



City Council Agenda
April 18, 2022
5:30 pm in the City Council Chambers

Invocation
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Final cost hearing for PI 6077, the 2021 sidewalk/driveway improvement projects
 - a. Resolution adopting final cost assessment for PI 6077
- E. Awarding of Bids
 - 1. Resolution awarding the concrete quote for the Dr. Allen Magnuson Park to Skjeret Concrete in the amount of \$39,330
- F. Petitions and Communications
 - 1. Proclamation declaring April 29 as Arbor Day and May 2022 as Arbor Month
- G. Consent Agenda
 - 1. Motion approving the minutes from the April 4, 2022 City Council meeting and the April 13, 2022 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution authorizing the city to purchase playground equipment using funds donated by Affinity Plus Credit Union
 - 4. Motion directing staff to work with Lakes Area 360 and the Daily Journal on photography projects inside the Kirkbride
 - 5. Resolution authorizing entering into a contract with the YMCA to provide lifeguards at Pebble Lake Beach
 - 6. Motion reappointing Dennis Hagstrom to the HRA Board
 - 7. Resolution accepting the project plans and specifications for PI 5354, the 2022 seal coat improvement project and authorizing the solicitation of quotes for the project
 - 8. Resolution approving the rental rates for summer ice at the community arena and approving the related use group contracts
 - 9. Motion rejecting the Planning Commission's recommendation for a transitional housing use and directing the Commission to revise the recommendation as discussed at the April 13, 2022 Committee of the Whole
- H. Ordinance and Resolutions
 - 1. First reading of Ordinance 27, Eighth Series, Amending the zoning map for the property at 432-428 Western Avenue from R-4 to B-2 as requested by SW Properties, LLC
 - 2. Second reading of Ordinance 26, Eighth Series, Amending City Code Section 32.28, Chapter 113 and Section 32.26, 35.57 and 53.05

- I. Presentation of Claims \$2,402,297.91
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
 - 1. PI 9508, RTC Phase III Revised Work Scope Discussion
- M. New Business
- N. Miscellaneous Announcements
 - April 21 9:30 am Board of Equalization meeting at OTC Commissioner's Room
 - April 27 7:00 am Committee of the Whole meeting
 - May 2 5:30 pm City Council meeting
- O. Adjournment

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

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



Council Action Recommendation

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Meeting Date:

City Council – April 18, 2022

Subject:

PI 6077 – 2021 Sidewalk Program Final Cost Hearing

Recommendation:

- Adopt the final assessments for PI 6077.

Background/Key Points:

This is a 100-percent petitioned program utilized by property owners at various locations in the City. Individual final assessment roles including the rates and terms were mailed to all participants. The final cost hearing notice was published in the Daily Journal prior to this April 18, 2022 final cost hearing pursuant to City Policy and MN Statue Chapter 429 requirements.

The City Council will then consider, and possibly adopt, the final assessments at the conclusion of this hearing.

Type of Project:

2021 sidewalk & driveway improvements as petitioned (100%) by property owners and City required work (pedestrian ramps, tree damage, curb & gutter, etc.)

Location:

Misc. areas throughout the City

Legal Description:

As noted on each 100% petition signed by the property owners for special assessments or on the individual work sheet for City work.

Hearing Date:

April 18, 2022

Interest Rate:

4.00%

Assessment:

Variable Years depending on assessment value

Due Date:

May 16th, 2022

Final Cost

\$75,526.17

Budgetary Impact:

The City budgets approximately \$30,000/year to cover its share of these sidewalk projects.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow - City Engineer

Attachments:

PI 6077 - Final Cost Breakdown Spreadsheet

PI 6077 - Final Individual Assessment Roles

FINAL COST
PROJECT 6077
2021 MISC. SIDEWALK IMPROVEMENTS

<u>SOURCE</u>	<u>AMOUNT</u>
CONTRACTORS - 403-6077	\$65,145.75
ENGINEERING - 403-6077	\$10,380.42
MAINTENANCE / SUPPLIES / ADVERTISEMENT	\$0.00
TOTAL	\$75,526.17

<u>FINANCED:</u>	<u>ASSESSED SHARE</u>	<u>CITY SHARE</u>	<u>TOTAL</u>
FUND 499 / LOCAL 55	\$19,297.51		\$19,297.51
CITY PROJ. (403-53090)		\$7,169.00	\$7,169.00
WASTE WATER FUND (610-49480-401)		\$5,447.11	\$5,447.11
BIGWOOD (223-45601-401)		\$5,423.98	\$5,423.98
2021 BUDGET (TAX LEVY = Note #1)		\$30,017.39	\$30,017.39
MSA MAINTENANCE FUNDS		\$8,171.18	\$8,171.18
TOTALS	\$19,297.51	\$56,228.66	\$75,526.17

FINAL COST HEARING	April 18, 2022
DUE DATE	May 16, 2022
INTEREST RATE	4.00%
INDIVIDUAL PROJECTS (TOTAL)	22
CITY	7
ASSESSED PROJECTS	15
SPECIAL ASSESSMENT LENGTH	VARIABLE

Years	Assessment Value
0	\$1-\$200
3	\$201-\$500
5	\$501-\$1000
10	\$1001-\$2000
15	\$2001-Above

Note # 1: Maximum "Tax Levy" allotment for 2021 = \$30,017.39

Final Report of 2021 Sidewalk Improvements

Project No. 403-6077

File No.	Pub. Imp. No.	Address	Assessment Years	Special Assessment Amount	City Cost
1326	403-60770-551-1	116 E Washington Ave	\$10.00	\$1,469.40	\$7,168.75
1327	403-60770-551-2	112 W Washington Ave			\$7,169.00 #1
1328	403-60770-551-3	517 Spruce Str.	0	\$155.00	\$963.75
1329	403-60770-551-4	637 W Spruce Str.	10	\$1,647.00	\$3,207.75
1330	403-60770-551-5	634 W Laurel Str.	10	\$1,171.49	\$1,210.04
1331	403-60770-551-6	636 W Laurel Str.	15	\$2,237.72	\$2,299.20
1332	403-60770-551-7	708 Laurel Str.	10	\$1,771.20	\$3,560.20
1333	403-60770-551-8	815 N Vine Str.	15	\$3,002.70	\$3,767.85
1334	403-60770-551-9	121 E Beech Ave.			\$1,002.30
1335	403-60770-551-10	612 N Union Ave.	5	\$558.00	\$1,371.60
1336	403-60770-551-11	419 E Vernon Ave.	3	\$306.90	\$628.65
1337	403-60770-551-12	724 E Junius Ave.	10	\$1,171.80	\$2,188.62
1338	403-60770-551-13	311 S. Kennedy Park Rd.			\$5,447.11 #2
1339	403-60770-551-14	319 W Cavour Ave.			\$2,771.40
1340	403-60770-551-15	811 S Cascade Str.			\$950.90
1341	403-60770-551-16	603 W Vernon Ave	15	\$2,421.10	\$7,427.30
1342	403-60770-551-17	416 E Vernon Ave.	10	\$1,116.00	\$2,313.00
1343	403-60770-551-18	505 Spruce Str.	10	\$1,494.20	\$3,096.85
1344	403-60770-551-19	320 W Spruce Str.	0	\$155.00	\$963.75
1345	403-60770-551-20	921 Western Ave.			\$5,423.98 #3
1346	403-60770-551-21	706 W Laurel Str.			\$963.75
1347	403-60770-551-22	222 N Whitford Str.	5	\$620.00	\$1,250.00

22 Total

Totals \$19,297.51 \$65,145.75

Indicates Assessed Property

NOTE #1: Charge to 403-5309
 #2: Charge to Waste Water Dept. 610-49480-401
 #3: Charge to Bigwood 223-45601-401

Years	Assessment Value
0	\$1-\$200
3	\$201-\$500
5	\$501-\$1000
10	\$1001-\$2000
15	\$2001-Above



Council Action Recommendation

Page 1 of 1

Meeting Date:

April 4, 2021 – City Council

Subject:

NP Playground Park Improvements

Recommendation:

- Award the concrete quote to Skjeret Concrete in the amount of \$39,330.00

Background/Key Points:

Quotes were solicited for the concrete work associated with the new NP Park playground improvement project. Due to estimated costs for this work, I solicited two (2) local contractors. Skjeret Concrete submitted the lowest quote in the amount of \$39,330.00

If acceptable, the concrete placement is anticipated to start once Spring Load Restrictions (SLR) are lifted.

Budgetary Impact:

This work is proposed to be funded with the project funding of private donations and transfers from the Liquor Store fund. Sufficient funds are available to accept this quote.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

None

City Council Minutes
April 4, 2022

The Fergus Falls City Council held a regular meeting on April 4, 2022 at 5:30 pm. Pastor Eric Uggerud gave the invocation and the Pledge of Allegiance was recited. Acting Mayor Justin Arneson called the meeting to order at 5:31 pm in the Mayor's absence. Council members in attendance were Kvamme, Rufer, Thompson, Arneson, Gustafson, Hicks, Fish and Hagberg.

Approval of Agenda

A motion and second were made by Hicks and Hagberg to approve tonight's agenda with the addition of the dairy appraisal (consent) and the removal of item #10 from the consent agenda and the motion carried.

Housing Tax Rebate

The city received an application for a housing tax rebate from Robert Nordick to build a home at 1382 Lenore Way. The public hearing was open at 5:33 pm. As no one appeared, the hearing was closed. Fish offered **Resolution #72-2022** approving a housing tax rebate for 1382 Lenore Way as requested by Robert Nordick, which was seconded by Rufer and adopted with Hicks voting in opposition.

Bid Award: PI 9349, Airport Runway, Taxiway and Apron Crack Fill/Joint Repairs Project

Bids were opened for PI 9349, the airport runway, taxiway and apron crack fill/joint repairs project. The low bid was received from National Sealant in the amount of \$320,918.00. Now that the estimated costs are known, SEH and staff will prepare the state/federal grant application per AIP requirements by the April 11 deadline. The final grant offer will be presented to the council for final approval. The FAA will provide 90% of the project funding and the remaining 10% will be split evenly between the state and city. All remaining non-eligible FAA portions will be funded by the state (70%) and the local share will be 30%. The Fergus Falls Airport has an entitlement balance of \$300,000 and plans to borrow \$50,000 from the Walker Municipal Airport to cover the balance of the project funding. The total project cost is \$385,918. Federal funds will cover \$318,231.45, state funds will cover \$40,308.78 and the local share will be \$27,377.78. Fish offered **Resolution #73-2022** awarding the construction services contract for PI 9349 to National Sealant & Concrete in the amount of \$320,918 contingent upon the receipt of a state/federal grant offer; accepting SHE's professional services proposal for construction administration in the amount of \$40,000; authorizing the submission of a state/federal grant offer for PI 9349 and authorizing the facilitation of a AIP Entitlement transfer from the Walker Municipal Airport in the amount of \$50,000. The resolution was seconded by Rufer and was adopted.

Consent Agenda

The following items were approved under **Resolution #74-2022** by Hagberg: Motion approving the minutes from the March 21, 2022 City Council meeting and the March 30, 2022 Committee of the Whole meeting; Motion approving the following licenses: Excavator Cityside Improvements; Mechanical Joe's Heating & A/C, Tobacco License Sugar High, 123 E Lincoln Avenue; Minnesota Lawful Gambling Permit Birak Shrine Club for raffle at the Eagles Aerie 2339 on May 14, 2022; Paving/Sidewalk Contractor Mark Lee Asphalt & Paving. Motion directing the City Attorney to make City Code amendments to Section 32.28, Chapter 113 and Section 32.26, 35.57, 52.19 and 53.05. **Resolution #75-2022** authorizing the addition of a commercial solar field project fee to the 2022 fee schedule. **Resolution #76-2022** initiating PI 5353, the 2022 mill and overlay improvement

project and order the plans and specifications. [Resolution #77-2022](#) initiating PI 5354, the 2022 seal coat improvement project. Motion directing the City Attorney to draft an ordinance amending the zoning map from R-4, Multiple Family Residence District to B-2, Service Business District, for a portion of the property at 432-438 Western Avenue as requested by SW Properties, LLC and recommended by the Planning Commission. [Resolution #78-2022](#) approving a variance for the proposed parcel consolidation at 1203 W Lincoln Avenue to create a parcel meeting the minimum setback and lot size requirements in a B-6 zone as requested by Make An Impact, LLC and recommended by the Planning Commission. [Resolution #79-2022](#) entering into a Letter of Intent with Fergus Falls Law LLC to purchase lots located within Adams Park. [Resolution #80-2022](#) authorizing the purchase and installation of a walk-in refrigeration unit at the Bigwood Event Center and approving a corresponding budget adjustment. [Resolution #81-2022](#) accepting the Westridge Second Addition Development Contract. [Resolution #82-2022](#) authorizing entering into a contract with Shenhon Companies for before and after appraisal of 11.57 acres of land with 3,461 feet of land on the Otter Tail River in Fergus Falls, Minnesota. The resolution was seconded by Hicks and was adopted.

Cancellation of Purchase Agreement for City Owned Parking Lot

In December of 2020, the city entered into a Purchase Agreement with River's Edge Investments for the city owned parking lot adjacent to the former ShopKo site. There have been two extensions granted and the developers are conceding the project is not be feasible at this time. Both the city and River's Edge Investments have consented to the cancellation and are open to future project redevelopment on the site. Kvamme offered [Resolution #83-2022](#) cancelling the Purchase Agreement with River's Edge Investments LLC for the city owned parking lot adjacent to the former ShopKo site, which was seconded by Thompson and was adopted.

Ordinance 26, Eighth Series

Ordinance 26, Eighth Series, Amending City Code Section 32.28, Chapter 113 and Section 32.26, 35.57 and 53.05 was introduced by Hagberg and declared to have its first reading.

Ordinance 21, Eighth Series

After reviewing the timeline and upcoming action for the hotel project, Ordinance 21, Eighth Series, Amending the zoning map from I-2 to B-3 as requested by the Flour Mill (Kevin Bertram) was adopted by a roll call vote.

Development Agreement with Prairie View Development

Last September the city established Tax Increment District 4-14, a housing district for the Campus View Estates project. Prairie View Development LLC agrees to construct 18 twin homes (36 units) and 10 rental townhomes over the next 6 years. Streets, water, sewer, and stormwater infrastructure improvements are required for the developer. The city received bids and approved the contract for infrastructure improvements contingent upon the approval of a development agreement and special assessments. The city followed the Minnesota Statute 429 process to levy special assessments against the benefitting properties in the amount of \$1,656,000. The special assessments will cover 100% of the project costs and prior assessments along Park Street. The tax increment generated from the development is estimated to cover the debt service of the bonds. Each year the city will calculate the available tax increment and apply it to the debt service payments. If there is sufficient tax increment, the special assessment for that year would be eliminated. If there is a shortfall of tax increment, the city would bill the home owner for a portion of the annual special assessment. The tax increments

generated by the Tax Increment Financing are estimated to cover the debt service on the bonds. The special assessments are also pledged as security for payment of the bonds. Kvamme asked about income limits for these housing units. Finance Director Bill Sonmor said the TIF agreement is based on affordable housing. If a purchaser of the twin homes does not meet the income thresholds, the house would be removed from the district. If the owner does not meet the income threshold, but is willing to pay the special assessments, they could still purchase the home. There are income limits on the townhome rentals that coincide with the median income levels for the county. Hicks offered **Resolution #84-2022** approving a Development Agreement between the City of Fergus Falls and Prairie View Development, LLC, which was seconded by Thompson and was adopted.

PI 5958, Campus View Estates Development

On March 21, the city held a public hearing for final cost hearing for PI 5958, the Campus View Estates Development. The final approval was dependent upon the city approving the Development Agreement with Prairie View Development, which the city did earlier tonight. The total project cost is \$1,656,000. The assessments would be over 20 years at a 5% interest rate. Hagberg offered **Resolution #85-2022** adopting the final cost assessment for PI 5958, the Campus View Estates Development, which was seconded by Fish and was adopted.

PI 9508, RTC Phase III

Bruce Paulson of Stantec reviewed their proposal to provide professional architectural and engineering design and construction phase services for the RTC Phase 3 mothballing project. Their proposal focused on Building 1 (tower) and the proposal includes mold and water remediation, window repair and replacements, the installation of ventilation and heating systems for Building 1 and efforts to replicate the front entrance to the building. He spoke about the need to purify the air quality and how that would necessitate sealing this building off from all other sections of the campus. This would only provide one entrance and exit from the building which does not meet code for egress. Bill Sonmor remarked the language in the state bonding funds restricts the money to be used for the building envelope and stabilization projects and SHPO should be consulted on the proposed projects.

Thompson stated his preference to use the funds to seal up the building to keep water and people out for liability purposes. Being the building's future is uncertain, he was opposed to spending money on buildings that could come down and felt just because the city has the funds, does not mean we need to spend them. Rufer inquired if the funds could be used for anything else or if they are lost if they are not used. He expressed his opinion the cost to redevelop this property is unlikely due to the high cost. It was clarified there is a current restriction from demolishing any buildings in the horseshoe complex. The city's agreement with the state stipulates the funds will expire in June of 2023 leaving only this building season to complete any project. Paulson said they were asked to provide a second proposal to only repurpose the tower based off the city's recent conversations with the school district.

Andrew Bremseth explained the school expressed interest in the RTC campus for a new K-3 elementary school building. They conducted their due diligence on the possible renovation of the tower building and found it would be too cost prohibitive to move forward with using the existing structures in their site plan. They would however, remain interested in building a new school at this location. Kvamme said since the school is no longer interested in the buildings and the master plan and directive from SHPO do not allow for demolition, the council should look at using the remaining \$1.7 million to move forward with the original scope of work on multiple buildings and address the water remediation and security in all of the remaining structures in the horseshoe. He felt since that

proposal was not in front of the council tonight, there should be no council action taken on the tower only proposal. Paulson said that proposal had been prepared and could come back to the council for reconsideration. Hicks spoke about the high cost of restoration the school calculated and felt redevelopment would be a tall task for most developers. The tax credits are available, but he questioned how long they would be maintained and felt without these credits, development is unlikely. He agreed the funds do not have to be expended and the city could be fiscally responsible to the state taxpayers and return them. He felt if the city does decide to use the funds, it would be best to focus on the tower only. Arneson felt the city should see both proposals, tower only and the remaining buildings prior to making a decision. He suggested both proposals be considered at the next Committee of the Whole meeting and brought forward to the next council meeting. A motion and second were made by Fish and Thompson to table the discussion for a future meeting and the motion carried.

Kvamme felt all conversation about demolition of any buildings on the campus should be taken off the table. The master plan calls for no demolition and he read excerpts from an email he received from SHPO warning the tax credits and historic registration of the buildings could be put in jeopardy if there is additional demolition. He asked how the city could consider the adverse effects of the losing the tax credits for the Nurses Cottage and how those actions could derail future development opportunities. He said city's agreement with the state does not allow for demolition and that conversation needs to stop. Bremseth explained the differences between the 5 year look back and 15 year ad valorem taxes and tax credits. Kvamme said he is aware of two developers that want to step in the redevelopment and warned they may not come to the table if the city continues to consider demolition. City Attorney Rolf Nycklemoe cautioned the council to not identify future developers as the language in the state grant prohibits the city to use the state bonding funds for projects that benefit a developer. Thompson clarified his earlier comments and said he wants to see the building's windows and doors sealed up and eliminate the city's expenses to maintain the building. He would love to see redevelopment occur and does not want to see the buildings torn down, but reminded the council that the future council's may vote alternatively. Paulson stated neither of their proposals suggest demolition, but rather stabilization projects. Stantec's two proposals will be provided to the council at an upcoming meeting for further discussion.

Strategic Planning Services

A selection and interview committee has met and recommended the city move forward with WSB and their local partner Moore Engineering to help guide the city in their strategic planning process. Hicks offered **Resolution #86-2022** authorizing entering into a contract with WSB and their sub-consultant Moore Engineering for strategic planning services, which was seconded by Rufer and was adopted.

Resolution of Accounts

Fish offered a resolution authorizing the payments and claims in the amount of \$926,584.80, which was seconded by Hagberg and was adopted,

New Business

Hicks asked County Commissioner Lee Rogness to provide an overview of the proposed aggregate tax. Rogness said townships are asking the county to implement a tax on the aggregate materials removed from local pits. There is a state statute to identify what portion would be allotted to counties

and townships and Rogness encouraged attendance at the public hearings taking place over the next week. He also extended an invitation to attend the Housing Summit on April 7.

The meeting adjourned at 6:31 pm

Lynne Olson

DRAFT

Committee of the Whole
April 13, 2022

The Fergus Falls City Council met as a Committee of the Whole on April 13, 2022 at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order and the following council members were in attendance: Kvamme, Rufer, Thompson, Arneson, Gustafson, Hicks, Fish and Hagberg.

Legislative Update

City lobbyist Joel Carlson provided an update on the state's legislative activities this session. The legislature is on their spring break after passing budget and tax bills out of committee. The two parties are still quite divided and 5 weeks remain until the end of the session. He predicted there will be a tax bill since there is a large surplus and American Rescue Plan funds to be spent. If the ARPA funds are not spoken for by the end of the session, the federal legislation allows the Governor to use the funds at his discretion. A bonding bill is likely and contains the city's request for Phase II funding of the Downtown Riverfront project. The city has requested the authority to seek a sales tax approval by the voters in the November election and that authorization is contained in the tax bill. Carlson has also been working with LCCMR for funding of the former dairy project. He spoke about the impact of the new legislative districts after the redistricting process has been completed and noted there will be significant changes due to retirements and the new boundaries. There will likely be tax reductions, but whether the changes are temporary or permanent has yet to be determined. The outcome of the election will be foremost on the legislator's minds and Carlson said his number one priority for the city is the passing of a bonding bill.

Transitional Housing Use

Last year the Welcome House asked the city to allow transition housing for pregnant women in a R-1 zone. This was not allowable in this zone as more than five unrelated people would be living together temporarily on the property. A subcommittee of Planning Commission members and Council Member Kvamme met to explore how a request like this could be accomplished with a zoning change. The Planning Commission held a hearing and made the following recommendations for the council to consider:

- Adds a conditional use permit path for transitional housing in any residential or industrial zone. Transitional housing would be allowed in any business zone but would need to be on the second floor or above.
- Transitional housing is limited to being operated by certain entities.
- The number of people in a dwelling would be subject to health and safety related codes and not the zoning code's definition of a "family".
- A parking standard is established. If an organization wanted to provide fewer parking spaces, they could request a variance in addition to the conditional use application.
- If the housing ceases to be appropriately licensed, the city may begin proceedings to revoke the conditional use permit as provided in the zoning ordinance.

City Planner Karin Flom verified this would not change any requirements for the transitional housing at the Matthew House unless they expand. She explained the second floor requirement was to preserve commercial businesses on the ground floor in the downtown business district. Chief of Public Safety Kile Bergren said he felt the new language was acceptable with the exception of allowing this

type of housing in R-1 and possibly R-2 zones. He explained transitional housing can mean different types of housing and said group homes have not been a problem, but halfway houses and some of the Department of Corrections housing options have created problems for the department and neighbors. He preferred to see facilities with set rules and 24/7 staffing rather than allowing multiple people living together while in transition without any supervision. He believes the city has zoning regulations for a reason and requested the council be careful when making a policy change as the next type of organization looking for an exception may be problematic in a residential neighborhood. A motion and second were made by Fish and Hagberg to recommend the council direct the Planning Commission to revisit the allowed zoning for transitional housing projects with the Police Chief's input and the motion carried. Hicks asked staff to provide a map of the R-1 and R-2 districts when the topic comes back to the council for approval.

Dr. Allen Magnuson Park Update

Sarah Duffy said the new accessible playground at Dr. Allen Magnuson Park (formerly known as NP Park) is getting closer to reality. Construction activities are ready to proceed once the road restrictions are lifted. Affinity Plus is willing to provide a generous \$50,000 donation with the intention \$40,000 of the gift be used to purchase a ramped piece of play equipment geared towards children bound to a wheelchair and a communication board so non-verbal or autistic children can participate in play at the park. The other \$10,000 would be used toward the overall project cost. The fundraising efforts are approximately \$50,000 short of their \$575,000 goal with a number of pledges and grants still to come in. Duffy said they were not planning on this additional purchase, but the gift is contingent upon the monies being expended as the donor specified. A motion and second were made by Rufer and Fish to recommend the council authorize the purchase of the equipment as requested by Affinity Plus and the motion carried.

A motion and second were made by Fish and Hagberg to recommend the council approve the concrete quote for the Dr. Allen Magnuson Park to Skjeret Concrete in the amount of \$39,330 and the motion carried.

RTC Photography Request

The city has gotten two local photography requests the council was asked to consider. Jesse Thorstad would like access into the Kirkbride complex to create a 3D tour that can be shared with the public. The Daily Journal has also requested access to photograph the interior of the buildings to document the condition in conjunction with the city's 150th anniversary year. Both requests would be conducted at the same time to minimize city resources. Each party would be required to wear the proper PPE and sign waivers of liability. Hicks said he would be agreeable the requests if there was a condition the images taken must be available for the city to have and distribute as they see best fit without copyright infringement concerns. A motion and second were made by Hicks and Thompson to recommend the council authorize staff to work with Lakes Area 360 and the Daily Journal on photography projects inside the Kirkbride with the provision the city is able to use and distribute the images without restrictions and the motion carried.

YMCA Lifeguard Agreement

The Fergus Falls YMCA has partnered with the city for lifeguard services at Pebble Lake since 2008 and the agreement would call for services this summer as well. The \$25,000 agreement would be paid in 3 equal installments. The Y has already noted they will require an increase in the 2023 rates to reflect the higher wages they need to pay the lifeguard staff members. A motion and second were

made by Arneson and Hagberg to recommend the council approve the 2022 contract with the Fergus Falls YMCA to provide lifeguard services at Pebble Lake Beach and the motion carried.

Update on Recreation Projects

Public Works Director Len Taylor provided an update on the city's projects that provide recreation amenities to the community.

DeLagoon Park

- New underground wiring to all facilities will be complete soon
- Boat launch and parking lot were totally reconstructed last year
- Legion Field new dugouts will be built after the baseball season
- Volunteers will build a new batting cage at Farmers Field
- Archery park area was designated and set up by volunteers and staff

Pebble Lake Beach

- Lifeguards will staff the beach
- New dock sections are being considered for the swimming area

Athletic Park

- Conversion of two tennis courts to 6 pickleball courts this spring. One regulation tennis court will remain.

Higgins Dog Park

- Lights were recently added

Godel Park

- MN DNR donated a pier that was installed in 2021 and a path and parking lot will be installed this year

Adams Park

- The picnic shelter will have a knee wall built to attempt to keep water fowl out

Broken Down Dam

- New picnic tables will be placed, steps will be regularly maintained and clean-up of the area will be done as time allows

Dr. Allen Magnuson Park

- Sarah Duffy and the Kiwanis club were thanked for their work to renew this park and equipment

Other

- Native plantings will be placed in Adams, DeLagoon and Kennedy Parks in 2022
- Summer recreation program registration was opened on April 1. Within minutes Kids Kamp was filled. The program can expand if additional staffing can be secured.
- There are currently 27 disc golf holes at DeLagoon Park. Plans are underway for 9 holes to be located within Roosevelt Park

- The Park Board is working on the establishment of a curling league at the community arena this fall

Mayor Schierer commended Taylor and his staff for their efforts to provide so many amenities to the community. Kvamme asked that lady slipper flowers in the native plantings are identified and protected during park maintenance. Rufer said the Pedal Fergus Falls board would like the city to consider lowering the speed limit on residential side streets to 20 mph. This was requested to be on a future committee of the whole agenda and that Police and Engineering Departments be consulted for their thoughts.

The meeting adjourned at 7:42 am.

Lynne Olson

FOR COUNCIL MEETING— APRIL 18, 2022

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

Paving/Sidewalk Contractor
Ferguson Asphalt & Paving
Robert Nordick Construction

Mechanical
Climate Makers Inc.

Fireworks Sales
TnT Fireworks for fireworks sales at 3302 W Highway 210 from June 20-July 5, 2022



Council Action Recommendation

Page 1 of 1

Meeting Date:

4/13/22 Committee and 4/18/22 Council

Subject:

Photography requests for RTC

Recommendation:

Motion directing staff to work with Lakes Area 360 and the Daily Journal on photography projects inside the Kirkbride

Background/Key Points:

Lakes Area 360 (Jesse Thorstad) approached City staff about doing a 3D tour of the Kirkbride complex, which could be shared with the public. Jesse would do this for no charge and it would serve as a great alternate to someone actually being inside the building.

The Daily Journal also recently requested the ability to photograph inside as well. They did so a few years ago and would like to document how things changed and more essentially, the conditions of things during our 150th Anniversary of the City.

Staff feels both of these requests are reasonable, as long as proper PPE is worn and waivers of liability are signed. Staff will coordinate and assist both entities and suggests if possible, that we will do both at the same time as to minimize resources. We must minimize the requests we can accommodate because they are labor intensive and we feel that it makes most sense to accommodate our local partners.

Budgetary Impact:

General staff time

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

N/A



Council Action Recommendation

Page 1 of 1

Meeting Date: 4-11-22

Subject: Pebble Beach Lifeguards

Recommendation: Approve a contract with the Fergus Falls YMCA to provide lifeguard services at Pebble Beach for the 2022 season.

Background/Key Points: The Fergus YMCA has provided the lifeguard service at Pebble Beach since 2008 (with a break in 2020 due to C-19) and they have agreed to provide this service once again for the 2022 season. Dates for coverage and hours of operation are still being discussed

Budgetary Impact: The \$25,000 cost for this service will be the same as it has been for the last few years, and will be payable in 3 equal installments. It has been indicated that an increase to this amount will be requested for 2023.

Originating Department: Public Works

Respectfully Submitted: Len Taylor-Parks and Rec. div.

Attachments: 2022 agreement

LIFEGUARD SERVICES CONTRACT
AT PEBBLE BEACH

This contract is made and entered into by and between the City of Fergus Falls, Minnesota, hereinafter referred to as "City" and the Fergus Falls Area YMCA of Fergus Falls, Minnesota, hereinafter referred to as the "YMCA".

WHEREAS, it is appropriate that the following contract be entered into for the safety and convenience of the general public in the use and enjoyment of the Pebble Lake Beach located in the City of Fergus Falls, Minnesota and it is mutually agreed by and between the parties as follows:

1. **Description of Premises:** The city for and in consideration of the agreements hereinafter stated, grants to the YMCA, for purposes stated herein, the right, privilege and duty to provide lifeguarding services to the City of Fergus Falls at Pebble Lake Beach, hereafter referred to as "beach".
2. **Term:** The term of this contract will be a period commencing on June __, 2022 through August __, 2022.

The YMCA shall provide lifeguard services between the above dates from the hours of 1:30 pm until 5:30 pm. It being the intent of the parties that there shall be no days excluded from having lifeguard supervision at the above beach, however the parties agree that in the discretion of the YMCA Aquatic Director, the YMCA shall not provide lifeguarding services when weather, water level or any other unforeseen situation becomes a safety concern for the public utilizing the beach and the staff of the YMCA. If the YMCA in its discretion decides not to provide lifeguarding services based upon the above conditions, the YMCA shall have the obligation of providing adequate posting on the premises to ensure the public fully understands lifeguarding services would not be offered for that particular day. Any signage so placed by the YMCA shall also include a warning to the public that lifeguarding services are not being provided and that the public use of the beach is at their own risk.

3. **Compensation:** In exchange for providing lifeguarding services, the YMCA shall be paid the total sum of \$25,000 payable in three monthly installments, with the first installment being due and payable on or before June 15, 2020, the second installment due and payable on or before July 15, 2020 and the final installment due and payable on or before August 15, 2020. This agreement supports the YMCA's Aquatics Department by driving investment into our lifeguard training and certification processes. Some of that investment actually comes back to the Community Education Department as the YMCA partners with Community Education to offer Lifeguard Certification classes.
4. **Docks, Equipment, Maintenance and Telephone:** The city shall be responsible for maintaining, installing and removing any docks or any other equipment at the beach. The City of Fergus Falls shall also provide cleanup of the waterfront area to ensure there is no debris or other materials that may be harmful or cause harm to the public. The city will also maintain the restrooms and garbage on site. The city shall provide and equip the beach with standard rescue equipment. Said equipment shall be generally accepted as appropriate and necessary rescue equipment together with a working telephone in close proximity to the beach. The YMCA shall furnish a fully stocked first aid kit and lifeguard fanny packs complete with

rescue masks and additional first aid supplies. Lifeguard staff must carry a cell phone in the event of an emergency. The city shall furnish a charged AED and megaphone.

5. **Right to Terminate:** The YMCA agrees that the city shall retain the right to permanently close the beach if the city determines lifeguarding services are being provided by the YMCA are inadequate or, if because of natural disasters, high water or for other unknown reasons, it becomes necessary to close the beach on either a temporary or permanent basis. In the event the city chooses to close the beach on a permanent basis for the year, the city shall notify the YMCA, in writing, to close the beach and cancel the contract. In that event, all payments due under the terms of this contract shall be pro-rated and paid directly to the YMCA up until the date of the Notice of Termination. Any remaining portion of payments under the terms of this contract shall not require to be paid by the city to the YMCA.
6. **Insurance:** The YMCA shall provide and maintain in force throughout the term of this contract, the following insurance:
 - a. General liability insurance which shall not be in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage combined.
 - b. Worker's Compensation insurance in an amount and form to meet all applicable requirements of the labor code of the State of Minnesota.

In the event of destruction, loss or damage by fire or other casualty of any of the city owned buildings, improvements or fixtures located at the beach and the city determines it to be essential to the continued operation of this contract and which cannot be repaired reasonably within fifteen (15) days, the city, may at its option, terminate this contract. A decision by the city to terminate this contract shall be communicated in writing to the YMCA as soon as practical. If the contract is so terminated, the payments to the YMCA shall be in amounts as set forth above.

Each policy of liability insurance shall contain additional named insured endorsements in the name of the City of Fergus Falls.

7. **Indemnification:** The YMCA agrees to defend and indemnify the city for all claims arising out of any act or omission of the YMCA or any other entity acting on the YMCA's behalf. The city agrees to defend and indemnify the YMCA for any claims arising out of any act or omission of the city or any employee acting on the city's behalf as it relates to the terms of this contract and lifeguarding services being provided to the city.

The YMCA agrees to further follow all state laws or rules regarding lifeguards, licensing of lifeguards and agrees lifeguards will have current certification.

8. **Minimum Hours and Lifeguards Provided:** The YMCA agrees that it shall have the duties and responsibilities to provide lifeguards during the hours of service identified above unless the beach is closed for reasons identified above. Further, the YMCA agrees that it shall maintain a minimum of 2 lifeguards on duty at the premises, during the hours of service identified above. Further, the YMCA agrees that it shall maintain a minimum of 2 lifeguards on duty at the premises providing lifeguarding services during the term of this contract

The lifeguards will minimally clean the beach area for a period of up to 30 minutes per day. The lifeguards will also monitor and support restroom cleanliness.

The YMCA shall comply with all applicable laws, rules, regulations and orders existing during the terms of this contract.

- 9. **Non-Assignability, Modification of Contract:** Notwithstanding any of the provisions of this contract, the parties agree that they will not assign, nor modify this contract unless said modifications or assignment is expressly agree, in writing between the parties.

Dated this _____ day of _____, 2022

CITY OF FERGUS FALLS by

Mayor

City Administrator

FERGUS FALLS YMCA by

Authorized Representative



Council Action Recommendation

Page 1 of 1

Meeting Date:

April 13, 2022 – Committee of the Whole

April 18, 2022 – City Council

Subject:

PI 5354- 2022 Seal Coat Improvement Project

Recommendation:

- 1) Accept the project plans and specifications for PI No. 5354
- 2) Authorize the solicitation for Quotes for PI No. 5354

Background/Key Points:

City staff has substantially completed the project plans and specifications for the above referenced project. Please refer the attached project location maps illustrating the proposed street locations.

The Estimated Probable Construction Cost is \$105,600. Therefore, City can solicit local contractors for quotes. The quote submission deadline is not currently scheduled however, I anticipate quotes being received later this month.

If the City receives favorable bid prices, additional street segments will be evaluated and possibly added to the base contract. This work is scheduled to be completed by September 15, 2022

Budgetary Impact:

The City's 2022 budgeted levy amount is \$142,560 for seal coat applications. This amount includes staff engineering and contingency costs.

Originating Department:

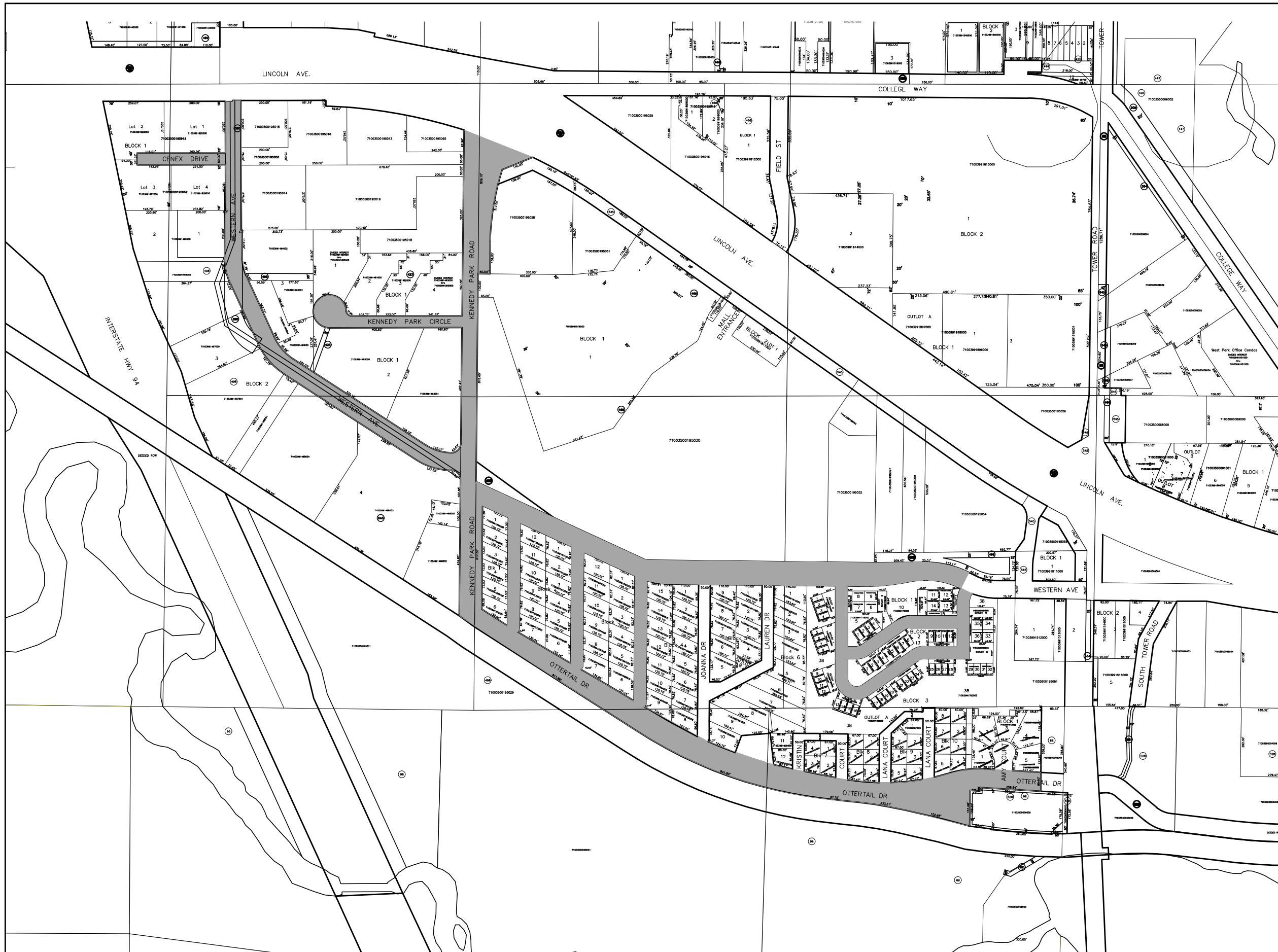
Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

2022 Seal Coat Location Map



NOTES

1. INLET PROTECTION FOR ALL EXISTING CATCH BASINS SHALL BE INPLACE PRIOR TO SEAL COAT.
2. ALL CONSTRUCTION RELATED TRAFFIC CONTROL SHALL BE IN PLACE PRIOR OF SEAL COATING.

= SEAL COAT STREETS

REVISION			
No.	Date	By	Description

CITY PROJ. NO.	PUB. IMP. NO.	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DESIGN	5354	
BIT. AREA =		
CHECKED BY: _____	DRAWN BY: _____	CITY ENGINEER
		DATE: _____ 2022 REG. NO. 48363

CITY OF FERGUS FALLS, MINNESOTA
ENGINEERING DEPARTMENT

SEAL COAT LOCATIONS
Sheet No. of Sheets

State Proj. No.



Council Action Recommendation

Page 1 of 1

Meeting Date: April 18, 2022

Subject: Community Arena Summer Ice Rates

Recommendation: Approve rental rates for summer ice at the Community Arena and approve the related user group contracts.

Background/Key Points:

The City will be providing summer ice for the Community Arena through a 3-month rental of a temporary chiller system. The estimated costs for rental and installation is \$99,500. The Fergus Falls Hockey Association (FFHA), the Fergus Falls Skating Club (FFSC), the High School Boys (HSB) booster club, and the High School Girls (HSG) booster club have agreed to finance the rental and installation of the chiller system (\$78,500). The City will also participate in the cost of the permanent connections for the chiller (\$21,000). The FFSC is requesting the ability to pay their contribution of \$7,500 over a 3-year period.

The estimated operating costs of the arena for the 3 months is \$53,000. The City will invoice the users on a monthly basis. The following rental rates will apply to summer ice:

- \$175/hour for the FFHA, FFSC, HSB, & HSG
- \$195/hour for all other users

After the summer ice season, the City will reconcile the actual revenue and expenditures related to summer ice and refund or invoice the FFHA, FFSC, HSB, & HSG for the difference.

Budgetary Impact: The City will expend \$21,000 from the Community Arena capital outlay account and collect rental for the remaining costs.

Originating Department: Finance

Respectfully Submitted: Bill Sonmor, Finance Director

Attachments:
Summer Ice Agreements

FERGUS FALLS COMMUNITY ARENA SUMMER LEASE AGREEMENT

THIS LEASE AGREEMENT (“LEASE”) is made as of April ___ 2022, by and between the CITY OF FERGUS FALLS, a Minnesota municipal corporation (“GRANTOR”), and the Fergus Falls Hockey Booster Club - Boys (“GRANTEE”).

During the term of this Lease, the leased area shall consist of 1 sheet of ice located in the North Arena, also generally described as the practice arena, and its related facilities and amenities located at the Fergus Falls Community Arena, 340 Friberg Avenue, Fergus Falls, Minnesota. Grantor and Grantee further agree as follows:

1. Grant of Use. Grantor hereby grants to Grantee a lease to use the North Arena at such times as scheduled by Grantor and pursuant to the terms and conditions of this Lease and the User Agreement.
2. Scheduled Use. Grantor will attempt to schedule Grantee’s use of the North Arena at times and for such durations as requested by Grantee.
3. Payment. Grantee agrees to pay to Grantor \$1,250.00 (with no interest) for capital and chiller rental due on or before July 1, 2022.

In addition, Grantee agrees to pay Grantor an hourly ice rental rate of \$175.00 per hour for its actual use of the North Arena during the term of this Lease and its proportionate portion of Grantor’s actual operational expenses for the North Arena during the term of this Lease. Grantor shall reconcile its actual costs of providing ice and related services to all users of the North Arena during the term of this Lease based upon each user’s proportionate hourly use. Grantor shall invoice Grantee these costs which shall be paid within 30 days.

4. Term. The term of this Lease is for three months commencing on June 1, 2022 and terminating on August 31, 2022.

IN WITNESS WHEREOF, the parties hereto have entered this Lease as of the date first above written.

CITY OF FERGUS FALLS

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this _____ day of April 2022, by Ben Schierer and Andrew Bremseth the Mayor and City Administrator, respectively, of the City of Fergus Falls, on behalf of the City.

Notary Public

FERGUS FALLS HOCKEY BOOSTER CLUB

By _____
Its President

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged to before me this ____ day of _____, 2022, by _____ President of Fergus Falls Hockey Booster Club – Boys on behalf of the Club.

Notary Public

FERGUS FALLS COMMUNITY ARENA SUMMER LEASE AGREEMENT

THIS LEASE AGREEMENT (“Lease”) is made as of April ___ 2022, by and between the CITY OF FERGUS FALLS, a Minnesota municipal corporation (“Grantor”), and FERGUS FALLS HOCKEY ASSOCIATION, a Minnesota non-profit corporation that is a tax-exempt charitable organization under Section 501(c) of the Internal Revenue Code of 1986, as amended (“Grantee”).

Grantor and Grantee are parties to the Fergus Falls Community Arena User Agreement dated December 17, 2013 (“User Agreement”) which permits the Grantee to lease the Arena and Facilities at other times, including summer months, as agreed upon by the parties. This lease is entered into by the parties to provide the Grantee additional use of the Arena and Facilities during the summer months as more fully set forth herein. Grantor has entered into other user agreements with other arena users.

During the term of this Lease, the leased area shall consist of 1 sheet of ice located in the North Arena, also generally described as the practice arena, and its related facilities and amenities located at the Fergus Falls Community Arena, 340 Friberg Avenue, Fergus Falls, Minnesota. Grantor and Grantee further agree as follows:

1. **Grant of Use.** Grantor hereby grants to Grantee a lease to use the North Arena at such times as scheduled by Grantor and pursuant to the terms and conditions of this Lease and the User Agreement.
2. **Scheduled Use.** Grantor will attempt to schedule Grantee’s use of the North Arena at times and for such durations as requested by Grantee.
3. **Payment.** Grantee agrees to pay to Grantor its actual costs of renting and installing a chiller estimated at **\$68,469 .00** and calculated as follows:
 - a. Chiller Rental for the Term **\$73,350.00**
 - b. Chiller Installation **\$3,169** calculated as follows \$24,169.00 quote for chiller installation by Commercial Refrigeration Systems less **\$21,000.00** paid for by Grantor.
 - c. Contingency **\$1,950.00.**
 - d. Disconnection Costs **\$120.00/hour.**
 - e. Less **\$7,500.00** to paid by FFSC association.
 - f. Less **\$2,500.00** to be paid by Maroon and Gold Booster Clubs.

In addition, Grantee agrees to pay Grantor an hourly ice rental rate of \$175.00 per hour for its actual use of the North Arena during the term of this Lease and its proportionate portion of Grantor’s actual operational expenses for the North Arena during the term of this Lease. Grantor shall reconcile its actual costs of providing ice and related services to all users of the North Arena during the term of this Lease based upon each user’s proportionate hourly use. Grantor shall invoice Grantee these costs which shall be paid within 30 days.

4. Term. The term of this Lease is for three months commencing on June 1, 2022 and terminating on August 31, 2022.

IN WITNESS WHEREOF, the parties hereto have entered into this Lease as of the date first above written.

CITY OF FERGUS FALLS

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Ben Schierer and Andrew Bremseth the Mayor and City Administrator, respectively, of the City of Fergus Falls, on behalf of the City.

Notary Public

FERGUS FALLS HOCKEY ASSOCIATION

By _____
Its President

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged to before me this ____ day of _____, 2022, by _____ President of Fergus Falls Hockey Association on behalf of the Association.

Notary Public

FERGUS FALLS COMMUNITY ARENA SUMMER LEASE AGREEMENT

THIS LEASE AGREEMENT (“LEASE”) is made as of April ___ 2022, by and between the CITY OF FERGUS FALLS, a Minnesota municipal corporation (“GRANTOR”), and FERGUS FALLS SKATING CLUB, a Minnesota non-profit corporation that is a tax-exempt charitable organization under Section 501(c) of the Internal Revenue Code of 1986, as amended (“GRANTEE”).

Grantor and Grantee are parties to the Fergus Falls Community Arena User Agreement dated December 17, 2013 (“User Agreement”) which permits the Grantee to lease the Arena and Facilities at other times, including summer months, as agreed upon by the parties. This lease is entered into by the parties to provide the Grantee additional use of the Arena and Facilities during the summer months as more fully set forth herein. Grantor has entered into other user agreements with other arena users.

During the term of this Lease, the leased area shall consist of 1 sheet of ice located in the North Arena, also generally described as the practice arena, and its related facilities and amenities located at the Fergus Falls Community Arena, 340 Friberg Avenue, Fergus Falls, Minnesota. Grantor and Grantee further agree as follows:

1. **Grant of Use.** Grantor grants to Grantee a lease to use the North Arena at such times as scheduled by Grantor and pursuant to the terms and conditions of this Lease and the User Agreement.
2. **Scheduled Use.** Grantor will attempt to schedule Grantee’s use of the North Arena at times and for such durations as requested by Grantee.
3. **Payment.** Grantee agrees to pay to Grantor \$7,500.00 (with no interest) for capital and chiller rental payable as follows:

\$2,500.00 due on or before July 1, 2022.

\$2,500.00 due on or before July 1, 2023.

\$2,500.00 due on or before July 1, 2024.

In addition, Grantee agrees to pay Grantor an hourly ice rental rate of \$175.00 per hour for its actual use of the North Arena during the term of this Lease and its proportionate portion of Grantor’s actual operational expenses for the North Arena during the term of this Lease. Grantor shall reconcile its actual costs of providing ice and related services to all users of the North Arena during the term of this Lease based upon each user’s proportionate hourly use. Grantor shall invoice Grantee these costs which shall be paid within 30 days.

4. **Term.** The term of this Lease is for three months commencing on June 1, 2022 and terminating on August 31, 2022.

IN WITNESS WHEREOF, the parties hereto have entered this Lease as of the date first above written.

CITY OF FERGUS FALLS

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Ben Schierer and Andrew Bremseth the Mayor and City Administrator, respectively, of the City of Fergus Falls, on behalf of the City.

Notary Public

FERGUS FALLS SKATING CLUB

By _____
Its President

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged to before me this ____ day of _____, 2022, by _____ President of Fergus Falls Skating Club on behalf of the Club.

Notary Public

FERGUS FALLS COMMUNITY ARENA SUMMER LEASE AGREEMENT

THIS LEASE AGREEMENT (“LEASE”) is made as of April ___ 2022, by and between the CITY OF FERGUS FALLS, a Minnesota municipal corporation (“GRANTOR”), and the Fergus Falls Hockey Booster Club - Girls (“GRANTEE”).

During the term of this Lease, the leased area shall consist of 1 sheet of ice located in the North Arena, also generally described as the practice arena, and its related facilities and amenities located at the Fergus Falls Community Arena, 340 Friberg Avenue, Fergus Falls, Minnesota. Grantor and Grantee further agree as follows:

1. Grant of Use. Grantor hereby grants to Grantee a lease to use the North Arena at such times as scheduled by Grantor and pursuant to the terms and conditions of this Lease and the User Agreement.
2. Scheduled Use. Grantor will attempt to schedule Grantee’s use of the North Arena at such times and for such durations as requested by Grantee.
3. Payment. Grantee agrees to pay to Grantor \$1,250.00 (with no interest) for capital and chiller rental due on or before July 1, 2022.

In addition, Grantee agrees to pay Grantor an hourly ice rental rate of \$175.00 per hour for its actual use of the North Arena during the term of this Lease and its proportionate portion of Grantor’s actual operational expenses for the North Arena during the term of this Lease. Grantor shall reconcile its actual costs of providing ice and related services to all users of the North Arena during the term of this Lease based upon each user’s proportionate hourly use. Grantor shall invoice Grantee these costs which shall be paid within 30 days.

4. Term. The term of this Lease is for three months commencing on June 1, 2022 and terminating on August 31, 2022.

IN WITNESS WHEREOF, the parties hereto have entered this Lease as of the date first above written.

CITY OF FERGUS FALLS

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this _____ day of April 2022, by Ben Schierer and Andrew Bremseth the Mayor and City Administrator, respectively, of the City of Fergus Falls, on behalf of the City.

Notary Public

FERGUS FALLS HOCKEY BOOSTER CLUB

By _____
Its President

STATE OF MINNESOTA)
)
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged to before me this ____ day of _____, 2022, by _____ President of Fergus Falls Hockey Booster Club – Girls on behalf of the Club.

Notary Public



Committee of the Whole Memorandum

Page 1 of 1

Meeting Date: April 13, 2022 – Committee of the Whole

Subject: Zoning Ordinance Update – “Transitional Housing” Use

Background/Key Points: Last summer a community organization, Welcome House, sought to purchase a dwelling to operate transitional housing for pregnant women. The organization’s proposed use would have had more than five unrelated people living together. Therefore, it was not considered to be an allowable use of the property in that zoning district (which was R-1, One-Family Residence District).

The organization later changed direction but the Planning Commission identified this housing type as a community need and wanted to explore how to allow for something like it in the zoning code. The City Council and Planning Commission formed a joint subcommittee to work through questions about where such a use could be appropriate in the City.

The subcommittee met twice in January 2022 and recommended language for the Planning Commission’s consideration. The Planning Commission held a public hearing on March 28, 2022. The Planning Commission’s recommended text is attached but broadly summarized includes the following:

- Adds a conditional use permit (CUP) path for transitional housing in any residential or industrial zone. Transitional housing would be allowed in any business zone but would need to be on the second floor and above.
- Transitional housing is limited to being operated by certain entities.
- The number of people in a dwelling would be subject to health and safety related codes and not the zoning code’s definition of a “family.”
- A parking standard is established. If an organization wanted to provide fewer parking spaces they could request a variance in addition to the CUP application.
- If the housing ceases to be appropriately licensed the City may begin proceedings to revoke the CUP as provided in the zoning ordinance.

At the April 13 Committee of the Whole, staff will summarize the transitional housing concept and answer questions.

Attachments: Ordinance Revisions to Zoning Code §154.002 Definitions; §154.046 Permitted Uses In All Zones and Districts; and §154.203 Required Number of Off-Street Parking Spaces.

Budgetary Impact: None

Originating Department: Community Development

Respectfully Submitted: Karin Flom, City Planner

Red Text represents the additions under consideration.

§ 154.002 DEFINITIONS.

Transitional Housing. A residential facility operated by a non-profit organization, government agency, or healthcare agency providing temporary housing for at least 30 days up to 24 months for individuals requiring support before moving to permanent housing. Services provided to residents may be on or off site. Transitional housing does not include licensed residential care facilities or other state licensed facilities described in §154.046(A) and (B).

§ 154.046 PERMITTED USES IN ALL ZONES AND DISTRICTS.

(C) Transitional Housing is permitted as a conditional use in all residential and industrial zones and districts. Transitional housing is also permitted as a conditional use in any business district provided it is located on the second floor or above. Transitional housing is subject to the following:

- (1) The dwelling unit supports the proposed maximum number of occupants.
 - a. For the purposes of determining maximum occupancy, transitional housing is exempt from the definition of “family” in §154.002.
- (2) Adequate off-street parking is provided as required by §154.203.
- (3) There is adequate staffing and management.
- (4) Every dwelling shall be registered as required in Chapter 117, Rental Units.
- (5) Failure by the operating non-profit, government, or healthcare agency to obtain or maintain any design, operating, or licensing required by any agency having jurisdiction shall be cause for revocation of the conditional use permit following the procedure in §154.019(I).

§ 154.203 REQUIRED NUMBER OF OFF-STREET PARKING SPACES.

(B) The minimum number of required off-street parking spaces for the following uses shall be as follows.

- (33) Transitional housing shall have one parking space for each employee on duty on site; plus one parking space per two persons based upon the facility’s maximum occupants.

ORDINANCE NO. 27, 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 March 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:

That part of Lot 3, Block 1, WESTGATE, according to the recorded plat thereof, described as follows:

Commencing at the southeast corner of said Lot 3; thence North 00 degrees 05 minutes 42 seconds West, assumed bearing along the easterly line of said Lot 3, a distance of 237.08 feet; thence South 73 degrees 26 minutes 46 seconds West, 99.77 feet to a point hereinafter referred to as Point "A"; thence continuing South 73 degrees 26 minutes 46 seconds West 12.00 feet; thence North 21 degrees 09 minutes 33 seconds West 51.28 feet to a point hereinafter referred to as Point "B"; thence continuing North 21 degrees 09 minutes 33 seconds West 145.17 feet; thence South 89 degrees 54 minutes 18 seconds West 96.59 feet to the northeasterly line of Western Avenue; thence South 24 degrees 37 minutes 08 seconds East, along said northeasterly line of Western Avenue, 182.66 feet to a line bearing South 67 degrees 04 minutes 40 seconds West from aforesaid Point "B", said point also being the point of beginning of the land to be described; thence continuing South 24 degrees 37 minutes 08 seconds East, along said northeasterly line of Western Avenue, 81.11 feet; thence southeasterly, along a tangential curve concave to the northeast, radius 221.49 feet, central angle 07 degrees 33 minutes 41 seconds, 29.23 feet; thence North 65 degrees 18 minutes 25 seconds East 85.69 feet; thence North 24 degrees 19 minutes 34 second West 54.94 feet to aforesaid Point "A"; thence South 73 degrees 26 minutes 46 seconds West 12.00 feet; thence North 21 degrees 09 minutes 33 seconds West 51.28 feet to aforesaid Point "B"; thence South 67 degrees 04 minutes 40 seconds West 79.15 feet to the point of beginning.

The tract contains 0.21 acres more or less, subject to any easements of record.

AND

Together with an easement for ingress and egress purposes being 10.00 feet on either side of the following described line:

Commencing at the southeast corner of said Lot 3; thence North 00 degrees 05 minutes 42 seconds West, assumed bearing along the easterly line of said Lot 3, a distance of 237.08 feet; thence South 73 degrees 26 minutes 46 seconds West 111.77 feet; thence North 21 degrees 09 minutes 33 seconds West 61.28 feet to the point of beginning of the line to be described; thence South 67 degrees 04 minutes 40 seconds West 79.76 feet to the northeasterly line of Western Avenue and there terminating.

AND

Together with and subject to a 20.00 foot perpetual exclusive ingress and egress easement, as described in Document No. 1202022.

should be and is hereby removed from an R-4, Multiple Family Residence District and placed in a B-2, Service 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. 26, EIGHTH SERIES

AN ORDINANCE OF THE CITY OF FERGUS FALLS REPEALING
CITY CODE SECTION 32.28 AND CHAPTER 113 AND AMENDING
CITY CODE SECTIONS 32.26, 35.57, 51.24, 52.19 AND 53.05.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Section 32.28, SISTER CITY COMMISSION, is repealed in its entirety

Section 2. City Code Chapter 113, SMALL VEHICLE PASSENGER SERVICE, is repealed in its entirety

Section 3. City Code Section 32.26, AIRPORT ADVISORY BOARD, is repealed in its entirety, and replaced with the following:

§32.26 NATURAL RESOURCE ADVISORY COMMISSION.

A. There is hereby established a Natural Resource Advisory Commission composed of five (5) members for the City and under the supervision of the Council. All appointments thereto shall be made for a term of two (2) years. The Public Works Director, or his or her designee, is an ex-officio member only and not included in the above number.

B. The duties of the Natural Resource Advisory Commission are as follows:

1. To act in advisory capacity to the Council in all matters pertaining to natural resources in and throughout the City with a goal to enhance and promote the City's natural resources.

2. To make recommendations to the Council on matters involving natural resources.

3. To provide an annual report to the Council as follows:

(a) Submitting a true copy of the minutes of all meetings held during the preceding year.

(b) Submitting a statement of requests for payment; and,

(c) Submitting a report of all activities not set forth in the minutes.

Section 4. City Code Section 35.57 is amended so as to read as follows:

§35.57 ICE, SNOW, DIRT AND REFUSE ON SIDEWALKS.

All ice and snow within 24 hours after it ceases to be deposited thereon, and all dirt and refuse deposited thereon, shall be removed by the owner or occupant of abutting private property if ice, snow, dirt or refuse is not so removed the city may do so and keep a record of the cost attributable to each property.

Section 5. City Code Section 52.19 is amended so as to read as follows:

§ 52.19 REPAIRS OF LEAKS, STOPPAGE, BREAKS, INTERRUPTED SERVICE

(A) It shall be the responsibility of the City to maintain the service pipe from the water main up to and including the curb stop (shut-off valve) within its public right of way. It shall be the responsibility of the property owner to maintain the water line from the curb stop (shut-off valve) into the house or building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his or her service pipe within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water will be shut off and will not be turned on until a reconnection fee has been paid and the water service has been repaired. When the waste of water is great, or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately.

(B) No claim may be made against the City because of any breaking of any watermain, service pipe, or fixture or for any other interruption of supply.

Section 6. City Code Section 53.05 is amended so as to read as follows:

§ 53.05 REPAIRS OF LEAKS OR STOPPAGE

(A) The property owner is responsible for all maintenance and repairs to the sanitary sewer service line between the sewer main and the building being served.

(B) The costs to restore bituminous and curb and gutter for any maintenance or repair that requires excavation into a paved street shall be paid by the City provided the service pipe failure was not due to misuse by the occupants or users of the building being served. The City's costs only apply to restoring the street bituminous layer back to a paved street including curb and gutter and shall not include excavation, filling or replacement or repair of service lines.

(C) No claim may be made against the City because of any breaking of any service pipe or fixture or for interruption of services.

Section 7. City Code Section 51.24 is amended so as to read as follows:

§51.24 NON-RESIDENT DISPOSAL OF REFUSE

A. No person shall bring refuse for disposal into the City unless authorized to do so by the City Council.

Section 8. 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, City Code Sections 32.26, 32.28, 35.57, 51.24, 52.19, 53.05 and Chapter 113 have been changed by Ordinance No. 26, 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. 26, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS FALLS
REPEALING CITY CODE SECTION 32.28 AND
CHAPTER 113 AND AMENDING CITY CODE
SECTIONS 32.26, 35.57, 51.24, 52.19 AND 53.05.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 26, Eighth Series, is as follows:

Section 1 repeals City Code Section 32.28, Sister City Commission.
Section 2 repeals City Code Chapter 113, Small Vehicle Passenger Service.

Section 3 repeals City Code Section 32.26, Airport Advisory Board, and replaces it with Natural Resource Advisory Commission.

Section 4 amends City Code Section 35.57, Ice, Snow, Dirt and Refuse on Sidewalks.

Section 5 amends City Code Section 52.19, Repairs of Leaks, Stoppage, Breaks, Interrupted Service.

Section 6 amends City Code Section 53.05, Repairs of Leaks or Stoppage.

Section 7 amends City Code Section 51.24, Non-Resident Disposal of Service.

Section 8 provides for 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 _____, 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.

barb/clients/city/ord26

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

AT&T MOBILITY	DATA PLANS	55.94
AT&T MOBILITY	IPADS & CELL PHONE DATA	715.88
ADMINISTRATOR'S CONTINGENCY FD	MAR RECORD VARIANCE/1203 W LIN	46.00
ADMINISTRATOR'S CONTINGENCY FD	MAR RECORD VARIANCE/2001 W LIN	46.00
ADMINISTRATOR'S CONTINGENCY FD	MARCH DANGEROUS DOG TAGS	15.00
ADMINISTRATOR'S CONTINGENCY FD	MARCH RECORD ORDINANCE #20	46.00
ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	1,075.69
AMERICAN TEST CENTER	APR OVERHEAD HOIST/CRANE INSPE	235.00
AMERICAN TEST CENTER	MARCH LADDER TESTING	1,875.00
SEAN ANDERSON	CLEANING WEEKS OF MAR 28-APR 4	410.78
AUTO VALUE - FERGUS FALLS	APR 3/8" PRESS WASHER COUPLER	14.99
BANKCARD CENTER	AMEM ANNUAL DUES	100.00
BANKCARD CENTER	BADGE STICKERS	350.27
BANKCARD CENTER	BOERHAVE PRINTER	418.90
BANKCARD CENTER	CEDERBERG UNIFORM PURCHASE	70.00
BANKCARD CENTER	CREATIVE CLOUD RENEWAL	52.99
BANKCARD CENTER	DRUG TESTING KITS	190.93
BANKCARD CENTER	FATS MACHINE AIR CARTRIDGES	19.41
BANKCARD CENTER	FLAG POLE PARTS/CITY HALL	18.60
BANKCARD CENTER	FURNACE FILTERS	109.75
BANKCARD CENTER	GOOGLE STORAGE	9.99
BANKCARD CENTER	IT JOB POSTINGS	310.00
BANKCARD CENTER	LABOR/INDUSTRY LIC.FEE	100.00
BANKCARD CENTER	LIEN DMT REFRESHER CLASS FEE	75.00
BANKCARD CENTER	MAR KVM SWITCH,FORECAST STATIO	78.95
BANKCARD CENTER	MARCH APPY PIE LLC	60.00
BANKCARD CENTER	MARCH BROTHER GENUINE DRUMS	170.96
BANKCARD CENTER	MARCH DOLLY W/RUBBER CASTERS	59.99
BANKCARD CENTER	MARCH HOVE WILDLIFE ACADEMY	410.00
BANKCARD CENTER	MARCH KNOX BOX W/TAX	496.24
BANKCARD CENTER	MARCH PEER SUPPORT TRAIN-LODGE	208.44

General

BANKCARD CENTER	MARCH PRESSURE WASHER GUN	115.98
BANKCARD CENTER	MARCH PS2 ADAPTER, TONER	53.96
BANKCARD CENTER	MARCH SHIPPING FOR ARM LOCK	12.90
BANKCARD CENTER	MARCH THUMB DRIVES	100.06
BANKCARD CENTER	MARCH TRUCK EQUIPMENT-CLEVIS	11.98
BANKCARD CENTER	MARCH UNIFORMS	162.15
BANKCARD CENTER	MARCH 2-TON TRIPOD UNDER HOIST	184.59
BANKCARD CENTER	MILLER CLASS FEE	75.00
BANKCARD CENTER	MISC PURCHASES	112.97
BANKCARD CENTER	MONTHLY ADOBE MEMBERSHIP	10.78
BANKCARD CENTER	MOULTRIE MONTHLY	9.99
BANKCARD CENTER	PITNEY BOWES LEASE	243.00
BANKCARD CENTER	POSTAGE-RETURN LAPTOP	55.46
BANKCARD CENTER	SANITIZING WIPES	50.45
BANKCARD CENTER	THERMOMETER,MISC SEEDS	45.28
BANKCARD CENTER	THUMB DRIVE-CELL PHONE DUMPS	171.02
BANKCARD CENTER	VOL.REGULATOR CITY HALL BATH R	17.68
BANKCARD CENTER	WEST TRAINING CLASS FEE	400.00
BANKCARD CENTER	03/18/22-03/17/23 ZOOM RENEWAL	149.90
BANKCARD CENTER	2020 MN PLUMBING CODE MANUAL	112.90
BANKCARD CENTER	222 E BEECH SENT AGREEMENT	44.90
BANKCARD CENTER	634 W STANTON SENT AGREEMENT	44.90
BIG AXX LLC	BLADE SHARPENING	60.00
BIG AXX LLC	SHIPPING	55.00
TODD BJERKLIE	2022 SAFETY BOOT REIMBURSEMENT	154.99
BOUND TREE MEDICAL LLC	MARCH OXYGEN BAGS	208.99
CENTURYLINK	APRIL TELEPHONE EXPENSE	64.00
CHARTER COMMUNICATIONS	04/02-05/01/22 CABLE	88.10
COLE PAPERS INC	CLEANING SUPPLIES	301.88
COLE PAPERS INC	ICE MELT	12.75
COMMISSIONER OF REVENUE	2022 MARCH SALES TAX	55,970.00
COMPUTER INFORMATION SYSTEMS	CIS MFR RENEWAL/SUPPORT	1,620.00
COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	6.03
COOPERS TECHNOLOGY GROUP	APRIL HANGING FILE FOLDERS	25.24
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES,CORRECT TAPE	11.09
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	4.30
COSSETTE ELECTRIC LLC	APR TROUBLE SHOT TRAFFIC LOOP	89.00
DAILY JOURNAL	MAR PLANNING COMMISSION-WESTER	134.75
DAILY JOURNAL	MARCH PUBLISH ORDINANCE #24	250.25
DAILY JOURNAL	MARCH PUBLISH ORDINANCE #25	182.88
DAILY JOURNAL	MARCH TAX ABATEMENT-NORDICK	115.50
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	95,250.32
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	2,870.95

General

EQUIPMENT FUND	MAR FUEL CHARGES #3002	119.28
EQUIPMENT FUND	MAR FUEL CHARGES #3006	90.85
EQUIPMENT FUND	MAR FUEL CHARGES #3013	88.88
EQUIPMENT FUND	MAR FUEL CHARGES #3019	71.91
EQUIPMENT FUND	MAR FUEL CHARGES #3040	40.67
EQUIPMENT FUND	MAR FUEL CHARGES #3042	36.96
4M FUND	MAR 2022 SERVICE FEE	73.32
FASTENAL COMPANY	APR PARK SAFETY VENDING	72.30
FASTENAL COMPANY	APR SIGN BOLTS/NUTS	28.90
FASTENAL COMPANY	APR STREET SAFETY VENDING	72.30
FASTENAL COMPANY	APR 1/2" FENDER WASHERS MARCIA	17.84
F.F. AREA CHAMBER OF COMMERCE	ECONOMIC DEVELOPMENT SERVICES	460.00
FERGUS FALLS CONVENTION &	FEB 2022 LODGING TAX	9,151.53
FERGUS FALLS CONVENTION &	FEB 2022 LODGING TAX ADMIN	274.55-
FERGUS FALLS CONVENTION &	JAN 2022 LODGING TAX	8,310.88
FERGUS FALLS CONVENTION &	JAN 2022 LODGING TAX ADMIN	249.33-
FERGUS FALLS SKATING CLUB INC	APRIL 2021 REFUND - ICE TIME	1,137.50
FERGUS FALLS SKATING CLUB INC	2021 ARENA COST RECONCILIATION	1,671.42
FERGUS FALLS HOCKEY ASSN	APRIL/MAY 2021 REFUND-ICE	7,865.00
FERGUS FALLS HOCKEY ASSN	2021 ARENA COST RECONCILIATION	5,522.95
GALLS LLC	DUENOW UNIFORM PURCHASE	316.79
GALLS LLC	MATTER UNIFORM PURCHASE	73.49
GALLS LLC	RENNER UNIFORM PURCHASE	100.71
GENERAL FUND	MARCH COPIER USE	462.08
GENERAL FUND	MARCH LONG DISTANCE CHARGES	143.74-
GENERAL FUND	MARCH POSTAGE USE	289.43
GENERAL FUND	TRANSFER MARCH COPIER USE	588.88-
GENERAL FUND	TRANSFER MARCH POSTAGE USE	854.58-
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	2,156.04
GUARDIAN	APRIL DENTAL PREMIUM	3,560.76
TROY HAUGE	2022 SAFETY BOOT REIMBURSEMENT	183.99
HOME DEPOT CREDIT SERVICES	APR DRILL BIT SET	24.97
HOME DEPOT CREDIT SERVICES	APR SS CLAMPS/1/2" PEX PIPE	26.45
HOME DEPOT CREDIT SERVICES	APR TOOLS/SUPPLIES UNIT 43	128.90
HOME DEPOT CREDIT SERVICES	APRIL FJ FLUSH HDWH, SHIMS	128.56
HOME DEPOT CREDIT SERVICES	MAR QUIKRETE/4X4 BOARDS	72.96
HOME DEPOT CREDIT SERVICES	MARCH #10 EXTRA THICK WAX RING	15.92
HOME DEPOT CREDIT SERVICES	MARCH DYNAFLEX 230 WHITE	5.48
HOME DEPOT CREDIT SERVICES	MARCH HDX 2 GALLON SPRAYER	15.97
HOME DEPOT CREDIT SERVICES	MARCH PVC BRICK SET, EXT SG,	79.90
HOME DEPOT CREDIT SERVICES	MARCH 32"X80" RH BASIC FLUSH	249.08
ISD #544	2021 ARENA COST RECONCILIATION	4,796.25
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	151.84

General

KREKELBERG LAW FIRM	10/25/21-04/08/22 LEGAL FEES	570.00
LAKE REGION ELECTRIC COOP	MARCH ELECTRICITY EXPENSE	2,350.47
LAKE REGION ELECTRIC COOP	MARCH/SNOW REMOVAL/EQUIP BLDG	101.00
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/22005237 HESSLING	96.00
LAKE REGION HEALTHCARE CORP	MARCH PRE-EMPLOY DRUG SCREEN	75.00
LEAGUE OF MINNESOTA CITIES	2022 LMC ANNUAL CONFERENCE	798.00
LOCATORS & SUPPLIES INC	APR 28" TRAFFIC CONES	949.50
LOCATORS & SUPPLIES INC	MARCH EYEWASH WATER PRESERVATI	16.99
LOCATORS & SUPPLIES INC	MARCH KEYSTONE DRIVE GLOVE	54.95
VICTOR LUNDEEN COMPANY	PROPERTY RECEIPT BOOKS	465.10
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	142.45
MARCO TECHNOLOGIES LLC	CAMERA SYSTEM SERVER UPGRADE	572.75
MARCO TECHNOLOGIES LLC	03/27-04/27/22 COPIER RENT	617.94
MCMASTER-CARR SUPPLY CO	APR FLAT BAR TO MAKE SQUARE	201.87
MCMASTER-CARR SUPPLY CO	APR SEALED BALL BEARING CART	43.71
MN DEPT OF PUBLIC SAFETY	CJDN ACCESS FEE	390.00
MINNKOTA ENVIROSERVICES INC	MARCH SHREDDING	35.00
MOBOTREX INC	APR 12" LED RED TRAFFIC LIGHTS	212.00
NEW HORIZONS ENERGY	APRIL PROPANE-SRE BUILDING	660.87
NYCKLEMOE & ELLIG, P.A.	APRIL PROSECUTING SERVICES	9,225.00
OFFICE OF MNIT SERVICES	MARCH INTERNET SERVICE	274.48
OTTER TAIL COUNTY DET-ST'S	WORK AT ARENA 1/19-3/11	201.00
OTTER TAIL POWER COMPANY	MARCH ELECTRIC/522 E HAMPDEN	14.30
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	32,628.02
OTTER TAIL POWER COMPANY	FEBRUARY SUMMER JOBS FLYERS	481.87
OTTER TAIL TELCOM	APR. TELEPHONE LINES	2,388.39
OTTER TAIL TELCOM	APRIL ADDITIONAL LISTING	10.00
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	677.14
OTTER TAIL TELCOM	APRIL TELEPHONE LINES	197.28
OTTER TAIL TELCOM	MARCH LONG DISTANCE	6.69
PEMBERTON LAW, P.L.L.P.	MARCH ADMIN CONSULTATION	145.00
WILLIAM PETERSEN	APRIL JANITORIAL SERVICES	950.00
POLICE DEPT CONTINGENCY FUND	BERGREN TRAVEL EXPENSES	71.98
POLICE DEPT CONTINGENCY FUND	ELDIEN/BERGREN MPOA DUES	100.00
POLICE DEPT CONTINGENCY FUND	MATTSON UNIFORM PURCHASE	251.81
POLICE DEPT CONTINGENCY FUND	SONSTEBO UNIFORM PURCHASE	474.40
QUADIENT LEASING USA INC	02/22-05/01/22 LEASE PAYMENT	145.41
REACH MEDIA NETWORK	2022 PLAYER LICENSE RENEWAL	350.00
SHI INTERNATIONAL CORP	REPLACEMENT GIS DISK DRIVE	289.50
SKY CREW SERVICES, LLC	MAY MANAGEMENT FEES	5,500.00
SPEE*DEE DELIVERY SERVICE INC	SHIPPING FEES	36.10
STATE TREASURER	1ST QTR 2022 SURCHARGE	1,969.34
STATE TREASURER	1ST QTR 2022 SURCHARGE RETEN	78.77-

General

STEIN'S INC	FEB PRESSURE GUN GREEN DOT	96.25
STENERSON BROTHERS LUMBER CO	1 X 4 X 8 TREATED	12.24
STENERSON BROTHERS LUMBER CO	1 X 8 X 10 TREATED	13.74
SUMMIT COMPANIES	SR CENTER FIRE ALARMS	105.00
ULINE	HANDI MOVER 19X29"	130.18
VERIZON WIRELESS	CELL/AIR CARDS 3/2-4/1	1,083.59
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/01F020638	66,295.22-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/01F030637	182,540.86-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/13063DC48	46,929.47-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3133B6UE8	152,060.94-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3137FBU79	317,657.88-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140LE7H4	300,856.55-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3620AUSK1	.01-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3620A7UTO	.75-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/6775224J0	46,975.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/831641FT7	195,000.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/91282CEC1	297,717.89-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/97705MXE0	30,000.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVESTMENTS - MAR	3,272,069.14
MARK WICK	2022 SAFETY BOOT REIMBURSEMENT	185.00
WIMACTEL INC	APRIL TELEPHONE EXPENSE	132.00
	F U N D T O T A L	1,915,524.66

P.A. General

ATLAS OUTDOOR SERVICES LLC	APRIL/CBHH SNOW/LAWN CARE	1,000.00
COOPERS TECHNOLOGY GROUP	REMODELING OF OFFICES AT CBHH	1,266.00
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	8.11
GENERAL FUND	MARCH COPIER USE	37.70
GENERAL FUND	MARCH LONG DISTANCE CHARGES	8.20
GENERAL FUND	MARCH POSTAGE USE	4.11
JOHNSON CONTROLS INC	MONTHLY MAINT -HVAC MAR	501.17
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	3.30
OTTER TAIL CO. TREASURER'S OFC	ARMY RES BLDG 71003991432008	546.00
OTTER TAIL CO. TREASURER'S OFC	1ST HALF FARM 71003995001000	459.00
OTTER TAIL CO. TREASURER'S OFC	1ST HALF NORG 71002995001000	2,395.00
OTTER TAIL CO. TREASURER'S OFC	1ST HALF RACE 71003995007000	846.00
OTTER TAIL CO. TREASURER'S OFC	2022 CBHH 71004500023006	1,092.00

P.A. General

OTTER TAIL TELCOM	APR. TELEPHONE LINES	6.48
SUMMIT COMPANIES	MONTHLY MONITORING -APR	32.50
SUMMIT COMPANIES	QTRLY FIRE ALARM INSPECTION	828.00
UGSTAD PLUMBING INC	BOILER/GEN CK 03/29/22	90.00
UGSTAD PLUMBING INC	MONTHLY MAINT -PLBG & HTG MAR	90.00
	F U N D T O T A L	10,322.19

Regional Treatment Center-City Operated

BANKCARD CENTER	RTC CUUDE BACK DIGITAL	20.00
HOME DEPOT CREDIT SERVICES	APR BATTERIES FOR USE AT RTC	28.74
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	192.68
	F U N D T O T A L	241.42

Public Library

ADMINISTRATOR'S CONTINGENCY FD	MARCH BOOKS	36.98
ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	7.70
BC WOODSHOP	TURNTABLE CABINET VINYL LISTEN	750.00
BAKER & TAYLOR INC	BOOKS	1,986.92
BAKER & TAYLOR INC	FREIGHT SURCHARGE	19.88
BAKER & TAYLOR INC	PROCESSING BOOKS	90.09
BANKCARD CENTER	MARCH BOOKS	599.48
BANKCARD CENTER	MARCH DIGITAL MATERIALS	143.60
BANKCARD CENTER	MARCH DVD'S	880.35
BANKCARD CENTER	MARCH GODADDY.COM RENEWAL	19.17
BANKCARD CENTER	MARCH GOOGLE STORAGE RENEWAL	19.99
BANKCARD CENTER	MARCH OPERATING SUPPLIES	102.94
BANKCARD CENTER	MARCH POSTAGE	92.80
BATTLE LAKE REVIEW	BIG READ NEWSPAPER AD	200.00
BLACKSTONE PUBLISHING	AUDIO BOOKS	30.91
DAILY JOURNAL	BIG READ NEWSPAPER AD	770.00
DEMCO EDUCATIONAL CORP	BOOK COVERING MATERIALS	92.56
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	9,267.92
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	54.08

Public Library

GAZETTE PUBLISHING INC	BIG READ UPCOMING EVENTS	178.50
GENERAL FUND	MARCH LONG DISTANCE CHARGES	42.26
GRAINGER INC	MAR AIR FILTER, FILTER PADS	291.60
GRANT COUNTY HERALD	BIG READ NEWSPAPER AD	210.00
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	107.41
KADDATZ GALLERIES LTD	BIG READ ART SUPPLIES	49.48
LAKE REGION HEALTHCARE CORP	MARCH PRE-EMPLOY DRUG SCREEN	75.00
LEIGHTON BROADCASTING INC	BIG READS RADIO AD	300.00
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	17.88
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	4,037.53
OTTER TAIL TELCOM	APR. TELEPHONE LINES	71.30
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	145.12
TAG-UP	NAME TAGS	6.00
US BANK EQUIPMENT FINANCE	03/21-04/21/22 COPIER LEASE	551.70
	F U N D T O T A L	21,249.15

Bigwood Event Center

A-1 LOCK & KEY LLC	APR 5/8" CAMLOCK REPLACED	74.00
ARAMARK	MARCH LINEN SUPPLY	71.22
BANKCARD CENTER	MARCH BEVERAGE EXPENSE	3.99
BANKCARD CENTER	MARCH EVENT STAFF LODGING	280.00
BANKCARD CENTER	MARCH MAINTENANCE SUPPLIES	306.39
BANKCARD CENTER	MARCH MEETING-LODGING	340.94
BANKCARD CENTER	MARCH OFFICE SUPPLIES	765.83
BANKCARD CENTER	MARCH OPERATING SUPPLIES	86.94
COMMISSIONER OF REVENUE	2022 MARCH SALES TAX	58.62
COOPERS TECHNOLOGY GROUP	APR D-RING BINDER,3-HOLE PUNCH	83.52
COSSETTE ELECTRIC LLC	BIGWOOD KITCHEN SWITCHES,RECEP	594.48
COSSETTE ELECTRIC LLC	BIGWOOD,SITE WORK	653.96
COSSETTE ELECTRIC LLC	BIGWOOD,TV RECEPTACLES ADDED	919.75
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	1,734.72
GENERAL FUND	MARCH LONG DISTANCE CHARGES	18.07
INNFORMATION SYSTEMS	INNFORMATION WEB BACKUP/HOSTING	45.00
INNFORMATION SYSTEMS	INNFORMATION WEB MULTI-PROPERTY	45.00
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	360.00
LAKE REGION HEALTHCARE CORP	MARCH PRE-EMPLOY DRUG SCREEN	150.00
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	2.75
MARCO TECHNOLOGIES LLC	03/29-04/29/22 COPIER RENT	194.86

Bigwood Event Center

OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	1,896.54
OTTER TAIL TELCOM	APR. TELEPHONE LINES	19.45
OTTER TAIL TELCOM	APRIL INTERNET ACCESS	163.59
OTTER TAIL TELCOM	BIGWOOD NETWORK LINE	179.40
ROASTED	APRIL MEALS	1,125.00
SELAND'S FLOOR COVERING	BEIGE CARPET 2 ROLLS 240'	505.84
SHERWIN WILLIAMS CO	APR PAINT/SUPPLIES BIGWOOD	130.50
SUMMIT COMPANIES	BIGWOOD ANN. ALARM INSPECTION	625.00
	F U N D T O T A L	11,435.36

MIF/Small Cities Grant

GENERAL FUND	MARCH COPIER USE	.10
GENERAL FUND	MARCH POSTAGE USE	1.06
	F U N D T O T A L	1.16

IRP Revolving Loan

GENERAL FUND	MARCH COPIER USE	9.34
GENERAL FUND	MARCH POSTAGE USE	24.91
	F U N D T O T A L	34.25

CDBG/HUD Revolving Loan

DOUBLE TREE PROPERTIES LLC	205 E LINCOLN/RAILING-LOAN#954	3,962.33
GENERAL FUND	MARCH COPIER USE	3.90
GENERAL FUND	MARCH POSTAGE USE	.73
	F U N D T O T A L	3,966.96

P.I.R. Bond and Interest 2007

P.I.R. BOND & INTEREST 2007	2022 DEBT SERVICE TRANSFER	500.00-
	F U N D T O T A L	500.00-

P.I.R. Bond and Interest 2009

P.I.R. BOND & INTEREST 2009	2022 DEBT SERVICE TRANSFER	5,775.00-
	F U N D T O T A L	5,775.00-

P.I.R. Bond and Interest 2012B

P.I.R. BOND & INTEREST 2012	2022 DEBT SERVICE TRANSFER	10,800.00-
	F U N D T O T A L	10,800.00-

Capital Improvement

BANKCARD CENTER	MN DOT TRAINING TROY HAUGE	307.47
BOLTON & MENK INC	PROF SERV 2/2/22 THRU 2/4/22	1,085.00
BOLTON & MENK INC	PROF SERV 2/5/22 THRU 3/18/22	4,645.00
COMSTOCK CONSTRUCTION INC	PAY APP. NO. 11	85,920.65
DAILY JOURNAL	MARCH 2022 ST & UTIL IMP #1	192.50
FRONTIER PRECISION INC	EQ FIRMWARE MAINT. THRU 4/8/23	1,534.50
SHENEHON COMPANY	2022 APPRAISAL/DAIRY LCCMR	3,000.00
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	8,145.50
	F U N D T O T A L	104,830.62

P.I.R. Project 2007B

P.I.R. Project 2007B

P.I.R. BOND & INTEREST 2007	2022 DEBT SERVICE TRANSFER	500.00
	F U N D T O T A L	500.00

P.I.R. Project 2009

P.I.R. BOND & INTEREST 2009	2022 DEBT SERVICE TRANSFER	5,775.00
	F U N D T O T A L	5,775.00

P.I.R. Project 2012B

P.I.R. BOND & INTEREST 2012	2022 DEBT SERVICE TRANSFER	10,800.00
	F U N D T O T A L	10,800.00

Airport Capital Improvement

DAILY JOURNAL	MARCH APRON CRACK FILL/REPAIRS	837.39
	F U N D T O T A L	837.39

Liquor Store

THE AMERICAN BOTTLING COMPANY	APRIL/MIX	320.96
ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	448.91
ARTISAN BEER COMPANY	APRIL/BEER	2,350.87
BANKCARD CENTER	MARCH CREDIT MAINTENANCE SUPPL	1,544.11-
BANKCARD CENTER	MARCH/FREIGHT	320.55
BANKCARD CENTER	MARCH/MISC PURCHASES	1,885.62
BELLBOY CORPORATION	APRIL/LIQUOR	8,884.05

Liquor Store

BELLBOY CORPORATION	APRIL/MISC PURCHASES-LIGHTERS	70.00
BELLBOY CORPORATION	APRIL/MIX	327.95
BEVERAGE WHOLESALERS INC	APRIL/BEER	44,946.84
BEVERAGE WHOLESALERS INC	APRIL/MIX	328.76
BEVERAGE WHOLESALERS INC	APRIL/WINE	22.20
BREAKTHRU BEVERAGE MINNESOTA	APRIL/FREIGHT	75.76
BREAKTHRU BEVERAGE MINNESOTA	APRIL/LIQUOR	4,465.48
BREAKTHRU BEVERAGE MINNESOTA	APRIL/MIX	17.05
BREAKTHRU BEVERAGE MINNESOTA	APRIL/WINE	928.00
BREAKTHRU BEVERAGE MINNESOTA	MARCH/FREIGHT	1.45-
BREAKTHRU BEVERAGE MINNESOTA	MARCH/MIX	35.95-
CARLOS CREEK WINERY	APRIL/WINE	7,524.00
CAYAN	MARCH 2022 CR CD FEES	10,730.39
VIKING COCA-COLA BOTTLING CO	MARCH/MIX	267.90
COMMISSIONER OF REVENUE	2022 MARCH SALES TAX	3.26
COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	2.90
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES,CORRECT TAPE	5.32
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	2.06
BRANDON CURRIE	MAR 150TH ANNIVERSARY EXPENSES	1,628.30
D-S BEVERAGES, INC.	APRIL/BEER	29,320.85
D-S BEVERAGES, INC.	APRIL/LIQUOR	250.20
D-S BEVERAGES, INC.	APRIL/MIX	366.66
DAILY JOURNAL	2021 LIQUOR STORE FINANCIALS	385.00
DRUMCONRATH BREWING COMPANY	APRIL/BEER	170.75
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	10,750.44
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	16.57
EZ OPEN GARAGE DOOR	MAR 80% GARAGE DR E LIQ.STORE	1,760.00
GENERAL FUND	MARCH LONG DISTANCE CHARGES	6.22
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	522.41
JACKSON FAMILY TRUCKING LLC	APRIL/FREIGHT	195.00
JOHNSON BROTHERS LIQUOR CO	APRIL/FREIGHT	193.56
JOHNSON BROTHERS LIQUOR CO	APRIL/LIQUOR	2,427.48
JOHNSON BROTHERS LIQUOR CO	APRIL/MIX	177.25
JOHNSON BROTHERS LIQUOR CO	APRIL/WINE	4,183.48
JOHNSON BROTHERS LIQUOR CO	MARCH/FREIGHT	330.76
JOHNSON BROTHERS LIQUOR CO	MARCH/WINE	10,161.20
JUNKYARD BREWING COMPANY LLC	MARCH/BEER	525.00
LAKE REGION HEALTHCARE CORP	MARCH PRE-EMPLOY DRUG SCREEN	37.50
LIQUOR STORE	RECEIPT APRIL RENT	358.00-
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	20.48
MAVERICK WINE LLC	APRIL/FREIGHT	56.00
MAVERICK WINE LLC	APRIL/LIQUOR	12,432.00
MAVERICK WINE LLC	MARCH/FREIGHT	54.00

Liquor Store

MAVERICK WINE LLC	MARCH/LIQUOR	3,926.22
MAVERICK WINE LLC	MARCH/WINE	384.00
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	3,576.76
OTTER TAIL TELCOM	APR. TELEPHONE LINES	74.82
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	292.50
OUTSTATE BREWING COMPANY	APRIL/BEER	1,430.00
OUTSTATE BREWING COMPANY	MARCH/BEER	82.00
OUTSTATE BREWING COMPANY	150TH ANNIVERSARY DESIGN CANS	2,720.00
OUTSTATE BREWING COMPANY	150TH ANNIVERSARY LABEL DESIGN	800.00
PAUSTIS WINE COMPANY	MARCH/FREIGHT	31.25
PAUSTIS WINE COMPANY	MARCH/WINE	3,647.00
PEPSI BEVERAGE COMPANY	APRIL/MIX	461.79
PHILLIPS WINE & SPIRITS CO	APRIL/FREIGHT	355.31
PHILLIPS WINE & SPIRITS CO	APRIL/LIQUOR	18,719.30
PHILLIPS WINE & SPIRITS CO	APRIL/MIX	1,057.56
PHILLIPS WINE & SPIRITS CO	APRIL/WINE	2,177.39
SOUTHERN GLAZER'S OF MN	APRIL/FREIGHT	317.43
SOUTHERN GLAZER'S OF MN	APRIL/LIQUOR	23,347.75
SOUTHERN GLAZER'S OF MN	APRIL/MIX	19.00
SOUTHERN GLAZER'S OF MN	APRIL/WINE	1,894.00
SOUTHERN GLAZER'S OF MN	MARCH/LIQUOR	.17-
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36
TOTAL REGISTER SYSTEMS	MARCH DATALOGIC SCANNER RGB	1,422.70
VER-TECH INC	ANNUAL PM SERVICE ON BALER	324.93
VINOCOPIA INC	MARCH/FREIGHT	53.75
VINOCOPIA INC	MARCH/LIQUOR	1,373.17
VINOCOPIA INC	MARCH/MIX	591.00
VINOCOPIA INC	MARCH/WINE	144.00
WINE MERCHANTS INC	APRIL/WINE	17.33-
WINE MERCHANTS INC	MARCH/FREIGHT	61.61
WINE MERCHANTS INC	MARCH/WINE	5,874.53
	F U N D T O T A L	233,135.06

Refuse Disposal

ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	365.46
BANKCARD CENTER	MAR LID PIN W/COTTER KEY LOCK	181.68
COMMISSIONER OF REVENUE	2022 MARCH SALES TAX	7.81
COMMISSIONER OF REVENUE	2022 MARCH SWMT	28,780.00

Refuse Disposal

COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	1.99
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES,CORRECT TAPE	3.65
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	1.41
WASTE MANAGEMENT	03/16-03/31/22 PRO SERVICES	3,432.94
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	64.21
FASTENAL COMPANY	APR REFUSE SAFETY VENDING	72.30
GENERAL FUND	MARCH LONG DISTANCE CHARGES	.30
JR OIL CO	APR USED OIL FILTER/ANTI-FREEZ	287.50
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	16.50
MARCO TECHNOLOGIES LLC	03/27-04/27/22 COPIER RENT	135.76
OTTER TAIL COUNTY TREASURER	MARCH TIPPING FEES	86,362.42
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	160.92
OTTER TAIL POWER COMPANY	FEBRUARY/SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	APR. TELEPHONE LINES	25.93
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	142.11
QUADIENT LEASING USA INC	02/22-05/01/22 LEASE PAYMENT	48.46
REVTRAK INC	MARCH 2022 CR CD FEES	2,514.03
WASTEWATER TREATMENT FUND	MAR ASH CELL LEACHATE	378.00
WASTEWATER TREATMENT FUND	MAR DEMO LEACHATE	4,826.25
	F U N D T O T A L	142,556.17

Sewage Treatment

ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	224.97
AMERICAN TEST CENTER	APR OVERHEAD HOIST/CRANE INSPE	550.00
BANKCARD CENTER	FEB BATTERY,MULTI PURPOSE LUBE	17.96
BANKCARD CENTER	MAR A21 BW ND HIGH LED	129.70
BANKCARD CENTER	MAR RETURN 150W LED	16.87-
BANKCARD CENTER	MAR 150W LED,BW ND HIGH LED	29.84
BANKCARD CENTER	MARCH CAMERA SNAKE FOR ANDROID	40.99
BANKCARD CENTER	MARCH SPANNER WRENCH	25.20
CENTURYLINK	APRIL TELEPHONE EXPENSE	64.00
COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	3.21
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES,CORRECT TAPE	5.89
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	2.28
CORE & MAIN LP	APR 4" FERNCO STRONGBACKS	375.83
COSSETTE ELECTRIC LLC	APR UNHOOK MOTOR,VALVE PR.BLDG	501.43
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	8,879.56

Sewage Treatment

EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	43.94
FASTENAL COMPANY	APR SEWER SAFETY VENDING	72.30
GENERAL FUND	MARCH LONG DISTANCE CHARGES	21.51
GOODIN COMPANY	APR HALF CPLG, HD PLUG	17.15
GOPHER STATE ONE CALL	MAR BILLABLE TICKETS	18.00
HOME DEPOT CREDIT SERVICES	APR SEWER CAMERA SPLICE/TAPE	17.12
HOME DEPOT CREDIT SERVICES	MAR SEWER DEPT FITTINGS/POLY	34.59
LAKE REGION ELECTRIC COOP	MARCH ELECTRICITY EXPENSE	182.97
MATTHEW LEMKE	JAN-APR EOS TELEPHONE	51.96
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	11.00
MACQUEEN EQUIPMENT INC	APR #8 RIPS AW REBUILD KITS	314.16
MARCO TECHNOLOGIES LLC	03/27-04/27/22 COPIER RENT	135.76
MN POLLUTION CONTROL AGENCY	APR WATER PERMIT ANNUAL FEE	5,900.00
DUANE W NIELSEN COMPANY	APR CALIB. INFLUENT,EFFLUENT	644.84
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	7,951.31
OTTER TAIL POWER COMPANY	FEBRUARY/SERVICE-MAIL BILLS	76.35
OTTER TAIL TELCOM	APR. TELEPHONE LINES	25.93
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	138.48
QUADIANT LEASING USA INC	02/22-05/01/22 LEASE PAYMENT	48.46
RMB ENVIRONMENTAL LABORATORIES	APR ANALYSIS	323.00
RAILROAD MANAGEMENT CO III,LLC	ANNUAL FEE FOR 304146	736.41
REVTRAK INC	MARCH 2022 CR CD FEES	2,514.03
SPEE*DEE DELIVERY SERVICE INC	ARP SHIPPING FEE	31.55
SPEE*DEE DELIVERY SERVICE INC	MAR SHIPPING	63.08
WASTEWATER TREATMENT FUND	RECEIPT TO MARCH LEACHATE	5,204.25-
	F U N D T O T A L	25,003.64

Water

ADMINISTRATOR'S CONTINGENCY FD	APRIL REPAY COLLECTIONS FEES	65.55
ADMINISTRATOR'S CONTINGENCY FD	APRIL UTILITIES REFUND	627.00
ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	284.14
AMERICAN TEST CENTER	APR OVERHEAD HOIST/CRANE INSPE	680.00
BANKCARD CENTER	MAR RURAL WATER CONF.LINDGREN	180.00
BANKCARD CENTER	MARCH IMPACT WRENCH,BATTERY PK	189.50
BANKCARD CENTER	MARCH RATCHETING CARGO BAR	30.17
BANKCARD CENTER	MARCH TOOLS WRENCH ROLL UP	39.98
BANKCARD CENTER	MARCH TOP MOUNT TRUCK TOOL BOX	417.88
BANKCARD CENTER	MARCH 26" 5-DRAWER TOOL CHEST	133.70

Water

BJORN'S HEATING & AIR COND INC	MAR REPLACE CONTROL BOARD	543.50
CENTURYLINK	APRIL TELEPHONE EXPENSE	186.00
COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	2.91
COOPERS TECHNOLOGY GROUP	APR STRAIGHT EDGED BOX OPENER	4.08
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES,CORRECT TAPE	5.35
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	2.07
CORE & MAIN LP	APR 2X12 REPAIR CLAMPS	247.64
DWP LLC	2022 WATER DAMAGE/219 E VASA	5,840.77
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	7,158.92
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	64.22
FASTENAL COMPANY	APR WATER SAFETY VENDING	72.30
FERGUSON WATERWORKS #2516	APR HYD SWIVELS ORDER (TRAVIS)	170.36
FERGUSON WATERWORKS #2516	APR METER FLANGE GASKETS (STK)	30.51
FERGUSON WATERWORKS #2516	APR STK 5/8X3/4 TO MTR P/C R90	3,180.66
FERGUSON WATERWORKS #2516	APR 1.5" MACH10 R900I USG METE	865.41
GENERAL FUND	MARCH COPIER USE	58.76
GENERAL FUND	MARCH LONG DISTANCE CHARGES	15.53
GENERAL FUND	MARCH POSTAGE USE	236.50
GOIN' POSTAL FERGUS FALLS	APR SHIPPING	97.01
GOPHER STATE ONE CALL	MAR BILLABLE TICKETS	18.00
GRAYMONT (WI) LLC	APR HIGH CAL QUICKLIME	6,020.00
HAWKINS INC	MAR ACTIVATED CARBON	1,655.20
HAWKINS INC	MAR AMMONIA ANHYDROUS	430.00
HAWKINS INC	MAR CHLORINE	1,165.00
HAWKINS INC	MAR FERRIC SULFATE 12% IRON	1,375.65
HAWKINS INC	MAR PUMP PARTS	159.23
HOME DEPOT CREDIT SERVICES	APR FILTERS FOR WTP (CHAD)	67.18
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	19.25
MARCO TECHNOLOGIES LLC	03/27-04/27/22 COPIER RENT	135.76
OTTER ELECTRIC LLC	MAR LIME SLAKER INSTALLATION	11,088.75
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	5,512.47
OTTER TAIL POWER COMPANY	FEBRUARY/SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	APR. TELEPHONE LINES	25.93
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	161.03
QUADIENT LEASING USA INC	02/22-05/01/22 LEASE PAYMENT	48.46
RMB ENVIRONMENTAL LABORATORIES	APRIL 1ST HALF BACT MONITORING	110.00
REVTRAK INC	MARCH 2022 CR CD FEES	2,514.04
THEIN WELL COMPANY INC	MAR ANN. WELL/PUMP INSPECTION	195.00
USA BLUEBOOK	FEB FLOURIDE SPADNS 2	71.44
USA BLUEBOOK	FEB SOLENOID VALVE	1,392.50
	F U N D T O T A L	53,671.65

Storm Water

BANKCARD CENTER	MAR IND STRM TRNING-HARRINGTON	40.00
BANKCARD CENTER	MARCH IMPACT WRENCH,BATTERY PK	189.49
BANKCARD CENTER	MPCA RENEWAL-MATT HARRINGTON	409.96
W W GOETSCH ASSOCIATES INC	FEB PHASE CONT.PANEL W/ALARM	1,776.11
GOPHER STATE ONE CALL	MAR BILLABLE TICKETS	18.00
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	95.55
	F U N D T O T A L	2,529.11

Equipment

ABRA MN FERGUS FALLS	2068 REPAIRS FROM 22003480	1,395.60
AL'S REFRIGERATION, INC.	APR REPAIR POP MACHINE AT SHOP	368.50
ARAMARK UNIFORM SERVICES	MARCH LINEN SUPPLY	448.34
AMERICAN TEST CENTER	APR OVERHEAD HOIST/CRANE INSPE	2,440.00
AUTO VALUE - FERGUS FALLS	APR AIR HOSE REELS (SHOP)	332.02
AUTO VALUE - FERGUS FALLS	APR ANAEROBIC SEALER (SHOP)	33.98
AUTO VALUE - FERGUS FALLS	APR ARMORALL PROTECTANT	16.98
AUTO VALUE - FERGUS FALLS	APR BACK UP ALARM	42.99
AUTO VALUE - FERGUS FALLS	APR EVERGLASS FIBERGLASS REPAI	35.99
AUTO VALUE - FERGUS FALLS	APR FEMALE JIC HYD FIT U-216	98.78
AUTO VALUE - FERGUS FALLS	APR FEMALE JIC HYD FITTING 216	39.58
AUTO VALUE - FERGUS FALLS	APR FUEL FILTER (STOCK)	22.64
AUTO VALUE - FERGUS FALLS	APR HELI-COIL 5/8-11 (SHOP)	20.94
AUTO VALUE - FERGUS FALLS	APR MALE HYD FITTING	15.58
AUTO VALUE - FERGUS FALLS	APR MEGA FLEX HYD HOSE/FITTING	443.52
AUTO VALUE - FERGUS FALLS	APR OIL FILTER UNIT 484	5.88
AUTO VALUE - FERGUS FALLS	APR PRESS WASHER SOCKET	21.98
AUTO VALUE - FERGUS FALLS	APR RED 3" REFLECTOR U-270	6.98
AUTO VALUE - FERGUS FALLS	APR STOCK BULBS	15.98
AUTO VALUE - FERGUS FALLS	APR STOCK FUEL FILTER	22.64
AUTO VALUE - FERGUS FALLS	APR V-BELT UNIT 484	13.99
AUTO VALUE - FERGUS FALLS	APR 1/4" PRESS WASH COUPLER	10.99
BANKCARD CENTER	FEBRUARY FUEL NOZZLE	114.98
BANKCARD CENTER	MAR MOTOR FUEL	69.00
BANKCARD CENTER	MARCH BANJO EYE UNIT 243	22.36
BANKCARD CENTER	MARCH CAR BACK SEAT ORGANIZER	33.98
BANKCARD CENTER	MARCH COLD & HOT ROLLED FLAT	112.81
BANKCARD CENTER	MARCH DEGREASER,STRAP,COUPLER	133.94
BANKCARD CENTER	MARCH DUMP TRAILER REMOTE CONT	29.99

Equipment

BANKCARD CENTER	MARCH EURO MINI CONSOLE	14.98
BANKCARD CENTER	MARCH FUSE HOLDER, STARTER FUSE	84.75
BANKCARD CENTER	MARCH HD WHEEL CHARGER	685.48
BANKCARD CENTER	MARCH LED MINI LIGHT BAR	160.86
BANKCARD CENTER	MARCH MASTER TERMINAL SVC KIT	413.79
BANKCARD CENTER	MARCH MOTOR FUEL UNIT 243	274.13
BANKCARD CENTER	MARCH TAX EXEMPT PLATE UNIT243	21.52
BANKCARD CENTER	MARCH 1/4" FLAT UNIT 243	34.15
BANKCARD CENTER	MARCH 2-SPEED GREASE GUN	173.90
BANKCARD CENTER	MARCH 3" GALVANIZED CAP	18.50
BANKCARD CENTER	MARCH 300W POWER INVERTER	29.99
BANKCARD CENTER	MARCH 3000-WATT CAR CHARGER	379.95
BANKCARD CENTER	2073 KEY FOB REPAIR	19.82
BRENCO	APR REPAIR SHOP PRESSURE WASHE	467.50
CENTURYLINK	APRIL TELEPHONE EXPENSE	194.00
CERTIFIED LABORATORIES	APR PREMALUBE GREASE (SHOP)	355.95
COMMISSIONER OF REVENUE	2022 MARCH SPECIAL FUEL TAX	965.01
COMMISSIONER OF REVENUE	2022 MARCH SALES TAX	161.31
COOPERS TECHNOLOGY GROUP	APR DRY ERASE MARKERS & ERASER	1.63
COOPERS TECHNOLOGY GROUP	APRIL NAME BADGES, CORRECT TAPE	2.98
COOPERS TECHNOLOGY GROUP	APRIL/BINDER CLIPS	1.16
CRYTEEL TRUCK EQUIPMENT INC	APR HYD PUMP SEAL KIT U-207	102.43
CRYTEEL TRUCK EQUIPMENT INC	APR PLOW CASTER WHEEL U-201	350.55
EMPLOYEES INSURANCE TRUST FUND	APRIL HEALTH INSURANCE	4,850.78
EMPLOYEES INSURANCE TRUST FUND	APRIL LIFE INSURANCE	27.38
EQUIPMENT FUND	MAR FUEL USAGE	448.55-
JOHN DEERE FINANCIAL	APR HYD HOSE UNIT 283	287.28
JOHN DEERE FINANCIAL	APR TIE ROD ENDS UNIT 299	439.18
FASTENAL COMPANY	APR SHOP SUPPLY VENDING	95.73
FASTENAL COMPANY	APR 21/32" DRILL BIT (SHOP)	34.64
FASTENAL COMPANY	APR 3/8" FENDER WASHERS (SHOP)	13.78
FASTENAL COMPANY	APR 300 GALLON TOTE COTTER PIN	17.82
GENERAL FUND	MARCH LONG DISTANCE CHARGES	29.20
NAPA AUTO PARTS - FERGUS FALLS	APR FUEL PUMP UNIT 239	83.99
NAPA AUTO PARTS - FERGUS FALLS	APR HYD HOSE (SHOP CODY)	20.74
GOODIN COMPANY	MAR SHOP AIR LINE PROJECT	104.58
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	2,541.35
HOME DEPOT CREDIT SERVICES	APR PLUMBING PARTS U-239	8.91
HOME DEPOT CREDIT SERVICES	APR PLUMBING PARTS UNIT 239	45.82
HOME DEPOT CREDIT SERVICES	MAR AIR LINE VALVE/NIPPLE SHOP	17.96
INTERSTATE BATTERY SYSTEM	APR STOCK BATTERY ORDER	490.80
JENKINS IRON & STEEL	APR ICE SCRAPER	1,100.00
MII LIFE INCORPORATED	APRIL FLEX/HSA PART FEE	5.64

Equipment

MACQUEEN EQUIPMENT INC	APR 1" HOSE MENDER UNIT 262	82.37
MARCO TECHNOLOGIES LLC	03/27-04/27/22 COPIER RENT	124.51
MCMASTER-CARR SUPPLY CO	APR FLANGED BALL BEARING	40.49
MCMASTER-CARR SUPPLY CO	APR 14" THREADED NIPPLE U-483	72.40
MINNESOTA MOTOR COMPANY	APR RR BRAKE PAD/ROTORS U-2091	323.41
NELSON AUTO CENTER	2081 REPAIRS-OFF WARRANTY	1,772.57
OLSON OIL COMPANY INC	APR KEROSENE PRESSURE WASHERS	26.36
OLSON OIL COMPANY INC	APR KEROSENE SHOP PRESS WASHER	105.02
OLYMPIC SALES INC	APR EJECT PANEL WEARPAD ASSEMB	1,936.81
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	2,213.93
OTTER TAIL TELCOM	APR. TELEPHONE LINES	58.34
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	35.48
PRODUCTIVITY PLUS ACCOUNT	APRIL FINANCE CHARGES	115.71
PRODUCTIVITY PLUS ACCOUNT	MAR CREDIT RETURNED SPROCKET	261.54-
PRODUCTIVITY PLUS ACCOUNT	MAR SNOW BLAST SHAFT/COUPLER	3,126.90
PUMP AND METER SERVICE INC	APR REPAIR DIGITAL DISPLAY ON	179.70
ROYAL TIRE INC	APR STOCK TIRE ORDER	6,040.16
ROYAL TIRE INC	APR 315/80R22.5 TIRES	1,136.63
SCHREIBER AG SERVICE	APR BUILD OIL TANK UNIT 214	750.00
SNAP-ON TOOLS CORPORATION	APR GLAND NUT WRENCH (SHOP)	253.35
SNAP-ON TOOLS CORPORATION	APR GREASE GUN HEAD/DIS GRS DS	43.35
WALLWORK TRUCK CENTER F.F.	APR AIR BRAKE HOSES UNIT 826	50.36
WALLWORK TRUCK CENTER F.F.	APR AXLE SEAL UNIT 826	29.11
WALLWORK TRUCK CENTER F.F.	APR BRAKE SHOE CORE CREDIT	218.40-
WALLWORK TRUCK CENTER F.F.	APR BRAKE SHOE/DRUMS UNIT 826	1,488.78
WALLWORK TRUCK CENTER F.F.	APR HUB CAP UNIT 826	24.10
WALLWORK TRUCK CENTER F.F.	APR REAR DRUM/SHOES UNIT 270	555.16
WALLWORK TRUCK CENTER F.F.	APR TRAILER ECU VALVE U-826	794.96
WALLWORK TRUCK CENTER F.F.	MAR STOCK FUEL FILTER ORDER	595.14
WILKENS INDUSTRIES INC	MAR 44.5" CATWALK AND LADDER	1,061.26
	F U N D T O T A L	43,608.73

Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT APRIL HEALTH INSURANCE	153,671.48-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT APRIL LIFE INSURANCE	3,149.46-
	F U N D T O T A L	156,820.94-

Flexible Benefit Agency

MII LIFE INCORPORATED	2021 FLEX PLAN REIMB	150.99
MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	3,957.15
	F U N D T O T A L	4,108.14

PEG Access

LIQUOR STORE	APRIL RENT	358.00
OTTER TAIL POWER COMPANY	MARCH ELECTRICITY EXPENSE	98.07
OTTER TAIL TELCOM	APRIL TELEPHONE EXPENSE	220.80
	F U N D T O T A L	676.87

Fergus Falls Convention and Visitor's Bureau, Inc.

BANKCARD CENTER	FEBRUARY EMT EXPENSE-MEALS	25.07
BANKCARD CENTER	MARCH EMT EXPENSE-GAS FOR RENT	45.60
BANKCARD CENTER	MARCH EMT EXPENSE-LODGING	212.90
BANKCARD CENTER	MARCH EMT EXPENSE-MEALS	14.03
BANKCARD CENTER	MARCH EMT EXPENSE-RENT A CAR	150.65
BANKCARD CENTER	MARCH HOTEL LUNCH MEETING	93.80
BANKCARD CENTER	MARCH SHIP GUIDES TO RED DOOR	14.17
BANKCARD CENTER	MARCH ZOOM.US	16.16
BCBS OF MINNESOTA	APRIL HEALTH INSURANCE	1,415.73
FERGUS FALLS CONVENTION &	FEB 2022 LODGING TAX	9,151.53-
FERGUS FALLS CONVENTION &	FEB 2022 LODGING TAX ADMIN	274.55
FERGUS FALLS CONVENTION &	JAN 2022 LODGING TAX	8,310.88-
FERGUS FALLS CONVENTION &	JAN 2022 LODGING TAX ADMIN	249.33
GENERAL FUND	MARCH COPIER USE	17.00
GENERAL FUND	MARCH LONG DISTANCE CHARGES	2.45
GENERAL FUND	MARCH POSTAGE USE	297.84
OTTER TAIL TELCOM	APR. TELEPHONE LINES	19.45
	F U N D T O T A L	14,613.68-

T O T A L A L L F U N D S	2,402,297.91
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4/18/2022

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

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

THE ABOVE AND FOREGOING RESOLUTION WAS OFFERED AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE 18 DAY OF APRIL 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

4/18/2022

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

COMMISSIONER OF REVENUE	85,946.01
4M FUND	73.32
MN DEPT OF PUBLIC SAFETY	390.00
MN POLLUTION CONTROL AGENCY	5,900.00
OTTER TAIL CO. TREASURER'S OFC	5,338.00
OTTER TAIL COUNTY TREASURER	86,362.42
STATE TREASURER	1,890.57
A-1 LOCK & KEY LLC	74.00
ABRA MN FERGUS FALLS	1,395.60
AT&T MOBILITY	771.82
ADMINISTRATOR'S CONTINGENCY FD	882.53
AL'S REFRIGERATION, INC.	368.50
THE AMERICAN BOTTLING COMPANY	320.96
ARAMARK UNIFORM SERVICES	2,855.21
ARAMARK	71.22
AMERICAN TEST CENTER	5,780.00
SEAN ANDERSON	410.78
ARTISAN BEER COMPANY	2,350.87
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	1,216.43
BC WOODSHOP	750.00
BAKER & TAYLOR INC	2,096.89
BANKCARD CENTER	15,568.66
BATTLE LAKE REVIEW	200.00
BELLBOY CORPORATION	9,282.00
BEVERAGE WHOLESALERS INC	45,297.80
BIG AXX LLC	115.00
TODD BJERKLIE	154.99
BJORN'S HEATING & AIR COND INC	543.50
BLACKSTONE PUBLISHING	30.91
BCBS OF MINNESOTA	1,415.73
BOLTON & MENK INC	5,730.00
BOUND TREE MEDICAL LLC	208.99
BREAKTHRU BEVERAGE MINNESOTA	5,448.89
BRENCO	467.50
CARLOS CREEK WINERY	7,524.00
CAYAN	10,730.39
CENTURYLINK	508.00
CERTIFIED LABORATORIES	355.95
CHARTER COMMUNICATIONS	88.10
VIKING COCA-COLA BOTTLING CO	267.90
COLE PAPERS INC	314.63
COMPUTER INFORMATION SYSTEMS	1,620.00
COMSTOCK CONSTRUCTION INC	85,920.65
COOPERS TECHNOLOGY GROUP	1,445.07
CORE & MAIN LP	623.47
COSSETTE ELECTRIC LLC	2,758.62

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

CRYSTEEL TRUCK EQUIPMENT INC	452.98
BRANDON CURRIE	1,628.30
D-S BEVERAGES, INC.	29,937.71
DWP LLC	5,840.77
DAILY JOURNAL	2,868.27
WASTE MANAGEMENT	3,432.94
DEMCO EDUCATIONAL CORP	92.56
DOUBLE TREE PROPERTIES LLC	3,962.33
DRUMCONRATH BREWING COMPANY	170.75
EZ OPEN GARAGE DOOR	1,760.00
JOHN DEERE FINANCIAL	726.46
FASTENAL COMPANY	570.21
F.F. AREA CHAMBER OF COMMERCE	460.00
FERGUS FALLS SKATING CLUB INC	2,808.92
FERGUS FALLS HOCKEY ASSN	13,387.95
FERGUSON WATERWORKS #2516	4,246.94
FRONTIER PRECISION INC	1,534.50
GALLS LLC	490.99
GAZETTE PUBLISHING INC	178.50
NAPA AUTO PARTS - FERGUS FALLS	104.73
W W GOETSCH ASSOCIATES INC	1,776.11
GOIN' POSTAL FERGUS FALLS	97.01
GOODIN COMPANY	121.73
GOPHER STATE ONE CALL	54.00
GRAINGER INC	291.60
GRANT COUNTY HERALD	210.00
GRAYMONT (WI) LLC	6,020.00
GREAT PLAINS NATURAL GAS CO	5,327.21
GUARDIAN	3,560.76
TROY HAUGE	183.99
HAWKINS INC	4,785.08
HOME DEPOT CREDIT SERVICES	968.51
ISD #544	4,796.25
INNFORMATION SYSTEMS	450.00
INNOVATIVE OFFICE SOLUTIONS	151.84
INTERSTATE BATTERY SYSTEM	490.80
JR OIL CO	287.50
JACKSON FAMILY TRUCKING LLC	195.00
JENKINS IRON & STEEL	1,100.00
JOHNSON BROTHERS LIQUOR CO	17,473.73
JOHNSON CONTROLS INC	501.17
JUNKYARD BREWING COMPANY LLC	525.00
KADDATZ GALLERIES LTD	49.48
KREKELBERG LAW FIRM	570.00
LAKE REGION ELECTRIC COOP	2,634.44
LAKE REGION HEALTHCARE CORP	433.50
LEAGUE OF MINNESOTA CITIES	798.00

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

LEIGHTON BROADCASTING INC	300.00
MATTHEW LEMKE	51.96
LOCATORS & SUPPLIES INC	1,021.44
VICTOR LUNDEEN COMPANY	465.10
MII LIFE INCORPORATED	4,347.39
MACQUEEN EQUIPMENT INC	396.53
MARCO TECHNOLOGIES LLC	1,917.34
MAVERICK WINE LLC	16,852.22
MCMASTER-CARR SUPPLY CO	358.47
MINNESOTA MOTOR COMPANY	323.41
MINNKOTA ENVIROSERVICES INC	35.00
MOBOTREX INC	212.00
NELSON AUTO CENTER	1,772.57
NEW HORIZONS ENERGY	660.87
DUANE W NIELSEN COMPANY	644.84
NYCKLEMOE & ELLIG, P.A.	9,225.00
OFFICE OF MNIT SERVICES	274.48
OLSON OIL COMPANY INC	131.38
OLYMPIC SALES INC	1,936.81
OTTER ELECTRIC LLC	11,088.75
OTTER TAIL COUNTY DET-ST5	201.00
OTTER TAIL POWER COMPANY	59,088.98
OTTER TAIL TELCOM	5,085.64
OUTSTATE BREWING COMPANY	5,032.00
PAUSTIS WINE COMPANY	3,678.25
PEMBERTON LAW, P.L.L.P.	145.00
PEPSI BEVERAGE COMPANY	461.79
WILLIAM PETERSEN	950.00
PHILLIPS WINE & SPIRITS CO	22,309.56
POLICE DEPT CONTINGENCY FUND	898.19
PRODUCTIVITY PLUS ACCOUNT	2,981.07
PUMP AND METER SERVICE INC	179.70
QUADIENT LEASING USA INC	290.79
RMB ENVIRONMENTAL LABORATORIES	433.00
RAILROAD MANAGEMENT CO III,LLC	736.41
REACH MEDIA NETWORK	350.00
REVTRAK INC	7,542.10
ROASTED	1,125.00
ROYAL TIRE INC	7,176.79
SHI INTERNATIONAL CORP	289.50
SCHREIBER AG SERVICE	750.00
SELAND'S FLOOR COVERING	505.84
SHENEHON COMPANY	3,000.00
SHERWIN WILLIAMS CO	130.50
SKY CREW SERVICES, LLC	5,500.00
SNAP-ON TOOLS CORPORATION	296.70
SOUTHERN GLAZER'S OF MN	25,578.01

4/18/2022

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

SPEE*DEE DELIVERY SERVICE INC	130.73
STEIN'S INC	96.25
STENERSON BROTHERS LUMBER CO	25.98
SUMMIT COMPANIES	1,590.50
TAFT STETTINIUS HOLLISTER LLP	8,145.50
TAG-UP	6.00
THEIN WELL COMPANY INC	195.00
TOTAL REGISTER SYSTEMS	1,455.06
UGSTAD PLUMBING INC	180.00
ULINE	130.18
USA BLUEBOOK	1,463.94
US BANK EQUIPMENT FINANCE	551.70
VERIZON WIRELESS	1,083.59
VER-TECH INC	324.93
VINOCOPIA INC	2,161.92
WALLWORK TRUCK CENTER F.F.	3,319.21
WELLS FARGO - INVESTMENTS	1,636,034.57
MARK WICK	185.00
WILKENS INDUSTRIES INC	1,061.26
WIMACTEL INC	132.00

TOTAL OTHER GOVERNMENT 185,900.32

TOTAL OTHER VENDORS 2,216,397.59

TOTAL ALL VENDORS 2,402,297.91



Council Action Recommendation

Page 1 of 1

Meeting Date:

April 18, 2022 – City Council

Subject:

P. I. No. 9508 - Regional Treatment Center Phase 3 Preservation Project

Recommendation:

- Accept Stantec's professional services agreement for Phase 3 Design in the amount of \$92,000.00
- Order the project plans and specifications

Background/Key Points:

At the April 4, 2022 City Council meeting, this Council made a motion to direct staff to revise the work scope for Phase III to include moth balling for all campus buildings and enhanced preservation methods in Kirkbride Tower. Stantec and staff have revised the work scope accordingly within the attached proposal. Bruce Paulson (Stantec) will be present to answer questions in regards to the proposed work scope. Stantec is proposing a design fee with reimbursable expenses in the lump sum amount of \$92,000.00 for this project.

If acceptable, Stantec will begin the design and submit plans to SHPO at the 30-60-90% intervals and consult DEED in regards to grant eligibility of the associated work items during this process.

Budgetary Impact:

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

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Proposal – Stantec, dated April 8, 2022



Stantec Architecture Inc.
733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

April 8, 2021

Mr. Brian Yavarow

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

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

Dear Brian,

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

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

We understand this project will include additional work to stabilize the exteriors of the buildings. The buildings and base bid work scope included in this project are:

- Building 1 – Administration Building – 24,760 SF (4+ stories)
 1. Repair/replace broken glass panes
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match color of adjacent face brick.
 3. Install 1/2" treated plywood over all first floor windows secured to aluminum window frames and paint to match existing adjacent brick color.
 4. Remove closures at main stair to restore stair access to all levels.
 5. Re-install grounding finial on tower roof
 6. Extend downspouts away from building
 7. Remove invasive vegetation at building foundation
- Building 22 – East Center Wing – 59,085 SF (4 stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.

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

3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair/replace damaged downspouts with extensions away from building
- Building 23 – East Detached Wing – 63,565 SF (4 stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
 3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair/replace damaged downspouts with extensions away from building
 6. Replace damaged roof shingles and underlayment with new underlayment and asphalt shingles to match existing
 - Building 24 – Northeast Wing – 57,264 SF (4 stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
 3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair/replace damaged downspouts with extensions away from building
 - Building 26 – West Center Wing – 52,818 SF (3+ stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from

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

- building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair/replace damaged downspouts with extensions away from building
- Building 27 – West Detached Wing – 59,920 SF (4 stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
 3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair damaged face brick mortar joints/replace damaged face brick at east outside corner at missing downspout
 6. New EPDM roofing membrane system to replace existing EPDM roofing membrane system
 7. Replace damaged roof shingles and underlayment with new underlayment and asphalt shingles to match existing
 8. Repair/replace damaged downspouts with extensions away from building
 - Building 28 – Southwest Wing – 52,263 SF (3+ stories)
 1. Repair/replace damaged exterior windows
 2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
 3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
 4. Remove invasive vegetation at building foundation
 5. Repair/replace damaged downspouts with extensions away from building
 - Building 29 – Memorial Building – 5,904 SF (2 stories)
 1. Repair/replace damaged exterior windows

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

2. Excavate around partially buried ground floor windows, clean glass block and adjacent face brick, repair damaged mortar joints, install waterproof membrane from grade to 6" minimum below sill of glass block and 6" minimum beyond each jamb. Install 1/2" treated plywood over the waterproof membrane to 6" minimum above head of window and secure to the existing wall with 1/4" diameter tapcon anchors at 12" on center maximum. Restore grade to match existing with positive slope away from building with 4" minimum topsoil and new sod. Paint exposed plywood to match paint color on adjacent face brick.
3. Install 1/2" treated plywood over all first floor windows secured to glass block mortar joints and painted to match existing adjacent brick color.
4. Remove invasive vegetation at building foundation
5. Repair/replace damaged downspouts with extensions away from building
6. Replace damaged roof shingles and underlayment with new underlayment and asphalt shingles to match existing

Alternates

Alternate No. 1: Building 1

1. Mold survey and abatement for building interior.
NOTE: One task that will need to be completed prior to start of this project is a complete mold survey and recommended measures for abatement of mold for the buildings listed above. The survey and recommendations will become part of the bidding documents.

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

Legend Technical Services, Inc.

IHSC

Titan Environmental

NOTE: The fee to perform the mold abatement survey and prepare the abatement recommendations report is not included in this proposal.

2. Clean center tower floors
3. Remove and store all interior doors
4. Seal the four (4) door openings from Building 1 to the remainder of the campus buildings.
5. Install a temporary mechanical ventilation system with exterior wall intake louvers in existing window openings where approved by SHPO
6. Upgrade electrical service from current 200A service to provide power for new mechanical ventilation system

Alternate No. 2: Building 23

1. Remove all existing asphalt shingles and underlayment.
2. Repair/replace all damaged roof sheathing.

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

3. Install new asphalt shingles and underlayment with new prefinished metal drip edge.

Alternate No. 3: Building 27

1. Remove all existing asphalt shingles and underlayment.
2. Repair/replace all damaged roof sheathing.
3. Install new asphalt shingles and underlayment with new prefinished metal drip edge.

Alternate No. 2: Building 29

1. Remove all existing asphalt shingles and underlayment.
2. Repair/replace all damaged roof sheathing.
3. Install new asphalt shingles and underlayment with new prefinished metal drip edge.

Design and Bidding Phases

1. Schedule and facilitate a project kick-off meeting with City staff to verify project work scope and project schedule.
2. Site visit(s) to field verify existing conditions at Buildings 1 through 29 per the work scope identified above. This site visit will coincide with the project kick-off meeting.
3. Prepare preliminary opinion of probable construction costs.
4. Submit mothballing/construction documents to the City and SHPO for review and comment at 30%, 60%, and 90% complete. We will incorporate all comments received from the City and SHPO into the documents.
5. Update the opinion of probable construction costs.
6. Print drawings and specifications (bidding documents) – provide PDF copy of each.
7. Advertise project per bidding requirements.
8. Contact potential bidders to alert them to this project.
9. Upload bidding documents to QuestCDN.
10. Maintain bidders list.
11. Respond to bidders' questions.
12. Issue addenda to bidding documents, if required.
13. Organize, coordinate, and lead pre-bid conference.
14. Attend bid opening and prepare bid tabulation.
15. Evaluate bids and prepare letter of contract award recommendation.
16. Prepare contracts, based on direction from City.

Items 1 through 16 above will be performed for a lump sum fee of \$92,000.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$2,000.00.



April 8, 2022
Mr. Brian Yavarow
Page 6 of 6

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

Construction Phase

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

We anticipate the construction phase for this work will require approximately 6 months. We propose to complete the construction phase work for an hourly not-to-exceed fee of \$78,000.00. This will include contract administration, shop drawing reviews, periodic site visits, and construction engineering, plus Reimbursable Expenses. Reimbursable expenses are estimated at no more than \$6,000.00.

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

Respectfully yours,

Stantec Architecture Inc.

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

Bruce P. Paulson
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CC: File