



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

Invocation – Pastor Kate Bruns  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
  - 1. Stormwater Management (MS4) public hearing
  - 2. Public hearing for Healthcare Revenue Notes 2021A & 2021 B, Lake Region Healthcare Corporation
    - a. Resolution relating to the Municipal Industrial Act; approving the amended use of proceeds by Lake Region Healthcare Corporation
- E. Awarding of Bids
  - 1. Resolution awarding the bid for the Airport Weather Observation System (AWOS)  
TENTATIVE: Pending June 21 bid opening
- F. Petitions and Communications
  - 1. Kim Embretsen, Project Manager, A River Is... Project
- G. Consent Agenda
  - 1. Motion approving the minutes from the June 6, 2022, City Council and work session meeting and the June 15, 2022, Committee of the Whole meeting
  - 2. Motion approving licenses
  - 3. Resolution decertifying Tax Increment District 4-12 (Aura Capital LLC)
  - 4. Motion appointing Jacob Nelson to the Natural Resources Advisory Committee
  - 5. Resolution approving a \$74,999 Economic Development and Facade Loan to Christopher Cadem Law Group, LLC as recommended by Business Development of Fergus Falls
  - 6. Motion directing staff to prepare a policy for the sale of city owned property
  - 7. Resolution initiating Public Improvements 5350, 7215 & 8230; combining these projects into City Project 5959, the Stanton Avenue reconstruction project: Union to Broadway
  - 8. Resolution ordering the Preliminary Engineering Report for CP 5959, the Stanton Avenue reconstruction project and accepting Moore Engineering's professional services proposal for the preparation of the preliminary design in the base amount of \$32,166
  - 9. Resolution initiating PI 9351, the instrument landing system replacement project and accepting SEH's professional services proposal for design in the amount of \$79,500
  - 10. Resolution initiating PI 8232, the 750,000-gallon ground storage reservoir replacement project and accepting Interstate Engineering's professional services proposal in the amount of \$95,000
- H. Ordinance and Resolutions

1. First reading of Ordinance 28, Eighth Series, amending the zoning map from R-A and I-2 to R-4 at 301 S Buse Street as requested by the Fergus Falls Port Authority
  2. Resolution discontinuing the local option sales tax as of September 30, 2022
  3. Resolution approving the authorization for the issuance of General Obligation Tax Increment Revenue Bonds, Series 2022A (Campus View Development project)
  4. Resolution approving the creation of a Communications Specialist position within the City Administration Department
- I. Presentation of Claims \$1,117,567.53
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
- N. Miscellaneous Announcements
- June 29 7:00 am Committee of the Whole meeting
  - June 30 4-8 pm City of Fergus Falls 150<sup>th</sup> Birthday Party
  - July 4 City offices and facilities closed for the observation of Independence Day  
Garbage and recycling normally picked up on Monday will be Tuesday July 5.  
Tuesday collection will be on Wednesday July 6.
  - July 5 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.

The background is a dark, gradient grey with numerous water droplets of various sizes scattered across it. The droplets are rendered with realistic highlights and shadows, giving them a three-dimensional appearance. Some are large and prominent, while others are small and subtle.

# STORMWATER MANAGEMENT

CITY OF FERGUS FALLS

# CLEAN WATER ACT

THE FEDERAL WATER POLLUTION CONTROL ACT OF 1948 WAS THE FIRST MAJOR U.S. LAW TO ADDRESS WATER POLLUTION. GROWING PUBLIC AWARENESS AND CONCERN FOR CONTROLLING WATER POLLUTION LED TO SWEEPING AMENDMENTS IN 1972. AS AMENDED IN 1972, THE LAW BECAME COMMONLY KNOWN AS THE CLEAN WATER ACT (CWA).\* IMPORTANT TO NOTE THIS MS4 STORMWATER PROGRAM IS NOT INITIATED BY THE CITY OF FERGUS FALLS, BUT RATHER MANDATED TO THE CITY FROM THE FEDERAL & STATE LEVEL.

## THE 1972 AMENDMENTS:

- ESTABLISHED THE BASIC STRUCTURE FOR REGULATING POLLUTANT DISCHARGES INTO THE WATERS OF THE UNITED STATES.
- GAVE EPA THE AUTHORITY TO IMPLEMENT POLLUTION CONTROL PROGRAMS SUCH AS SETTING WASTEWATER STANDARDS FOR INDUSTRY.
- MAINTAINED EXISTING REQUIREMENTS TO SET WATER QUALITY STANDARDS FOR ALL CONTAMINANTS IN SURFACE WATERS.
- MADE IT UNLAWFUL FOR ANY PERSON TO DISCHARGE ANY POLLUTANT FROM A POINT SOURCE INTO NAVIGABLE WATERS, UNLESS A PERMIT WAS OBTAINED UNDER ITS PROVISIONS.
- FUNDED THE CONSTRUCTION OF SEWAGE TREATMENT PLANTS UNDER THE CONSTRUCTION GRANTS PROGRAM.
- RECOGNIZED THE NEED FOR PLANNING TO ADDRESS THE CRITICAL PROBLEMS POSED BY NONPOINT SOURCE POLLUTION

# MPCA MS4 General Permit

The MPCA administers the Federal Clean Water Act through the National Pollution Discharge Elimination System (NPDES).

New permit was issued on November 16, 2020 with a  
expiration of November 15, 2025

The goal of the General Permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

# What is an MS4?

A municipal separate storm sewer system (MS4) is a conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, etc.) that is also:

- Owned or operated by a public entity (which can include cities, townships, counties, military bases, hospitals, prison complexes, highway departments, universities, sewer districts, etc.)
- Designed or used for collecting or conveying stormwater
- Not a combined sewer
- Not part of a publicly owned treatment works

# Stormwater Pollution Prevention Program(SWPPP) Document

All applicants must submit a SWPPP Document when seeking coverage under the General Permit.

The SWPPP Document becomes an enforceable part of the General Permit upon approval by the MPCA



# Minimum Control Measures (MCMs)

## MCM 1: Public Education and Outreach

Ex. Utility Insert (yard waste, construction activities), Aqua Chautauqua

## MCM 2: Public Participation/Involvement

Ex. Storm drain stenciling, Annual opportunity for public to provide input on the adequacy of the SWPPP

## MCM 3: Illicit Discharge Detection and Elimination (IDDE)

Ex. Training of field staff, Maintained map of city storm sewer system

## MCM 4: Construction Site Stormwater Runoff Control

Ex. Site plan reviews, refresher training every (3) calendar years for field staff

## MCM 5: Post-Construction Stormwater Management

Ex. Site plan reviews, Water volume and quality practices, refresher training every (3) calendar years for field staff

## MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

Ex. Employee operation and maintenance training, Smart Salting, Street sweeping schedule



# City of Fergus Falls

## MS4 2021 Activity

Our goal and approach in regards to what is illustrated on this slide is to be reasonable and a educational resource, fair towards all parties.

194 Commercial Site Inspections conducted weekly or within 24 hrs. of 1/2" rain event for sites an acre or greater

502 Residential Site Inspections

77 Verbal Warnings issued regarding compliance with MS4

58 of 246 City Outfalls Inspected

58.28 Miles of Storm Sewer Mapped in City GIS

## MPCA Proposed Permit Fee Increase

City population of 10,000+

Current \$400 per year

Proposed \$4,000 per year

# Questions and Concerns or Volunteer Opportunities Contact

Matt Harrington, MS4 Manager

218-332-5421

[matt.harrington@ci.fergus-falls.mn.us](mailto:matt.harrington@ci.fergus-falls.mn.us)





## Council Action Recommendation

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**Meeting Date:** June 21, 2022

**Subject:** Healthcare Revenue Notes 2021A & 2021B - Lake Region Healthcare Corporation

**Recommendation:** Hold the public hearing and approve “Resolution Relating to the Municipal Industrial Development Act; Approving Amended use of the Proceeds by Lake Region Healthcare Corporation”.

**Background/Key Points:**

The City of Fergus Falls issued the Healthcare Facilities Revenue Notes, Series 2021A (\$10,000,000) and 2021B (\$11,000,000) on behalf of Lake Region Healthcare Corporation (LRHC) for the purpose of financing the acquisition of an electronic medical records system.

LRHC is not expending the proceeds as quickly as anticipated and is requesting authorization to expand the expenditure of the proceeds to other medical equipment.

**Budgetary Impact:** None – The City of Fergus Falls is not a guarantor of the debt. Lake Region Healthcare Corporation is responsible for all revenue note payments.

**Originating Department:** Finance

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

**Attachments:**  
Resolution

CERTIFICATION OF MINUTES APPROVING AMENDED USE OF PROCEEDS BY  
LAKE REGION HEALTHCARE CORPORATION

Issuer: City of Fergus Falls, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting held on June 21, 2022, at 5:30 p.m. at the City offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. 2022-\_\_\_\_\_

RESOLUTION RELATING TO THE MUNICIPAL  
INDUSTRIAL DEVELOPMENT ACT; APPROVING  
AMENDED USE OF PROCEEDS BY  
LAKE REGION HEALTHCARE CORPORATION

I, the undersigned, being the duly qualified and acting recording officer of the entity issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on \_\_\_\_\_, 2022.

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

RESOLUTION NO. 2022-\_\_\_\_\_

RESOLUTION RELATING TO THE MUNICIPAL  
INDUSTRIAL DEVELOPMENT ACT; APPROVING  
AMENDED USE OF PROCEEDS BY  
LAKE REGION HEALTHCARE CORPORATION

BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota (the “City”), as follows:

Section 1. The City, pursuant to Minnesota Statutes, Sections 469.152 through 469.165, as amended (the “Act”), has issued its \$10,000,000 Health Facilities Revenue Note (Lake Region Healthcare Corporation Project), Series 2021A and \$11,000,000 Health Facilities Revenue Note (Lake Region Healthcare Corporation Project), Series 2021B (together, the “Notes”), on behalf of Lake Region Healthcare Corporation (the “Corporation”) for the purpose of financing the acquisition of an electronic medical records system at the Corporation’s facilities located at 712 Cascade Street South and 111 West Vernon Ave. in the City (the “Facilities”).

Section 2. The Corporation proposes to use all or a portion of the proceeds of the Notes to finance the acquisition of medical equipment (the “Project”) for use at the Facilities.

Section 3. Pursuant to duly published notice in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended, the City has held a public hearing on the date hereof on the use of proceeds of the Notes for the Project. The City hereby approves use of proceeds of the Notes for the Project.

Section 4. The Mayor and the City Administrator and other officers of the City are authorized and directed to execute and furnish to the Corporation, purchaser of the Notes (the “Lender”) and to Dorsey & Whitney LLP, as bond counsel (“Bond Counsel”), any amendments necessary to the documents entered into in connection with the Notes and certified copies of all proceedings and records of the City relating to the amended use of proceeds of the Notes and such other affidavits, certificates and documents as may be required in connection with such use.

Section 5. In the event of the absence or disability of the Mayor or the City Administrator, the Acting Mayor or the Acting City Administrator, as the case may be, or any designee thereof, may do all things and take all actions hereby authorized without further approval of this Council.

Adopted this 21st day of June, 2022.

Approved:

\_\_\_\_\_  
Mayor

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

(SEAL)



City Council Minutes  
June 6, 2022

The Fergus Falls City Council held a regular meeting on June 6, 2022, at 5:30 pm in the City Council Chambers. Pastor Doug Dent gave the invocation, and the Pledge of Allegiance was recited. Acting Mayor Justin Arneson called the meeting to order at 5:32 pm and the following council members were in attendance: Gustafson, Hicks, Fish, Hagberg, Kvamme, Rufer, Thompson and Arneson. Schierer and Hicks were absent.

**Approval of the Agenda**

A motion and second were made by Gustafson and Thompson to approve tonight's agenda with the addition of an update on the proposed downtown historical district and the motion carried.

**Bid Award PI 5353**

PI 5353 is the 2022 mill and overlay project scheduled for areas of Somerset Road, Foothill Court, Sunset Drive, Terrace Drive and Lenore Way. Mark Lee Asphalt provided the low base bid of \$196,376. They also provided the lowest bid for alternates 1 and 2 which will allow the city to complete more work in the immediate area. The combined alternates will be \$112,152 for a total project cost of \$325,528. \$269,280 of the project funding would come from levy funds in the 2022 budget while the additional \$89,248 would be funded by the unexpended mill and overlay allocation from 2021. Fish offered **Resolution #116-2022** awarding the construction services contract for PI 5353 to Mark Lee Asphalt and Paving in the amount of \$308,528 (base bid plus alternates 1 and 2), which was seconded by Hagberg and was approved.

**Set Public Hearing for Lake Region Healthcare Conduit Debt**

In October of 2021, the city acted as an issuer of conduit debt for Lake Region Healthcare to purchase a new electronic medical records system. Lake Region Healthcare is requesting an amendment to the request so they can purchase the records system as well as other medical equipment to be used at 712 S Cascade Street and 111 W Vernon Avenue. The change to this request will necessitate another public hearing. The public hearing date was proposed for June 21, 2022, at 5:30 pm. Rufer offered **Resolution #117-2022** relating to a financing under Minnesota Statutes, Sections 469.152 through 469.165, as amended, on behalf of Lake Region Healthcare Corporation, calling for a public hearing thereon to approve the amended use of the proceeds, which was seconded by Kvamme and was adopted.

**Consent Agenda**

The following items were approved under **Resolution #118-2022** by Thompson: Motion approving the minutes from the May 16, 2022, City Council and the June 1, 2022, Committee of the Whole meeting. Motion approving the following licenses: Paving/Sidewalk Harrington Concrete, Herdies Handyman Co. LLC; Minnesota Lawful Gambling Permit for Elizabeth Lions Club for BINGO at the W Otter Tail County Fair July 20-23, 2022. **Resolution #119-2022** accepting 37 personal protective hoods from the Minnesota Firefighter's Foundation. **Resolution #120-2022** accepting donations for the purchase of equipment for a Parks and Recreation Curling Club. **Resolution #121-2022** accepting a \$2,400 donation from West Central Initiative from the Inga Johnson Endowment Fund for park and recreation programs. Motion directing the City Attorney to draft an ordinance amending the zoning map from R-A, Agricultural Residence District and I-2, General Industrial District to R-4, Multiple Family Residence District at 301 S Buse Street as requested by the Fergus

Falls Port Authority and recommended by the Planning Commission. **Resolution #122-2022** approving budget adjustments. The resolution was seconded by Hagberg and was adopted.

### **Riverfront Pavilion Rental Agreement and Policies**

At last week's Committee of the Whole meeting the council discussed the proposed rental agreement and rules for the new Riverfront Pavilion structure. The documents cover the fees, rules and reservation process and the city will have a separate agreement with the farmer's market group. Staff did not recommend removing the discrimination language and Kvamme asked the language to be reconsidered. City Attorney Rolf Nycklemoe warned the council of the implications of denying using the structure. The facility will be available for the city's 150<sup>th</sup> birthday party on June 30 and the farmer's market will begin using the facility on July 2. Hagberg offered **Resolution #123-2022** approving the Riverfront Pavilion rental agreement and policies, which was seconded by Gustafson and was adopted.

### **Food Trucks**

The city has been asked to review our food truck ordinance to ensure it is still relevant. Staff plans to discuss our current ordinance and policies regarding mobile food sales to the June 15 Committee of the Whole for more conversation. Pat Connelly spoke in favor of the city reviewing the ordinance as this industry has changed significantly. He encouraged the city to contact the various food truck owners and organizations hiring these vendors for their input. He requested user fees, permits to sell food in city parks and utility connections be included in next week's conversation.

### **Preliminary and Final Plat at 1806 E Fir Avenue**

Mark Leighton requested a two lot, one block subdivision of property located at 1806 E Fir Avenue. The property and plat area are a 3.12-acre parcel with five buildings and is zoned I-2. The subdivision is proposed to facilitate a real estate transaction to sell one of the lots. The property to the northeast was previously a part of the subject property and since one split has already occurred, the proposed split must go through the city's subdivision process. The Planning Commission held a special meeting on June 1 and recommended approval of a combined preliminary and final plat subject to the parties entering into a Developer's Agreement with the city. The agreement will address the timeline for the removal of the existing building which will be split by the new common boundary line between Lot 1 and Lot 2. The removal must occur on or before June 30, 2024. Kvamme offered **Resolution #124-2022** approving a combined preliminary and final plat "Trosvig Addition" a two lot, one block subdivision at 1806 E Fir Avenue as requested by applicant Mark Leighton CIC (property owner JKT LLLP) and recommended by the Planning Commission. The resolution was seconded by Fish and was adopted.

### **Development Agreement**

The Development Agreement in reference is for the combined preliminary and final plat in the Trosvig Addition. Hagberg offered **Resolution #125-2022** authorizing the city to enter into a Development Agreement with JKT, LLLP, which was seconded Fish and was adopted.

### **Resolution of Accounts**

Fish offered a resolution authorizing the claims and payments in the amount of \$3,318,626.17, which was seconded by Hagberg and was adopted.

### **DeLagoon Park Project**

The city has legislative authority to seek voter approval at the November 2022 General Election for \$5.2 million project of improvements at DeLagoon Park. Bolton and Menk reviewed the project scope and estimate the proposed improvements would be \$8,721,355. City staff and the Park Board members reviewed the project scope and have made a recommendation for the project that would fit the \$5.2 million budget.

Campground Master Plan Updates	\$2,390,850
Sewer and Water Utility Extensions	\$1,137,100
Restroom/Concession Buildings	\$ 299,050
Baseball Field Lighting	\$ 625,000
Softball Complex Lighting	\$ 748,000
<b>Total</b>	<b>\$5,200,000</b>

The restroom/concession building at the soccer complex would be new construction while the existing building at the softball complex would be renovated. If this project scope is approved by the council, staff would begin working on ballot question language to bring to the council for approval. Rufer felt it is important the city makes responsible investments into our community and believes this will be another amenity that will attract people to visit or reside in Fergus Falls. Rufer offered **Resolution #126-2022** approving the scope of the DeLagoon Improvement Project and directing staff to begin working on ballot language questions. The resolution was seconded by Kvamme and was adopted.

### **Update on Historic Downtown District**

Karin Flom explained the Heritage Preservation Commission (HPC) was in favor of designating a historic downtown district and hoped to apply for a grant from the Minnesota State Historical Society. When this topic was introduced to the council on May 16, the grant deadline was June 3. The HPC Chair felt the timeline was too short to submit a good application and gather community input. The program also requires matching funds that have not yet been secured. The commission will continue to look at the merits of submitting an application and will bring back a recommendation to the council at a later time.

The meeting adjourned at 6:07 pm

*Lynne Olson*

Committee of the Whole Meeting  
June 15, 2022

The Fergus Falls City Council met as a Committee of the Whole on Wednesday June 15, 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: Hicks, Fish, Hagberg, Kvamme, Thompson, and Arneson. Gustafson and Rufer were absent.

**City Owned Property**

The city periodically receives requests to purchase city owned property and these offers have been handled on a case-by-case basis. Staff would like to implement a process to consider these offers in a consistent, fair and transparent manner. The policy would address the establishment of a purchase price, follow the Charter requirements to sell public land over multiple meetings and to provide the public opportunities to make comment or allow for other offers. It would also take into account the council's wishes to not entertain offers below the market value and staff would consult with other cities to determine their process. There were questions about the differences in city land versus Port Authority land and the methods used to sell these properties. Sales of Port Authority owned land are typically more flexible, and the property is sold to enable economic growth opportunities. A request was made to provide a map showing the properties the city is able or willing to sell, excluding parks, properties with deed restrictions or right of ways. A motion and second were made by Fish and Hicks to recommend the council authorize staff to prepare a policy for the sale of city-owned property and the motion carried.

**Food Trucks**

The city's food truck ordinance went into effect in 2016. Since that time the industry has changed considerably, and the city has been asked to review the ordinance language with the input of the local food truck owners. Areas to be addressed are the restricted areas, a tiered permitting system that ensures compliance with county and state regulations, the option to connect to city utilities and signage needs. Jenney Christensen operates a dessert food truck and said it is difficult for food trucks to operate downtown unless it is in conjunction with a special event. As a business that requires electricity, she hoped the utilities would be addressed along with the rules about signs. Pat Connelly works with the JoCo food truck and felt the permitting system needs to be clear and easy for local vendors as well as food trucks coming to town for special events. He advocated permitting fees be low enough to encourage businesses to operate in Fergus Falls and the city to be adaptable for the changes that will be coming to the community with the new Riverfront Pavilion and within the food service industry. He cited an example of the noise level restrictions and said unless electricity hookups are provided, the truck runs on a generator that is noisy. He encouraged the council to look for other locations for food trucks to operate and to balance decisions between brick-and-mortar businesses and mobile food trucks. Staff was directed to come back with recommendations at a future meeting.

**CP 5959 Stanton Avenue Project**

Staff is planning for a future street reconstruction project on Stanton Avenue from Union to Broadway. The project would coincide with the planned redevelopment of the flour mill project. Moore Engineering provided a proposal to prepare a preliminary design in the amount of \$32,166. The poor condition of the road surface on Stanton Avenue is due to the underlying soil conditions and they would be corrected in this project scope. Staff is requesting the initiation of this project to gain preliminary information to coordinate with planned future redevelopment. The preliminary design

work would include reviewing the condition of the existing utilities and coordination with other utility owners to plan for necessary relocations or system upgrades. Additional parking, access improvement locations for the flour mill redevelopment and the placement of the trail system would also be considered in the preliminary design. Funding options would be reviewed after the preliminary engineering report and preliminary design are complete. A motion and second were made by Fish and Thompson to recommend the council initiate Public Improvements 5350, 7215 and 8230 and combine them into City Project 5959. The recommendation would also include ordering the preliminary engineering report and accepting Moore Engineering's professional services proposal for the preparation of the preliminary design and the motion carried.

### **PI 9351, Instrument Landing System**

The airport's instrument landing system is one of the oldest systems in the state and needs to be replaced. The city would construct the equipment foundations and electrical power while MnDOT would be responsible for the equipment installation. The project is eligible for 70% of funding from the State Airports Fund and the local share is 30%. SEH provided a professional services proposal for design in the amount of \$79,500 and these fees are eligible for reimbursement. A motion and second were made by Arneson and Hagberg to recommend the council initiate PI 9351, the Instrument Landing System Replacement Project, and accepting SEH's professional services proposal for design in the amount of \$79,500 and the motion carried.

### **Ground Storage Reservoir**

The city recently finished the rehabilitation of the 1.5-million-gallon ground storage reservoir and now are planning for the replacement of the 750,000-gallon ground storage reservoir located near the water treatment facility. The 750,000-gallon tank was constructed in 1914. It is at the end of its useful life and other storage facilities have been constructed to maintain fire flow requirements. Water storage facility assessments conducted in 1993 and 2018 recommended demolition and replacement of the system. Interstate Engineering and their sub-contractor Apex Engineering have been asked to evaluate the city's water distribution system. They will determine if a new water storage reservoir needed, explore modifications at the water treatment plant to accommodate storage needs without a new reservoir. If a new system is needed, they need to decide if a new reservoir should be constructed at the same site or moved to a new location to better serve the city's water demands. This city-wide water distribution digital model would address these questions about potential system deficiencies, identify necessary improvements for future development and plan for prospective large water users. The consultant fee would be allocated to the future project improvement costs and initially funded through the water enterprise funds. Once a plan on how to proceed with the 750,000-gallon tank, the total project costs and funding sources would be developed. A motion and second were made by Fish and Kvamme to recommend the council initiate PI 8232, the 750,000-gallon ground storage reservoir replacement project and accept Interstate Engineering's professional services proposal in the amount of \$95,000 and the motion carried.

### **Otter Tail County EDA**

Nick Leonard, representing Otter Tail County asked the city to consider participating in the county's Economic Development Authority (EDA). Minnesota State Statute 469.1082, Subdivision 2 authorizes a county to form a county economic development authority. In 2019 the Otter Tail County Board of Commissioners established the county's Economic Development Agency (EDA), which is referred to as the Community Development Agency (CDA). The CDA does not have a county-wide levy at this time. The county has \$5 million in ARPA funds they would like to invest in market rate

housing and the workforce challenges in healthcare and long-term care facilities. Before the county can use these funds in a community or township, the governing body must adopt a resolution to participate in the Otter Tail County EDA. Mayor Schierer asked if the resolution language could be amended to guarantee no additional levy would be issued for Fergus Falls residents if we decide to participate. Leonard explained if the county wanted to issue a levy, all 62 townships and 12 cities within the county would need to adopt a resolution of consent for the county to proceed. Fish did not feel the city's allocation of \$5 million would not be sufficient to participate and felt the Fergus Falls HRA is doing a good job of providing affordable housing in Fergus Falls. He questioned if the county would work with the city's HRA or if this was an attempt to take over their operations. Leonard said that is not the intent, nor is it their goal to take over city project or direct staff and the council what to do. If the city chooses to participate, they will enter into a five-year agreement and can withdraw from the agreement five years after the inception with a 90-day notice. There was discussion of the potential changes that could be made in elected officials on both the county and city members during that time. There was a question as to what other stipulations the city needs to comply with if they participate. Leonard confirmed if the city chooses not to participate the close working relationship between the two entities would continue to exist, but the county would not be able to invest these funds in the city if they don't participate.

City Administrator Andrew Bremseth felt it is the city's duty to protect the taxpayers from an additional levy since the Fergus Falls HRA has the authority to issue a levy. He will check with the city attorney to ensure a language amendment could be included to ensure the city retains their local control as the council requested. The county attorney would also be asked to review. Hicks has concerns this would be an opening for the county to take over the Fergus Falls HRA and the city's economic development efforts. He agreed it would be best to have the intent of keeping control of the Fergus Falls operations locally in writing. He was felt it was wrong the county has federal funds available, but the city cannot access the funds without giving something to the county. Fish agreed the money was provided to the county and the city would be forced to make a decision they were uncomfortable with to access the funds. Kvamme asked about the timeline and Leonard said there is no rush. If the city has a project later that would benefit from these funds, the city could reconsider their participation at a later date. Mikel Olson of the Fergus Falls HRA echoed the concerns of entering into this agreement and advocated for keeping local control. He was concerned the potential levy the county could impose would double tax our residents and spoke about the assistance they provide in Fergus Falls. A motion and second were made by Hicks and Hagberg to recommend the council continue discussion of this issue after the city and county attorney each weight in on possible language amendments in the resolution and the motion carried.

The meeting adjourned at 8:09 am.

*Lynne Olson*

City Council  
Work Session Minutes  
June 6, 2022

The Fergus Falls City Council held a work session on June 6, 2022, at 5:00 pm in the City Council Chambers to hear the 2021 audit report. Acting Mayor Justin Arneson called the meeting to order at 5:02 pm and the following council members were in attendance: Gustafson, Hicks, Fish, Hagberg, Kvamme, Rufer, Thompson and Arneson. Schierer and Hicks were absent.

Nancy Schulzetenberg of berganKDV presented the city's 2021 audit via zoom. The city received an unmodified opinion, which is the best opinion an auditor can provide. The city's General Fund balance is \$6,553,239 which is a \$522,200 increase over the previous year. Total revenues are \$11,854,692 and expenditures are \$13,034,761. Each of the enterprise funds were reviewed in detail. Fish offered **Resolution #115-2022** approving the 2021 audit, which was seconded by Thompson and was adopted.

The work session ended at 5:20 pm.

*Lynne Olson*



FOR COUNCIL MEETING— JUNE 21, 2022

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

Paving/Sidewalk

Visionary Concrete Inc.

Minnesota Lawful Gambling Permit

Fergus Falls Fish and Game Club for raffle on August 18, 2022 at the W Otter Tail County Fairgrounds



## Council Action Recommendation

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**Meeting Date:** June 21, 2022

**Subject:** Tax Increment District 4-12 Aura Capital

**Recommendation:** Approve a resolution decertifying Tax Increment District 4-12.

**Background/Key Points:** Tax Increment District 4-12 and related development agreement and TIF note were established in 2016 between the City and Aura Fabricators for the expansion of operations into Fergus Falls.

The required decertification date for this district was 12/31/2026, however, the TIF note established to finance costs incurred in connection with the acquisition, construction and equipping of the facility has been paid in full.

**Budgetary Impact:** The TIF District will end and the City will no longer receive increment or make any further payments with regards to the revenue note.

**Originating Department:** Finance

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

**Attachments:**  
N/A



# City Council Action Recommendation

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**Meeting Date:**

June 7, 2022 BDFB  
June 22, 2021 City Council

**Subject:**

\$74,999 ED and Facade Loans – Cadem Law Group, PLLC

**Recommendation:**

Business Development for Fergus Falls recommends approval of an ED and Facade Loan to Christopher Cadem.

**Background/Key Points:**

Christopher Cadem owns the building located at 1005 Pebble Lake Road, where he operates his business Cadem Law Group PLLC. Christopher Cadem has requested funding not to exceed \$74,999 for the remodeling of his building. Cadem Law Group was formed in 2010 and its principal place of business is Fergus Falls. The remodeling will convert a three-office suite on the second level into a six-office suite with a reception area. The remodeling will replace all windows on the second floor with high efficiency window and make this level handicap accessible. Mr. Cadem had been self-funding the project, but due to increases in material cost has requested funding to help complete the project.

City staff suggests the following terms for an Economic Development loan of \$50,000:

- 4% interest for 12 years
- 1% origination fee on the loan amount
- Personal and Corporate Guarantees

City staff suggests the following terms for a Facade Improvement loan of \$24,999:

- 2% interest for 7 years
- 1% origination fee on the loan amount
- Personal and Corporate Guarantees

The collateral for the loan will be a first position on the real estate located at 1005 Pebble Lake Road, Fergus Falls, MN.

**Budgetary Impact:**

This financing will allow for the growth of an existing business in the community that will create jobs and provide construction work to local contractors. The City will also receive interest on the revolving loan.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck & BDFB



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

6/15/22

**Subject:**

Policy for the sale of City-owned property

**Recommendation:**

Motion directing staff to prepare a policy for the sale of City-owned property

**Background/Key Points:**

The City has been receiving frequent requests from parties interesting in purchasing City owned property over the past few years. Each of these requests and subject properties are unique and the circumstances have varied, and each has been handled on a case-by-case basis by various departments and staff members. Over the last couple of years, Council has consistently agreed that offers should not be below market value and that offers should be made publicly, but no official policy has been created. Our Charter requires multiple actions to sell City land, intending for the ability of the public to comment and be involved.

In internal discussions of the latest land sale requests, it has become increasingly clear that staff require a process and policy by which offers to purchase City land may be regulated. The intent of this item, therefore, is to start a discussion with the Council about the creation of a policy that:

- Clarifies the land sale process for staff and the public
  - Does the City Council want to continue to entertain offers or sell City land?
  - How is a purchase price established?
- Addresses public engagement in the land sale process
  - Should other interested parties have the ability to make an offer?

If the Council wishes to create and implement such a policy, staff will begin the process by reaching out to other cities to determine how they handle this topic and will ultimately bring back a policy for your consideration.

**Originating Department:**

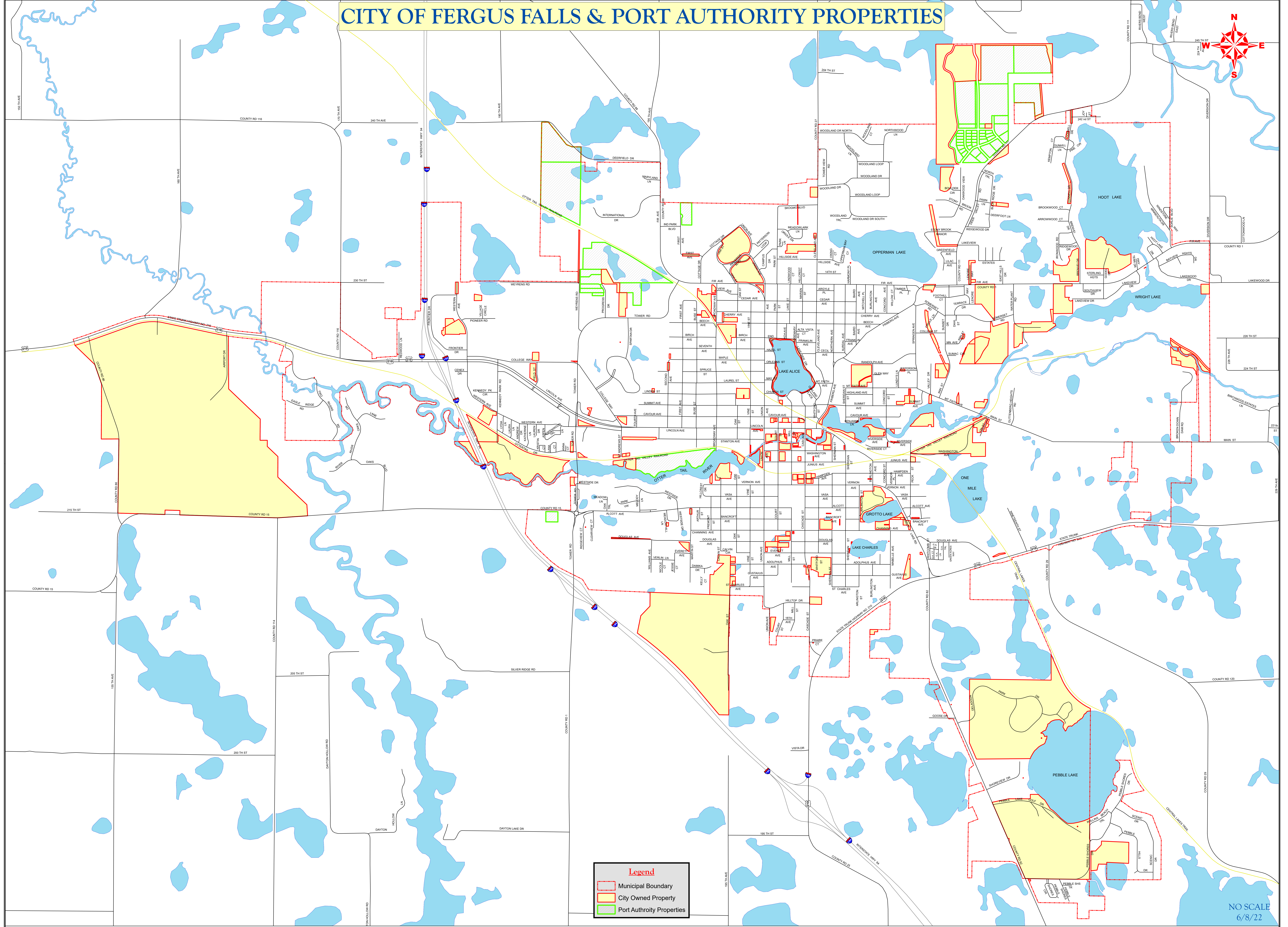
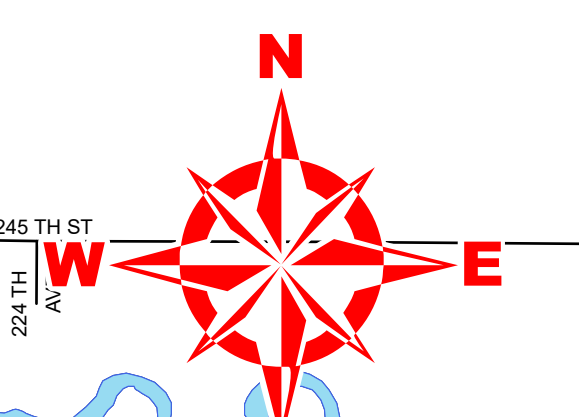
Administration

**Respectfully Submitted:**

Andrew Bremseth, City Administrator



# CITY OF FERGUS FALLS & PORT AUTHORITY PROPERTIES



**Legend**

- Municipal Boundary
- City Owned Property
- Port Authority Properties





## Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

June 15, 2022 – Committee of the Whole

June 21, 2022 – City Council

**Subject:**

Stanton Avenue Reconstruction Improvement Project from Union Avenue to Broadway Avenue

**Recommendation:**

- Resolution initiating PI No.'s 5350, 7215, 8230
- Combined PI No.'s 5350, 7215, 8230 into CP 5959 – Stanton Avenue Reconstruction project from Union Avenue to Broadway Avenue
- Resolution Ordering the Preliminary Engineering Report (PER) for CP 5959
- Resolution accepting Moore Engineering professional services proposal for preparation of the Preliminary Design in the base amount of \$32,166

**Background/Key Points:**

The reconstruction of Stanton Avenue from Union Avenue to Broadway Avenue is on the horizon. With the planned redevelopment of the Old Flour Mill, and because of the existing condition of Stanton Avenue, I requested a proposal from Moore Engineering to prepare a Preliminary Design for this proposed project. This design will include information for use by the City staff in preparing the PER for this project area.

Existing street conditions are poor in part of this area due to the underlying soil conditions. Part of the existing 30" interceptor sanitary sewer (100' on either side of the Oak Street intersection) even had to be constructed on timber pilings to overcome potential settlement issues related to the extremely poor soil conditions.

This project is included in the City's "Capital Improvement Program" (2022-2026 CIP) for this year. It is necessary to initiate the project at this time to obtain preliminary information that will allow the City to coordinate with the schedule of planned future redevelopment in the area.

If accepted, Moore Engineering, as part of the Preliminary Design, will review the condition of the existing utilities and street and discuss action recommendations with City staff. Contact will also be made with other utility owners so that they can plan for any necessary relocations and/or upgrades to their systems.

Additional parking and access improvement locations for the Old Flour Mill redevelopment effort will be included in the preliminary design.

**Budgetary Impact:**

The estimated cost for this project is not determined at this time. Potential funding sources might be Municipal State Aid (street portion), enterprise funds (City utilities), special assessment, and/or a combination thereof.

Funding options will be reviewed after the completion of the PER and preliminary design.

**Originating Department:**

Engineering Department

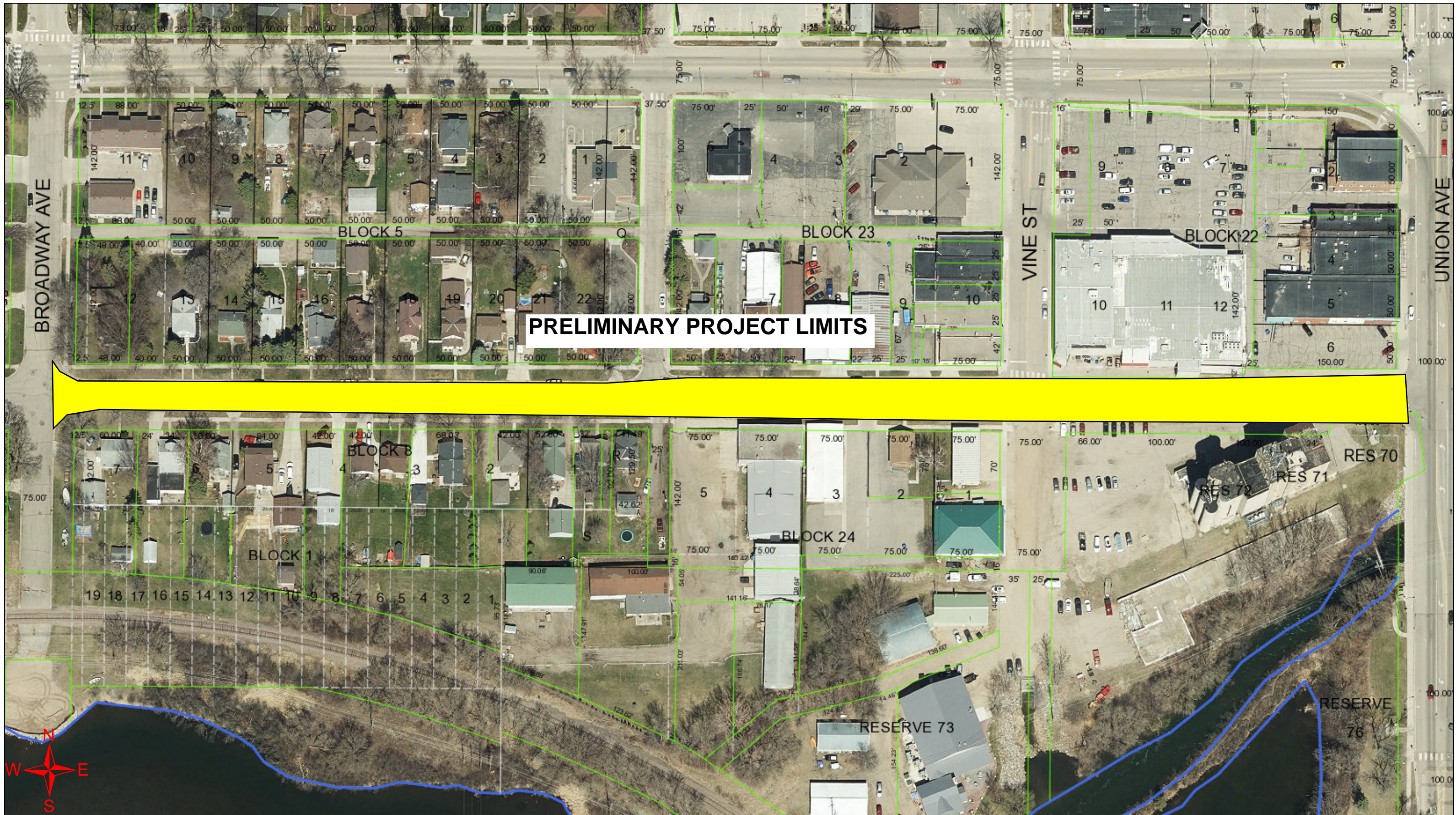
**Respectfully Submitted:**

Brian Yavarow, P.E. - City Engineer

**Attachments:**

Project Location Map





**PI 5350, 7215 & 8230 Street & Utility Replacement**

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

June 15, 2022 – Committee of the Whole

June 21, 2022 – City Council

**Subject:**

PI No. 9351 –Instrument Landing System (ILS) Replacement Project

**Recommendation:**

- Resolution initiating PI No. 9351 –Instrument Landing System (ILS) Replacement Project
- Resolution accepting SEH’s professional services proposal for design in the amount of \$79,500.00

**Background/Key Points:**

The Instrument Landing System (ILS) at the Fergus Falls Municipal Airport needs to be replaced because the system is becoming obsolete and replacement parts are unavailable in many instances. The attached notification letter from MnDOT further explains the need for replacement. Through past correspondence with MnDOT, they indicated the FFM’s ILS is the second oldest system and possibly the oldest operating ILS system in the State.

In general, the City’s portion of work consists of the construction ILS equipment foundations and electrical power, etc. MnDOT Aeronautics has indicated the project is eligible for 70% funding from the State Airports Fund. The ILS equipment itself has been purchased and anticipated to be delivered this fall. MnDOT will be responsible for the equipment installation. SEH’s proposal accounts for a lot of coordination MnDOT and subconsultant work, such as soil borings which are required.

**Budgetary Impact:**

SEH’s fee are eligible reimbursable expenses thru the Airport Grant program. The anticipated funding share for the design of underground utilities and construction is 70% MnDOT, 30% Local -City Share.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. - City Engineer

**Attachments:**

MnDOT Aeronautics ILS Notification Letter

February 17, 2022

**Alexander Habraken**  
**Fergus Falls Airport**  
**4005 Highway 210 West**  
**Fergus Falls, MN 56537**

Dear Mr. Habraken,

As you may be aware many of the nav aids that are on our airports have reached the age of obsolescent. The ILS System located at your airport is in this situation. We are fortunate to have been given the budget at the end of FY21 to replace some of these older stations. I know my team has been working with you on this project but in reviewing our internal documents I am unable to locate where the city has asked for funding for this project. I encourage you to apply for a grant so this project may move forward.

We were notified in December that the model of ILS you have at your airport will not longer be supported by the manufacture. This is a major issue as we have very few parts and the manufacture will not work on or replace any of the components for your existing system. Your system is in excess of 20 years old which is the expected life of these systems. The manufacture will generally run the production for 20 years on a model and then support it for up to 10 years after production ends. Today we are beyond manufacture support, and it is time to replace the system with new.

For the airports part there is some civil work to be completed. This involves replacing the foundation for the localizer antenna and some under ground cabling. There may also be some foundation work on the sheds that house all the equipment. In your airports case there is also an issue with the Localizer antenna foundation this is going to require it to be replaced if the system is to stay operational. This needed work is also a requirement of the upgrade so the timing on this project lines up with this need.

With this project MnDOT Aeronautics will supply a new ILS station, including the Glide slope, localizer and related antennas and sheds for housing the electronics. We will also set it up and commission it with FAA at the airport, MnDOT will continue to own the station and maintain the station going forward. The airport is responsible for supplying the in-ground mounts and underground cabling as well as establishing all utilities need along with an access road to the site. MnDOT will establish electrical service and phone lines as needed with the appropriate utility and will pay those monthly service bills related to this station. The Grant you are requesting is for the base infrastructure required to setup this AWOS station.

The Civil work required to replace this ILS station is estimated to be \$250,000 or less. We are suggesting that you ask for this grant with the amount of \$250,000 and as your project comes together, we can fine tune those numbers. The grant split will follow the 2022 rates letter previously established.

For your convenience a sample of the grant request follows on the next page. Please reach out to me directly with any questions you may have as well wanting to discuss project timing and other related details.

Sincerely

Michael Hartell  
Airport Operations Director  
MnDOT Office of Aeronautics  
[michael.hartell@state.mn.us](mailto:michael.hartell@state.mn.us)  
651-485-3698 Office/Cell

Please send the following to your development engineer to request this project to move forward. The reply should be on City letter head, and it should be sent electronically to all parties in the original email.

Please note most Aero staff are working from remote locations and central mail is very slow to reach us.

Dear (Development Engineer)

The city of \_\_\_\_\_ formally requests to move forward with the replacement of \_\_\_\_ (navaid) \_\_\_\_\_. We understand that we will be responsible for the civil work involved in this project and for that we would like to request a design/engineering grant to work with our consultant.

We are estimating the total cost of design and civil work construction to be:  
\$ \_\_\_\_\_

Thank you,



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

June 15, 2022 – Committee of the Whole

June 22, 2022 – City Council

**Subject:**

PI No. 8232 – 750,000 gallon Ground Storage Reservoir (GSR) Replacement Project

**Recommendation:**

- Resolution initiating PI No. 8232
- Accept Interstate Engineering's professional services proposal in the amount of \$95,000.00

**Background/Key Points:**

Water storage facility assessments were completed in 1993 by Interstate Engineering and in 2018 by KLM Engineering to evaluate the condition of multiple City owned water storage facilities. Recently, the rehabilitation of the 1.5 million gallon Ground Storage Reservoir (GSR) tank was completed. The next phase scheduled is to replace the 750,000 gallon GSR located just Northeast of the Water Treatment Facility. This project is included in Year 2023 of the City's CIP.

The 750,000 gallon GSR tank was constructed in 1914. The 1993 report recommended replacement of the GSR in the coming years. The continuous 2018 report recommended the demolition and replacement of the GSR. City staff has maintained this facility in working order but it is at the end of its useful life and other storage facilities have been constructed to maintain fire flow requirements.

Because of this, I solicited Interstate Engineering and their sub-contractor Apex Engineering Group, Inc. (Apex) to evaluate the City's water distribution system. Initially, the plan was to follow the report recommendations mentioned above however, it was decided to pursue a holistic approach to this matter based on the following questions:

1. Is a new water storage reservoir needed to replace the 750,000-gallon GSR, which is scheduled to be demolished?
2. Can the WTP itself be modified to accommodate storage needs without a new GSR?
3. If needed, should the GSR be built in the same location or moved to a new location to better serve the city's water demands?

These questions and due diligence are best answered by developing a City wide water distribution digital model. The model will also be used to answer questions about potential system deficiencies, identify necessary improvements for future development, and plan for prospective, large water users.

The City has developed an inventory existing of the water system distribution within the GIS system. This inventory will greatly assist with the development of a City wide water distribution digital model.

**Budgetary Impact:**

This consultant fee will be allocated to the future project improvement costs and initially funded thru the water enterprise fund. Once the direction is known on how to proceed with the 750,000 gallon GSR. The estimated total costs and funding sources will be developed. This may include bonding or the State Public Facilities Authority (PFA) as options. Recently due to program deadlines, an application was submitted to the PFA to place this project on the Project Priority List (PPL) as a funding option however, there is no obligation to the City for this.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow - City Engineer

**Attachments:**

ORDINANCE NO. 28, EIGHTH SERIES

AN ORDINANCE AMENDING CITY CODE CHAPTER 154  
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 May 23, 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 tracts of land located within the corporate limits of the City of Fergus Falls and described as follows:

**Tract 1 - Dairy Property**

Government Lots 1, 2 and 3 of Section 4, Township 132, Range 43, Otter Tail County, Minnesota lying south of the southerly Right-of-way line of the Northern Pacific Railway nka Burlington Northern Santa Fe Railroad.

Together with all of the Adjacent Otter Tail River.

EXCEPT THE FOLLOWING TRACTS:

1) A plot 20 by 60 feet in Government Lot 1 of Section 4, Township 132, Range 43, Otter Tail County, Minnesota, more particularly described as follows: Starting at the intersection of the Southerly right-of-way line of the Northern Pacific Railway over and across said Lot 1, and the Southerly projection of the East line of Buse Street of the City of Fergus Falls; thence East along said Southerly Right-of-way line of the Northern Pacific Railway a distance of 372.40 feet to the point of beginning; thence Southerly at right angles to said railway Right-of-way a distance of 20 feet; thence Easterly, parallel to said railway Right-of-way a distance of 60 feet; thence at right angles Northerly a distance of 20 feet to the South line of said railway right-of-way. thence westerly along said railway Right-of-way line a distance of 60 feet to the point of beginning.

2) All that part of Government Lot 3 of Section 4, Township 132, Range 43, Otter Tail County, Minnesota, described as follows: Commencing at the northwest corner of said Government Lot 3; thence on an assumed bearing of South 00 degrees 15 minutes 34 seconds West along the west line of said Government Lot 3, a distance of 640.65 feet to the southerly right-of-way line of the Burlington Northern Santa Fe Railroad, the point of beginning of the land to be described; thence North 81 degrees 57 minutes 44 seconds East along said southerly right-of-way line of the Burlington Northern Santa Fe Railroad, a distance of 762.99 feet; thence South 00 degrees 15 minutes 34 seconds West a distance of 390 feet more or less to the shoreline of the Otter Tail River; thence in a general westerly direction following along said shoreline to said west line of



Government Lot 3; thence North 00 degrees 15 minutes 34 seconds East along said west line, a distance of 122 feet more or less to the point of beginning.

**Tract 2 - LCCMR property**

All that part Government Lots 1, 2 and 3 of Section 4, Township 132, Range 43, Otter Tail County, Minnesota, lying easterly of Line A and lying southerly of Line B.

Line A is described as follows:

Commencing at the northwest corner of said Government Lot 3; thence South 01 degree 02 minutes 07 seconds West (bearing based on Otter Tail County Coordinates – 2011 adjustment) along the west line of said Government Lot 3, a distance of 640.65 feet to the southerly right-of-way line of the Burlington Northern Santa Fe Railroad; thence North 82 degrees 44 minutes 17 seconds East along said southerly right-of-way line of the Burlington Northern Santa Fe Railroad, a distance of 762.99 feet to the point of beginning of the line to be described; thence South 01 degree 02 minutes 07 seconds West a distance of 389 feet more or less to the shoreline of the Otter Tail River and there terminating.

Line B is described as follows:

Commencing at the northwest corner of said Government Lot 3; thence South 01 degree 02 minutes 07 seconds West (bearing based on Otter Tail County Coordinates – 2011 adjustment) along the west line of said Government Lot 3, a distance of 640.65 feet to the southerly right-of-way line of the Burlington Northern Santa Fe Railroad; thence North 82 degrees 44 minutes 17 seconds East along said southerly right-of-way line of the Burlington Northern Santa Fe Railroad, a distance of 762.99 feet; thence South 01 degree 02 minutes 07 seconds West a distance of 194.94 feet to the point of beginning of the land to be described; thence South 66 degrees 02 minutes 05 seconds East a distance of 28.42 feet; thence southeasterly on a tangential curve, concave to the northeast, having a radius of 950.00 feet and a delta angle of 26 degrees 12 minutes 49 seconds, for an arc distance of 434.63 feet; thence North 87 degrees 45 minutes 06 seconds East a distance of 633.45 feet; thence northeasterly on a tangential curve, concave to the northwest, having a radius of 500.00 feet and a delta angle of 34 degrees 54 minutes 45 seconds, for an arc distance of 304.67 feet; thence North 52 degrees 50 minutes 21 seconds East a distance of 162.52 feet; thence northeasterly on a tangential curve, concave to the southeast, having a radius of 361.08 feet and a delta angle of 32 degrees 51 minutes 53 seconds, for an arc distance of 207.11 feet; thence southeasterly on a compound curve, concave to the southwest, having a radius of 119.19 feet and a delta angle of 44 degrees 57 minutes 46 seconds, for an arc distance of 93.53 feet; thence southeasterly on a reverse curve, concave to the northeast, having a radius of 224.92 feet and a delta angle of 41 degrees 39 minutes 57 seconds, for an arc distance of 163.57 feet; thence North 89 degrees 00 minutes 03 seconds East a distance of 175.96 feet; thence northeasterly on a tangential curve, concave to the northwest, having a radius of 200.00 feet and a delta angle of 51 degrees 21 minutes 04 seconds, for an arc distance of 179.25 feet; thence North 37 degrees 38 minutes 59 seconds East a distance of 117.09 feet; thence North 47 degrees 50 minutes 59 seconds East a distance of 114.65 feet; thence northeasterly on a tangential curve, concave to the southeast, having a radius of 200.00 feet and a delta angle of 41 degrees

36 minutes 40 seconds, for an arc distance of 145.25 feet; thence North 89 degrees 27 minutes 39 seconds East a distance of 47 feet more or less to the shoreline of the Otter Tail River and there terminating. Containing 11.57 acres more less.

Together with all of the adjacent Otter Tail River.

should be and are hereby removed from an R-A, Agricultural Resident District and I-2, General Industrial District and placed in a R-4, Multiple Family Residence District.

Section 3. 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 Chapter 154 has been amended by Ordinance No. 28, 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. 28, Eighth Series, is as follows:

AN ORDINANCE AMENDING CITY CODE CHAPTER 154  
BY CHANGING THE BOUNDARY LINES OF CERTAIN  
DISTRICTS AND CHANGING THE CLASS OF DISTRICTS  
OF CERTAIN LANDS.

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 28, Eighth Series, is as follows:

Section 1 reflects hearing date of Planning Commission meeting as May 23, 2022.

Section 2 provides that the dairy property and LCCMR property located in Government Lots 1, 2 and 3 of Section 4, Township 132, Range 43, be rezoned from R-A, Agricultural Residence District and I-2, General Industrial District to R-4, Multiple Family Residence District.

Section 3 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/ordnocs/eighth series/ord28



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** June 21, 2022

**Subject:** Local Sales Tax

**Recommendation:** Please approve a resolution discontinuing the Fergus Falls local sales tax as of September 30, 2022.

**Background/Key Points:**

At a special election held on November 8, 2016, the City of Fergus Falls was granted authorization by the voters of the City of Fergus Falls to implement a sales tax of one half of one percent to help fund the cost of expansion and betterment of the Fergus Falls Public Library. The collection of the local sales tax began on January 1, 2018.

On December 14, 2017, the City of Fergus Falls issued General Obligation Sales Tax Revenue Bonds, Series 2017A in a principal amount of \$7,055,000 to finance the Library project. The final payment on the bonds will be December 1, 2023.

The City received \$3,000,000 from the Library fundraising campaign and \$1,000,000 from a State Library Construction Grant.

The City has collected sufficient donations and sales tax proceeds to pay the remaining debt service payments on the bonds. The City is required to discontinue the local sales tax at the end of a quarter and provide the Minnesota Department of Revenue at least 90 days notice to end the local sales tax.

**Budgetary Impact:** The City will use the accumulated donations and local sales tax proceeds to pay all remaining debt service payments on the 2017A bonds.

**Originating Department:** Finance

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

**Attachments:**

Draft Resolution

RESOLUTION #\_\_-2022  
LOCAL OPTION SALES TAX  
DISCONTINUED AS OF SEPTEMBER 30, 2022

WHEREAS, at a special election held on November 8, 2016, the City of Fergus Falls was granted authorization by the voters of the City of Fergus Falls to implement a sales tax of one half of one percent sales tax to help fund the cost of expansion and betterment of the Fergus Falls Public Library with the collections to begin on January 1, 2018, and,

WHEREAS, the city has collected the sales and use tax for the allowed purpose and must provide notice of the discontinuation of the sales and use tax collection,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota to provide official notice to the Minnesota Department of Revenue that the city will discontinue the one half of one percent sales and use tax effective September 30, 2022.

The above and foregoing resolution was offered at a regular meeting of the City Council held on June 21, 2022, by Council Member \_\_\_ who moved its adoption, was seconded by Council Member \_\_\_\_ and adopted by the following vote:

AYES:  
NAYS:

Whereupon the above resolution was adopted.

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

## City of Fergus Falls, Minnesota Pre-Sale Summary for Issuance of Bonds

*\$1,670,000 General Obligation Tax Increment Revenue Bonds, Series 2022A*

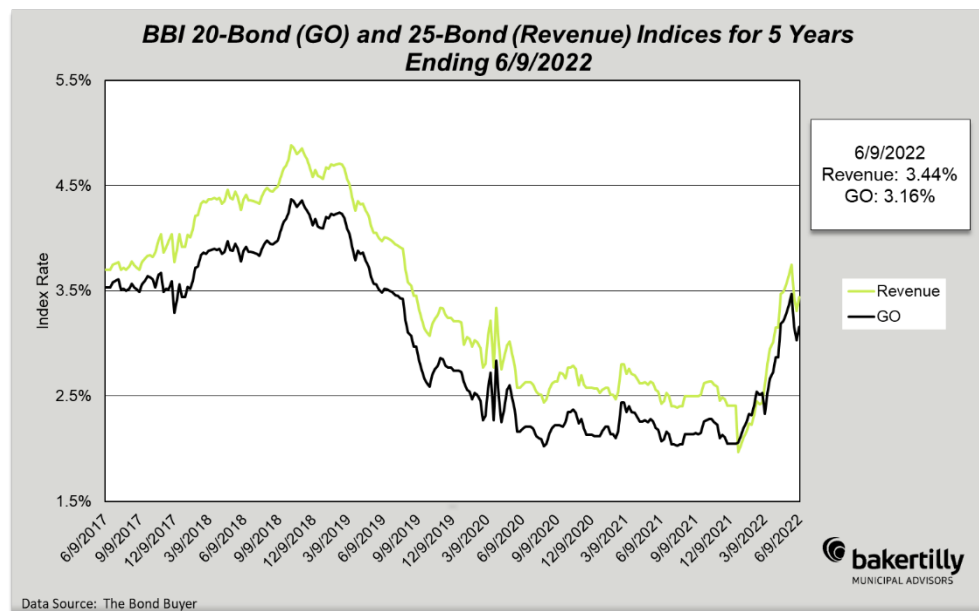
The City Council has under consideration the issuance of bonds to provide funding for (i) the infrastructure of the City's Campus View housing development; (ii) capitalized interest; and (iii) costs of issuance. This document provides information relative to the proposed issuance.

**KEY EVENTS:** The following summary schedule includes the timing of key events that will occur relative to the bond issuance:

June 21, 2022	Council considers Parameters Resolution
Week of June 27, 2022	Rating conference is conducted
<b>July 19, 10:00 a.m.</b>	<b>Competitive proposals are received</b>
<b>Subsequent to Proposal Opening</b>	<b>Award of Bonds by Pricing Committee</b>
July 27, 2022	Ratification of award
August 18, 2022	Proceeds are received

**RATING:** An application will be made to Moody's Investors Service (Moody's) for a rating on the Bonds. The City's general obligation debt is currently rated "Aa3" by Moody's.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20<sup>th</sup> year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30<sup>th</sup> year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



**PURPOSE:** The purpose of the Bonds is to provide funding for (i) the infrastructure of the City's Campus View housing development; (ii) capitalized interest; and (iii) costs of issuance.

**AUTHORITY:** Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes, Chapters 469 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 469, at least 20% of the project must be paid from projected tax increment revenues. The project is expected to meet this requirement.

**PARAMETERS RESOLUTION:** The Bonds will be sold via a competitive sale process on July 19, 2022. The City will adopt a Parameters Resolution on June 21, 2022. The City is utilizing the flexibility of a Parameters Resolution to sell the Bonds on a day with less supply in the market.

The Parameters Resolution will provide authorization for approval of the sale if the principal amount of the Bonds does not exceed \$1,670,000; and the true interest cost (TIC) does not exceed five percent (5.00%); on the day of sale. The determination of whether the conditions are satisfied shall be made by the Mayor, City Administrator, and Finance Director in consultation with Baker Tilly Municipal Advisors ("Baker Tilly MA"), the City's municipal advisor.

**SECURITY AND SOURCE OF PAYMENT:** Tax increment revenues derived from Tax Increment Financing District No. 4-14 (the "TIF District") are pledged to the repayment of the Bonds.

Capitalized interest has been included in the par amount of the Bonds to make the interest payments due on the Bonds beginning with the August 1, 2023 interest payment through the February 1, 2025 interest payment. Thereafter, each year's debt service will be paid from TIF revenues and available City funds. The City does not anticipate the need to levy for the Bonds.

Projected tax increment revenues are expected to be collected over at term of 25 years. The first tax increment revenue is estimated to be received in 2024 to make a portion of the February 1, 2025 principal and interest payment. The final year of tax increment revenue collection is estimated to be in 2049.

**STRUCTURING SUMMARY:** In consultation with City staff, the Bonds have been structured around the various projected revenues as detailed above.

When combined with principal payments on the City's General Obligation Bonds, the Bonds comply with Minnesota's statutory requirements under Chapter 475.54 that (i) principal be paid by the third anniversary of the issuance of the Bonds, and (ii) no future principal maturity be more than six (6) times higher than any earlier principal maturity.

**SCHEDULES ATTACHED:** Schedules attached include (i) estimated sources and uses of funds; (ii) estimated pricing summary; (iii) estimated net debt service versus revenue, given the current interest environment; and (iv) also included is a schedule of combined principal payments for the City's General Obligation Bonds to comply with the requirements under Minnesota Statutes Chapter 475.54.



**RISKS/SPECIAL  
CONSIDERATIONS:**

Any projections included herein are estimates at the time this document was prepared and are developed based on current conditions in the municipal market. Market conditions fluctuate daily and can result in significant changes in yields and prices. Future market fluctuations from now until the day of pricing could impact the projected debt service as reflected in this document and supporting schedules. Baker Tilly will continue to monitor the municipal bond market and its impact on this transaction and update the City with any significant changes as they may arise.

The Bonds have been structured with a reasonable estimate of premium pricing, given current market conditions. There is no guaranty that the winning bidder will price this issue with a premium in the amount estimated. Actual bids received on the day of sale may result in a smaller or larger issue size than estimated here.

Numerous events, including legislative action, can impact the generation of tax increment revenues. In the event tax increment revenues are negatively impacted, the amount of revenue available from that source could be reduced to a level that is not adequate to pay the Bonds. Should this happen, the City may be required to use other internal sources, special assessments against benefited properties, or levy general ad valorem taxes to make up for any shortfall.

**SALE TERMS AND  
MARKETING:**

Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

Bid Parameters: In order to keep estimated debt service levels close to project tax increment revenues, the Bonds are being marketed with a not-to-exceed bid amount of 102%.

Optional Redemption: Bonds maturing on or after February 1, 2033, may be prepaid at a price of par plus accrued interest on or after February 1, 2032.

Bank Qualification: The City does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for this calendar year; therefore, the Bonds are designated as bank qualified.

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**Post Issuance Compliance**

**POST ISSUANCE  
COMPLIANCE:**

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any "excess earnings" will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt

service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The City expects to meet the 18-month spending exception.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

**SUPPLEMENTAL  
INFORMATION:**

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

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**\$1,670,000**

**City of Fergus Falls, Minnesota**  
General Obligation Tax Increment Revenue Bonds, Series 2022A

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**Sources & Uses**

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**Dated 08/18/2022 | Delivered 08/18/2022**

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**Sources Of Funds**

Par Amount of Bonds.....	\$1,670,000.00
Reoffering Premium.....	58,468.80
<b>Total Sources.....</b>	<b>\$1,728,468.80</b>

**Uses Of Funds**

Deposit to Project Construction Fund.....	1,476,445.00
Deposit to Capitalized Interest (CIF) Fund.....	172,436.41
Costs of Issuance.....	50,062.50
Total Underwriter's Discount (1.500%).....	25,050.00
Rounding Amount.....	4,474.89
<b>Total Uses.....</b>	<b>\$1,728,468.80</b>

**\$1,670,000**

**City of Fergus Falls, Minnesota**  
**General Obligation Tax Increment Revenue Bonds, Series 2022A**

**Pricing Summary**

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
02/01/2029	Serial Coupon	5.000%	3.200%	25,000.00	110.417%	-	-	-	27,604.25
02/01/2030	Serial Coupon	5.000%	3.250%	55,000.00	111.498%	-	-	-	61,323.90
02/01/2031	Serial Coupon	5.000%	3.300%	60,000.00	112.449%	-	-	-	67,469.40
02/01/2032	Serial Coupon	5.000%	3.350%	65,000.00	113.272%	-	-	-	73,626.80
02/01/2033	Serial Coupon	5.000%	3.400%	65,000.00	112.840%	c 3.521%	02/01/2032	100.000%	73,346.00
02/01/2034	Serial Coupon	5.000%	3.450%	70,000.00	112.410%	c 3.663%	02/01/2032	100.000%	78,687.00
02/01/2035	Serial Coupon	5.000%	3.500%	75,000.00	111.982%	c 3.784%	02/01/2032	100.000%	83,986.50
02/01/2036	Serial Coupon	4.000%	3.550%	75,000.00	103.585%	c 3.660%	02/01/2032	100.000%	77,688.75
02/01/2037	Serial Coupon	4.000%	3.600%	80,000.00	103.179%	c 3.714%	02/01/2032	100.000%	82,543.20
02/01/2038	Serial Coupon	3.950%	3.625%	85,000.00	102.580%	c 3.729%	02/01/2032	100.000%	87,193.00
02/01/2039	Serial Coupon	3.700%	3.700%	85,000.00	100.000%	-	-	-	85,000.00
02/01/2040	Serial Coupon	3.750%	3.750%	90,000.00	100.000%	-	-	-	90,000.00
02/01/2041	Serial Coupon	3.800%	3.800%	90,000.00	100.000%	-	-	-	90,000.00
02/01/2042	Serial Coupon	3.850%	3.850%	95,000.00	100.000%	-	-	-	95,000.00
02/01/2043	Serial Coupon	3.900%	3.900%	100,000.00	100.000%	-	-	-	100,000.00
02/01/2044	Serial Coupon	3.950%	3.950%	105,000.00	100.000%	-	-	-	105,000.00
02/01/2045	Serial Coupon	4.000%	4.000%	105,000.00	100.000%	-	-	-	105,000.00
02/01/2046	Serial Coupon	4.050%	4.050%	110,000.00	100.000%	-	-	-	110,000.00
02/01/2047	Serial Coupon	4.100%	4.100%	115,000.00	100.000%	-	-	-	115,000.00
02/01/2048	Serial Coupon	4.150%	4.150%	120,000.00	100.000%	-	-	-	120,000.00
<b>Total</b>	-	-	-	<b>\$1,670,000.00</b>	-	-	-	-	<b>\$1,728,468.80</b>

**Bid Information**

Par Amount of Bonds.....	\$1,670,000.00
Reoffering Premium or (Discount).....	58,468.80
Gross Production.....	\$1,728,468.80
Total Underwriter's Discount (1.500%).....	\$(25,050.00)
Bid (102.001%).....	1,703,418.80
Total Purchase Price.....	\$1,703,418.80
Bond Year Dollars.....	\$29,166.14
Average Life.....	17.465 Years
Average Coupon.....	4.1087506%
Net Interest Cost (NIC).....	3.9941698%
True Interest Cost (TIC).....	3.9619853%

**\$1,670,000**

**City of Fergus Falls, Minnesota**  
**General Obligation Tax Increment Revenue Bonds, Series 2022A**

**NET DEBT SERVICE vs. REVENUE**

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% Overlevy	TIF Revenue	Srpls(Shrtfall)
02/01/2023	-	-	-	-	-	-	-	-	-
02/01/2024	-	-	102,133.91	102,133.91	(102,133.91)	-	-	-	-
02/01/2025	-	-	70,302.50	70,302.50	(70,302.50)	-	-	18,610.00	18,610.00
02/01/2026	-	-	70,302.50	70,302.50	-	70,302.50	73,817.63	37,220.00	(36,597.63)
02/01/2027	-	-	70,302.50	70,302.50	-	70,302.50	73,817.63	55,831.00	(17,986.63)
02/01/2028	-	-	70,302.50	70,302.50	-	70,302.50	73,817.63	74,441.00	623.38
02/01/2029	25,000.00	5.000%	70,302.50	95,302.50	-	95,302.50	100,067.63	93,051.00	(7,016.63)
02/01/2030	55,000.00	5.000%	69,052.50	124,052.50	-	124,052.50	130,255.13	136,407.00	6,151.88
02/01/2031	60,000.00	5.000%	66,302.50	126,302.50	-	126,302.50	132,617.63	136,407.00	3,789.38
02/01/2032	65,000.00	5.000%	63,302.50	128,302.50	-	128,302.50	134,717.63	136,407.00	1,689.38
02/01/2033	65,000.00	5.000%	60,052.50	125,052.50	-	125,052.50	131,305.13	136,407.00	5,101.88
02/01/2034	70,000.00	5.000%	56,802.50	126,802.50	-	126,802.50	133,142.63	136,407.00	3,264.38
02/01/2035	75,000.00	5.000%	53,302.50	128,302.50	-	128,302.50	134,717.63	136,407.00	1,689.38
02/01/2036	75,000.00	4.000%	49,552.50	124,552.50	-	124,552.50	130,780.13	136,407.00	5,626.88
02/01/2037	80,000.00	4.000%	46,552.50	126,552.50	-	126,552.50	132,880.13	136,407.00	3,526.88
02/01/2038	85,000.00	3.950%	43,352.50	128,352.50	-	128,352.50	134,770.13	136,407.00	1,636.88
02/01/2039	85,000.00	3.700%	39,995.00	124,995.00	-	124,995.00	131,244.75	136,407.00	5,162.25
02/01/2040	90,000.00	3.750%	36,850.00	126,850.00	-	126,850.00	133,192.50	136,407.00	3,214.50
02/01/2041	90,000.00	3.800%	33,475.00	123,475.00	-	123,475.00	129,648.75	136,407.00	6,758.25
02/01/2042	95,000.00	3.850%	30,055.00	125,055.00	-	125,055.00	131,307.75	136,407.00	5,099.25
02/01/2043	100,000.00	3.900%	26,397.50	126,397.50	-	126,397.50	132,717.38	136,407.00	3,689.63
02/01/2044	105,000.00	3.950%	22,497.50	127,497.50	-	127,497.50	133,872.38	136,407.00	2,534.63
02/01/2045	105,000.00	4.000%	18,350.00	123,350.00	-	123,350.00	129,517.50	136,407.00	6,889.50
02/01/2046	110,000.00	4.050%	14,150.00	124,150.00	-	124,150.00	130,357.50	136,407.00	6,049.50
02/01/2047	115,000.00	4.100%	9,695.00	124,695.00	-	124,695.00	130,929.75	136,407.00	5,477.25
02/01/2048	120,000.00	4.150%	4,980.00	124,980.00	-	124,980.00	131,229.00	136,407.00	5,178.00
<b>Total</b>	<b>\$1,670,000.00</b>	<b>-</b>	<b>\$1,198,363.91</b>	<b>\$2,868,363.91</b>	<b>(172,436.41)</b>	<b>\$2,695,927.50</b>	<b>\$2,830,723.88</b>	<b>\$2,870,886.00</b>	<b>\$40,162.13</b>

Dated..... 8/18/2022  
 Delivery Date..... 8/18/2022  
 First Coupon Date..... 8/01/2023

**Yield Statistics**

Bond Year Dollars..... \$29,166.14  
 Average Life..... 17.465 Years  
 Average Coupon..... 4.1087506%  
 Net Interest Cost (NIC)..... 3.9941698%  
 True Interest Cost (TIC)..... 3.9619853%  
 Bond Yield for Arbitrage Purposes..... 3.8198157%  
 All Inclusive Cost (AIC)..... 4.2100205%

City of Fergus Falls, Minnesota  
 General Obligation Bonds  
 Principal Balance as of August 18, 2022 the dated date of the Bonds

**Principal Payments - Accrual Basis - MN Statutes 475.54**

DATE	2015A GO PIR Fund Ref Bonds	2017A GO Sales Tax Bonds	2018A GO Disposal System Bonds	2019A GO Bonds	2019B GO Bonds	2020 GO Refunding Bonds	2021A GO Bonds	Proposed Issuance 2022A GO TIF Bonds	TOTAL
02/01/2023	105,000.00	1,110,000.00	50,000.00	60,000.00	160,000.00	780,000.00	85,000.00	-	2,350,000.00
02/01/2024	-	900,000.00	50,000.00	60,000.00	165,000.00	820,000.00	95,000.00	-	2,090,000.00
02/01/2025	-	-	50,000.00	65,000.00	180,000.00	835,000.00	95,000.00	-	1,225,000.00
02/01/2026	-	-	55,000.00	65,000.00	185,000.00	720,000.00	95,000.00	-	1,120,000.00
02/01/2027	-	-	55,000.00	65,000.00	190,000.00	715,000.00	95,000.00	-	1,120,000.00
02/01/2028	-	-	55,000.00	70,000.00	205,000.00	620,000.00	95,000.00	-	1,045,000.00
02/01/2029	-	-	55,000.00	75,000.00	210,000.00	495,000.00	95,000.00	25,000.00	955,000.00
02/01/2030	-	-	60,000.00	75,000.00	220,000.00	505,000.00	95,000.00	55,000.00	1,010,000.00
02/01/2031	-	-	60,000.00	80,000.00	225,000.00	420,000.00	100,000.00	60,000.00	945,000.00
02/01/2032	-	-	65,000.00	80,000.00	235,000.00	425,000.00	100,000.00	65,000.00	970,000.00
02/01/2033	-	-	65,000.00	85,000.00	235,000.00	330,000.00	100,000.00	65,000.00	880,000.00
02/01/2034	-	-	65,000.00	85,000.00	250,000.00	-	100,000.00	70,000.00	570,000.00
02/01/2035	-	-	70,000.00	90,000.00	255,000.00	-	100,000.00	75,000.00	590,000.00
02/01/2036	-	-	70,000.00	90,000.00	-	-	105,000.00	75,000.00	340,000.00
02/01/2037	-	-	75,000.00	95,000.00	-	-	105,000.00	80,000.00	355,000.00
02/01/2038	-	-	75,000.00	95,000.00	-	-	-	85,000.00	255,000.00
02/01/2039	-	-	80,000.00	100,000.00	-	-	-	85,000.00	265,000.00
02/01/2040	-	-	-	105,000.00	-	-	-	90,000.00	195,000.00
02/01/2041	-	-	-	105,000.00	-	-	-	90,000.00	195,000.00
02/01/2042	-	-	-	110,000.00	-	-	-	95,000.00	205,000.00
02/01/2043	-	-	-	110,000.00	-	-	-	100,000.00	210,000.00
02/01/2044	-	-	-	115,000.00	-	-	-	105,000.00	220,000.00
02/01/2045	-	-	-	120,000.00	-	-	-	105,000.00	225,000.00
02/01/2046	-	-	-	120,000.00	-	-	-	110,000.00	230,000.00
02/01/2047	-	-	-	125,000.00	-	-	-	115,000.00	240,000.00
02/01/2048	-	-	-	130,000.00	-	-	-	120,000.00	250,000.00
02/01/2049	-	-	-	135,000.00	-	-	-	-	135,000.00
02/01/2050	-	-	-	140,000.00	-	-	-	-	140,000.00
<b>Total</b>	<b>\$105,000.00</b>	<b>\$2,010,000.00</b>	<b>\$1,055,000.00</b>	<b>\$2,650,000.00</b>	<b>\$2,715,000.00</b>	<b>\$6,665,000.00</b>	<b>\$1,460,000.00</b>	<b>\$1,670,000.00</b>	<b>\$18,330,000.00</b>

Aggregate | 6/14/2022 | 7:59 AM

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

HELD: June 21, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Fergus Falls, Minnesota, was duly held on June 21, 2022 at 5:30 p.m.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

APPROVING THE AUTHORIZATION FOR THE ISSUANCE OF GENERAL  
OBLIGATION TAX INCREMENT REVENUE BONDS, SERIES 2022A

BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota (the "City") as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered General Obligation Tax Increment Revenue Bonds, Series 2022A in the total aggregate principal amount of not to exceed \$1,670,000 (herein, the "Bonds"). The proceeds of the Bonds will be used to finance public improvements within the boundaries of Tax Increment Financing District No. 4-14.
2. The City Council desires to proceed with the sale of the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9) and proposals to purchase the Bonds will be solicited by Baker Tilly Municipal Advisors, LLC.
3. The Mayor and the City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount of not to exceed \$1,670,000.
4. The Mayor and the City Administrator are hereby authorized to approve the sale of the Bonds with a true interest cost not to exceed 5.00%.
5. Upon approval of the sale of the Bonds by the Mayor and the City Administrator, the City Council will take action at a regular or special scheduled meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
6. If the Mayor and City Administrator have not approved the sale of the bonds and executed the related documents by September 30, 2022, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



STATE OF MINNESOTA  
COUNTY OF OTTER TAIL  
CITY OF FERGUS FALLS

I, the undersigned, being the duly qualified and acting Administrator of the City of Fergus Falls, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to the City's General Obligation Tax Increment Revenue Bonds, Series 2022A.

WITNESS my hand this \_\_\_\_ day of June, 2022.

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Administrator



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

6/21/22

**Subject:**

Communications Specialist Position

**Recommendation:**

Resolution approving the creation of a Communications Specialist (1.0 FTE) position within the Administration Department

**Background/Key Points:**

For the past few years, the City has discussed the need for a dedicated full-time communications expert that can develop and execute a communication strategy for the City. Having a dedicated professional leading these efforts will allow the public to be more informed and engaged in City activities. With someone focusing on communications full-time, the City will have the ability to take advantage of multiple mediums and reach audiences that may be missed today. There will also be benefits internally to our organization as we can have a more consistent messaging strategy with our staff.

We have heard feedback from the Community that the City needs to do more to explain why we are doing what we are doing, how decisions are made, and that the City needs a consistent tone with messaging. An informed and engaged population is the most effective way to ensure local government is working with and for the people it serves. While we do our best to do these things today, current staffing has reached its marketing capacity. Having a person dedicated to this on a full-time basis will elevate our effectiveness.

The wage rating for this position is a C42 with a 2022 range of \$65,749- \$88,782

We will use the midpoint of this range for budgeting purposes. Also, it's imperative that someone in this role has a budget to work with as it relates to paid mediums (radio, newspaper, tv, content creation, etc.). We will plan to budget around \$50,000 until we get a better understanding of what that actual number should be.

The goal is to have someone start around September 1<sup>st</sup>. This position will be funded for the remainder of the year through fund balance (budget adjustments will be forthcoming) and then will be planned through the budgeting process and funding through the tax levy process going forward.

**Budgetary Impact:**

Wages and benefits:

2022: Approximately \$37,000 from fund balance

2023: \$114,517 through the Tax Levy

Working budget:  
Approximately \$50,000

**Originating Department:**  
Administration

**Respectfully Submitted:**  
Andrew Bremseth, City Administrator

**Attachments:**  
Position Job Description

**CITY OF FERGUS FALLS  
POSITION DESCRIPTION**

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**POSITION TITLE:**                    **Communications Specialist**                    **Non-Exempt/Non Union**

**DEPARTMENT:**                    **Administration**

**ACCOUNTABLE TO:**                **City Administrator**

**PRIMARY OBJECTIVE OF THE POSITION:** **Responsible for the management, supervision, implementation, planning and coordination of the City's strategic communications plan.**

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**MAJOR AREAS OF ACCOUNTABILITY:**

1. Develop, implement, and support a unified strategic communications plan that meets the goals, objectives, and timeliness of the City Council and departments by:
  - Creating communications standards to maintain consistency in quality, appearance, and content.
  - Managing the city's branding and marketing programs, policies and procedures, including the creation of communication standards to maintain consistency in quality, appearance and content.
  
2. Manage materials and information used for communications, public relations, and general information.
  - Assist City departments with developing, researching, writing and designing various communications that help citizens understand city policies, programs, and services.
  - Manage the content of communications to ensure that the perspectives of the Council, City administration, and departments are considered.
  - Develop and distribute press releases and maintain regular communication with media contacts.
  - Provide assistance with graphics, photos, and other design needs.
  
3. Acts as liaison for cable television programming. Ensure programs and messages are aired as scheduled or needed.
  - Work with all departments in identifying, planning, and executing video programming projects.
  - Coordinate the development and implementation of cable television presentations.
  - Coordinate meeting replays on the public access channel.
  - Oversee the City's video equipment in the council chambers; coordinate equipment maintenance and upgrades.
  -
  
4. Manage web and social media activities. Ensure content is appropriate and clearly written.
  - Interact frequently with the Information Technology staff on web-related issues, including planning for and implementation of web enhancements.
  - Develop and maintain process for electronic versions of programming for the website and social media.

5. Prepare and manage the communications, web, and cable budgets. Assure the completion of scheduled work within budget by working with staff in planning all facets of the operational process.
6. Work with the City Administrator on the coordination of various special projects and events.
7. Perform other duties as apparent or assigned.

**RELATIONSHIPS AND CONTACTS:**

The Communications Specialist:

- Is under the general direction of the City Administrator.
- Keeps the City Administrator informed of all relevant activities.
- Must be able to develop effective communication channels within City departments, the community, and the media to ensure a clear understanding of City activities, practices, and standards.

**QUALIFICATIONS:**

- Bachelor's degree in journalism, communications, public relations or multi-media related field.
- Three to five years experience in writing, public relations, multi-media or other communications-related field.
- Experience in employee supervision.
- Substantial ability to write clearly, condensing complex material into meaningful information for citizens and other interested parties across multiple multi-media platforms.
- Proficiency with related computer software programs.
- Working knowledge of community relations, techniques and best practices.
- Ability to learn elements of City operations, programs, recurring events and public process.
- Working ability to develop and implement community education and marketing strategies, programs and materials and determine their effectiveness.
- Excellent oral and written communications and editing skills.
- Possess valid Minnesota driver's license.

**DESIRED QUALIFICATIONS:**

- Experience with computer graphics, multi-media and web design, desktop publishing, and related publishing tools and resources.
- Additional coursework or experience in multi-media, marketing, design, photography, website design, advertising, cable and/or public relations.

MDH 22-CRS

## RESOLUTION ALLOWING CLAIMS &amp; ORDERING PAYMENT THEREOF

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

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

## General

AT&T MOBILITY	DATA PLANS	129.32	A	850	120476	1
AT&T MOBILITY	IPADS & CELL PHONE DATA	364.40	A	850	120476	2
ADMINISTRATOR'S CONTINGENCY FD	JUNE RECORD ORDINANCE #21	46.00	A	4000	120564	7
ADMINISTRATOR'S CONTINGENCY FD	MCFOA CITY CLERK MEMBERSHIP	50.00	A	4000	120564	6
ADMINISTRATOR'S CONTINGENCY FD	MN NW CHAPTER BLDG INSPECTORS	100.00	A	4000	120564	8
ADMINISTRATOR'S CONTINGENCY FD	REFUND GIRLS SOFTBALL	60.00	A	4000	120564	4
ADMINISTRATOR'S CONTINGENCY FD	REFUND YOUTH BASEBALL	210.00	A	4000	120564	5
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-COLBECK	25.00	A	4000	120564	1
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-HANNEMAN	25.00	A	4000	120564	3
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-OLIPHANT	25.00	A	4000	120564	2
ADMINISTRATOR'S CONTINGENCY FD	2022 SAFETY BOOT REIMBURSEMENT	150.00	A	4000	120564	9
ADVANCED CAPITAL GROUP INC	APRIL-JUNE 2022 INVESTMENT FEE	3,750.00	A	5955	120619	1
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	974.10	A	42000	120486	1
SEAN ANDERSON	CLEANING WEEKS OF MAY 23-30	442.32	A	74470	120318	1
ARENA WAREHOUSE LLC	ICE PAINT, RESIN COATED NETS	2,504.00	A	80900	120312	1
AUTO VALUE - FERGUS FALLS	JUN TRAFFIC SIGNAL GLASS FUSES	15.96	A	89020	120306	1
BANKCARD CENTER	ADOBE CREATIVE CLOUD	52.99	B	14100	120524	4
BANKCARD CENTER	BLDG OFFICIAL RENEWAL A.ZUMACH	484.00	B	14100	120636	5
BANKCARD CENTER	BUILDING MATERIALS BROADWAY P	945.16	B	14100	120636	4
BANKCARD CENTER	CANVA PRO MEMBERSHIP	299.63	B	14100	120529	3
BANKCARD CENTER	CONCESSION SUPPLIES	179.02	B	14100	120547	3
BANKCARD CENTER	FAN FOR LOCKER ROOM	75.49	B	14100	120384	6
BANKCARD CENTER	GLIDING FOR FLAG POLE BALL	13.63	B	14100	120636	3
BANKCARD CENTER	GLOVES	301.80	B	14100	120385	1
BANKCARD CENTER	HEINEN GLOCK ARMORERS CLASS	250.00	B	14100	120384	2
BANKCARD CENTER	HEINEN UNIFORM PURCHASE	429.90	B	14100	120384	7
BANKCARD CENTER	ICMA ANNUAL MEMBERSHIP	1,171.00	B	14100	120526	3
BANKCARD CENTER	KIDS KAMP SUPPLIES	155.17	B	14100	120547	1
BANKCARD CENTER	MATTSON DMT REFRESHER FEE	75.00	B	14100	120387	2
BANKCARD CENTER	MAY APPY PIE LLC	60.00	B	14100	120520	4
BANKCARD CENTER	MAY BUSHING,ALL WEATHER CEMENT	29.94	B	14100	120652	2
BANKCARD CENTER	MAY CANVA PRO	1.97	B	14100	120529	2
BANKCARD CENTER	MAY CPR INSTRUCTOR VIDEO AID	85.00	B	14100	120521	3
BANKCARD CENTER	MAY EASY400.NET	50.00	B	14100	120524	3
BANKCARD CENTER	MAY FIRE INVESTIGATION COURSE	132.45	B	14100	120520	6
BANKCARD CENTER	MAY GEAR BAGS	249.50	B	14100	120520	10
BANKCARD CENTER	MAY HELMET ID STICKERS	37.50	B	14100	120520	2
BANKCARD CENTER	MAY HIGH-SPEED HDMI CABLE	19.49	B	14100	120524	2
BANKCARD CENTER	MAY HONOR GUARD UNIFORMS	427.24	B	14100	120520	9
BANKCARD CENTER	MAY LEADERSHIP SKILLS	125.00	B	14100	120408	2
BANKCARD CENTER	MAY LIGHT FOR E1 SPOTLIGHT	35.49	B	14100	120521	4
BANKCARD CENTER	MAY MEETING-LODGING	154.80	B	14100	120526	2
BANKCARD CENTER	MAY MESH ROLL UP SIGN	81.30	B	14100	120523	8
BANKCARD CENTER	MAY POSTAGE-RETURN SENSOR	6.00	B	14100	120520	5
BANKCARD CENTER	MAY PROTECTORS FOR IPADS/PHONE	158.92	B	14100	120520	3

## General

BANKCARD CENTER	MAY R3 TIE DOWN	59.99	B	14100	120521	6
BANKCARD CENTER	MAY SEARCH CALL W/PD EXPENSES	95.48	B	14100	120521	5
BANKCARD CENTER	MAY SMALL ENGINE FUEL	15.42	B	14100	120520	8
BANKCARD CENTER	MAY SZ RIGID BRACKETS	82.57	B	14100	120523	16
BANKCARD CENTER	MILLER BCA TRAVEL MEAL	31.14	B	14100	120389	1
BANKCARD CENTER	MN BOARD OF TRAINING LICENSE	50.00	B	14100	120520	7
BANKCARD CENTER	MONTHLY ADOBE MEMBERSHIP	10.78	B	14100	120529	4
BANKCARD CENTER	MOULTRIE MONTHLY	9.99	B	14100	120389	2
BANKCARD CENTER	MRTC MEMBERSHIP-LIPSON	50.00	B	14100	120521	2
BANKCARD CENTER	OFFICE ORGANIZER	13.48	B	14100	120384	5
BANKCARD CENTER	RECERTIFICATION-J. SCHUETZLE	612.85	B	14100	120610	1
BANKCARD CENTER	SUBSCRIPTION GOOGLE STORAGE	9.99	B	14100	120636	2
BANKCARD CENTER	WEST PHONE CASE	21.99	B	14100	120384	4
BANKCARD CENTER	WEST/ESTEP CORONER TRIP MEAL	19.89	B	14100	120388	2
BANKCARD CENTER	WRAP FEST SUPPLIES	254.45	B	14100	120384	3
BANKCARD CENTER	YOUTH SOFTBALL SUPPLIES	191.94	B	14100	120547	2
BEYER BODY SHOP, INC.	TOW BUICK RENDEZVOUS/22017480	125.00	B	40800	120409	1
BEYER BODY SHOP, INC.	TOW TOYOTA COROLLA/22017466	125.00	B	40800	120462	1
BUSE TOWNSHIP	2021 ANNEX PMT 35 PARCELS	107.10	B	82400	120468	2
BUSE TOWNSHIP	2022 ANNEX PMT 35 PARCELS	2,020.50	B	82400	120468	1
CHARTER COMMUNICATIONS	06/02-07/01/22 CABLE	40.18	C	16250	120562	1
CHARTER COMMUNICATIONS	06/04-07/03/22 CABLE	47.92	C	16250	120563	1
CHARLES A CHRISTIANSON	THE RIVER IS....ARTWORK	1,000.00	C	20989	120663	1
COLE PAPERS INC	OPERATING SUPPLIES	651.90	C	26800	120300	1
COMMISSIONER OF REVENUE	2022 MAY SALES TAX	66,708.00	C	32000	120481	1
COOPERS TECHNOLOGY GROUP	JUNE TOP TAB FASTENER FOLDERS	59.15	C	48000	120332	1
JOHN CHARLES COX	THE RIVER IS....ARTWORK	1,100.00	C	51526	120659	1
CREATION SHOP	THE RIVER IS....ARTWORK	1,100.00	C	52338	120657	1
DACOTAH PAPER CO	CAN LINERS	58.96	D	2500	120376	1
DACOTAH PAPER CO	CLOROX, CLNR MILDEW REMOVE	255.99	D	2500	120326	1
DACOTAH PAPER CO	DISP TOILET TISSUE	208.86	D	2500	120546	1
DACOTAH PAPER CO	TOILET TISSUE	185.39	D	2500	120266	1
DAILY JOURNAL	MAY PLANNING COMMISSION MTG	115.50	D	4000	120472	2
DAILY JOURNAL	MAY PUBLISH ORDINANCE #27, 8TH	317.63	D	4000	120472	1
DAILY JOURNAL	MAY SPECIAL MTG-TROSVIG ADDN	96.25	D	4000	120472	3
DAILY JOURNAL	MAY/YARD OF THE WEEK SPONSOR	600.00	D	4000	120471	1
DIAMOND VOGEL PAINTS	JUN WHITE TRAFFIC PAINT	2,906.25	D	34001	120342	1
KIM B EMBRETSON	THE RIVER IS....ARTWORK	500.00	E	30654	120444	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	99,481.44	E	34000	120488	2
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	2,787.29	E	34000	120490	2
EQUIPMENT FUND	ADVANCE-GOLF CRS BOBCAT 5600T	12,746.73	E	46000	120360	1
EQUIPMENT FUND	MAY FUEL CHARGES #3004	199.49	E	46000	120307	1
EQUIPMENT FUND	MAY FUEL CHARGES #3006	63.87	E	46000	120307	2
EQUIPMENT FUND	MAY FUEL CHARGES #3022	50.23	E	46000	120307	3
EQUIPMENT FUND	MAY FUEL CHARGES #3040	112.03	E	46000	120307	4
FASTENAL COMPANY	JUN PARK SAFETY VENDING	23.26	F	9200	120513	2
FASTENAL COMPANY	JUN SAFETY VESTS SEASONAL STAF	132.80	F	9200	120372	1
FASTENAL COMPANY	JUN STREET SAFETY VENDING	23.26	F	9200	120513	1
FERGUS FALLS SUMMERFEST INC	2022 FIREWORKS-PYROTECHNICS	3,500.00	F	55300	120340	1
FERGUS FALLS TOWNSHIP	2022 ANNEX PMT WOODLAND HEIGHT	22,302.17	F	55700	120465	1
FERGUS FALLS TOWNSHIP	2022 ANNEX PMT 2/0145-FINAL	189.07	F	55700	120467	1
FERGUS FALLS TOWNSHIP	2022 ANNEX PMT 71003500190000	23.56	F	55700	120466	1
FERGUS HOME & HARDWARE	MAY FERTILIZER-OAK GROVE CEMET	1,998.75	F	60800	120514	1
JENNY FIELD OPHEIM	THE RIVER IS....ARTWORK	1,100.00	F	80873	120656	1
KARLA J GALLAGHER	THE RIVER IS....ARTWORK	1,000.00	G	3374	120662	1
GALLS LLC	CEDERBERG UNIFORM PURCHASE	41.15	G	3385	120397	1
GALLS LLC	MAY HONOR GUARD UNIFORMS	147.30	G	3385	120517	1

## General

GENERAL FUND	ACCR INT ON ADVANCE	1,835.15-	G	8000	120309	5
GENERAL FUND	CURRENT YEAR INT ON ADVANCE	162.70-	G	8000	120309	6
GENERAL FUND	MAY COPIER USE	195.50	G	8000	120377	2
GENERAL FUND	MAY POSTAGE USE	211.16	G	8000	120378	2
GENERAL FUND	PRIN ON ADVANCE	8,631.82-	G	8000	120309	4
GENERAL FUND	TRANSFER MAY COPIER USE	328.64-	G	8000	120377	1
GENERAL FUND	TRANSFER MAY POSTAGE USE	565.66-	G	8000	120378	1
GOODIN COMPANY	COUPLING,TALONS W/NAIL	9.18	G	19000	120358	1
GOODIN COMPANY	FLUSH VALVE, COUPLING, REDUCER	609.67	G	19000	120349	1
GOODIN COMPANY	GALV STL NIPPLE BROADWAY PARK	7.57	G	19000	120634	1
GOODIN COMPANY	HUB SOIL 1/6 BEND	17.28	G	19000	120350	1
GOODIN COMPANY	PLUMBING PARTS BROADWAY PARK	388.26	G	19000	120635	1
GRAND FORKS FIRE EQUIPMENT LLC	JUNE GEAR NAME PATCH	41.26	G	28000	120477	1
GRAND FORKS FIRE EQUIPMENT LLC	JUNE HELMET FRONTS	93.20	G	28000	120479	1
GRAND FORKS FIRE EQUIPMENT LLC	MAY MAKO PANEL VALVE REBUILD	24.50	G	28000	120478	1
GREAT PLAINS FIRE	MAY TANKER 8 PUMP	348.95	G	35950	120335	1
GREAT PLAINS FIRE	MAY TOWER 4 PUMP	2,467.76	G	35950	120334	1
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	834.93	G	36000	120370	1
GREATER FERGUS FALLS CORP	3RD QTR 2022 BUDGET ALLOCATION	12,500.00	G	36215	120474	1
SCOTT GUNVALDSON	THE RIVER IS....ARTWORK	1,100.00	G	60000	120650	1
HIGH POINT NETWORKS	AZURE ACTIVE DIRECTORY PREMIUM	747.00	H	57910	120603	3
HIGH POINT NETWORKS	HPN MONTHLY M365/GSUITE BACKUP	228.00	H	57910	120603	1
HIGH POINT NETWORKS	JUNE DELL 1U LCD BEZEL POWERED	84.00	H	57910	120602	1
HIGH POINT NETWORKS	OFF 365 G3 GCC	1,826.00	H	57910	120603	2
HIRERIGHT LLC	JUN BACKGROUND SCREEN WIELER	11.15	H	62528	120351	1
HOME DEPOT CREDIT SERVICES	JUN HUSKY TORX BIT SOCKET SET	22.97	H	70435	120507	1
HOME DEPOT CREDIT SERVICES	JUN MISC ITEMS HOCKEY RINK	74.86	H	70435	120506	1
HOME DEPOT CREDIT SERVICES	JUNE CLOSET BOLT SET	3.48	H	70435	120365	1
HOME DEPOT CREDIT SERVICES	JUNE FIBERGLASS ADHESIVE,ACETO	124.27	H	70435	120328	1
HOME DEPOT CREDIT SERVICES	JUNE RYB IMPACT SET,FLIPTOGGLE	16.57	H	70435	120366	1
HOME DEPOT CREDIT SERVICES	JUNE SPLIT FLANGE,PVC,FITTING	56.88	H	70435	120364	1
HOME DEPOT CREDIT SERVICES	JUNE SUPPLY LINE, ANGLE VALVE	55.22	H	70435	120327	1
HOME DEPOT CREDIT SERVICES	JUNE WOOD SCREWS,WASHERS,SEALS	27.05	H	70435	120330	1
HOME DEPOT CREDIT SERVICES	MAY DOUBLE FEMALE ADAPTER	13.94	H	70435	120221	1
HOME DEPOT CREDIT SERVICES	MAY GREAT STUFF WINDOW & DOOR	20.90	H	70435	120329	1
HOME DEPOT CREDIT SERVICES	MAY NIPPLE, ACC NAIL PLATE	23.91	H	70435	120222	1
HOME DEPOT CREDIT SERVICES	MAY NOZZLE, METAL SHUTOFF	31.94	H	70435	120220	1
HOME DEPOT CREDIT SERVICES	MAY SQUEEGEE, DUSTERS	26.90	H	70435	120181	1
HOME DEPOT CREDIT SERVICES	MAY 2" VCT SEAM ROLLER	41.47	H	70435	120184	1
JK SPORTS	ALL-STAR YOUTH CATCHERS MITTS	463.60	J	3761	120613	1
JK SPORTS	LEAGUE BASEBALLS, SOFTBALLS	2,157.75	J	3761	120614	1
JK SPORTS	12" SLOWPITCH SOFTBALLS	1,399.00	J	3761	120614	2
JESSALYNN TORGERSON	THE RIVER IS....ARTWORK	1,000.00	J	32562	120443	1
RICHARD KAGIGEBI	THE RIVER IS....ARTWORK	1,000.00	K	6413	120664	1
KNUTSON LAWN SERVICE	1018 W LINCOLN CONTRACT MOWING	87.50	K	24550	120593	1
KNUTSON LAWN SERVICE	1022 N CLEVELAND CONTRACT MOW	132.50	K	24550	120594	1
KNUTSON LAWN SERVICE	1036 W LINCOLN CONTRACT MOWING	87.50	K	24550	120598	1
KNUTSON LAWN SERVICE	219 W BANCROFT CONTRACT MOWING	87.50	K	24550	120591	1
KNUTSON LAWN SERVICE	519 E FIR CONTRACTED MOWING	146.25	K	24550	120585	1
KNUTSON LAWN SERVICE	522 E HAMPDEN CONTRACT MOWING	91.25	K	24550	120592	1
KNUTSON LAWN SERVICE	523 S MILL CONTRACT MOWING	87.50	K	24550	120590	1
KNUTSON LAWN SERVICE	528 WESTERN AV CONTRACT MOWING	175.00	K	24550	120595	1
KNUTSON LAWN SERVICE	530 W LINCOLN CONTRACT MOWING	87.50	K	24550	120596	1
KNUTSON LAWN SERVICE	533 W DOUGLAS CONTRACT MOWING	87.50	K	24550	120588	1
KNUTSON LAWN SERVICE	605 W DOUGLAS CONTRACT MOWING	109.16	K	24550	120589	1
KNUTSON LAWN SERVICE	804 AURDAL CONTRACTED MOWING	87.50	K	24550	120597	1
LAKES AREA 360 SERVICES	WEBSITE DEVELOPMENT	300.00	L	2824	120655	1



## General

LAKE REGION ELECTRIC COOP	MAY ELECTRICITY EXPENSE	2,189.12	L	4000	120576	1
LAKE REGION ELECTRIC COOP	MAY/SNOW REMOVAL/EQUIP BLDG	156.00	L	4000	120576	5
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	1,237.50	L	6000	120629	4
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY PHYSICALS	1,044.95	L	6000	120629	9
LOCATORS & SUPPLIES INC	ATHLETIC WHT,18 OZ NET,12/CASE	159.90	L	73000	120540	1
LOCATORS & SUPPLIES INC	JUN BLACK NITRILE GLOVES	24.95	L	73000	120317	2
LOCATORS & SUPPLIES INC	JUN MEDIUM WORK GLOVES	63.96	L	73000	120304	2
LOCATORS & SUPPLIES INC	JUN TYPE 1 10' BARRICADES	4,750.00	L	73000	120539	1
LOCATORS & SUPPLIES INC	JUN WHITE STREET MARKING PAINT	107.98	L	73000	120317	1
LOCATORS & SUPPLIES INC	JUN YELLOW CAUTION TAPE	16.95	L	73000	120304	1
LOCATORS & SUPPLIES INC	WHITE CONSTRUCTION MARK PAINT	107.98	L	73000	120541	1
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	147.95	M	850	120485	1
M-R SIGN COMPANY INC	JUN NO ENGINE BRAKE SIGN	39.80	M	1300	120423	1
MARCO TECHNOLOGIES LLC	05/27-06/27/22 COPIER RENT	470.34	M	6225	120568	1
MASTER'S MARTIAL ARTS ACADEMY	TAE-KWON DO-SESSION I	324.00	M	10290	120647	1
NEW HORIZONS ENERGY	MAY PROPANE-MAIN TERMINAL	1,888.56	N	45690	120441	1
NEW HORIZONS ENERGY	MAY PROPANE-SRE BUILDING	842.50	N	45690	120440	1
SAMUEL LEE NORMAN	THE RIVER IS....ARTWORK	1,000.00	N	50587	120665	1
NYCKLEMOE & ELLIG, P.A.	JUNE PROSECUTING SERVICES	9,225.00	N	76000	120353	1
OTTER TAIL COUNTY HIGHWAY DEPT	APR ELEC RNDBOUT LIGHT	20.91	O	31000	120321	1
OTC HUMANE SOCIETY INC	APR ANIMAL BOARDING	231.00	O	32495	120413	1
OTC HUMANE SOCIETY INC	FEB ANIMAL BOARDING	153.00	O	32495	120411	1
OTC HUMANE SOCIETY INC	JAN BOARDING FEES	95.00	O	32495	120410	1
OTC HUMANE SOCIETY INC	MAR ANIMAL BOARDING	312.00	O	32495	120412	1
OTC HUMANE SOCIETY INC	MAY ANIMAL BOARDING	975.00	O	32495	120414	1
OTTER TAIL CO. TREASURER'S OFC	2022 PROPERTY TAX/2302 PIONEER	69.12	O	38000	120565	1
OTTER TAIL POWER COMPANY	MAY ELECTRIC/522 E HAMPDEN	12.61	O	42000	120566	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	29,479.07	O	42000	120442	1
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2,716.12	O	49100	120518	1
OTTER TAIL TELCOM	JUNE ADDITIONAL LISTING	10.00	O	49100	120582	4
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	677.14	O	49100	120371	1
OTTER TAIL TELCOM	JUNE TELEPHONE LINES	197.28	O	49100	120582	2
OTTER TAIL TELCOM	MAY LONG DISTANCE	8.57	O	49100	120582	3
WILLIAM PETERSEN	JUNE JANITORIAL SERVICES	950.00	P	45880	120356	1
PITNEY BOWES CREDIT CORP	03/30-06/29/22 METER RENT	705.00	P	58002	120473	1
SHI INTERNATIONAL CORP	2022 COMPUTER REPLACEMENTS	11,220.00	S	1050	120399	1
SAFE LIFE DEFENSE	RENNER DUTY VEST	695.70	S	5800	120359	1
JESSE SCHNEEBERGER	TENNIS SESSION I	1,287.00	S	15970	120648	1
SERVICE FOOD SUPERVALU	JUNE MEETING EXPENSES	72.31	S	27000	120649	1
SIGN GUYS LLC	WRAP-MOBILE STAGE/150TH BANNER	1,660.00	S	34020	120608	1
SIGN SOLUTIONS USA LLC	JUN SCHOOL CROSSING SIGNS/ARRO	1,700.17	S	34211	120578	1
SKY CREW SERVICES, LLC	JULY MANAGEMENT FEES	5,500.00	S	36675	120357	1
SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPE	621.94	S	90400	120680	1
KEVIN J SWENSON	GOLF CAMP	4,464.00	S	99000	120654	1
KEVIN J SWENSON	GOLF SESSION I	288.00	S	99000	120653	1
UGSTAD PLUMBING INC	JUNE 2" ADAPTER	37.88	U	2000	120363	1
REGENTS OF THE U OF MN	CONF. REGISTRATION L.TAYLOR	75.00	U	15000	120320	1
NANCY XIAORONG VALENTINE	THE RIVER IS....ARTWORK	1,000.00	V	973	120661	1
WHITE PINE STUDIO INC	THE RIVER IS....ARTWORK	1,000.00	W	41984	120660	1
BRIAN YAVAROW	JUNE MILEAGE REIMBURSEMENT	80.15	Y	2000	120544	1
LAURA A YOUNGBIRD	THE RIVER IS....ARTWORK	1,100.00	Y	58993	120658	1
	F U N D   T O T A L	350,300.61				

## P.A. General

ATLAS OUTDOOR SERVICES LLC	JUNE/CBHH SNOW/LAWN CARE	1,000.00	A	85528	120355	1
COMSTOCK CONSTRUCTION INC	REFUSE DOOR REPAIRS AT CBHH	243.97	C	36400	120651	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	1,108.62	E	34000	120488	3
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	8.11	E	34000	120490	3
FERGUS HOME & HARDWARE	WASHING MACHINE REPAIRS CBHH	189.97	F	60800	120393	1
GENERAL FUND	MAY COPIER USE	38.32	G	8000	120377	9
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	3.30	M	850	120485	2
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	.68	O	49100	120518	22
RUSS' REMODELING	CLEANED DRYER VENTS AT CBHH	40.00	R	67040	120322	1
UGSTAD PLUMBING INC	BOILER/GEN CK 05/18/22	90.00	U	2000	120396	1
UGSTAD PLUMBING INC	BOILER/GEN CK 05/23/22	90.00	U	2000	120395	1
UGSTAD PLUMBING INC	BOILER/GEN CK 06/01/22	90.00	U	2000	120581	1
UGSTAD PLUMBING INC	MONTHLY MAINT -PLBG & HTG MAY	90.00	U	2000	120394	1
	F U N D   T O T A L	2,992.97				

## American Rescue Plan Act Fund

BIGWOOD EVENT CENTER FUND	BIGWOOD EVENT CTR-TECH UPGRADE	224,700.51	B	42146	120373	1
	F U N D   T O T A L	224,700.51				

## Regional Treatment Center-City Operated

BANKCARD CENTER	CUDDEBACK DIGITAL	20.00	B	14100	120408	3
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	234.07	O	42000	120442	11
	F U N D   T O T A L	254.07				

## Public Library

ADMINISTRATOR'S CONTINGENCY FD	JUNE LOST BOOK	16.00	A	4000	120564	10
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	6.16	A	42000	120486	2
BAKER & TAYLOR INC	BOOKS	1,597.81	B	6000	120536	1
BAKER & TAYLOR INC	FREIGHT SURCHARGE	15.99	B	6000	120536	3
BAKER & TAYLOR INC	PROCESSING	116.27	B	6000	120536	2
BANKCARD CENTER	CANVA PRO ANNUAL SUBSCRIPTION	119.40	B	14100	120632	5
BANKCARD CENTER	MAY BOOKS	301.63	B	14100	120632	6
BANKCARD CENTER	MAY CONSUMERREPORTS.ORG	39.00	B	14100	120530	4
BANKCARD CENTER	MAY DVD'S	359.18	B	14100	120532	3
BANKCARD CENTER	MAY OFFICE SUPPLIES	63.27	B	14100	120632	2
BANKCARD CENTER	MAY OPERATING SUPPLIES	25.99	B	14100	120530	2
BANKCARD CENTER	MAY POSTAGE	125.76	B	14100	120632	3
DAILY JOURNAL	AD FOR CAREER FORCE GRANT	299.25	D	4000	120537	1
DEMCO EDUCATIONAL CORP	SUPPLIES PROCESSING MATERIALS	88.38	D	24000	120534	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	6,717.54	E	34000	120488	4
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	47.32	E	34000	120490	4
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	32.07	G	36000	120370	6

## Public Library

HOOPLA	DIGITAL CONTENT	992.45	H	72630	120533	1
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	187.50	L	6000	120629	3
VICTOR LUNDEEN COMPANY	PROTECTOR SHEETS	74.40	L	82000	120538	1
VICTOR LUNDEEN COMPANY	PROTECTOR SHEETS, COIL	30.00	L	82000	120535	2
VICTOR LUNDEEN COMPANY	PROTECTOR SHEETS, SHARPIES, PENS	85.82	L	82000	120535	1
VICTOR LUNDEEN COMPANY	RETURN PROTECTOR SHEETS	60.00-	L	82000	120538	2
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	20.63	M	850	120485	3
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,943.08	O	42000	120442	12
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	8.16	O	49100	120518	23
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	145.12	O	49100	120371	5
US BANK EQUIPMENT FINANCE	05/21-06/21/22 COPIER LEASE	551.70	U	4735	120341	1
	F U N D   T O T A L	13,949.88				

## Bigwood Event Center

ARAMARK	APRIL LINEN SUPPLY	142.44	A	42005	120642	1
ARAMARK	MAY LINEN SUPPLY	1,062.67	A	42005	120642	2
BANKCARD CENTER	ADOBE ACROBAT PRO DC	16.17	B	14100	120638	7
BANKCARD CENTER	CEILING TILE FOR AUDIO UPGRADE	615.27	B	14100	120636	1
BANKCARD CENTER	MAY FOOD/MA'S LITTLE RED BARN	284.80	B	14100	120638	6
BANKCARD CENTER	MAY FOOD/MIDDAY MEAL PREP	436.00	B	14100	120638	2
BANKCARD CENTER	MAY LINEN SUPPLY	39.38	B	14100	120638	3
BANKCARD CENTER	MAY REPAIR BROKEN PRINTER	57.34	B	14100	120638	9
BIGWOOD CONTINGENCY FUND	BIGWOOD TIPS-EDWARD JONES	47.85	B	42140	120646	3
BIGWOOD CONTINGENCY FUND	BIGWOOD TIPS-OTGOP	541.10	B	42140	120646	1
BIGWOOD CONTINGENCY FUND	BIGWOOD TIPS-PHILLIPS	229.00	B	42140	120646	4
BIGWOOD CONTINGENCY FUND	BIGWOOD TIPS-RASMUSSEN	595.54	B	42140	120646	2
BIGWOOD CONTINGENCY FUND	JUNE BEER	62.40	B	42140	120646	7
BIGWOOD CONTINGENCY FUND	JUNE LIQUOR	1,696.35	B	42140	120646	8
BIGWOOD CONTINGENCY FUND	MAY COOLER RENT/KEG TAPS	414.00	B	42140	120646	9
BIGWOOD CONTINGENCY FUND	MAY DEPOSIT-ALL SCHOOL REUNION	1,200.00	B	42140	120646	6
BIGWOOD CONTINGENCY FUND	MAY OPERATING SUPPLIES	61.68	B	42140	120646	5
BIGWOOD EVENT CENTER FUND	BIGWOOD EVENT CTR-TECH UPGRADE	224,700.51-	B	42146	120373	2
CARDCONNECT	MAY CREDIT CARD FEES	150.15	C	8371	120438	1
CARDCONNECT	REFUND EXPRESS SHIPPING-APRIL	65.00-	C	8371	120531	1
CLOVER	MAY POS MONTHLY SERVICE	106.20	C	22849	120527	1
COMMISSIONER OF REVENUE	2022 MAY SALES TAX	91.51	C	32000	120052	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	3,469.44	E	34000	120488	6
FERGUS BREWING COMPANY LLC	JUNE 1/2 BARREL BEER	360.00	F	16975	120616	1
INNFORMATION SYSTEMS	INNFUSION WEB BACKUP/HOSTING	180.00	I	22278	120446	3
INNFORMATION SYSTEMS	INNFUSION WEB SUBSCRIPTION	450.00	I	22278	120446	1
INNFORMATION SYSTEMS	JUNE USER ADDED	30.00	I	22278	120445	1
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	37.50	L	6000	120629	5
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	2.75	M	850	120485	4
MARCO TECHNOLOGIES LLC	05/29-06/29/22 COPIER RENT	119.86	M	6225	120567	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,795.00	O	42000	120442	13
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	181.44	O	49100	120518	24
OTTER TAIL TELCOM	JUNE INTERNET ACCESS	163.59	O	49100	120582	1
PRECISION CATERING MINNESOTA	APRIL FOOD-CONVENTION	1,837.50	P	75723	120449	1
PRECISION CATERING MINNESOTA	JUNE FOOD-ALL CITY REUNION	3,915.00	P	75723	120643	1
PRECISION CATERING MINNESOTA	MAY FOOD-EDWARD JONES	1,264.80	P	75723	120451	1
PRECISION CATERING MINNESOTA	MAY FOOD-TEAMSTERS	532.40	P	75723	120450	1
	F U N D   T O T A L	202,576.38-				

T.I. #IV-10/CDS Development, LLC

SUNSET RIDGE APARTMENTS OF	SEMI-ANNUAL PAYMENT/PRINCIPAL	48,737.55	S	91125	120606	1
	F U N D T O T A L	48,737.55				

Tax Abatement - Platte Properties

PLATTE PROPERTIES LLC	2022 TAX ABATEMENT PMT 9	9,000.00	P	61260	120380	1
	F U N D T O T A L	9,000.00				

T.I. #IV-12 Aura Fabricators

GENERAL FUND	ACCR INT ON ADVANCE	1,835.15	G	8000	120309	2
GENERAL FUND	CURR YEAR INT ON ADVANCE	162.70	G	8000	120309	3
GENERAL FUND	PRIN ON ADVANCE	8,631.82	G	8000	120309	1
	F U N D T O T A L	10,629.67				

Tax Abatement - Fergus Care Center LLC

FERGUS CARE CENTER LLC	2022 TAX ABATEMENT PMT 5	5,090.30	F	17250	120381	1
	F U N D T O T A L	5,090.30				

Tax Abatement - Northstar Behavioral Health, LLC

NORTHSTAR BEHAVIORAL HEALTH	2022 TAX ABATEMENT PMT 3	18,783.92	N	52645	120382	1
	F U N D T O T A L	18,783.92				

T.I. IV-9/Lutheran Brethren Homes Inc

LUTHERAN BRETHERN WOODLAND	SEMI-ANNUAL PAYMENT/PRINCIPAL	7,168.59	L	82485	120470	1
	F U N D T O T A L	7,168.59				

T.I. #IV-7/Kaddatz Hotel

KADDATZ ARTISTS LOFTS LIMITED	SEMI-ANNUAL PAYMENT/INTEREST	2,449.04	K	6250	120469	1
	F U N D T O T A L	2,449.04				

## CDBG/HUD Revolving Loan

GENERAL FUND	MAY COPIER USE	7.10	G	8000	120377	11
	F U N D   T O T A L	7.10				

## T.I. #VIII-1

OTTER TAIL COUNTY TREASURER	RETURN 2022 INCREMENT TIF 8-1	8,566.15	O	38050	120633	1
	F U N D   T O T A L	8,566.15				

## Port Authority Bonds, Series 2019A

NORTHLAND TRUST SERVICES, INC.	ANNUAL PAYMENT/FEE	495.00	N	60550	120361	3
NORTHLAND TRUST SERVICES, INC.	SEMI-ANNUAL PAYMENT/INTEREST	41,325.00	N	60550	120361	2
NORTHLAND TRUST SERVICES, INC.	SEMI-ANNUAL PAYMENT/PRINCIPAL	60,000.00	N	60550	120361	1
	F U N D   T O T A L	101,820.00				

## Capital Improvement

BOLTON & MENK INC	AQUATIC CENTER REDESIGN	8,775.00	B	42985	120622	1
BOLTON & MENK INC	CA SERVICES	26,175.00	B	42985	120617	1
BOLTON & MENK INC	DELAGOON PARK PLAN UPDATES	1,640.00	B	42985	120407	1
BOLTON & MENK INC	DOWNTOWN RIVERFRONT PHASE 2	79,919.50	B	42985	120615	1
BOLTON & MENK INC	PROF SERVICE 5/9/22-5/13/2022	2,200.00	B	42985	120618	1
DAILY JOURNAL	MAY LINCOLN:UNION-FRIBERG-SUMM	1,116.50	D	4000	120472	4
DAILY JOURNAL	2022 MILL & OVERLAY/1ST WARD	442.76	D	4000	120472	5
INTERSTATE ENGINEERING INC.	PROF SVC 9/6/20-4/16/22 TH210	2,438.54	I	37675	120621	1
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	9,525.00	T	10429	120463	1
	F U N D   T O T A L	132,232.30				

## Airport Capital Improvement

FINANCE & COMMERCE INC	BIDS, AIRPORT FUEL REPLACEMENT	164.05	F	82850	120625	1
SHORT ELLIOTT HENDRICKSON INC	DESIGN SERVICES 50%	23,550.00	S	32700	120624	1
SHORT ELLIOTT HENDRICKSON INC	2022 DESIGN SERVICE 50%	12,900.00	S	32700	120623	1
	F U N D   T O T A L	36,614.05				

## Liquor Store

## Liquor Store

ADMINISTRATOR'S CONTINGENCY FD	JUNE MAINTENANCE SUPPLIES	10.00	A	4000	120564	11
THE AMERICAN BOTTLING COMPANY	JUNE/MIX	326.07	A	31350	120457	1
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	324.11	A	42000	120486	3
ARCTIC GLACIER USA INC	JUNE FREIGHT #3607215412	7.50	A	80300	120677	4
ARCTIC GLACIER USA INC	JUNE/FREIGHT #3608216009	7.50	A	80300	120677	2
ARCTIC GLACIER USA INC	JUNE/ICE #3607215412	384.44	A	80300	120677	3
ARCTIC GLACIER USA INC	JUNE/ICE #3608216009	191.58	A	80300	120677	1
ARTISAN BEER COMPANY	JUNE/BEER	1,261.00	A	84725	120452	1
BANKCARD CENTER	APRIL MOOD PANDORA	58.12	B	14100	120528	2
BANKCARD CENTER	MAY VARA SPAR URETHN OIL SPRAY	141.53	B	14100	120528	4
BELLBOY CORPORATION	JUNE/FREIGHT	169.00	B	27100	120560	2
BELLBOY CORPORATION	JUNE/LIQUOR	17,197.63	B	27100	120560	1
BELLBOY CORPORATION	JUNE/MISC PURCHASES	1,633.36	B	27100	120556	2
BELLBOY CORPORATION	JUNE/MIX	377.90	B	27100	120556	1
BEVERAGE WHOLESALERS INC	JUNE/BEER	53,081.76	B	40700	120667	1
BEVERAGE WHOLESALERS INC	JUNE/MIX	209.40	B	40700	120678	3
BEVERAGE WHOLESALERS INC	JUNE/WINE	770.50	B	40700	120667	2
BRAUN VENDING INC	JUNE WATER COOLER RENT	16.00	B	63694	120369	1
BREAKTHRU BEVERAGE MINNESOTA	JUNE/FREIGHT	196.07	B	63880	120670	2
BREAKTHRU BEVERAGE MINNESOTA	JUNE/LIQUOR	12,480.14	B	63880	120670	1
BREAKTHRU BEVERAGE MINNESOTA	JUNE/MIX	498.81	B	63880	120675	3
BREAKTHRU BEVERAGE MINNESOTA	JUNE/WINE	224.00	B	63880	120675	2
CAYAN	MAY 2022 CR CD FEES	14,568.77	C	13160	120308	1
VIKING COCA-COLA BOTTLING CO	JUNE/MIX	632.85	C	26000	120669	1
COMMISSIONER OF REVENUE	2022 MAY SALES TAX	10.54	C	32000	120052	3
D-S BEVERAGES, INC.	JUNE/BEER	26,438.20	D	1500	120666	1
D-S BEVERAGES, INC.	JUNE/LIQUOR	604.20	D	1500	120679	1
D-S BEVERAGES, INC.	JUNE/MIX	590.55	D	1500	120666	2
DACOTAH PAPER CO	JUNE/BAGS, ROLL THERMAL	228.70	D	2500	120362	1
DACOTAH PAPER CO	JUNE/SUPPLIES-BAGS	214.30	D	2500	120460	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	9,303.24	E	34000	120488	7
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	16.57	E	34000	120490	5
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	143.98	G	36000	120370	7
JOHNSON BROTHERS LIQUOR CO	JUNE/BEER	108.00	J	22000	120674	2
JOHNSON BROTHERS LIQUOR CO	JUNE/FREIGHT	718.94	J	22000	120671	4
JOHNSON BROTHERS LIQUOR CO	JUNE/LIQUOR	18,399.10	J	22000	120671	1
JOHNSON BROTHERS LIQUOR CO	JUNE/MIX	1,172.75	J	22000	120671	3
JOHNSON BROTHERS LIQUOR CO	JUNE/WINE	11,228.26	J	22000	120671	2
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	75.00	L	6000	120629	2
LEIGHTON BROADCASTING INC	2022 SPONSORSHIP CBT-SWAG BAG	1,500.00	L	48150	120475	1
LIQUOR STORE	RECEIPT JUNE RENT	358.00-	L	66000	120354	1
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	17.73	M	850	120485	5
ORIGIN WINE & SPIRITS	JUNE/FREIGHT	1.65	O	21341	120554	2
ORIGIN WINE & SPIRITS	JUNE/LIQUOR	180.00	O	21341	120554	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	3,355.90	O	42000	120442	14
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	16.80	O	49100	120518	26
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	292.50	O	49100	120371	6
OUTSTATE BREWING COMPANY	JUNE/BEER	765.00	O	53080	120555	1
PAUSTIS WINE COMPANY	JUNE/FREIGHT	37.50	P	23100	120553	2
PAUSTIS WINE COMPANY	JUNE/WINE	2,103.00	P	23100	120553	1
PEPSI BEVERAGE COMPANY	JUNE/MIX	62.30	P	40000	120668	1
PHILLIPS WINE & SPIRITS CO	JUNE/FREIGHT	443.59	P	50001	120672	3
PHILLIPS WINE & SPIRITS CO	JUNE/LIQUOR	21,274.77	P	50001	120672	1
PHILLIPS WINE & SPIRITS CO	JUNE/MIX	52.00	P	50001	120673	3
PHILLIPS WINE & SPIRITS CO	JUNE/WINE	3,265.97	P	50001	120672	2
SOUTHERN GLAZER'S OF MN	JUNE/FREIGHT	238.96	S	45004	120459	2
SOUTHERN GLAZER'S OF MN	JUNE/LIQUOR	9,608.57	S	45004	120458	1

## Liquor Store

SOUTHERN GLAZER'S OF MN	JUNE/MIX	115.00	S	45004	120455	1
SOUTHERN GLAZER'S OF MN	JUNE/WINE	2,484.83	S	45004	120459	1
SUMMIT COMPANIES	QUARTERLY MONITORING SERVICE	75.00	S	90400	120331	1
TALKING WATERS BREWING CO LLC	JUNE/BEER	560.00	T	10980	120612	1
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36	T	32790	120367	1
	F U N D   T O T A L	220,145.80				

## Refuse Disposal

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	383.27	A	42000	120486	7
BANKCARD CENTER	MAY FLATS	662.28	B	14100	120523	19
COMMISSIONER OF REVENUE	2022 MAY SALES TAX	12.12	C	32000	120052	9
COMMISSIONER OF REVENUE	2022 MAY SWMT	30,815.00	C	32000	120481	4
WASTE MANAGEMENT	05/16-05/31/22 PRO SERVICES	11,716.29	D	6175	120439	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	14,670.20	E	34000	120488	15
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	64.21	E	34000	120490	9
FASTENAL COMPANY	JUN REFUSE SAFETY VENDING	23.26	F	9200	120513	3
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	37.50	L	6000	120629	6
LIBERTY TIRE SERVICES LLC	MAY CAR TIRE, OFF RIM TN	807.50	L	56925	120545	1
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	16.50	M	850	120485	9
MACQUEEN EQUIPMENT INC	JUN 95 GALLON BLUE CARTS	3,715.13	M	2850	120430	1
MACQUEEN EQUIPMENT INC	JUN 95 GALLON REFUSE CARTS	12,736.92	M	2850	120429	1
MARCO TECHNOLOGIES LLC	05/27-06/27/22 COPIER RENT	89.63	M	6225	120568	4
OTTER TAIL COUNTY TREASURER	MAY TIPPING FEES	99,748.37	O	38050	120552	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	163.76	O	42000	120442	16
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2.72	O	49100	120518	28
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	142.11	O	49100	120371	8
REVTRAK INC	MAY 2022 CR CD FEES	3,020.89	R	32550	120323	1
SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER SVC	44.00	S	90400	120336	1
WASTEWATER TREATMENT FUND	MAY ASH CELL 10,080 GAL	453.60	W	13100	120319	1
WASTEWATER TREATMENT FUND	MAY DEMO CELL 105,500 GAL	4,747.50	W	13100	120319	4
	F U N D   T O T A L	184,072.76				

## Sewage Treatment

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	309.84	A	42000	120486	8
BANKCARD CENTER	MAY FOODBAG, NOZZLES, HOSES	115.17	B	14100	120419	4
BANKCARD CENTER	MAY INFRARED SAFETY SENSOR	151.01	B	14100	120419	2
BANKCARD CENTER	MAY PRESSURE WASHER EXTENSION	88.26	B	14100	120523	10
BANKCARD CENTER	MAY RELIANCE ELEC 45C22	850.00	B	14100	120419	5
BANKCARD CENTER	MAY SHIPPING	77.45	B	14100	120419	3
BANKCARD CENTER	MAY TRAVEL/LODGING	352.24	B	14100	120408	1
BANKCARD CENTER	MAY VEHICLE LOOP DETECTOR	118.77	B	14100	120419	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	8,879.56	E	34000	120488	20
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	43.94	E	34000	120490	13
FASTENAL COMPANY	JUN SEWER SAFETY VENDING	23.26	F	9200	120513	4
FERGUSON WATERWORKS #1657	MAY DI EPDM LUG BFV LO	265.25	F	73100	120548	1
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	130.95	G	22200	120324	1
HAWKINS INC	JUN CHLOR. SWITCH OVER REGULATO	5,233.58	H	30000	120631	1

## Sewage Treatment

LAKE REGION ELECTRIC COOP	MAY ELECTRICITY EXPENSE	201.59	L	4000	120576	10
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	11.00	M	850	120485	12
MARCO TECHNOLOGIES LLC	05/27-06/27/22 COPIER RENT	89.63	M	6225	120568	5
MN VALLEY TESTING LABS INC	JUNE BIOSOLIDS-SSI	990.00	M	59000	120542	1
MUNICIPAL SERVICE CO INC	JUNE VENT PIPE REPLACEMENT	1,900.00	M	81900	120604	1
N.D. SEWAGE PUMP & LIFT STAT.	JUN LIFT STATION EXTERNAL FLOA	33.52	N	52450	120508	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	9,770.87	O	42000	120442	18
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2.72	O	49100	120518	29
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	139.69	O	49100	120371	9
RMB ENVIRONMENTAL LABORATORIES	APRIL ANALYSIS	338.00	R	400	120493	1
RMB ENVIRONMENTAL LABORATORIES	JUNE ANALYSIS	674.00	R	400	120313	1
RMB ENVIRONMENTAL LABORATORIES	MAY ANALYSIS	275.00	R	400	120499	1
RACO MANUFACTURING & ENG CO	MAY ALARM- 1YR CLOUD BASED	1,095.00	R	4325	120398	1
REVTRAK INC	MAY 2022 CR CD FEES	3,020.89	R	32550	120323	2
WASTEWATER TREATMENT FUND	RECEIPT TO MAY LEACHATE	453.60-	W	13100	120319	2
WASTEWATER TREATMENT FUND	RECEPT TO MAY LEACHATE	4,747.50-	W	13100	120319	5
	F U N D   T O T A L	29,980.09				

## Water

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	239.58	A	42000	120486	9
BANKCARD CENTER	MAY APC BACK-UPS E5 550VA,120V	113.75	B	14100	120652	4
BANKCARD CENTER	MAY FLATS	61.68	B	14100	120523	20
BANKCARD CENTER	MAY MARKER,ERASER,BIC4PK TAPE	32.64	B	14100	120627	1
BANKCARD CENTER	MAY REUSABLE FACEPIECE,VAPOR	83.36	B	14100	120523	14
BANKCARD CENTER	MAY SAFETY SUPPLIES/WATER PLAN	14.15	B	14100	120652	3
BANKCARD CENTER	MAY TWIST COUPLER ADAPTER	27.98	B	14100	120523	5
BANKCARD CENTER	MAY 3M DISPOSABLE RESPIRATORS	46.01	B	14100	120523	11
CORE & MAIN LP	JUN HYDRANT WRENCH	171.28	C	49100	120494	1
CORE & MAIN LP	JUN REPAIR CLAMPS/ADAPTERS	1,071.35	C	49100	120494	2
CORE & MAIN LP	JUN REPAIR SLEEVES (TRAVIS)	979.64	C	49100	120311	1
CORE & MAIN LP	JUN WILKINS 600XL RELIEF VALVE	679.63	C	49100	120577	1
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	10,585.00	E	34000	120488	23
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	64.22	E	34000	120490	15
FASTENAL COMPANY	JUN KNIT GLOVES (UTILITIES)	44.46	F	9200	120346	1
FASTENAL COMPANY	JUN WATER SAFETY VENDING	23.26	F	9200	120513	5
FERGUSON WATERWORKS #1657	JUN 5/8"X3/4" T10 METERS R900I	3,450.70	F	73100	120348	1
FERGUSON WATERWORKS #1657	JUN 5/8X3/4" T10 R900I METERS	3,475.92	F	73100	120498	1
FIRST SYSTEMS TECHNOLOGY INC	JUNE PRESSURE TRANSDUCER	2,133.20	F	89210	120640	2
FIRST SYSTEMS TECHNOLOGY INC	JUNE PRESSURE TRANSDUCER REPL	1,550.00	F	89210	120640	1
GENERAL FUND	MAY COPIER USE	76.80	G	8000	120377	12
GENERAL FUND	MAY POSTAGE USE	203.97	G	8000	120378	10
GOIN' POSTAL FERGUS FALLS	JUNE SHIPPING	13.66	G	15967	120630	1
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	130.95	G	22200	120324	2
GRAYMONT (WI) LLC	JUNE HIGH CALCIUM QUICKLIME	6,088.72	G	32475	120628	1
HAWKINS INC	MAY CHLORINE,AMMONIA CYL.	60.00	H	30000	120315	1
LAKE REGION HEALTHCARE CORP	MAY PRE-EMPLOY DRUG SCREEN	37.50	L	6000	120629	1
CODY LEHMANN	JUNE WATER BOOSTER PUMP REIMB.	1,000.00	L	48010	120626	1
LEITCH EXCAVATING INC	JUNE N BUSE WATER MAIN REPAIR	2,350.00	L	48290	120400	1
LEITCH EXCAVATING INC	JUNE PROGRESS DRIVE MAIN	230.00	L	48290	120420	1
LEITCH EXCAVATING INC	VERNON/BURLINGTON MAIN REPAIR	3,407.00	L	48290	120402	1
LEITCH EXCAVATING INC	VINE/BIRCH WATER MAIN REPAIR	3,620.00	L	48290	120401	1
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	19.25	M	850	120485	14



## Water

MARCO TECHNOLOGIES LLC	05/27-06/27/22 COPIER RENT	89.63	M	6225	120568	6
MCMASTER-CARR SUPPLY CO	JUN LOW PRESSURE BUTT WELD	21.13	M	11770	120584	1
MCMASTER-CARR SUPPLY CO	MAY SS THREADED PIPE FITTING	20.32	M	11770	120314	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	4,948.31	O	42000	120442	20
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2.72	O	49100	120518	30
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	159.79	O	49100	120371	10
RMB ENVIRONMENTAL LABORATORIES	JUNE 1ST HALF MONITORING	125.00	R	400	120641	1
REVTRAK INC	MAY 2022 CR CD FEES	3,020.89	R	32550	120323	3
USA BLUEBOOK	MAR CHLORINE DISP. REFILL	289.83	U	4500	120316	1
WADENA ASPHALT INC	MAY ASPHALT	3,985.00	W	3250	120403	1
	F U N D   T O T A L	54,748.28				

## Storm Water

BANKCARD CENTER	MAY STORMWATER REGULATIONS	220.00	B	14100	120391	1
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	130.95	G	22200	120324	3
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	545.79	O	42000	120442	23
	F U N D   T O T A L	896.74				

## Equipment

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	357.94	A	42000	120486	10
AMERICAN WELDING & GAS, INC	JUN .035 SUPERARC (BRENT)	197.56	A	62100	120586	1
AMERICAN WELDING & GAS, INC	JUN NITROGEN (CITY SHOP)	48.06	A	62100	120587	1
AMERICAN WELDING & GAS, INC	JUN 1/8 EXCALIBUR (BRENT LAND)	63.45	A	62100	120551	1
AUTO VALUE - FERGUS FALLS	JUN ATC 10 AMP FUSES (SHOP)	14.90	A	89020	120347	1
AUTO VALUE - FERGUS FALLS	JUN BLACK SEMI GLOSS PAINT	7.99	A	89020	120422	1
AUTO VALUE - FERGUS FALLS	JUN BREAK AWAY CABLE/LANYARD	15.48	A	89020	120503	1
AUTO VALUE - FERGUS FALLS	JUN BULK SOLDERLESS TERM	17.25	A	89020	120302	1
AUTO VALUE - FERGUS FALLS	JUN CREDIT RETURNED BRAKE PADS	52.99-	A	89020	120294	1
AUTO VALUE - FERGUS FALLS	JUN DIFF SEAL UNIT 79	11.99	A	89020	120305	1
AUTO VALUE - FERGUS FALLS	JUN FRONT BRAKE PADS U-08	108.98	A	89020	120293	1
AUTO VALUE - FERGUS FALLS	JUN GLOSS RED PAINT U-3006	7.99	A	89020	120303	1
AUTO VALUE - FERGUS FALLS	JUN LEAD SUBSTITUTE U-3005	7.98	A	89020	120583	1
AUTO VALUE - FERGUS FALLS	JUN MALE FLAT FACE HYD FIT 279	61.78	A	89020	120301	1
AUTO VALUE - FERGUS FALLS	JUN MECHANICAL FUEL PUMP	39.49	A	89020	120504	1
AUTO VALUE - FERGUS FALLS	JUN SOLENOID/2 GA RING U-40	39.97	A	89020	120325	1
AUTO VALUE - FERGUS FALLS	JUN STOCK OIL FILTER	10.39	A	89020	120496	1
AUTO VALUE - FERGUS FALLS	JUN STOCK PARTS ORDER	98.18	A	89020	120501	1
AUTO VALUE - FERGUS FALLS	JUN STOCK 9008/H13 BULBS	42.97	A	89020	120425	1
AUTO VALUE - FERGUS FALLS	JUN TOGGLE SWITCH U-483	10.99	A	89020	120502	1
BANKCARD CENTER	APRIL RUBBER FLEXIBLE LATCHES	42.87	B	14100	120523	2
BANKCARD CENTER	APRIL 3/8X4 FLAT	49.68	B	14100	120522	2
BANKCARD CENTER	MAY BATTERY THIN PLATE PURE	168.86	B	14100	120523	15
BANKCARD CENTER	MAY BRAIDED NYLON DOCK LINE	14.98	B	14100	120523	13
BANKCARD CENTER	MAY BRAKE PADS	238.57	B	14100	120523	18
BANKCARD CENTER	MAY EXTENSION CORD, GRIP,	21.96	B	14100	120523	6
BANKCARD CENTER	MAY FLAT	6.21	B	14100	120523	9
BANKCARD CENTER	MAY FR DUO, COILED AIR HOSE	139.56	B	14100	120523	3

## Equipment

BANKCARD CENTER	MAY HEAVY DUTY MOUNTING TAPE	16.98	B	14100	120523	22
BANKCARD CENTER	MAY HIGH AMP CIRCUIT BREAKER	134.07	B	14100	120523	7
BANKCARD CENTER	MAY HUSQVARNA 18 250 IDP RED	929.74	B	14100	120523	21
BANKCARD CENTER	MAY OCTAGONAL MINI LIGHT BAR	360.14	B	14100	120523	25
BANKCARD CENTER	MAY RATCHET TIE-DOWN, GROMMETS	44.77	B	14100	120523	24
BANKCARD CENTER	MAY REPAIR TIRE VALVE STEM	196.22	B	14100	120523	23
BANKCARD CENTER	MAY RETURN HYDRAULIC COVERS	42.87-	B	14100	120523	4
BANKCARD CENTER	MAY SPRING BRAKE CHAMBER	222.60	B	14100	120522	3
BANKCARD CENTER	MAY SURFACE-MOUNT BREAKERS	64.84	B	14100	120523	12
BANKCARD CENTER	MAY 3X MARINE VINYL FABRIC	50.48	B	14100	120523	17
BANKCARD CENTER	2068 WINDSHIELD	494.28	B	14100	120384	1
BANKCARD CENTER	2076 GAS FOR CORONER TRIP	37.25	B	14100	120388	1
BANKCARD CENTER	2086 FUEL	36.50	B	14100	120387	1
BANKCARD CENTER	2093 MIRROR REPAIR KIT	1.49	B	14100	120386	1
BROCK WHITE COMPANY LLC	JUN CARBIDE CUTTER U-494	403.90	B	66000	120374	1
COMMISSIONER OF REVENUE	2022 MAY SPECIAL FUEL TAX	933.38	C	31950	120483	1
COMMISSIONER OF REVENUE	2022 MAY SALES TAX	201.83	C	32000	120052	12
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	4,850.78	E	34000	120488	26
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	27.38	E	34000	120490	18
EQUIPMENT FUND	ADVANCE-GOLF CRS BOBCAT 5600T	12,746.73-	E	46000	120360	3
EQUIPMENT FUND	MAY FUEL USAGE	425.62-	E	46000	120307	6
FARGO FREIGHTLINER	JUN HOOD DAMPER UNIT 243	64.80	F	1935	120296	1
JOHN DEERE FINANCIAL	JUN DIODE UNIT 280	103.96	F	7500	120426	1
FASTENAL COMPANY	JUN SHOP SUPPLY VENDING	18.22	F	9200	120513	6
FLEETPRIDE INC	JUN TAG AXLE BRAKE PARTS U-225	1,085.32	F	92400	120421	1
NAPA AUTO PARTS - FERGUS FALLS	JUN FUEL PUMP UNIT 1114	82.49	G	12000	120570	1
NAPA AUTO PARTS - FERGUS FALLS	JUN MECH FUEL PUMP U-1114	58.49	G	12000	120571	1
NAPA AUTO PARTS - FERGUS FALLS	JUN WHEEL LOADER U-JOINT	205.98	G	12000	120424	1
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	874.20	G	36000	120370	8
HOME DEPOT CREDIT SERVICES	JUN SEAT REPAIR MATERIAL U3005	20.54	H	70435	120333	1
HOME DEPOT CREDIT SERVICES	JUN 5/16" STAPLES (SHOP)	13.47	H	70435	120338	1
INTERSTATE BATTERY SYSTEM	JUN GROUP 48 BATTERIES	279.90	I	37610	120343	1
LAKEWAY EXPRESS LLC	JUN NON OXYGENATED FUEL (PARK)	164.37	L	14600	120310	1
LAKEWAY EXPRESS LLC	JUN NON-OXYGENATED FUEL JASON	75.12	L	14600	120292	1
LAKEWAY EXPRESS LLC	JUN PREM FUEL DELAGOON (MONTE)	77.45	L	14600	120601	1
LAKEWAY EXPRESS LLC	JUNE PREMIUM CA FUEL (CHRIS J)	23.22	L	14600	120682	1
LAWSON PRODUCTS INC	JUN FLAP WHEELS/DRILL BITS SHO	185.66	L	32000	120297	1
MII LIFE INCORPORATED	JUNE FLEX/HSA PART FEE	5.64	M	850	120485	16
MTI DISTRIBUTING INC	JUN RH LIFT CYLINDER U-954	753.69	M	2180	120375	1
MACQUEEN EQUIPMENT INC	JUN DIGGING PIPE UNIT 262	238.28	M	2850	120428	1
MACQUEEN EQUIPMENT INC	JUN DUAL SOL AIR VALVE U-262	371.08	M	2850	120431	1
MACQUEEN EQUIPMENT INC	JUN LEADER HOSE UNIT 262	484.84	M	2850	120427	1
MARCO TECHNOLOGIES LLC	JUNE COPIER OVERAGE	56.56	M	6220	120639	1
MIDWEST PRINTING COMPANY	JUN SHOP REPAIR ORDERS	150.00	M	24000	120575	1
MINNESOTA MOTOR COMPANY	MAY CAR WASHES	15.00	M	50000	120561	1
NELSON AUTO CENTER	2100 RUNNING BOARDS	1,025.00	N	35475	120392	1
NELSON INTERNATIONAL	JUN FRONT MAIN SEAL/CVR GSKT	197.52	N	39600	120495	1
NELSON INTERNATIONAL	JUN HOOD LATCH STRAP U-240	166.34	N	39600	120573	1
NELSON INTERNATIONAL	JUN HOOD SAFETY CABLE U-240	65.54	N	39600	120500	1
NELSON INTERNATIONAL	JUN TENSIONER/PULLEY U-240	350.94	N	39600	120574	1
OLSON OIL COMPANY INC	JUN PREM DYED DIESEL DELAGOON	2,834.62	O	16050	120505	1
OLYMPIC SALES INC	JUN SMALL ARM PUCKS ONE ARMS	204.00	O	19100	120572	1
OLYMPIC SALES INC	JUN VERTICAL HANDLE BRACKET	122.87	O	19100	120549	1
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,529.48	O	42000	120442	24
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	6.12	O	49100	120519	1
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	35.48	O	49100	120371	12
PRODUCTIVITY PLUS ACCOUNT	JUN BEARING/YOKE/NUT U-284	1,303.34	P	78300	120298	1

## Equipment

RHOMAR INDUSTRIES INC	JUN ARMOUR-SEAL/BLACK MAX/BOTT	1,139.52	R	34150	120345	1
ROAD DOCTORS LLC	JUN TAILGATE AUGERS UNIT 483	548.16	R	47930	120352	1
ROYAL TIRE INC	JUN CREDIT FOR C388BDM TIRE	152.25-	R	64395	120344	2
ROYAL TIRE INC	JUN STOCK TIRE ORDER	1,073.11	R	64395	120344	1
SANITATION PRODUCTS INC	JUN HOSE REEL AUTO REWIND SHOE	96.85	S	13810	120295	1
SHERWIN WILLIAMS CO	JUN GRAFFITI REMOVER (TODD K)	5.79	S	32000	120605	1
SOYSOLV BIOSOLVENTS LLC	JUN SOYSOLV SOLVENT 15 GAL DRU	485.00	S	45160	120579	1
WALLWORK TRUCK CENTER F.F.	JUN REAR MAIN SEAL U-214	116.98	W	1000	120299	1
ZIEGLER INC.	JUN WIRE CONNECTORS U-296	186.72	Z	15000	120550	1
	F U N D   T O T A L	14,333.86				

## Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT JUNE HEALTH INSURANCE	159,065.82-	E	34000	120488	1
EMPLOYEES INSURANCE TRUST FUND	RECEIPT JUNE LIFE INSURANCE	3,059.04-	E	34000	120490	1
	F U N D   T O T A L	162,124.86-				

## Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	1,528.22	M	850	120609	1
	F U N D   T O T A L	1,528.22				

## PEG Access

LIQUOR STORE	JUNE RENT	358.00	L	66000	120354	2
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	99.42	O	42000	120442	25
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	220.80	O	49100	120371	13
SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPE	273.50	S	90400	120464	1
SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER SVC	32.00	S	90400	120337	1
	F U N D   T O T A L	983.72				

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

BANKCARD CENTER	APRIL FACEBOOK ADS	2.28	B	14100	120637	2
BANKCARD CENTER	MAY CHAMBER CAFE MEMBER	5.00	B	14100	120637	4
BANKCARD CENTER	MAY COPY PAPER, SYNAPS POLY 12	11.13	B	14100	120637	3
BANKCARD CENTER	MAY ZOOM.US	16.16	B	14100	120637	5
GENERAL FUND	MAY COPIER USE	10.92	G	8000	120377	13
GENERAL FUND	MAY POSTAGE USE	150.53	G	8000	120378	11
OTTER TAIL POWER COMPANY	2022 SUMMER EVENTS CALENDARS	1,828.90	O	43000	120339	1
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2.04	O	49100	120519	3

6/21/2022

R E S O L U T I O N   R E C O R D

Fergus Falls Convention and Visitor's Bureau, Inc.

SPRINT	JUNE CELL PHONE EXPENSE	255.63	S	46784	120058	1
	F U N D   T O T A L	2,282.59				
	T O T A L   A L L   F U N D S	1,117,567.53				

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

THE ABOVE AND FOREGOING RESOLUTION WAS OFFERED AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE 21 DAY OF JUNE 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

6/21/2022

## R E S O L U T I O N   R E C O R D

BUSE TOWNSHIP	2,127.60
COMMISSIONER OF REVENUE	98,772.38
FERGUS FALLS TOWNSHIP	22,514.80
OTTER TAIL COUNTY HIGHWAY DEPT	20.91
OTTER TAIL CO. TREASURER'S OFC	69.12
OTTER TAIL COUNTY TREASURER	108,314.52
AT&T MOBILITY	493.72
ADMINISTRATOR'S CONTINGENCY FD	717.00
ADVANCED CAPITAL GROUP INC	3,750.00
THE AMERICAN BOTTLING COMPANY	326.07
ARAMARK UNIFORM SERVICES	2,595.00
ARAMARK	1,205.11
AMERICAN WELDING & GAS, INC	309.07
SEAN ANDERSON	442.32
ARCTIC GLACIER USA INC	591.02
ARENA WAREHOUSE LLC	2,504.00
ARTISAN BEER COMPANY	1,261.00
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	459.30
BAKER & TAYLOR INC	1,730.07
BANKCARD CENTER	16,598.69
BELLBOY CORPORATION	19,377.89
BEVERAGE WHOLESALERS INC	54,061.66
BEYER BODY SHOP, INC.	250.00
BIGWOOD CONTINGENCY FUND	4,847.92
BOLTON & MENK INC	118,709.50
BRAUN VENDING INC	16.00
BREAKTHRU BEVERAGE MINNESOTA	13,399.02
BROCK WHITE COMPANY LLC	403.90
CARDCONNECT	85.15
CAYAN	14,568.77
CHARTER COMMUNICATIONS	88.10
CHARLES A CHRISTIANSON	1,000.00
CLOVER	106.20
VIKING COCA-COLA BOTTLING CO	632.85
COLE PAPERS INC	651.90
COMSTOCK CONSTRUCTION INC	243.97
COOPERS TECHNOLOGY GROUP	59.15
CORE & MAIN LP	2,901.90
JOHN CHARLES COX	1,100.00
CREATION SHOP	1,100.00
D-S BEVERAGES, INC.	27,632.95
DACOTAH PAPER CO	1,152.20
DAILY JOURNAL	2,987.89
WASTE MANAGEMENT	11,716.29
DEMCO EDUCATIONAL CORP	88.38
DIAMOND VOGEL PAINTS	2,906.25
KIM B EMBRETSON	500.00
FARGO FREIGHTLINER	64.80
JOHN DEERE FINANCIAL	103.96
FASTENAL COMPANY	311.78
FERGUS BREWING COMPANY LLC	360.00
FERGUS CARE CENTER LLC	5,090.30
FERGUS FALLS SUMMERFEST INC	3,500.00
FERGUS HOME & HARDWARE	2,188.72
FERGUSON WATERWORKS #1657	7,191.87
JENNY FIELD OPHEIM	1,100.00
FINANCE & COMMERCE INC	164.05
FIRST SYSTEMS TECHNOLOGY INC	3,683.20
FLEETPRIDE INC	1,085.32
KARLA J GALLAGHER	1,000.00

6/21/2022

## R E S O L U T I O N   R E C O R D

GALLS LLC	188.45
NAPA AUTO PARTS - FERGUS FALLS	346.96
GOIN' POSTAL FERGUS FALLS	13.66
GOODIN COMPANY	1,031.96
GOPHER STATE ONE CALL	392.85
GRAND FORKS FIRE EQUIPMENT LLC	158.96
GRAYMONT (WI) LLC	6,088.72
GREAT PLAINS FIRE	2,816.71
GREAT PLAINS NATURAL GAS CO	1,885.18
GREATER FERGUS FALLS CORP	12,500.00
SCOTT GUNVALDSON	1,100.00
HAWKINS INC	5,293.58
HIGH POINT NETWORKS	2,885.00
HIRERIGHT LLC	11.15
HOME DEPOT CREDIT SERVICES	574.37
HOOPLA	992.45
INNFORMATION SYSTEMS	660.00
INTERSTATE BATTERY SYSTEM	279.90
INTERSTATE ENGINEERING INC.	2,438.54
JK SPORTS	4,020.35
JOHNSON BROTHERS LIQUOR CO	31,627.05
JESSALYNN TORGERSON	1,000.00
KADDATZ ARTISTS LOFTS LIMITED	2,449.04
RICHARD KAGIGEBI	1,000.00
KNUTSON LAWN SERVICE	1,266.66
LAKES AREA 360 SERVICES	300.00
LAKE REGION ELECTRIC COOP	2,546.71
LAKE REGION HEALTHCARE CORP	2,657.45
LAKEWAY EXPRESS LLC	340.16
LAWSON PRODUCTS INC	185.66
CODY LEHMANN	1,000.00
LEIGHTON BROADCASTING INC	1,500.00
LEITCH EXCAVATING INC	9,607.00
LIBERTY TIRE SERVICES LLC	807.50
LOCATORS & SUPPLIES INC	5,231.72
VICTOR LUNDEEN COMPANY	130.22
LUTHERAN BRETHREN WOODLAND	7,168.59
MII LIFE INCORPORATED	1,772.97
M-R SIGN COMPANY INC	39.80
MTI DISTRIBUTING INC	753.69
MACQUEEN EQUIPMENT INC	17,546.25
MARCO TECHNOLOGIES LLC	915.65
MASTER'S MARTIAL ARTS ACADEMY	324.00
MCMASTER-CARR SUPPLY CO	41.45
MIDWEST PRINTING COMPANY	150.00
MINNESOTA MOTOR COMPANY	15.00
MN VALLEY TESTING LABS INC	990.00
MUNICIPAL SERVICE CO INC	1,900.00
NELSON AUTO CENTER	1,025.00
NELSON INTERNATIONAL	780.34
NEW HORIZONS ENERGY	2,731.06
SAMUEL LEE NORMAN	1,000.00
N.D. SEWAGE PUMP & LIFT STAT.	33.52
NORTHSTAR BEHAVIORAL HEALTH	18,783.92
NORTHLAND TRUST SERVICES, INC.	101,820.00
NYCKLEMOE & ELLIG, P.A.	9,225.00
OLSON OIL COMPANY INC	2,834.62
OLYMPIC SALES INC	326.87
ORIGIN WINE & SPIRITS	181.65
OTC HUMANE SOCIETY INC	1,766.00
OTTER TAIL POWER COMPANY	55,706.26

6/21/2022

## R E S O L U T I O N   R E C O R D

OTTER TAIL TELCOM	5,131.59
OUTSTATE BREWING COMPANY	765.00
PAUSTIS WINE COMPANY	2,140.50
PEPSI BEVERAGE COMPANY	62.30
WILLIAM PETERSEN	950.00
PHILLIPS WINE & SPIRITS CO	25,036.33
PITNEY BOWES CREDIT CORP	705.00
PLATTE PROPERTIES LLC	9,000.00
PRECISION CATERING MINNESOTA	7,549.70
PRODUCTIVITY PLUS ACCOUNT	1,303.34
RMB ENVIRONMENTAL LABORATORIES	1,412.00
RACO MANUFACTURING & ENG CO	1,095.00
REVTRAK INC	9,062.67
RHOMAR INDUSTRIES INC	1,139.52
ROAD DOCTORS LLC	548.16
ROYAL TIRE INC	920.86
RUSS' REMODELING	40.00
SHI INTERNATIONAL CORP	11,220.00
SAFE LIFE DEFENSE	695.70
SANITATION PRODUCTS INC	96.85
JESSE SCHNEEBERGER	1,287.00
SERVICE FOOD SUPERVALU	72.31
SHERWIN WILLIAMS CO	5.79
SHORT ELLIOTT HENDRICKSON INC	36,450.00
SIGN GUYS LLC	1,660.00
SIGN SOLUTIONS USA LLC	1,700.17
SKY CREW SERVICES, LLC	5,500.00
SOUTHERN GLAZER'S OF MN	12,447.36
SOYSOLV BIOSOLVENTS LLC	485.00
SPRINT	255.63
SUMMIT COMPANIES	1,046.44
SUNSET RIDGE APARTMENTS OF KEVIN J SWENSON	48,737.55
TAFT STETTINIUS HOLLISTER LLP	4,752.00
TALKING WATERS BREWING CO LLC	9,525.00
TOTAL REGISTER SYSTEMS	560.00
UGSTAD PLUMBING INC	32.36
USA BLUEBOOK	397.88
US BANK EQUIPMENT FINANCE	289.83
REGENTS OF THE U OF MN	551.70
NANCY XIAORONG VALENTINE	75.00
WALLWORK TRUCK CENTER F.F.	1,000.00
WADENA ASPHALT INC	116.98
WHITE PINE STUDIO INC	3,985.00
BRIAN YAVAROW	1,000.00
LAURA A YOUNGBIRD	80.15
	1,100.00
TOTAL OTHER GOVERNMENT	231,819.33
TOTAL OTHER VENDORS	885,748.20
TOTAL ALL VENDORS	1,117,567.53