANAGEMENT	02/28/22 MEALS & MILEAGE	324.10
MII LIFE INCORPORATED	FEBRUARY FLEX HSA PART FEE	2.75
MII LIFE INCORPORATED	JANUARY FLEX/HSA PART FEE	2.75
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	2.75
MIDWEST PRINTING COMPANY	MARCH DEPOSIT STAMP	37.18
MIDWEST PRINTING COMPANY	MARCH/BUSINESS CARDS-TEMPLETON	70.00
MIDWEST PRINTING COMPANY	MARCH/CARDS-BIGWOOD EVENT CENT	70.00
OTTER TAIL TELCOM	MAR. INTERNET	163.59
SHERWIN WILLIAMS CO	MAR PAINT AT BIGWOOD EVENT CEN	394.11
SYSCO NORTH DAKOTA INC	MARCH BEVERAGE SUPPLIES	844.42
	F U N D T O T A L	30,084.81

Capital Improvement

Capital Improvement

DAILY JOURNAL	FEBRUARY 2022 ST & UTIL IMP #1	808.50
FORUM COMMUNICATIONS	AD FOR BIDS CAMPUS VIEW ESTA	257.58
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	5,386.00
	F U N D T O T A L	6,452.08

Liquor Store

AL'S REFRIGERATION, INC.	FEB SERVICE WALK-IN COOLER	1,105.90
THE AMERICAN BOTTLING COMPANY	MARCH/MIX	472.14
ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	339.32
ARCTIC GLACIER USA INC	MARCH/FREIGHT	15.00
ARCTIC GLACIER USA INC	MARCH/ICE #3607206905	185.78
ARCTIC GLACIER USA INC	MARCH/ICE #3607206910	82.32
ARTISAN BEER COMPANY	FEBRUARY/BEER	543.80
ARTISAN BEER COMPANY	MARCH/BEER	3,531.90
BANKCARD CENTER	FEBRUARY FREIGHT	8.89
BANKCARD CENTER	FEBRUARY MAINTENANCE SUPPLIES	1,546.26
BANKCARD CENTER	FEBRUARY MOOD PANDORA	58.12
BANKCARD CENTER	FEBRUARY NEON BOMBER CUPS	127.00
BELLBOY CORPORATION	FEBRUARY/LIQUOR	399.30-
BELLBOY CORPORATION	FEBRUARY/MIX	20.00-
BELLBOY CORPORATION	MARCH/LIQUOR	3,115.30
BELLBOY CORPORATION	MARCH/MIX	299.75
BELLBOY CORPORATION	MARCH/WINE	56.00
BEVERAGE WHOLESALERS INC	MARCH/BEER	37,780.28
BEVERAGE WHOLESALERS INC	MARCH/MIX	162.10
BEVERAGE WHOLESALERS INC	MARCH/WINE	706.90
BRAUN VENDING INC	MARCH WATER COOLER RENT	16.00
BRAUN VENDING INC	MARCH/SUPPLIES-WATER	56.00
BREAKTHRU BEVERAGE MINNESOTA	MARCH/FREIGHT	164.11
BREAKTHRU BEVERAGE MINNESOTA	MARCH/LIQUOR	7,009.67
BREAKTHRU BEVERAGE MINNESOTA	MARCH/MIX	.45
BREAKTHRU BEVERAGE MINNESOTA	MARCH/WINE	2,664.00
CAYAN	FEB 2022 CR CD FEES	10,411.13
VIKING COCA-COLA BOTTLING CO	MARCH/MIX	824.46
COMMISSIONER OF REVENUE	2022 FEBRUARY SALES TAX	197.79
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	8.32
COPPER TRAIL BREWING CO	MARCH/BEER	396.24
D-S BEVERAGES, INC.	MARCH/BEER	55,053.81

Liquor Store

D-S BEVERAGES, INC.	MARCH/LIQUOR	1,452.72
D-S BEVERAGES, INC.	MARCH/MIX	421.90
DACOTAH PAPER CO	MARCH/SUPPLIES-BAGS	119.85
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	10,750.44
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	16.57
FORESTEDGE WINERY	MARCH/WINE	660.00
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	.47
GENERAL FUND	NP PARK 2022 TRANSFER	50,000.00
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	1,048.28
JACKSON FAMILY TRUCKING LLC	MARCH/FREIGHT	70.00
JOHNSON BROTHERS LIQUOR CO	MARCH/FREIGHT	780.97
JOHNSON BROTHERS LIQUOR CO	MARCH/LIQUOR	17,897.32
JOHNSON BROTHERS LIQUOR CO	MARCH/MIX	89.75-
JOHNSON BROTHERS LIQUOR CO	MARCH/WINE	13,699.86
LIQUOR STORE	RECEIPT MARCH RENT	358.00-
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	20.48
THE MCKINNON COMPANY INC	MARCH/RED BULL	143.60
ORIGIN WINE & SPIRITS	MARCH/FREIGHT	1.65
ORIGIN WINE & SPIRITS	MARCH/WINE	104.00
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	292.95
OUTSTATE BREWING COMPANY	MARCH/BEER	1,115.00
PHILLIPS WINE AND SPIRITS CO	MARCH/FREIGHT	229.71
PHILLIPS WINE AND SPIRITS CO	MARCH/LIQUOR	12,534.64
PHILLIPS WINE AND SPIRITS CO	MARCH/MIX	469.33
PHILLIPS WINE AND SPIRITS CO	MARCH/WINE	1,989.15
SOUTHERN GLAZER'S OF MN	MARCH/FREIGHT	409.11
SOUTHERN GLAZER'S OF MN	MARCH/LIQUOR	19,634.90
SOUTHERN GLAZER'S OF MN	MARCH/MIX	103.65
SOUTHERN GLAZER'S OF MN	MARCH/WINE	4,244.00
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36
WINE MERCHANTS INC	MARCH/FREIGHT	1.65
WINE MERCHANTS INC	MARCH/WINE	306.00
	F U N D T O T A L	264,622.25

Refuse Disposal

ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	313.30
COMMISSIONER OF REVENUE	2022 FEBRUARY SALES TAX	17.07
COMMISSIONER OF REVENUE	2022 FEBRUARY SWMT	28,216.00

Refuse Disposal

COOPERS TECHNOLOGY GROUP	MARCH DEPOSIT BAGS	45.76
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	5.69
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	64.21
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	1.12
LAKES COUNTRY SERVICE COOP	FEB RANDOM DRUG SCREENS	59.00
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	16.50
MARCO TECHNOLOGIES LLC	02/27-03/27/22 COPIER RENT	129.22
NEW HORIZONS ENERGY	FEBRUARY PROPANE	1,973.28
NEW HORIZONS ENERGY	MARCH PROPANE	2,392.39
OTTER TAIL COUNTY TREASURER	FEBRUARY TIPPING FEES	72,940.30
OTTER TAIL POWER COMPANY	JANUARY/SERVICE-MAIL BILLS	76.35
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	142.29
REFUSE DISPOSAL FUND	1022 N CLEVELAND DEMO	10,408.07-
REFUSE DISPOSAL FUND	1022 N CLEVELAND-BYPASS SWMT	6.11-
REFUSE DISPOSAL FUND	1022 N CLEVELAND-DEMO SWMT	252.00-
REFUSE DISPOSAL FUND	1022 N CLEVELAND-MSW SWMT	5.82-
REVTRAK INC	FEB 2022 CR CD FEES	2,439.82
SCOTT THUNSELLE	2022 SAFETY BOOT REIMBURSEMENT	154.79
	F U N D T O T A L	112,985.29

Sewage Treatment

ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	217.14
BANKCARD CENTER	JAN HOSE REPAIR, ADAPTER, BUSHIN	26.92
BANKCARD CENTER	2022 APWA MEMBERSHIP M.LEMKE	231.25
BILL'S VIDEO & TV SERVICE INC	MAR REPAIR SEWER EYE CAMERA	1,300.00
CENTURYLINK	MARCH TELEPHONE EXPENSE	64.00
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	9.19
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	8,879.56
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	43.94
FERGUSON WATERWORKS #2516	MAR STOCK FERNCO ORDER TRAVIS	998.87
FLEXIBLE PIPE TOOL COMPANY	MAR CLUTCH KIT/DRIVE SHAFT	374.55
FLEXIBLE PIPE TOOL COMPANY	MAR DRIVE SHAFT RETURN CREDIT	168.40-
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	12.07
GOIN' POSTAL FERGUS FALLS	MAR FREIGHT DRIVESHAFT TO FLEX	7.00
GOPHER STATE ONE CALL	FEB BILLABLE TICKETS	4.95
LAKE REGION ELECTRIC COOP	FEBRUARY ELECTRICITY EXPENSE	176.94
LAKES COUNTRY SERVICE COOP	FEB RANDOM DRUG SCREENS	88.50

Sewage Treatment

LOCATORS & SUPPLIES INC	MAR CLEAR/BLUE MARKING FLAGS	492.56
LOCATORS & SUPPLIES INC	MAR GREEN MARKING PAINT	158.97
LOCATORS & SUPPLIES INC	MAR SUBSURFACE MAGNETIC LOCATO	275.00
LOCATORS & SUPPLIES INC	MAR XL MSA HARNESS UTILITIES	36.25
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	11.00
MARCO TECHNOLOGIES LLC	02/27-03/27/22 COPIER RENT	129.21
MUNICIPAL SERVICE CO INC	MARCH PUMP/PIPE REPLACEMENT	7,300.00
OTTER TAIL POWER COMPANY	JANUARY/SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	140.11
PUBLIC UTILITIES DEPARTMENT	FEBRUARY LANDFILL	20.00
RMB ENVIRONMENTAL LABORATORIES	MARCH ANALYSIS	444.00
REVTRAK INC	FEB 2022 CR CD FEES	2,439.82
SPEE DEE DELIVERY SERVICE INC	FEB SHIPPING	36.99
SPEE DEE DELIVERY SERVICE INC	MARCH FREIGHT	37.48
VULCAN INDUSTRIES, INC.	FEB LOT, SPARE PARTS	921.00
	F U N D T O T A L	24,785.21

Water

A-1 LOCK & KEY LLC	MAR REPLACE KEYED SWITCH #2	89.92
ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	239.26
BANKCARD CENTER	JAN 14 GAL WET VAC, SHOVELS	251.42
BANKCARD CENTER	2022 APWA MEMBERSHIP T.OLSON	231.25
CENTURYLINK	MARCH TELEPHONE EXPENSE	186.00
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	8.33
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	7,158.92
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	64.22
ETHANOL PRODUCTS, LLC	MAR C02	2,260.24
FERGUSON WATERWORKS #2516	MAR R900 BELT CLIP BATTERY TRA	190.20
FERGUSON WATERWORKS #2516	MAR 1" METER ANGLE KEY VALVES	174.15
FERGUSON WATERWORKS #2516	MAR 2" HYDRANT BACKFLOW PREVEN	590.95
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	11.52
GOIN' POSTAL FERGUS FALLS	MAR FREIGHT CHARGE WATER SAMPL	13.32
GOPHER STATE ONE CALL	FEB BILLABLE TICKETS	4.95
LOCATORS & SUPPLIES INC	MAR SUBSURFACE MAGNETIC LOCATO	275.00
LOCATORS & SUPPLIES INC	MAR XL MSA HARNESS UTILITIES	36.25
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	19.25
MARCO TECHNOLOGIES LLC	02/27-03/27/22 COPIER RENT	129.21
MIDWEST PRINTING COMPANY	MARCH/10,000 PRE-SORT ENVELOPE	650.00

Water

MIDWEST PRINTING COMPANY	MARCH/35,000 PRE-SORT ENVELOPE	1,995.00
OTTER TAIL POWER COMPANY	JANUARY/SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	160.68
RMB ENVIRONMENTAL LABORATORIES	MAR 1ST HALF BACT. MONITORING	125.00
RMB ENVIRONMENTAL LABORATORIES	MAR 1ST HALF BACTERIA MONITOR	110.00
REVTRAK INC	FEB 2022 CR CD FEES	2,439.82
USA BLUEBOOK	FINANCE CHARGE	20.00
USA BLUEBOOK	NOV CHLORINE TEST KIT	88.55
USA BLUEBOOK	NOV LAB CHEMICALS	358.08
VESSCO INC.	MAR FEEDER CONVERSION	2,000.00
	F U N D T O T A L	19,957.83

Storm Water

GOPHER STATE ONE CALL	FEB BILLABLE TICKETS	4.95
LOCATORS & SUPPLIES INC	MAR SUBSURFACE MAGNETIC LOCATO	275.00
	F U N D T O T A L	279.95

Equipment

ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	361.85
AMERICAN WELDING & GAS, INC	MAR NITROGEN (SHOP CODY)	46.31
AMERICAN WELDING & GAS, INC	MAR WELDING CAP (CODY)	4.99
AMERICAN WELDING & GAS, INC	MAR 4.5" CUT OFF WHEELS	69.75
ASHBY EQUITY ASSOCIATION	MAR OIL SAMPLE KITS -- SHOP	179.50
AUTO VALUE - FERGUS FALLS	MAR AUTOMIX PANEL BONDING	56.99
AUTO VALUE - FERGUS FALLS	MAR BATT TERMINAL CONNECTOR	3.49
AUTO VALUE - FERGUS FALLS	MAR CORE CREDIT INV 5327931	37.16-
AUTO VALUE - FERGUS FALLS	MAR CUP/W&G REMOVER (SHOP)	35.67
AUTO VALUE - FERGUS FALLS	MAR ENGINE MOUNT UNIT 7	25.99
AUTO VALUE - FERGUS FALLS	MAR FEMALE JIC HYD FITTING	142.33
AUTO VALUE - FERGUS FALLS	MAR FIBERGLASS RESIN/HARDENER	38.48
AUTO VALUE - FERGUS FALLS	MAR FLUID FILM RUST PREVENTER	41.99
AUTO VALUE - FERGUS FALLS	MAR FUEL FILTER (STOCK)	13.97
AUTO VALUE - FERGUS FALLS	MAR GREASE SEALS UNIT 201	29.98

Equipment

AUTO VALUE - FERGUS FALLS	MAR HOOD REPAIR MATERIALS U283	118.97
AUTO VALUE - FERGUS FALLS	MAR HYD FILTER UNIT 216	59.22
AUTO VALUE - FERGUS FALLS	MAR HYD FILTER UNIT 498	5.48
AUTO VALUE - FERGUS FALLS	MAR HYD FITTINGS UNIT 262	17.78
AUTO VALUE - FERGUS FALLS	MAR LED WORKLIGHT UNIT 215	36.99
AUTO VALUE - FERGUS FALLS	MAR LIFT STRUT UNIT 16	31.98
AUTO VALUE - FERGUS FALLS	MAR PIPE FITTINGS (LANDFILL)	4.98
AUTO VALUE - FERGUS FALLS	MAR RED LED ROCKER SWITCH U243	10.98
AUTO VALUE - FERGUS FALLS	MAR RMFD SENSOR	37.16
AUTO VALUE - FERGUS FALLS	MAR STOCK FILTER ORDER	204.70
AUTO VALUE - FERGUS FALLS	MAR STOCK FUEL FILTER	13.97
AUTO VALUE - FERGUS FALLS	MAR STOCK 1157 BULBS	9.90
AUTO VALUE - FERGUS FALLS	MAR SURE SHOT NOZZLE (SHOP)	12.82
AUTO VALUE - FERGUS FALLS	MAR TRUCK SIDE 4 WIRE FLAT	6.99
AUTO VALUE - FERGUS FALLS	MAR TWO PART EPOXY APPLICATOR	89.99
AUTO VALUE - FERGUS FALLS	MAR V-BELT UNIT 499	9.99
AUTO VALUE - FERGUS FALLS	MAR 11" ZIP TIES (SHOP)	9.59
AUTO VALUE - FERGUS FALLS	MAR 16 GAUGE 2 WIRE/TERMINALS	90.98
AUTO VALUE - FERGUS FALLS	MAR 2 WIRE CABLE (SHOP)	217.25
AUTO VALUE - FERGUS FALLS	MAR 2 WIRE MALE/FEMALE CONNECT	23.96
AUTO VALUE - FERGUS FALLS	MAR 3/4-10 HELI COIL KIT/INSER	115.91
AUTO VALUE - FERGUS FALLS	MAR 5/8-11 HELI COIL KIT SHOP	59.99
BANKCARD CENTER	FEB EQUIPMENT PARTS-UNIT 240	181.12
BANKCARD CENTER	FEB FUEL PUMP/TANK AT AIRPORT	419.99
BANKCARD CENTER	FEB LOG CHAIN, CLEANER	123.66
BANKCARD CENTER	FEB REPAIR HYD PRESSURE	385.70
BANKCARD CENTER	FEB RING-LOCK CATERPILLAR,RIM	1,009.79
BANKCARD CENTER	FEB SURE SHOT FILLER CAP ASSY	20.52
BANKCARD CENTER	FEB 20LB FLAT BAR	33.12
BANKCARD CENTER	FEBRUARY BETTER BUILT BOX-#287	184.99
BANKCARD CENTER	FEBRUARY DIESEL ADDITIVES	90.93
BANKCARD CENTER	FEBRUARY MINI T-STRAINER #215	23.30
BANKCARD CENTER	FEBRUARY PARTS-FLAT UNIT 79	35.19
BANKCARD CENTER	FEBRUARY SHOW ASSEMBLY	19.99
BANKCARD CENTER	FEBRUARY YELLOW EXTENTION CORD	79.97
BANKCARD CENTER	JANUARY PARTS-FLAT	12.42
BANKCARD CENTER	2085 GAS-SWAT CALLOUT	9.25
BANKCARD CENTER	2086 MOTOR FUEL	82.82
CENTURYLINK	MARCH TELEPHONE EXPENSE	200.00
CODE 4 SERVICES INC	2100 SETUP	3,286.98
COMMISSIONER OF REVENUE	2022 FEBRUARY SPECIAL FUEL TAX	1,066.76
COMMISSIONER OF REVENUE	2022 FEBRUARY SALES TAX	4.89-
COOPERS TECHNOLOGY GROUP	MARCH RULERS, NOTE PADS, TAPE	4.65

Equipment

CRYSTEEL TRUCK EQUIPMENT INC	MAR 25 PSI PRESS GAUGE U-215	80.00
DEPT. OF MOTOR VEHICLE	2005 FREIGHTLINER TAX & LICENS	4,757.50
EMPLOYEES INSURANCE TRUST FUND	MARCH HEALTH INSURANCE	4,850.78
EMPLOYEES INSURANCE TRUST FUND	MARCH LIFE INSURANCE	27.38
EQUIPMENT FUND	FEB FUEL USAGE	247.88-
EZ OPEN GARAGE DOOR	MAR REPL.SPRINGS E O.H DOOR	1,578.00
EZ OPEN GARAGE DOOR	MAR 80% OH DOOR CITY SHOP	6,032.00
JOHN DEERE FINANCIAL	MAR CHECK ENGINE LIGHT ON UNIT	266.40
JOHN DEERE FINANCIAL	MAR DEF FLUID (SHOP)	110.00
JOHN DEERE FINANCIAL	MAR ROOF SKIN UNIT 949	858.22
FASTENAL COMPANY	MAR 5/8" PLOW BOLTS/NUTS STOCK	319.19
FASTENAL COMPANY	MAR 5/8" X3" PLOW BOLTS	231.24
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	22.94
NAPA AUTO PARTS - FERGUS FALLS	MAR AIR FILTER UNIT 284	39.99
NAPA AUTO PARTS - FERGUS FALLS	MAR FLUID FILM PROTECTANT	179.96
NAPA AUTO PARTS - FERGUS FALLS	MAR FLUID FILM SPRAY GUN SHOP	149.99
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	5,525.54
GROUND FX LAWN & LANDSCAPE INC	2005 FREIGHTLINER	72,500.00
HOME DEPOT CREDIT SERVICES	FEB SAW REPAIR CREDIT	30.00-
HOTSY MINNESOTA	MAR REBUILD PUMP ON UNIT 1164	1,065.87
JORGENSONS TOOLS	MAR 3/4" 12PT WRENCH (CODY)	43.99
LAKES COUNTRY SERVICE COOP	FEB RANDOM DRUG SCREENS	29.50
LAKEWAY EXPRESS LLC	MAR NON-OXYGENATED FUEL (PARK)	28.00
LAWSON PRODUCTS INC	MAR SURE SHOT HEAD ASSEMBLY	52.24
MII LIFE INCORPORATED	MARCH FLEX/HSA PART FEE	5.64
MTI DISTRIBUTING INC	MAR ERSKINE BLOWER SKID SHOE	120.41
MARCO TECHNOLOGIES LLC	02/27-03/27/22 COPIER RENT	118.74
MCMASTER-CARR SUPPLY CO	MAR CREDIT FORM INV 73594156	11.60-
MCMASTER-CARR SUPPLY CO	MAR PRESS FIT BUSHING UNIT 201	32.56
MCMASTER-CARR SUPPLY CO	MAR THREADED ROD FOR ROLBA SNO	47.60
NORTHWEST TIRE INC	TIRE REPAIR UNIT #2088	33.78
OLSON OIL COMPANY INC	JANUARY #1 RED DIESEL	1,852.69
OLSON OIL COMPANY INC	MAR #1 RED DIESEL (SHOP)	15,111.43
OLSON OIL COMPANY INC	MAR #2 RED DIESEL W/ADDITIVES	14,317.04
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	35.57
PRODUCTIVITY PLUS ACCOUNT	MAR CASE FUEL FILTER (STK)	28.00
PRODUCTIVITY PLUS ACCOUNT	MAR POLY BLACK WASHER U-521	316.35
PRODUCTIVITY PLUS ACCOUNT	MAR SHEER BOLTS UNIT 498	122.62
ROYAL TIRE INC	MAR MOUNT SPARE GRADER TIRE	94.50
ROYAL TIRE INC	MAR STOCK TIRE ORDER	1,218.29
ROYAL TIRE INC	MAR STOCK TURF TIRE ORDER	1,398.20
SANITATION PRODUCTS INC	MAR CART COUNTER CONTROLLER	328.89
SANITATION PRODUCTS INC	MAR 1'X10' LEADER HOSE (STK)	182.59

Equipment

SNAP-ON TOOLS CORPORATION	MAR 1/4" DRIVE 6PT DEEP SOCKET	27.25
VALLEY SERVICE MECHANICAL LLC	MAR REBUILD REZNOR WASTE OIL	2,053.36
WALLWORK TRUCK CENTER F.F.	MAR CONNECTION GASKET U-216	6.81
WALLWORK TRUCK CENTER F.F.	MAR STOCK DETROIT FILTER ORDER	479.48
WALLWORK TRUCK CENTER F.F.	MAR 24X24 MUDFLAPS (STOCK)	55.76
ZIEGLER INC.	MAR CAT DEO SYN 0W40 U-486	179.88
ZIEGLER INC.	MAR REGULATOR/SEAL UNIT 265	46.08
	F U N D T O T A L	146,142.74

Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT MARCH HEALTH INSURANCE	153,671.48-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT MARCH LIFE INSURANCE	3,157.02-
	F U N D T O T A L	156,828.50-

Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	1,505.85
	F U N D T O T A L	1,505.85

PEG Access

BANKCARD CENTER	FEB BATTERY & SURGE PROTECTOR	154.23
LIQUOR STORE	MARCH RENT	358.00
OTTER TAIL TELCOM	MARCH TELEPHONE EXPENSE	221.07
	F U N D T O T A L	733.30

Fergus Falls Convention and Visitor's Bureau, Inc.

3/21/2022

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

Fergus Falls Convention and Visitor's Bureau, Inc.

BANKCARD CENTER	FEB ORIENTATION-JUSTIN & KATIE	35.40
BANKCARD CENTER	FEBRUARY FACEBOOK ADS	11.32
BANKCARD CENTER	FEBRUARY MACVB AUCTION	118.66
BANKCARD CENTER	FEBRUARY MN SIPS GIFT CARD	25.00
BANKCARD CENTER	FEBRUARY WORKING LUNCH	15.87
BANKCARD CENTER	FEBRUARY ZOOM.US	16.16
BANKCARD CENTER	JANUARY FACEBOOK ADS	48.81
GENERAL FUND	FEBRUARY LONG DISTANCE CHARGE	4.17
SPRINT	MARCH CELL PHONE EXPENSE	244.91
	F U N D T O T A L	520.30
	T O T A L A L L F U N D S	812,753.67

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 21 DAY OF MARCH 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

3/21/2022

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

COMMISSIONER OF REVENUE	80,601.76
DEPT. OF LABOR AND INDUSTRY	100.00
DEPT. OF MOTOR VEHICLE	4,757.50
OTTER TAIL CO. TREASURER'S OFC	1,666.77
OTTER TAIL COUNTY TREASURER	72,977.71
A-1 LOCK & KEY LLC	321.42
AT&T MOBILITY	368.20
AL'S REFRIGERATION, INC.	1,105.90
THE AMERICAN BOTTLING COMPANY	472.14
ARAMARK UNIFORM SERVICES	2,395.70
AMERICAN WELDING & GAS, INC	121.05
SEAN ANDERSON	410.78
ARCTIC GLACIER USA INC	283.10
ARTISAN BEER COMPANY	4,075.70
ASHBY EQUITY ASSOCIATION	179.50
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	1,710.99
BAKER & TAYLOR INC	3,455.98
BANKCARD CENTER	20,099.04
BELLBOY CORPORATION	3,051.75
BEVERAGE WHOLESALERS INC	38,649.28
BEYER BODY SHOP, INC.	100.00
BIG AXX LLC	60.00
BIGWOOD CONTINGENCY FUND	9,868.27
BILL'S VIDEO & TV SERVICE INC	1,300.00
BJORN'S HEATING & AIR COND INC	8,868.50
BOUND TREE MEDICAL LLC	214.03
BRAUN VENDING INC	72.00
BREAKTHRU BEVERAGE MINNESOTA	9,838.23
CARR'S TREE SERVICE, INC.	15,653.90
CAYAN	10,411.13
CENTURYLINK	514.00
CHARTER COMMUNICATIONS	88.10
CLAY COUNTY PUBLIC HEALTH	651.00
VIKING COCA-COLA BOTTLING CO	2,732.16
CODE 4 SERVICES INC	3,286.98
COOPERS TECHNOLOGY GROUP	574.28
COPPER TRAIL BREWING CO	396.24
CRYSTEEL TRUCK EQUIPMENT INC	80.00
D-S BEVERAGES, INC.	56,928.43
DACOTAH PAPER CO	1,543.17
DAILY JOURNAL	1,260.88
ECOLAB INC	916.53
ETHANOL PRODUCTS, LLC	2,260.24
EZ OPEN GARAGE DOOR	7,610.00
JOHN DEERE FINANCIAL	1,234.62
FASTENAL COMPANY	550.43

3/21/2022

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

FERGUSON WATERWORKS #2516	1,954.17
FLEXIBLE PIPE TOOL COMPANY	206.15
FORESTEDGE WINERY	660.00
FORUM COMMUNICATIONS	257.58
THE FORUM	293.70
GALLS LLC	2,721.31
NAPA AUTO PARTS - FERGUS FALLS	369.94
GOIN' POSTAL FERGUS FALLS	20.32
GOODIN COMPANY	219.24
GOPHER STATE ONE CALL	14.85
GREAT PLAINS NATURAL GAS CO	11,602.54
GREATER MN PARKS & TRAILS	225.00
GROUND FX LAWN & LANDSCAPE INC	72,500.00
HITCH & SIP BAR ON WHEELS	5,907.96
HOME DEPOT CREDIT SERVICES	400.34
HOOPLA	939.86
HOTSY MINNESOTA	1,065.87
ISD #544	41,395.68
JACKSON FAMILY TRUCKING LLC	70.00
JOHNSON BROTHERS LIQUOR CO	32,288.40
JOHNSON CONTROLS INC	1,402.69
JORGENSONS TOOLS	43.99
LHR HOSPITALITY MANAGEMENT	6,789.12
LAKE COUNTRY GRAPHICS, INC.	422.80
LAKE REGION ELECTRIC COOP	2,922.78
LAKE REGION HEALTHCARE CORP	37.50
LAKES COUNTRY SERVICE COOP	265.50
LAKEWAY EXPRESS LLC	28.00
LAWSON PRODUCTS INC	52.24
LEAGUE OF MN CITIES INS. TRUST	100,589.00
LOCATORS & SUPPLIES INC	1,587.83
VICTOR LUNDEEN COMPANY	66.25
MII LIFE INCORPORATED	1,756.10
MTI DISTRIBUTING INC	120.41
MARCO TECHNOLOGIES LLC	1,095.46
THE MCKINNON COMPANY INC	143.60
MCMASTER-CARR SUPPLY CO	68.56
MEDTOX LABORATORIES INC	31.41
MIDWEST PRINTING COMPANY	2,957.18
MN STATE FIRE DEPT ASSN	450.00
MUNICIPAL SERVICE CO INC	7,300.00
NEW HORIZONS ENERGY	12,178.28
NORTHWEST TIRE INC	33.78
NYCKLEMOE & ELLIG, P.A.	9,225.00
OFFICE OF MNIT SERVICES	274.48
OLSON OIL COMPANY INC	31,281.16
O'REILLY AUTOMOTIVE INC	20.97

3/21/2022

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

ORIGIN WINE & SPIRITS	105.65
OTTER TAIL POWER COMPANY	2,518.27
OTTER TAIL TELCOM	2,200.44
OUTSTATE BREWING COMPANY	1,115.00
OVERHEAD DOOR CO	75.00
PEMBERTON LAW, P.L.L.P.	228.50
WILLIAM PETERSEN	950.00
PHILLIPS WINE AND SPIRITS CO	15,222.83
POLICE DEPT CONTINGENCY FUND	743.74
PRODUCTIVITY PLUS ACCOUNT	466.97
PRO-WEST & ASSOCIATES, INC	278.56
PUBLIC UTILITIES DEPARTMENT	172.61
RMB ENVIRONMENTAL LABORATORIES	679.00
REVTRAK INC	7,319.46
ROYAL TIRE INC	2,710.99
SANITATION PRODUCTS INC	511.48
BEN SCHIERER	354.71
SHERWIN WILLIAMS CO	394.11
SKY CREW SERVICES, LLC	5,500.00
SNAP-ON TOOLS CORPORATION	27.25
SOUTHERN GLAZER'S OF MN	24,391.66
SPECIALTY SOLUTIONS LLC	1,859.07
SPEE DEE DELIVERY SERVICE INC	109.91
SPRINT	244.91
STAR TRIBUNE	648.86
SWANSTON EQUIPMENT CO	223.07
SYSCO NORTH DAKOTA INC	844.42
TAFT STETTINIUS HOLLISTER LLP	5,386.00
SCOTT THUNSELLE	154.79
TOTAL REGISTER SYSTEMS	32.36
UGSTAD PLUMBING, INC.	477.50
USA BLUEBOOK	466.63
VALLEY SERVICE MECHANICAL LLC	2,053.36
VERIZON WIRELESS	1,083.51
VESSCO INC.	2,000.00
VULCAN INDUSTRIES, INC.	921.00
WALLWORK TRUCK CENTER F.F.	542.05
WIMACTEL INC	132.00
WINE MERCHANTS INC	307.65

TOTAL OTHER GOVERNMENT 160,103.74

TOTAL OTHER VENDORS 652,649.93

3/21/2022

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

TOTAL ALL VENDORS

812,753.67