



City Council Agenda
August 1, 2022
5:30 pm in the City Council Chambers

Invocation –Pastor Doug Dent, Federated Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
- F. Petitions and Communications
- G. Consent Agenda
 - 1. Motion approving the minutes from the July 18, 2022, City Council meeting and the July 27, 2022 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution calling for a public hearing on September 6, 2022, at 5:30 pm in the City Council Chambers for the refinancing of conduit debt for LB Homes
 - 4. Motion appointing Cody Dock to the Natural Resources Commission
 - 5. Resolution authorizing staff to execute an underground electric power line easement with Otter Tail Power Company
 - 6. Resolution authorizing Amendment No. 1 to the Airport Management Agreement
 - 7. Resolution accepting Good Pointe Technology Inc. services contract in the amount of \$28,433 for the ICON pavement management system
 - 8. Resolution authorizing the city to enter into a one-time contract with the Matthew House to clean up Broken Down Dam Park
 - 9. Resolution approving a preliminary and final plat for River Oaks Landing Plat 3, a replat of River Oaks Landing Plat 2 as requested by Platte Properties and recommended by the Planning Commission
 - 10. Resolution approving a conditional use permit for a car washing establishment in the B-2 zone at 200 N Tower Road as requested by Samuel Herzog and recommended by the Planning Commission
 - 11. Resolution approving an Economic Development Loan in the amount of \$50,000 to TC Foods, LLC
- H. Ordinance and Resolutions
 - 1. First reading of Ordinance 30, Eighth Series, Mobile Food Trucks
 - 2. Resolution approving the final aquatics center report
 - 3. Resolution calling for an election on a sales and use tax for city aquatics center and DeLagoon Park improvement projects
 - 4. Council input on policy and procedures for disposition of city owned real estate

- I. Presentation of Claims \$1,055,220.30
- J. Board, Committee and Department Reports
 - 1. Planning Commission's transitional housing update
- K. Reports from Staff and Administrative Officers
 - 1. Motion providing a statement of support from the Mayor and City Council for an application by Springboard for the Arts to the NEA's "Our Town" grant program
 - 2. Motion appointing a City Council member to meet with Fergus Falls Township for the annexation of 160 acres
- L. Old Business/Unfinished Business
- M. New Business
- N. Miscellaneous Announcements
 - August 2-16 Candidate filing period open
 - August 9 Primary election. Polls open 7 am-8 pm
 - August 10 7:00 am Committee of the Whole meeting
 - August 15 5:30 pm City Council meeting
- O. Adjournment to a closed meeting to discuss a real estate offer as allowed by Minnesota Statutes Section 13D.05, subd. 3(c)

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.

City Council Minutes
July 18, 2022

The Fergus Falls City Council held a regular meeting on Monday July 18, 2022 at 5:30 pm in the City Council Chambers. Tim Molter gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:33 pm and the following council members were in attendance: Hagberg, Kvamme, Rufer, Thompson, Arneson, Gustafson, Hicks and Fish.

Approval of Agenda

A motion and second were offered by Fish and Hagberg to approve tonight's agenda with the addition of an appointment to the Public Arts Commission (consent) and an update on the LCCMR funding for the dairy project (staff reports) and the motion carried.

Consent Agenda

The following items were approved under **Resolution #145-2022** by Arneson: Motion approving the minutes from the July 5, 2022 City Council meeting and the July 13, 2022 Committee of the Whole meeting. Motion approving the following licenses: Paving/Sidewalk B & D Concrete, Cityside Improvements; Excavator Mark Bergerud. **Resolution #146-2022** declaring vehicles and duty pistols as surplus items and authorizing their disposal for trade-in value. **Resolution #147-2022** approving the county-wide multi-hazard plan. **Resolution #148-2022** approving fire contracts with the townships of Aurdal, Buse, Fergus Falls and Orwell and authorizing the Mayor and City Administrator to sign the contracts. **Resolution #149-2022** accepting SEH's professional services agreement for alternate bid option design for PI 9348, the airport fuel system replacement in the amount of \$18,200. Motion directing the City Attorney to draft changes to City Code 72.45, Mobile Food Trucks. **Resolution #150-2022** authorizing the installation of pedestrian curb cuts in the alley behind the 200 block of W Lincoln Avenue. Motion appointing Christine Lawson to the Public Arts Commission. **Resolution #151-2022** accepting the donation of disc golf equipment. The resolution was seconded by Thompson and was adopted.

Ordinance 29

Ordinance 29, Eighth Series, Discontinuation of the Local Option Sales Tax, effective September 30, 2022 was adopted by a roll call vote.

Resolution of Accounts

Fish offered a resolution authorizing the payments and claims in the amount of \$1,432,527.45, which was seconded by Hagberg and was adopted.

Zoning Updates for CBD Products

A motion and second were made by Hicks and Gustafson directing the Planning Commission to study and recommend zoning updates for the sale and manufacturing of CBD products and the motion carried.

Update on LCCMR

The Port Authority has owned the dairy property since 2016 and was allocated \$600,000 in LCCMR funds to purchase the river buffer parcel. The city conducted and submitted two appraisals by the June 30, 2022, deadline and both were denied by the DNR. The funding is no longer available to the city and staff are seeking other avenues such as legislative action or grants to regain the funding.

The meeting adjourned at 5:42 pm

Lynne Olson

DRAFT

Committee of the Whole Meeting
July 27, 2022

The Fergus Falls City Council met as a Committee of the Whole on Wednesday July 27, 2022, at 7:00 am in the City Council Chambers. Two items of action are needed today where the committee members will be acting in their capacity as members of the City Council. Acting Mayor Justin Arneson called the meeting to order, and the following council members were in attendance: Kvamme, Rufer, Thompson, Arneson, Gustafson, Hicks and Fish. Hagberg was absent.

GO Bond Sale for Campus View Development

The city sold the Series 2022A bonds in a competitive sale on July 19 to finance the infrastructure for the Campus View Development project. The lowest bidder was Northland Securities Inc. at a true interest cost of 3.8356%. The principal maturities offered for sale align with the estimated tax increment financing (TIF) revenue of the housing development. The result delays the principal until 2029 and the final payment in 2048. Information on the annual debt service and annual TIF revenue were reviewed. The city is expecting a surplus of TIF revenue, but there will likely be deficits in the early years prior to the housing development being fully built out. If necessary, the city could refinance the bonds in 2032. Fish offered **Resolution #152-2022** providing the issuance and sale of \$1,670,000 General Obligation Tax Increment Revenue Bonds, Series 2022A, which was seconded by Hicks and was adopted.

Greater Minnesota Regional Parks and Trails Grant

The city has the opportunity to apply for a Greater Minnesota Regional Parks and Trails grant for a trail through the dairy property. The application is due this week and requires council action today. There is a matching component to the grant and the city plans to use the acquisition and cleanup costs of the property for those funds. Rufer offered **Resolution #153-2022** authorizing the submission of a Greater Minnesota Regional Parks and Trails grant for trails on the dairy property, which was seconded by Kvamme and was adopted.

Otter Tail Power Easement

Otter Tail Power Company is requesting a 10' easement from the city near Mt. Faith Avenue and Sheridan Street at the intersection of Roosevelt Park so they can install a new underground electric line. The city has a watermain in this vicinity, but it appears adequate separation exists for the new line. A motion and second were made by Fish and Gustafson recommending the council authorizing the execution of Otter Tail Power's easement request and the motion carried.

Airport Management Agreement Amendment

SkyCrew Services, the city's airport management team is requesting an amendment to Article 1: Spaces Leased by FBO and Article 4: Compensation. Article 1 states the FBO will be charged monthly rent in the amount of \$2,000 for use of these areas, payment will be made to the city. Article 4 states the city will pay the FBO compensation a guaranteed \$90,000 annually for the term of the agreement. Monthly management fees of \$5,500 will be paid on or before the first day of each month. Monthly mowing and snow removal fee up to a maximum of \$24,000 which is invoiced separately. Sky Crew Services is proposing foregoing the \$2,000 monthly hangar rent and reducing the monthly management compensation by \$2,000 for a total of \$3,500. There is no net change, but simply a smoother financial transaction. The \$24,000 maximum payment for snow removal and mowing will remain as is and monthly reporting will still be required. A motion and second were made by Rufer

and Thompson to recommend the council authorize the execution of Amendment No. 1 and the motion carried.

ICON Pavement Management

In 2006 the city implemented the ICON pavement management system, which is administered by Good Pointe Technology Inc. A vehicle with specialized data collection equipment travels the city and records existing street deficiencies such as street patching, potholes, and cracks. Once all of the streets have been recorded, the data is analyzed, and each street segment is assigned a PCI number from 100 (excellent) to 1 (failed). The PCI is used as a part of the decision-making process to determine the most appropriate type of repair; preventative maintenance (seal coat), major rehabilitation (mill and overlay) and/or reconstruction. Good Pointe Technology's services will cost \$28,433 and this will be funded through the city's municipal state aid maintenance funds. Rufer commented on the city's opportunity to use the data collected to educate the community on how the technology works and street project process is determined. Fish asked if streets are prioritized by wards. City Engineer Brian Yavarow said the annual mill and overlay projects are done by ward, but the ICON system determines the surface of each city roadway and focuses on the streets with a 40-50 PCI. Hicks asked about the cost to analyze the data. Yavarow said staff input data with oversight by Braun Intertec. A motion and second were made by Thompson and Gustafson to recommend the council accept Good Pointe Technology Inc.'s services in the amount of \$28,433 for the ICON pavement management system and the motion carried.

Real Estate Policy

Community Development Manager Klara Beck reviewed a draft policy and procedures for the disposition of city owned real estate after consulting with other area communities. The purpose of the policy will provide a consistent approach for the sale, lease or disposition of real estate now owned or acquired by the city. She reviewed the RFP/RFQ process, letters of intent, and timeline as dictated by the City Charter. She asked the council to consider using an appraisal process or a market analysis provided by a realtor and to bring their thoughts for further discussion to the council meeting on August 1.

Contract For Clean Up Services with Matthew House

The city has been approached by the Matthew House for a \$10,000 donation. Minnesota cities do not have the statutory authority to donate to non-profits but can contract for services. The city has also been asked to clean up Broken Down Dam Park. If the city were to contract with the Matthew House to clean up the park, the \$10,000 contract would have to be earned and no part of the work would be considered a donation. This would be a one-time service and would not set a precedence for future contracts. The funds are available in the existing Park Department capital outlay funds. Broken Down Dam was an authorized dump site for automobile bodies in the 1930's and much of the debris is still there. The Matthew House will be responsible to line up the equipment for the work and the city will provide dumpsters. The city has liability insurance for volunteers. A motion and second were made by Fish and Kvamme to recommend the council enter into a contact with the Matthew House for services to clean up Broken Down Dam Park and the motion carried.

Library Update

Library Director Gail Hedstrom provided an overview of the 2021 statistics for the library. There were 13,139 registered borrowers, 86,847 library visits and 206,417 items checked out. Their program participation rates are much higher after the pandemic and they are seeing a large increase in people

applying for library cards online. The Summer Reading Program registered more than 700 participants on the first day and 76 children are getting extra reading help in the summer months. The library has seven paid employees plus adult and youth volunteers. They are hosting the We Are Water interactive traveling exhibit from mid-August through mid-October and other special events the remainder of the year.

The meeting adjourned at 7:31 am

Lynne Olson

Extract of Minutes of a Meeting of the
City Council of the City of
Fergus Falls, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Fergus Falls, Minnesota, was duly called and held at City Hall in said City on Monday, the 1st day of August, 2022, at 5:30 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR A PUBLIC HEARING ON THE ISSUANCE OF
HEALTH CARE FACILITIES REVENUE REFUNDING NOTES AND
AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING
(LUTHEREN BRETHERN REFINANCING PROJECT)

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and after full discussion thereof 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.

RESOLUTION NO. _____
RESOLUTION CALLING FOR A PUBLIC HEARING ON THE ISSUANCE OF
HEALTH CARE FACILITIES REVENUE REFUNDING NOTES AND
AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING
(LUTHUREN BRETHERN REFINANCING PROJECT)

(a) WHEREAS, Minnesota Statutes, Sections 469.152 through 469.165, relating to municipal industrial development, gives municipalities the power to issue revenue obligations for the purpose of promoting the welfare of the state by the active attraction and encouragement and development of economically sound industry and commerce to prevent so far as possible the emergence of blighted and marginal lands and areas of chronic unemployment; and

(b) WHEREAS, Minnesota Statutes, Chapter 462C (together, with Minnesota Statutes, Sections 469.152 through 469.165, the "Act"), gives municipalities the power to issue revenue obligations to finance certain housing projects within its boundaries; and

(c) WHEREAS, the City of Fergus Falls, Minnesota (the "City") has received from Lutheran Brethren Retirement Services, Inc., Lutheran Brethren Sheridan House, Inc., and Lutheran Brethren Woodland Lodge, Inc. (each individually, a "Borrower", and, collectively, the "Borrowers"), each a Minnesota nonprofit corporation and under the IRS 501(c)(3) group tax-exemption of Lutheran Brethren Homes, Inc. (the "Guarantor"), a Minnesota nonprofit corporation and an organization described under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), a proposal that the City assist the Borrowers in the refinancing of certain outstanding obligations of each of the Borrowers through the issuance of revenue notes or other obligations, in one or more series (the "Notes"), pursuant to the Act; and

(d) WHEREAS, before proceeding with consideration of the request of the Borrowers it is necessary for the City to hold a public hearing on the proposal pursuant to Section 147(f) of the Internal Revenue Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, as follows:

1. A public hearing on the proposal of the Borrowers will be held on Tuesday, September 6, 2022, at 5:30 PM, at City Hall, located at 112 W Washington Avenue in the City. The general nature of the project and an estimate of the aggregate principal amount of revenue notes or other obligations to be issued to finance the proposal are described in the Notice of Public Hearing attached hereto as Exhibit A.

2. The City Administrator is hereby authorized and directed to cause notice of the hearing to be given one publication in the official newspaper of the City and also in a newspaper of general circulation available in the City, not less than 14 days nor more than 30 days prior to the date fixed for the hearing, substantially in the form of the attached Notice of Public Hearing.

Adopted by the City Council of Fergus Falls, Minnesota, this 1st day of August, 2022.

Mayor

ATTEST:

Administrator

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, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City of Fergus Falls, Minnesota, duly called and held on the date therein indicated, insofar as such minutes relate to a resolution calling a public hearing on the issuance of health care facilities revenue refunding notes.

WITNESS my hand this ____ day of _____, 2022.

Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A PROPOSAL FOR THE ISSUANCE OF HEALTH CARE FACILITIES REVENUE REFUNDING NOTES FOR THE LUTHERAN BROTHERS REFINANCING PROJECT

Notice is hereby given that the City Council of the City of Fergus Falls, Minnesota (the "City") will meet in the Council Chambers of the City Hall, 112 W Washington Avenue in the City, at 5:30 P.M. on Tuesday, September 6, 2022, to consider the proposal of Lutheran Brothers Retirement Services, Inc., Lutheran Brothers Sheridan House, Inc., and Lutheran Brothers Woodland Lodge, Inc. (each individually, a "Borrower", and, collectively, the "Borrowers"), each a Minnesota nonprofit corporation and under the IRS 501(c)(3) group tax-exemption of Lutheran Brothers Homes, Inc. (the "Guarantor"), a Minnesota nonprofit corporation and an organization described under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), that the City assist with the projects hereinafter described pursuant to Minnesota Statutes, Chapter 462C and Sections 469.152 to 469.165 (the "Act"), through the issuance of revenue notes or other obligations, in one or more series (the "Notes") by the City.

The "Projects" consist of the refinancing of: (i) the City's Health Care Revenue Note, Series 2013 (Lutheran Brothers Woodland Lodge, Inc. Project), dated December 31, 2013, the proceeds of which were used to refinance the construction financing for the acquisition and renovation of an approximately 20,000 square foot medical office/administrative building located at 805 Channing Avenue in the City (the "Woodland Project"); (ii) the City's Health Care Facilities Revenue Note, Series 2016 (Lutheran Brothers Retirement Services, Inc. Project), dated December 6, 2016, the proceeds of which were used to refinance certain financing for the assisted living facility located at 420 East Alcott Avenue in the City, and finance certain capital improvements to the nursing facility located at 824 South Sheridan Street in the City (the "Retirement Project"); and (iii) the Healthcare Facilities Refunding Revenue Note, Series 2011 (Lutheran Brothers Sheridan House, Inc. Project), issued by the City of Battle Lake, Minnesota, dated June 30, 2011, the proceeds of which were used to (a) refinance the construction financing for the acquisition, construction, and equipping of 33 units of congregate housing for seniors located at 808 South Sheridan Street in the City (the "Sheridan Project"), and (b) to finance the equipping and construction of certain improvements to the kitchen and support facility located at the 824 South Sheridan Street location of the Retirement Project.

The Woodland Project is owned and operated by Lutheran Brothers Woodland Lodge, Inc. The Retirement Project is owned and operated by Lutheran Brothers Retirement Services, Inc. The Sheridan Project is owned and operated by Lutheran Brothers Sheridan House, Inc.

The aggregate maximum estimated principal amount of the Notes to be issued to finance the Projects is \$8,000,000, which is allocated approximately as follows: (i) \$1,250,000 to refinance the Woodland Project, (ii) \$1,250,000 to refinance the Sheridan Project, (iii) \$5,500,000 to refinance the Retirement Project.

The Notes, if and when issued, will not constitute a charge, lien, or encumbrance upon any property of the City and such obligations will not be a charge against the general credit or

taxing powers of the City but will be payable from sums to be paid by the Borrower pursuant to a revenue agreement.

At the time and place fixed for the Public Hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. Written comments will be considered if submitted at the above City office on or before the date of the hearing.

BY ORDER OF THE CITY COUNCIL
OF THE CITY OF FERGUS FALLS,
MINNESOTA

By Andrew Bremseth
Its City Administrator



Council Action Recommendation

Page 1 of 1

Meeting Date:

July 27, 2022 – Committee of the Whole
August 1, 2022 – City Council

Subject:

Otter Tail Power Easement Request

Recommendation:

- 1) Authorize the City Staff to execute Otter Tail Power's easement request

Background/Key Points:

Otter Tail Power (OTP) Co. is requesting an easement from the City that is generally located north of the Mt. Faith Avenue East and Sheridan Street intersection on Roosevelt Park. Their work plan consists of installing new underground electric line(s).

OTP is requesting a 10-foot wide utility easement to facilitate construction. The attached exhibit illustrates the proposed easement on City owned lot described as Lot 3, Block 17, per North Division of Fergus Falls and Reserve No. 4 of University Park.

Although an existing City owned watermain lies within this pending easement vicinity, adequate separation appears to be accounted for therefore, staff recommends approving this request.

Budgetary Impact:

There is no fee associated with this request other than general staff time to process. Otter Tail Power Company will pay for all recording fees.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Easement Exhibits
Letter from Otter Tail Power Company

OTTER TAIL POWER ELECTRICAL EASEMENT



10.00 foot wide easement for a electrical line

BLOCK 17

1

2

3

4

Mt Faith Ave

Sheridan St

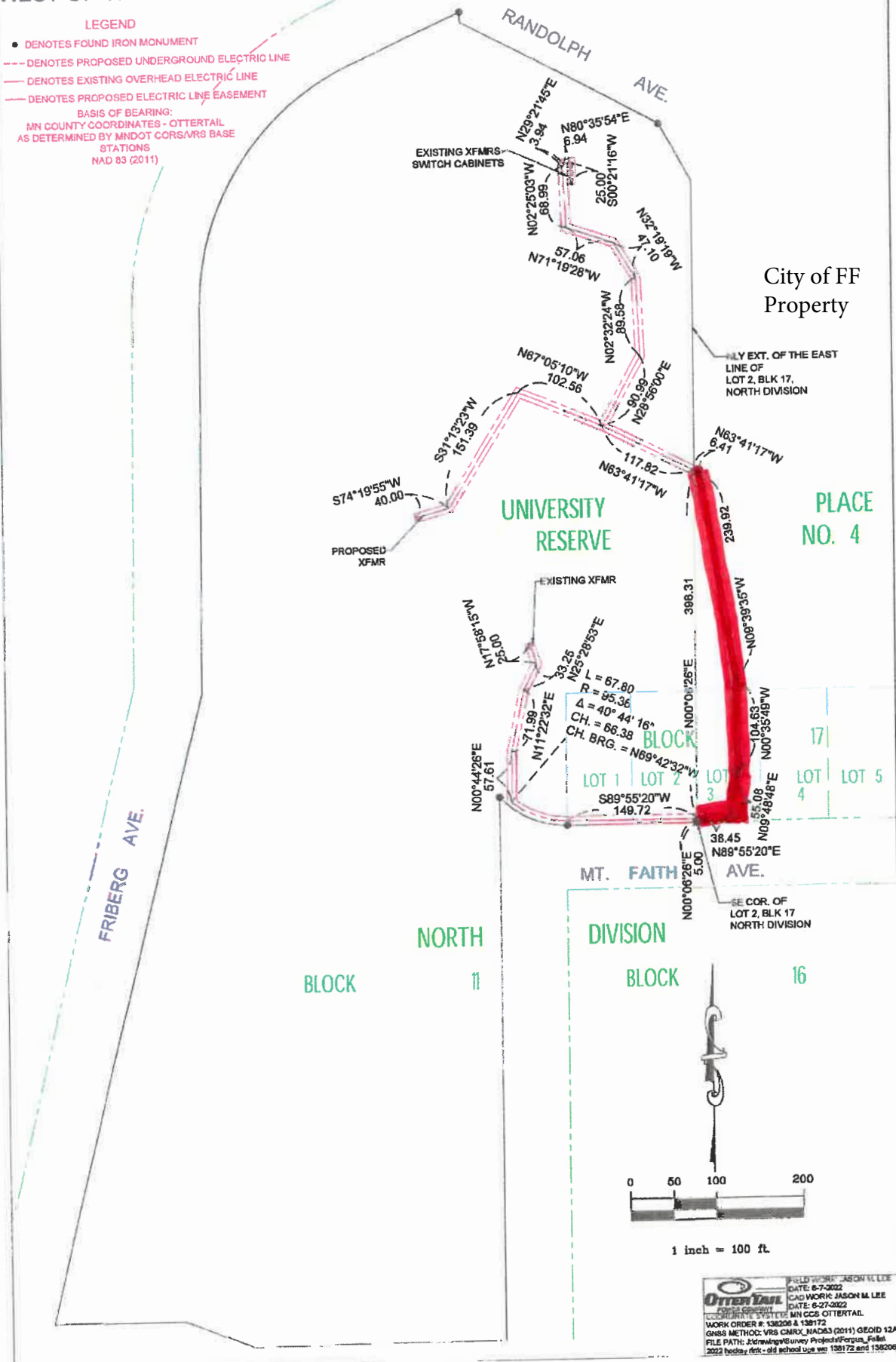
BLOCK 16

No Scale
7/21/22

FERGUS FALLS, MINNESOTA - UGE LINE EASEMENT

A PART OF THE WEST HALF OF SECTION 35, TOWNSHIP 133 NORTH, RANGE 43 WEST OF THE 5TH PRINCIPAL MERIDIAN, OTTER TAIL COUNTY, MINNESOTA.

- LEGEND**
- DENOTES FOUND IRON MONUMENT
 - - - DENOTES PROPOSED UNDERGROUND ELECTRIC LINE
 - - - DENOTES EXISTING OVERHEAD ELECTRIC LINE
 - - - DENOTES PROPOSED ELECTRIC LINE EASEMENT
- BASIS OF BEARING:
MN COUNTY COORDINATES - OTTERTAIL
AS DETERMINED BY MNDOT CORS/VRS BASE
STATIONS
NAD 83 (2011)



FIELD WORK: JASON M. LEE
DATE: 6-27-2022
CAD WORK: JASON M. LEE
DATE: 6-27-2022
COORDINATE SYSTEM: MN CCS OTTERTAIL
WORK ORDER #: 190204.1.158172
GNSS METHOD: VRS CMRX_NAD83 (2011) GEoid 12A
FILE PATH: Z:\drawings\Survey Projects\Fergus_Falls
2022\bdwy_rmk-d8 school use no 158172 and 158206

215 South Cascade Street
PO Box 496
Fergus Falls, Minnesota 56538-0496
218 739-8200
www.otpco.com



July 12th, 2022

City of Fergus Falls
Attn: Andrew Bremseth
112 W Washington Ave
Fergus Falls, MN

Subject: Easement

Otter Tail Power Company would like to obtain an easement from you for an underground electric power line across your property in Fergus Falls, Minnesota.

Enclosed is the original of the easement and payment agreement.

At your earliest convenience, please sign the easement document, as well as the payment agreement document. The signing needs to be **witnessed by a Notary Public** and we would appreciate if we could have this signed and returned by August 1st , 2022 for our records and recording in the enclosed envelope. Feel free to make a copy for your records. The survey map and payment agreement will not be recorded with the County Recorder.

If you have any questions regarding this matter, please contact me at 218-739-8823.

Sincerely,

Carly Haiby
Land Specialist
Land Rights and Permitting Department

Enclosures
Easement
Payment Agreement
Survey Map

THIS INSTRUMENT WAS DRAFTED BY
AND UPON RECORDING RETURN TO:
OTTER TAIL POWER COMPANY
P.O. BOX 496
FERGUS FALLS, MN 56538-0496
218-739-8200

THE SPACE ABOVE THIS LINE IS RESERVED FOR RECORDING PURPOSES.

EASEMENT NO.
W.O. NO. 138206 and 138172

UNDERGROUND LINE EASEMENT

The undersigned, the **City of Fergus Falls**, a municipal corporation, of the State of Minnesota, of Fergus Falls, Minnesota, (whether individually or collectively, hereafter "**Grantor**") for good and valuable consideration paid to Grantor by **Otter Tail Power Company**, a Minnesota corporation, of Fergus Falls, Minnesota, ("**Grantee**") does hereby grant to Grantee, and its successors and assigns, a perpetual and irrevocable easement (the "**Easement**") for the installation above or below ground, extension, operation, maintenance, and repair or removal of an underground electric distribution, streetlighting, and communication system including the necessary cables, pedestals, standards, transformers, transformer bases, riser poles, anchors, and other fixtures and apparatus in connection therewith (Electric Line) through, over, under and across the certain lands situated in the County of **Otter Tail**, State of **Minnesota**, described on the attached Exhibit A (the "**Premises**"). The Easement shall be limited to that certain part of the Premises described on the attached Exhibit B (the "**Easement Area**").

Grantor hereby grants to Grantee an easement to enter upon the Premises to survey for and locate the Electric Line. Grantor hereby grants to Grantee an easement for ingress and egress over and across the Premises to the Easement Area, by means of existing field roads and lanes, if any, otherwise, by the use of the most reasonable and feasible route selected by Grantee in its reasonable discretion. The Grantor hereby grants to Grantee a temporary easement for use by Grantee of the Premises adjacent to the Easement Area from time to time during construction, repair, replacement or upgrade of the Electric Line. All Electric Lines installed and placed by or on behalf of Grantee in the Easement Area shall remain the property of Grantee.

Grantor shall not erect any buildings, structures or other objects, permanent or temporary, upon the Easement Area. Grantor further agrees not to plant any trees within the Easement Area without the prior express written approval from Grantee, nor to perform any act which will interfere with or endanger the Electric Line. Grantor hereby grants to Grantee the right to remove any trees that are located within the Easement Area.

Grantor reserves the right to cultivate, use and occupy the Easement Area in a manner that is not inconsistent with Grantee's rights granted herein.

The term of this instrument and the easements and other rights granted herein is perpetual.

Grantee shall have the right to assign all or any portion of the easements, this instrument, or the Electric Line on either an exclusive or nonexclusive basis to one or more entities. Upon such assignment, Grantee may appoint an administrative agent for Grantee (the "**Administrative Agent**"). The Administrative Agent may be designated to act on behalf of Grantee for certain matters relating to this instrument. The Grantee shall notify Grantor if an Administrative Agent is appointed. Grantor shall rely on the actions of the Administrative Agent as Grantee hereunder until Grantor is notified by the Administrative Agent that a new Administrative Agent has been appointed.

Grantor covenants for the benefit of Grantee, its successors and assigns, that Grantor is the owner of the Premises and has the right to convey easements as set forth herein.

The easements and covenants contained in this instrument shall run with and against the Premises. It is mutually understood and agreed that this instrument covers all the agreements and stipulations between the parties and that the terms herein may only be modified in writing. This instrument shall be governed by the laws of the state in which the Premises is located.

**EXHIBIT A
THE PREMISES**

Otter Tail County, Minnesota

All of Reserve Three (3) of University Place and all of Reserve Four (4) of University Place except the East two hundred (200) feet thereof; all of Block Seventeen (17) and Lots One (1), Two (2) and Three (3) of Block Eighteen (18), all in the North Division of Fergus Falls, according to the plat thereof on record in the office of the Register of Deeds in and for the said Otter Tail County.

EXCEPT

Lots One (1) and Two (2) in Block Seventeen (17) in North Division, Fergus Falls, Minnesota, and that part of Reserve Four (4) of University Place, Fergus Falls, Minnesota, lying West of the east line of Lot Two (2), Block Seventeen (17), North Division, extended in a straight line North to Randolph Avenue in the City of Fergus Falls, Minnesota, together with all of its right, title and interest in and to all streets, avenues, alleys and other public ways heretofore or hereafter to be vacated lying and being adjacent to and/or traversing parts, portions or all of the above described real estate.

**EXHIBIT B
THE EASEMENT AREA**

A 10.00 foot wide easement for electrical line purposes over, under, and across part Lot Three (3), Block Seventeen (17), Plat of the North Division of Fergus Falls, and Reserve 4, University Place, said plats are on file and of record in the office of the Recorder in Otter Tail County, Minnesota. The centerline is described as follows:

Commencing at the southwest corner of said Lot 3; thence on an assumed bearing of North 00 degrees 06 minutes 26 seconds East along the west line of said Lot 3 a distance of 5.00 feet to the point of beginning of the centerline to be described; thence North 89 degrees 55 minutes 20 seconds East a distance of 38.45 feet; thence North 09 degrees 48 minutes 48 seconds East a distance of 55.08 feet; thence North 00 degrees 35 minutes 49 seconds West a distance of 104.63 feet; thence North 09 degrees 39 minutes 35 seconds West a distance of 239.92 feet; thence North 63 degrees 41 minutes 17 seconds West a distance of 6.41 feet and there terminating.



EASEMENT PAYMENT AGREEMENT

Easement No. _____
Work Order No. 138206 and 138172
County: Otter Tail
State: MN
STR: 35-133-43

OTTER TAIL POWER COMPANY hereby agrees to pay, and the undersigned Grantor hereby agrees to accept, the sum of \$0 as full payment for the right of a/an:

X Electric Line Easement.

As per the easement, Payment will be made to the undersigned Grantor(s) no later than 60 days from receipt of the signed Easement by Otter Tail Power Company. Said signed Easement was received on the _____ day of _____, 20__.

Otter Tail Power Company agrees that this payment does not include a damage settlement. After construction of the electric line is completed, Otter Tail Power Company will review and settle claims for damage to land, crops, or fences resulting from the construction or maintenance of said electric line in a SEPARATE PAYMENT.

Easement payment \$0
Total payment \$0

OTTER TAIL POWER COMPANY

Carly Haiby

GRANTOR
City of Fergus Falls

Ben Scheirer, Mayor

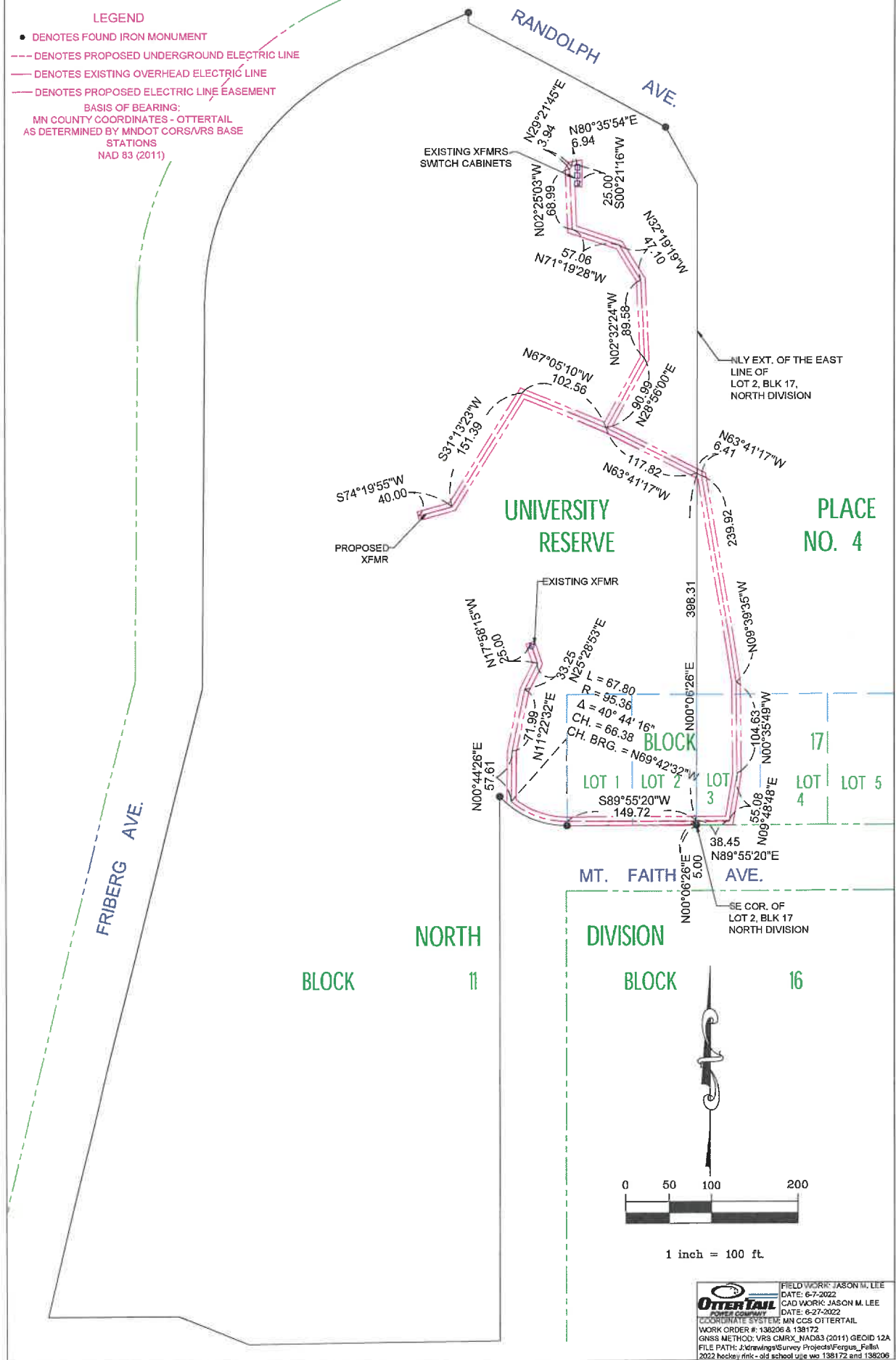
Andrew Bremseth, City Administrator



FERGUS FALLS, MINNESOTA - UGE LINE EASEMENT

A PART OF THE WEST HALF OF SECTION 35, TOWNSHIP 133 NORTH, RANGE 43 WEST OF THE 5TH PRINCIPAL MERIDIAN, OTTER TAIL COUNTY, MINNESOTA.

- LEGEND**
- DENOTES FOUND IRON MONUMENT
 - DENOTES PROPOSED UNDERGROUND ELECTRIC LINE
 - DENOTES EXISTING OVERHEAD ELECTRIC LINE
 - - - DENOTES PROPOSED ELECTRIC LINE EASEMENT
- BASIS OF BEARING:
MN COUNTY COORDINATES - OTTERTAIL
AS DETERMINED BY MNDOT CORS/VRS BASE
STATIONS
NAD 83 (2011)



FIELD WORK: JASON M. LEE
DATE: 6-7-2022
CAD WORK: JASON M. LEE
DATE: 6-27-2022
COORDINATE SYSTEM: MN CCS OTTERTAIL
WORK ORDER #: 138206 & 138172
GNSS METHOD: VRS CMRX_NAD83 (2011) GEOID 12A
FILE PATH: J:\Drawings\Survey Projects\Fergus_Falls\2022 hockey rink - old school site wa 138172 and 138206



Council Action Recommendation

Page 1 of 2

Meeting Date:

July 27, 2022 – Committee of the Whole
August 1, 2022 – City Council

Subject:

FFM Airport Management Agreement - Amendment No. 1

Recommendation:

- Motion directing the City Engineer and City Attorney to execute Amendment No. 1

Background/Key Points:

Sky Crews services is requesting an amendment to the Airport Management Agreement in regards to monthly compensation transactions between the City and Sky Crews services. Per the respective Agreement articles:

Article 1: SPACES LEASED BY FBO

The City agrees to lease to FBO during the term of this Agreement the Arrival/Departure Building together with the Large Hangar and Storage Area attached to the Arrival/Departure Building, the T-Hangars and the Snow Removal Equipment Building as set forth in the Attachment A (collectively the "Airport" or "Airport Facilities"). During the term of this Agreement FBO will be charged monthly rent in the amount of Two Thousand Dollars (\$2,000.00) for use of these areas. Payments must be made on or before the first day of each month during all terms of this Agreement. Payment shall be made to the City.

And:

Article 4: COMPENSATION

The City will pay the FBO compensation a guaranteed rate of NINETY THOUSAND DOLLARS (\$90,000.00) annually for the term of this Agreement. This payment is the total annual payment for providing the services as set forth in this Agreement. Payments will be made as follows:

- Monthly management fee in the amount of \$5,500.00 which will be paid on or before the first day of each month.*
- Monthly mowing and snow removal fee at the hourly rate of \$40.00 up to a maximum of \$24,000.00 annually for the term of this Agreement, which must be invoiced separately to ensure these expenses qualify for state or federal maintenance aid.*

Sky Crews is proposing forgoing the \$2,000.00 monthly hangar rent to the City and reducing the monthly Management compensation to Sky Crews by \$2,000.00 i.e. \$3,500.00/month. The \$24,000.00 maximum annual rate of \$24,000.00 for snow removal and mowing will remain as is.

Budgetary Impact:

There is no additional cost to the City other than general City staff and City Attorney time needed to prepare the Amendment No. 1 document, if acceptable.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:



Council Action Recommendation

Page 1 of 2

Meeting Date:

July 27, 2022 – Committee of the Whole
August 1, 2022 – City Council

Subject:

ICON Pavement Management System Update

Recommendation:

- Resolution accepting GoodPointe Technology, Inc.'s services in the amount of \$28,433.00

Background/Key Points:

In 2006, the City of Fergus Falls implemented the ICON Pavement Management System. This is a web-based software system administered by Good Pointe Technology Inc. The ICON Pavement Management System is software utilized by multiple municipalities for street infrastructure asset management.

In general, this work consists of a vehicle equipment with specialized data collection equipment traveling and collecting existing street surface deficiencies on all City owned streets. Street patching, potholes, fatigue cracks, transverse cracks, etc. and corresponding quantities will be recorded. Street data collection is recommended every 4 to 5 years. The last survey was completed in 2016.

Once the field data survey/collection is completed and analyzed, the Pavement Condition Index (PCI) will be calculated for each street segment surveyed. The PCI index number for any given street segment can range from 100 (excellent) to 0 (failed). The PCI are utilized as a supplemental decision-making aid to determine the most appropriate type of repair; preventative maintenance (i.e. seal coat), major rehabilitation (i.e. mill & overlay), and /or reconstruction of the pavement section itself. This ICON program is fully compatible with the City's GIS system for data sharing purposes.

Budgetary Impact:

The ICON Pavement Management Program is funded through the City's Municipal State Aid Maintenance Funds. The City has the sufficient fund balance to execute this agreement. Street surveying could begin this summer and data uploading into the City's system this fall. Enclosed is the professional services proposal from Good Pointe Technology, for review.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Proposal



July 13, 2022

Brian Yavarow, P.E.
City Engineer
City of Fergus Falls
112 W. Washington Ave.
Fergus Falls, MN 56537

RE: 2022 Network Level Pavement Condition Survey Proposal

Dear Brian:

We are pleased to present the following cost proposal to provide data collection services to utilize the ICON pavement management system for the City of Fergus Falls.

We understand that this project is very important to the City; the quality of your decisions to allocate resources and maintain the short- and long-term health of your pavement network depends on the integrity of the technical models and the quality of the process used to develop and deliver the results of this project.

To ensure that this critically important project is executed successfully, we have assembled a team of internationally recognized infrastructure management experts, engineering professionals, and field technicians to accomplish the required scope of work. Over the past thirty years we have successfully implemented data collection plans worldwide for clients just like the City of Fergus Falls.

We appreciate the opportunity to work with you on this project, and we look forward to providing high-quality pavement data collection and professional engineering consulting services to the City.

I am authorized to make representations and commitments on behalf of GoodPointe Technology.

Sincerely,
GoodPointe Technology

A handwritten signature in black ink that reads "Anthony J. Kadlec". The signature is fluid and cursive.

Anthony J. Kadlec
President
Attachment: Cost Proposal

1. FIRM INFORMATION

GoodPointe Technology is a privately held, Minnesota-based corporation

Address:

GoodPointe Technology, Inc.
287 E. 6th Street, Suite 200
St. Paul, MN 55101 USA

Point of Contact:

Mr. Anthony Kadlec, President
Office Phone: (651) 726-2555
Office Fax: (651) 726-2545
Mobile: (651) 271-0422
Email: tkadlec@goodpointe.com

WHY SELECT THE GOODPOINTE TECHNOLOGY TEAM FOR THIS PROJECT?

Simply put, the implementation of pavement and related infrastructure asset management systems is what we do for a living, day in and day out. We take pride in building and maintaining long-term client relationships and supporting our clients with their use of our pavement management software and through the delivery of high-quality pavement condition data.

Beyond collecting **objective and repeatable data**, our mission is to transform it into **actionable/decision-making information** for your staff through the use of the InfrastructureCONSultant (ICON) pavement management system. The network level pavement condition survey proposed in this project will establish a data platform/basis for the City to develop multi-year budget analysis scenarios and for setting the course for improving the condition and value of the City pavement network.

Our experience has taught us to maintain a flexible approach in the process of working with clients in developing, implementing, and updating infrastructure maintenance management systems, since each project presents unique challenges that may depend on a combination of factors including: socio-economic conditions, infrastructure network condition, available staff resources of the project sponsor, and organizational receptivity to the management system.

Our plan for this project is to:

- Collect high quality pavement condition data through a detailed ASTM PCI survey;
- Highlight the technical/performance issues facing the City of Fergus Falls roadway pavement network; and,
- Update the ICON Pavement Management system so that it is ready for the City to run multi-year budget analysis scenarios to determine the projected economic health of the City roadway pavement network.

INTRODUCING GOODPOINTE TECHNOLOGY

GoodPointe Technology (**GoodPointe**) is one of the leading infrastructure management systems- engineering and software-consulting firms in North America. The core mission of GoodPointe is to develop and provide high-quality roadway maintenance management software and system consulting services to clients in the government and private sector.

We help the authorities of public and private infrastructure/facilities to more effectively meet their management and maintenance needs by providing powerful, flexible, and easy to use management system software and implementation services.

Our management system implementation services include:

- Strategic capital improvement project planning and needs analysis for your local conditions;
- Data transfer and design of infrastructure condition data collection services;
- Digital Right of Way (ROW) imaging data collection and integration services;
- Infrastructure system performance analysis;
- Software development and implementation services;
- GIS consulting, Crystal Reports development, and system training services;
- Generating budget investment and deferred maintenance analysis scenarios; and,
- Developing short-term and long-term infrastructure maintenance, repair, and rehabilitation plans.

To summarize: we design, develop, market, implement, and maintain maintenance management software systems used by businesses, government agencies and other organizations. The use of these systems enables responsible officials to manage assets more cost-effectively. These assets include highways, county roads, city streets, sidewalks, curb and gutter, signs and signals, lighting systems, bridges, parking lots, wastewater and storm drainage systems, water pipelines, park features and other miscellaneous right of way assets.

OUR PEOPLE

Our personnel have been developing successful pavement management consultation relationships with local, national, and international government agencies since the 1980's. Our team for this project includes staff whose work has advanced the technology of infrastructure management science in North America and the rest of the world. We believe our experience in the field of pavement management science, management system implementations, and our experience in knowing how to work well with governmental agencies across the world, demonstrates our strong commitment to serving clients like you.

OUR COMPANY

GoodPointe Technology, Inc. (**GoodPointe**) appreciates this opportunity to serve the City of Fergus Falls and to introduce our company.

Our company provides the City with a wealth of experience that has already served the needs of a variety of public organizations and private sector clients throughout North America and Asia, with a regional emphasis in the Upper Midwest.



GoodPointe specializes in providing high-quality data collection, data reduction, and implementation services for infrastructure management software systems. Over the past thirty-plus years

GoodPointe staff have also been involved in the development, redevelopment, implementation and/or integration of infrastructure management systems such as those developed by the San Francisco Bay Area MTC (BAMTCMST™), Army Corps of Engineers (MicroPAVER™), Carter System, Infrastructure Management Services, Inc (IMS), Midwest Pavement Management, Inc, (PMP), China PMS, Highway Sign Inventory System, Infracon (PMS/IMST™), and Stantec™, as well as ICON and a number of other public agencies' inhouse infrastructure and pavement management systems.

Our staff includes a talented group of GIS, GPS and digital mapping professionals who design and build data collection vehicles, develop related software, and provide data collection, GIS mapping, and asset inventory services to a wide variety of clients in both the public and private sectors.

Our clients include cities, counties, state DOTs, telecommunication companies, utility companies, municipal engineering consulting firms, and transportation agencies. We have contracted for more than 250,000 miles of GPSVision data collection, mapping, road geometry and asset inventory on roads and rails in the U.S. and Canada since 1994.

GoodPointe Technology is headquartered in St. Paul, Minnesota, and employs technical staff located globally across North America, Europe, and Asia.

Role in this Project: GoodPointe will serve as the prime consultant for this project and will be facilitating the required data collection plan, collection-, quality control-, and data processing services.

2. PROPOSED WORK PLAN

TASK 1. PROJECT INITIATION/PROJECT KICKOFF MEETING

Once the notice of selection has been received, the first step in this project will be to have a (virtual/online) project kickoff meeting with the City to establish and document the specific scope of work to be performed based on the project specifications and any options selected. In this meeting, current pavement management operations will be reviewed to identify the data-related requirements for this project.

TASK 2. CITYWIDE PAVEMENT CONDITION ASSESSMENT

The proposed surface condition assessment for this project will be based upon the standard survey distress definition as specified in the methodology of ASTM 6433-11, by the American Society for Testing and Materials (ASTM). This assessment will provide a calculated Pavement Condition Index (PCI) for each pavement management inventory section (e.g. per street block) evaluated in the survey.

For the bituminous pavements within the selected area of evaluation, the following pavement surface condition distresses and their related quantities will be recorded:

- Alligator Cracking
- Bleeding
- Block Cracking
- Bumps and Sags
- Corrugation
- Depression
- Edge Cracking
- Joint Reflection Cracking
- Lane/Shoulder Drop Off
- Long. & Trans. Cracking
- Patching
- Polished Aggregate
- Potholes
- Railroad Crossing
- Rutting
- Shoving
- Slippage Cracking
- Swell
- Weathering/ Raveling

Any Portland Cement Concrete (PCC) pavements located within the selected project area will have the following pavement surface condition distresses and their related quantities recorded:

- Blow up/ Buckling
- Corner Break
- Divided Slab
- Durability Crack
- Faulting
- Joint Seal
- Lane/Shoulder Drop Off
- Linear Cracking
- Patching (Large)
- Patching (Small)
- Polished Aggregate
- Popouts
- Pumping
- Punchout
- Railroad Crossing
- Scaling
- Shrinkage
- Spalling Corner
- Spalling Joint

QUALITY CONTROL PLAN: PLEASE REFER TO SECTION 3. PROJECT DELIVERABLE PROCESS

OUR GPSVISION DATA COLLECTION TECHNOLOGY

Our team will meet this project's critical inventory and condition survey requirements by providing **sub-meter coordinate accuracy coupled with an asset feature extraction process that does not require follow-up field inspections.**

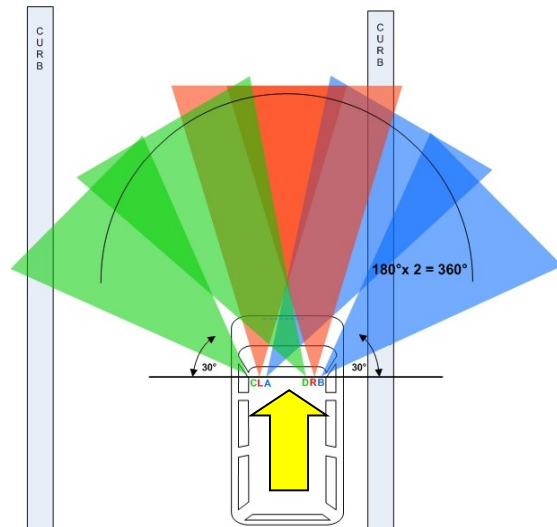
Our data collection van will utilize the following 6-camera configuration as pictured:

Stereo Pair Purpose

A/B: Forward/Right to capture pavement shoulder condition, curb/gutter, sidewalk and most traffic signs.

C/D: Forward/Left to capture median signs and pavements to left field of view.

L/R: Forward view, primarily for pavement surveys



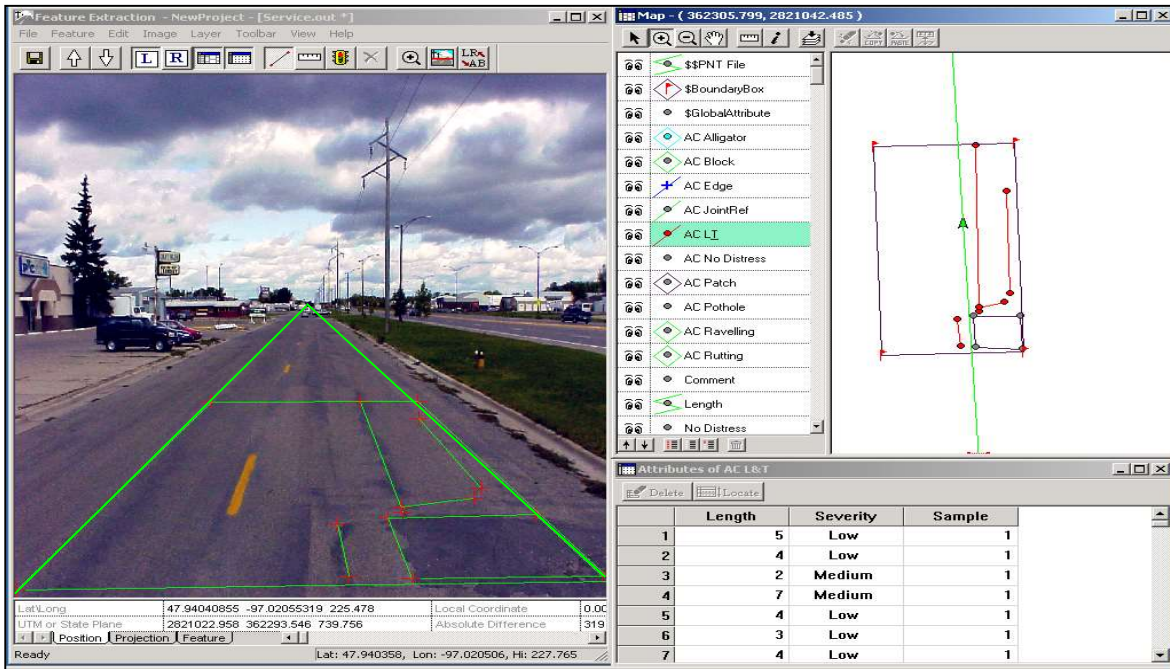
All designated roadway routes specified in this project would be driven by one or more specially equipped data collection vehicles such as the following pictured:

The actual data collection process makes use of the latest digital imaging and Global Positioning System (GPS)/Inertial Navigational System (INS) technology to capture accurate feature location coordinates and a digital record of each visible feature simultaneously.



All imagery is captured with multiple full-frame progressive scan digital color cameras that take high-resolution (1600 pixels x 1200 lines) jpeg images at pre-set intervals along the designated route. While not a moving video of the route, images are sequenced to simulate a full video log along each street.

Using our proprietary feature extraction software, the measured distress data is then registered in an underlying relational database along with its corresponding GPS (xyz) coordinates. Utilizing the existing link between the City pavement management system and GIS, the resulting pavement condition data may then be linked and imported into the City's pavement management database for PCI calculation.



Screen Capture of the Feature Extraction (FE) Application Displaying Pavement Distress

VALUE ADDED SURVEY OPTIONS

Although not requested/required in the RFP, GoodPointe can deliver the following value-added survey options, to maximize the return on investment (ROI) realized by the City in this project. We can discuss these options in our project kickoff meeting (Task 1):

Option 1. Geo-Referenced Digital Images

As an option, GoodPointe can deliver the set of geo-referenced JPG images that we collect in this project, to the City for using in its in-house GIS applications.

Option 2. Ride Quality/International Roughness Index (IRI) Data

Studies show that roadway users primarily, subjectively evaluate roadway condition based upon pavement ride quality (roughness). And research studies have shown that pavements that are built smooth generally have a longer service life. Under this optional task, GoodPointe would collect Ride Quality/Roughness (IRI) data using a Class 1 inertial laser profiler as defined by ASTM E-950 for selected routes in the City.

Option 3. Right of Way Asset Inventory Extraction Services

GoodPointe can use our proprietary software to extract additional infrastructure asset inventory/condition features (e.g. signs, curb/gutter, catch basins, signals, pavement striping, medians, etc.) as the needs and resources of your organization allow.

PROJECT SCHEDULE/DELIVERABLES

- **Notice to Proceed: July 31, 2022**
- **Field Data Collection: August 2022**
- **Delivery of PCI Survey Results: Late December 2022**

The above is offered as a preliminary schedule suggestion for the City's consideration and can be adjusted to better meet the City's schedule requirements.

3. PROJECT DELIVERY PROCESS

QUALITY ASSURANCE PLAN

"You cannot inspect quality into a product (or service)--it is already there."

W. Edwards Deming, The Father of the American Quality Management.

As it relates to the City pavement condition data collection project, if we collect 98 miles of pavement condition data for Fergus Falls and then were to do, say a 3% quality control (QC) inspection (3 miles) and show you the results after the fact, this QC effort will effectively do nothing to improve the quality of the remaining 97% (or 95 miles) of survey data that we had already collected for the City. In other words, we cannot inspect quality into a product (or service) once it has already been created or delivered.

Therefore, it is the intent of our GoodPointe Quality Assurance (QA) procedures to ensure that each of our technicians is competently trained before starting the project and that we provide ongoing refresher training to our staff to ensure that we are consistent in our rating procedures (i.e. the assignment of distress types, severity levels, and quantities) for the local conditions for any custom survey procedures, etc. and that we keep our raters freshly rotated between their work in the field and in the office doing data entry.

This consistency training involves bringing multiple raters out into the field and doing a walk-through calibration survey, to ensure that our raters are consistently rating distresses-, severity levels, and quantities, within an accepted level of variation. We also encourage the "when in doubt, write it out" policy, which encourages our raters to take detailed notes and flag individual surveys for a closer re-inspection if they observe pavement distress formations that appear out of the normal.

Based on known dates of construction, we can establish an expectation of PCI results to target PCI survey results which are outside the normally expected variation of pavement performance for the indicated pavement's life-cycle.

For example, if we know a residential roadway pavement (asphalt surface type) was newly reconstructed two (2) years ago, we might expect the PCI to be in the 95 to 100 range. However, if the resulting survey PCI=70, then the section would be flagged for QC review to confirm the quality of the condition survey and/or to document any extenuating circumstances (e.g. accidental pavement damage due to heavy construction vehicles, etc.).

QUALITY CONTROL PROCEDURES

The resources that are required to provide our quality control services are already included in the quoted per mile rate of the pavement condition survey; For GoodPointe Technology projects that involve surface condition surveys, the Data

Collection Lead (for this project, Jason Dickerson) is assigned the responsibility of providing field quality control services.

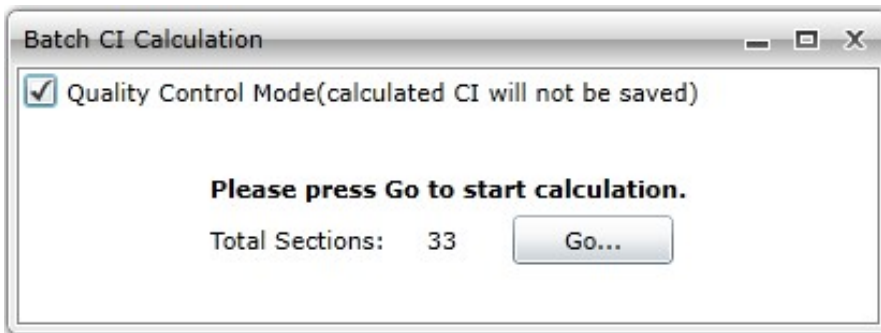
A Project Kickoff Meeting will be held prior to the start of data collection operations for the City to meet with lead GoodPointe staff to review the data collection and quality control procedures proposed for this project. During this field meeting, pavement distress types and severity levels will be reviewed with the City and the technical staff assigned to the project.

GoodPointe will randomly assign repeat surveys in the initial phase of the data extraction operations at the distress/severity level.

After the completion of the quality control review period, the GoodPointe project team will internally discuss the results of the repeat surveys. Based on the results of this quality control review, our project engineer will apply corrective action, which will include, but not be limited to, adjustment of the survey/sampling procedures, follow-up training for the distress type/severity levels involved, and, possible rotation/replacement of raters.

ICON QUALITY CONTROL REPORT

Over the past thirty years, we have developed and have continually refined our Infrastructure CONsultant (ICON) Pavement Management System (PMS) software in coordination with our active ICON user group. A prime example of this is our Quality Control *Batch CI Calculation* report, which enables us to automatically capture and present meaningful QA/QC information to help ensure that the collected system data provides a true representation of the actual pavement conditions in the field.



Once the condition data has been imported into the ICON program, clicking the 'Go' button generates a quality control report spreadsheet which compiles the essential inventory, condition, and latest paving project history information for each roadway section in the batch.

The condition data included in this report includes the: Current PCI (i.e. the PCI from the current survey); Previous PCI (i.e. the PCI from the most recent, previous survey), and Projected PCI (i.e. the expected PCI based on the pavement performance curve established within the ICON program).

Batch CI Calculation Quality Control Report

Records:33

#	Street	From	To	Map ID	Surface Type	Func Class	Length	Area	Projected CI	Prev CI	Current CI	Delta CI	Prev Date	Current Date
1	Addington Court	Cul-de-sac	West 62nd Street	2.001	AC	Local	369	13154.66	79.78	85.2	49.54	-35.66	6/14/2013	4/18/2016
2	Adret Court	South Manor Road	Cul-de-sac	3.001	AC	Local	404	13475.26	55.32	72.47	73.73	1.26	6/14/2013	4/14/2016
3	Alpine Trail	Cul-de-sac	Hillcrest Lane	7.001	AC	Local	199	9074.66	99.17	99.93	94.15	-5.78	6/16/2013	4/12/2016
4	Alpine Trail	Hillcrest Lane	Alpine Way	7.002	AC	Local	759	18216	99.17	99.93	88.32	-11.61	6/16/2013	4/12/2016
5	Alpine Trail	Alpine Way	90' E. of Alpine Way	7.003	AC	Local	90	2160	69.99	83.66	92.32	8.67	6/16/2013	4/12/2016
6	Alpine Trail	90' E. of Alpine Way	982' N.E. of Alpine Way	7.0035	AC	Local	892	25706.66	77.88	89.31	69.26	-20.05	6/16/2013	4/12/2016
7	Alpine Trail	982' N.E. of Alpine Way	Cul-de-sac	7.004	AC	Local	430	14618.66	90.07	93.73	72.77	-20.96	6/16/2013	4/12/2016
8	Alpine Way	North Hillcrest Court	Hillcrest Lane	8.001	AC	Local	332	8964	98.62	99.72	77.62	-22.1	6/16/2013	4/12/2016
9	Alpine Way	Hillcrest Lane	Alpine Trail	8.002	AC	Local	1143	30861	92.75	95.82	89.89	-5.93	6/16/2013	4/12/2016
10	Ashby Lane	Mere Drive	Cul-de-sac	22.001	AC	Local	755	18120	68.85	82.84	53.51	-29.34	6/13/2013	4/20/2016
11	Ashby Lane	Ashby Lane	Cul-de-sac (16570-16578)	22.0015	AC	Local	1	3928	77.63	89.17	67.95	-21.22	6/13/2013	4/20/2016
12	Ashby Lane	Cul-de-sac	Whittington Walk	22.002	AC	Local	253	6072	60.17	76.26	60.16	-16.1	6/13/2013	4/20/2016
13	Barberry Lane	Peterberg Road	Padon Drive	41.001	AC	Local	694	18738	68.25	82.43	62.97	-19.46	6/10/2013	4/11/2016
14	Barberry Lane	Padon Drive	Duck Lake Trail	41.002	AC	Local	429	11583	67.3	81.72	60.26	-21.47	6/10/2013	4/11/2016
15	Bay Drive	Cul-de-sac	Baywood Lane	45.001	AC	Local	485	18238.66	77.88	89.31	77.59	-11.72	6/16/2013	4/12/2016
16	Baywood Lane	Baywood Terrace	Bay Drive	47.001	AC	Local	750	23200	73.58	86.27	66.69	-19.58	6/16/2013	4/12/2016
17	Baywood Lane	Bay Drive	Eden Prairie Road	47.002	AC	Local	108	2592	68.58	82.6	58.41	-24.2	6/16/2013	4/12/2016
18	Baywood Lane	Eden Prairie Road	Cul-de-sac	47.003	AC	Local	1182	35847.66	77.57	89.1	74.11	-14.99	6/16/2013	4/12/2016
19	Baywood Terrace	Cul-de-sac	Baywood Lane	48.001	AC	Local	325	12334.16	73.16	85.96	71.26	-14.7	6/16/2013	4/12/2016
20	Camborne Place	Whittington Walk	Cul-de-sac	106.001	AC	Local	189	9073.66	73.8	86.46	70.91	-15.56	6/13/2013	4/20/2016

Export Close

In the event that there is significant amount of variation between the 'Today's Projected PCI' and the latest PCI, we can perform a follow-up check on the PCI survey and/or consider a recalibration of the pavement performance curve for the indicated combination (of surface type, functional class and structural strategy).

In the event that there is significant amount of variation between the 'Previous PCI' and the 'Current PCI' for the amount of time elapsed between the two surveys, then these results can be flagged for review with the City and/or further follow-up action. Using our proprietary feature extraction software, the measured distress data is then registered in an underlying relational database along with its corresponding GPS (xyz) coordinates. Utilizing the existing link between the City pavement management system and GIS, the resulting pavement condition data may then be linked and imported into the City's pavement management database for PCI calculation.

4. TEAM BIOS

We offer the City of Fergus Falls a team with deep experience and significant expertise to address the need areas outlined in the RFP.

Tony Kadlec, Project Manager, GoodPointe Technology

Mr. Anthony (Tony) Kadlec has 32 years of experience in the civil engineering profession, the last 30 of which have been focused on the implementation of infrastructure management systems. He has been involved with the management and the successful completion of more than 350 system implementations and infrastructure improvement plans, in projects throughout all regions of the United States; his international experience includes World Bank system implementation projects located in Mainland China and roadway data collection projects for infrastructure networks in India. His work involves working with clients to determine system requirements, designing the data collection process, analyzing system data, writing reports and presenting the results to the elected officials.

Mr. Kadlec has presented numerous papers at various national and international conferences and is also a guest lecturer in the Infrastructure Systems Engineering (ISE) graduate program at the University of Minnesota, Institute of Technology (IT).

For this Project: Tony will serve as project manager and be the primary contact for the City in this project.

Darwin A. Dahlgren, Principal in Charge, GoodPointe Technology

Mr. Dahlgren 30 years+ of experience as a civil engineer in both the civil engineering and the software and system development side of pavement and related infrastructure data collection, evaluation and management systems and services.

Mr. Dahlgren is well known for his expertise in pavement and infrastructure management systems and has participated in the successful implementation of right of way design, maintenance, rehabilitation and management system-related projects for cities, provinces, airports, and government installations worldwide. These implementations have included the use of state-of-the-art systems and engineering services designed for accurate, efficient and cost-effective pavement and right of way data collection, evaluation, management, and reporting.

For this Project: Darwin will serve as a technical resource for the City and the project team.

Guangping He, PhD., GoodPointe Technology

Dr. He received his Ph.D. in Photogrammetry from the Technical University of Vienna, Austria, in 1989. Dr. He is responsible for leading-edge research and development of the GPSVision mobile data collection system technology and data capture and extraction solutions. Dr. He is a GPS and image-processing expert. He is recognized nationally in the field of remote sensing and photogrammetry with several papers and presentations to his credit. Specialties include GPS, inertial navigation systems, camera calibration, image database development, image manipulation, facility feature extraction, and data capture for GIS.

For this Project: Guangping will provide technical post-processing support for the GPSVision roadway condition data collected in this project.

GoodPointe Infrastructure Management System Data Collection/Integration Experience

In the last five years, GoodPointe has served as the preferred pavement management/data collection consultant for the following agencies:

Total Centerline Miles	Agency	Coordinate Survey Crews	Tabulation of Data	Quality Control Review Services	Database Management	Data Collection Services	Point of Contact	Department
425	Anoka County, MN	x	x	x	x	x	Mr. Doug Fischer	Highway Department
422	Arlington County, VA	x	x	x	x	x	Mr. Hung Tran	Public Works Department
713	Beltrami County, MN		x	x	x		Mr. Bruce Hasbargen	Highway Department
366	Chisago County, MN		x	x	x		Mr. Joe Triplett	Highway Department
28	City of Arden Hills, MN	x	x	x	x	x	Ms. Sally Ricard	Engineering Department
399	City of Bloomington, MN	x	x	x	x	x	Mr. Jeff Lathorp	Public Works Department
211	City of Burnsville, MN	x	x	x	x	x	Mr. Jeff Radick	Engineering Department
101	City of Champlin, MN	x	x	x	x	x	Mr. Tim Hanson	Public Works Department
161	City of Chanhassen, MN	x	x	x	x	x	Ms. Alyson Fauske	Public Works Department
170	City of Cottage Grove, MN	x	x	x	x	x	Ms. Jennifer Levitt	Public Works Department
516	City of Dathan, MN	x	x	x	x	x	Mr. Charles Metzger	Engineering Department
444	City of Duluth, MN	x	x	x	x	x	Mr. Chauncey Bangs	Engineering Department
228	City of Eagan, MN	x	x	x	x	x	Ms. Sara Pluta	Public Works - Streets Department
224	City of Eden Prairie, MN	x	x	x	x	x	Mr. Rod Rue	Engineering Department
193	City of Eden Prairie Parks, MN	x	x	x	x	x	Mr. Bill Olmschenk	Parks and Recreation
200	City of Edina, MN	x	x	x	x	x	Mr. Carter Schulze	Engineering Department
146	City of Elk River, MN		x	x	x		Mr. Justin Femrite	Public Works/Engineering
14	City of Falcon Heights, MN	x	x	x	x	x	Ms. Sally Ricard	Engineering Department
452	City of Fargo, ND	x	x	x	x	x	Mr. Tom Knakmuhs	Engineering Department
111	City of Fergus Falls, MN	x	x	x	x	x	Mr. Brian Yavarow	Engineering Department
98	City of Hastings, MN	x	x	x	x	x	Mr. John Caven	Engineering Department
57	City of Hopkins, MN	x	x	x	x	x	Mr. Nate Stanley	Engineering Department
76	City of Hutchinson, MN	x	x	x	x	x	Mr. John Olson	Public Works Department
151	City of Inver Grove Heights, MN	x	x	x	x	x	Mr. Scott Thureen	Engineering Department
217	City of Maple Grove, MN		x	x	x		Mr. Marc Culver	Engineering Department
132	City of Maplewood, MN	x	x	x	x	x	Mr. Steve Love	Public Works Department
1,338	City of Minneapolis, MN		x				Mr. Joe Casey	Public Works Department
39	City of Mounds View, MN			x	x		Mr. Jim Hess	Department of Public Works
63	City of New Hope, MN	x	x	x	x	x	Mr. Guy Johnson	Public Works Department
320	City of Newark, NJ		x	x	x		Mr. Jason Hahn	Michael Baker Jr.
224	City of Norfolk, NE	x	x	x	x	x	Mr. John Cahill	Engineering Department
100	City of Northfield, MN	x	x	x	x	x	Mr. David Bennett	Public Works Department
286	City of Plymouth, MN			x	x		Mr. Michael Thompson	Engineering Department
131	City of Richfield, MN		x	x	x		Mr. Derrick Anderson	Department of Public Works
53	City of Robbinsdale, MN	x	x	x	x	x	Mr. Richard McCoy	Public Works Department
422	City of Rochester, MN	x	x	x	x	x	Mr. Russ Kelm	Department of Public Works
120	City of Roseville, MN	x	x	x	x	x	Ms. Sally Ricard	Department of Public Works
3800	City of San Antonio, TX	x	x	x	x	x	Mr. Rocky Aranda, Jr.	Streets Division, Public Works
108	City of Savage, MN	x	x	x	x	x	Mr. Seng Thongvath	Engineering Department
88	City of Shoreview, MN	x	x	x	x	x	Mr. Tom Wesolowski	Department of Public Works
83	City of St. Louis Park, MN	x	x	x	x	x	Mr. Scott Merkley	Public Works Department
71	City of West St. Paul, MN	x	x	x	x	x	Mr. Ross Beckwith	Engineering Department
243	City of Woodbury, MN	x	x	x	x	x	Mr. Tony Kutzke	Public Works Department
745	Clay County, MN		x	x	x		Mr. Dave Overbo	Highway Department
951	Columbus Consolidated Government, GA	x	x	x	x	x	Mr. Farhad Alifathani	Department of Engineering
603	Crow Wing County, MN		x	x	x		Mr. Steve Stroschein	Highway Department
428	Dakota County, MN		x	x	x		Ms. Jodi Ulrich	Highway Department
331	Dodge County, MN		x	x	x		Ms. Jessica Brennan	Highway Department
412	Filmore County, MN		x	x	x		Mr. John Grindeland	Highway Department
623	Freeborn County, MN		x	x	x		Mr. Dan Kenison	Highway Department
401	Goodhue County, MN		x	x	x		Mr. Greg Isakson	Highway Department
321	Grand Forks East Grand Forks MPO, ND	x	x	x	x	x	Ms. Teri Kouba	Planning Department
561	Hennepin County, MN		x	x	x		Ms. Jamie Hendrickson	Transportation Division
420	Kanabec County, MN		x	x	x		Mr. Greg Nikodym	Public Works
399	McLeod County, MN	x	x	x	x	x	Mr. John Brunkhorst	Highway Department
402	Mille Lacs County, MN		x	x	x		Mr. Bruce Cochran	Highway Department
1200	Monterrey County, CA	x	x	x	x	x	Mr. Javad Tanbakuchi	AAE Project Manager
2226	Montgomery County, TX		x	x	x		Ms. Rhonda Hovater	Communication Information Services
381	Olmsted County, MN		x	x	x		Mr. Zach Denmer	Department of Public Works
1058	Ottertail County, MN		x	x	x		Mr. Chuck Grotte	Highway Department
1469	City of Tulsa, OK Residential Network		x	x	x		Mr. Jim Hemphill	Poe & Associates, Inc.
531	City of Tulsa, OK Arterial Network		x	x	x		Mr. Jim Hemphill	Poe & Associates, Inc.
967	Polk County, MN		x	x	x		Mr. Rich Sanders	Highway Department
450	Rice County, MN		x	x	x		Mr. Jim Kollar	Highway Department
2650	San Bernardino County, CA		x	x	x		Mr. Medhat Matta	Pavement Mgmt. Department
340	Scott County, MN		x	x	x		Mr. Jarrett Hubbard	Highway Department

3004	St. Louis County, MN		x	x	x		Mr. Brian Boder	Highway Department
274	Wadena County, MN		x	x	x		Mr. Jeff Adolphson	Highway Department
281	Washington County, MN	x	x	x	x	x	Mr. Don Theisen	Transportation Department
380	Winona County, MN		x	x	x		Mr. Dave Kramer	Highway Department
516	Wright County, MN		x	x	x		Mr. Kevin Johnson	Highway Department
36,068	Total in last 5 Years							

Past Infrastructure Management Projects Done by GoodPointe Staff

- Arlington County, VA
- Beltrami County, MN
- Cook County, MN
- CAI Recon Optical, Barrington IL
- Carlton County, MN
- Chisago County, MN
- City of Arden Hills, MN
- City of Bloomington, MN
- City of Brooklyn Center, MN
- City of Brooklyn Park, MN
- City of Burnsville, MN
- City of Cedar Falls, IA
- City of Champlin, MN
- City of Chanhassen, MN
- City of Coon Rapids, MN
- City of Cottage Grove, MN
- City of Denver, CO
- City of Donna, TX
- City of Dothan, AL
- City of Duluth, MN
- City of Eagan, MN
- City of Eden Prairie, MN
- City of Edina, MN
- City of Elk Grove, IL
- City of Evanston, IL
- City of Fairmont, MN
- City of Fargo, ND
- City of Fort Wayne, IN
- City of Grand Rapids, MN
- City of Guangzhou, PRC
- City of Hopkins, MN
- City of Hutchinson, MN
- City of International Falls, MN
- City of Inver Grove Heights, MN
- City of Lakeville, MN
- City of Maplewood, MN
- City of Mendota Heights, MN
- City of Menlo Park, CA
- City of Miami/Dade County, FL
- City of Minneapolis
- City of Monticello, MN
- City of Moorhead, MN
- City of Mounds View, MN
- City of Mumbai, India
- City of New Hope, MN
- City of Newark, NJ
- City of Norfolk, NE
- City of Oakdale, MN
- City of Ottumwa, IA
- City of Plymouth, MN
- City of Richfield, MN
- City of Robbinsdale, MN
- City of Rochester, MN
- City of Rosemount, MN
- City of Roseville, MN
- City of San Antonio, TX
- City of San Francisco, CA
- City of Sausalito, CA
- City of Shawnee, OK
- City of Shijiazhuang, PRC
- City of Shoreview, MN
- City of South Pasadena, CA
- City of St. Paul, MN
- City of Tallahassee, FL
- City of Tulsa, OK
- City of West Des Moines, IA
- City of West St. Paul, MN
- City of Woodbury, MN
- Clay County, MN
- Coco Solo Hospital, Panama
- Columbus Consolidated Gov., GA
- Crow Wing County, MN
- Dakota County, MN
- Dodge County, MN
- El Paso County, Texas
- Fairfax County, VA
- Fillmore County, MN
- Fort Buchanan, San Juan, Puerto Rico
- Fort Clayton, Republic of Panama
- Fort Devens, Ayer, MA
- Fort Drum, Watertown, NY
- Fort Gillem, Georgia
- Fort McCoy, Sparta, WI
- Fort McPherson, GA
- Fort Meade, Baltimore MD
- Fort Sam Houston, San Antonio, TX
- Fort Stewart, GA
- Fort Story, Virginia Beach, VA
- Freeborn County, MN
- Goodhue County, MN
- George Air Force Base, CA
- Grand Forks-East Grand Forks MPO
 - City of Grand Forks, ND
- Hidalgo County MPO
 - City of Alamo, TX
 - City of Edinburg, TX
 - City of McAllen, TX
 - City of Mercedes, TX
 - City of Pharr, TX
 - City of San Juan, TX
 - City of Weslaco, TX
- Hunter Army Air Field
- Kanabec County, MN
- Marine Corps Recruit Depot, SC
- McClellan Air Force Base, CA
- McLeod County, MN
- Metropolitan Airports Commission (MAC)
- Mille Lacs County, MN
- Minneapolis Park and Rec Board, MN
- Monterrey County, CA
- Montgomery County, TX
- NHAI Natl. Highways Authority of India
- Naval Air Station, Cecil Field, FL
- Naval Air Station, Ingleside, TX
- Olmsted County, MN
- Ohio Dept. of Transportation (ODOT)
- Peterson Air Force Base, CO
- San Bernardino County, CA
- Polk County, MN
- Scott County, MN
- Sherburne County, MN
- Stanford University, CA
- Steele County, MN
- St. Louis County, MN
- Tulsa District Corps of Eng., OK
- University of Minnesota, Minneapolis, MN
- Virginia Dept. of Transp. (VDOT)
- USMCA, Baumholder, Germany
- USMCA, Fulda, Germany
- USMCA, Goppingen, Germany
- USMCA, Hanau, Germany
- Ventura County, CA
- Village of Highland Park, IL
- Village of Inverness, IL
- Village of St. Anthony, MN
- Wadena County, MN
- Washington County, MN
- Winona County, MN

5. COST SCHEDULE

Cost Schedule

Data Collection Services for the City of Fergus Falls, MN
 Exhibit A.1

July 13, 2022

Task Description	Units	Quantity	Rate	Optional	Total
Task 1. Project Initiation/Kickoff Meeting	Hours	3	\$120		\$360
Task 2. Citywide Pavement Condition Assessment	Centerline Miles	98.5	\$285		\$28,073
Value Added Project Options					
Optional Task 1. Option 1. Geo-Referenced Digital Images	TBD	TBD	TBD		
Optional Task 2. Ride Quality/International Roughness Index (IRI) Data	Centerline Miles	98.5	\$50	\$ 4,925.00	
Option 3. Right of Way Asset Inventory Extraction Services	TBD	TBD	TBD		
				\$ 4,925.00	
Base Project: Total Not-to-Exceed Cost:					\$28,433
Value Added Project Options:					\$4,925
Base Project + Value Added Project Options:					\$33,358



Council Action Recommendation

Page 1 of 1

Meeting Date: July 27, 2022

Subject: Matthew House Request

Recommendation: City Council discussion regarding entering into a contract with the Matthew House for services to clean up the Broken Down Dam Park.

Background/Key Points:

The Matthew House has requested \$10,000 from the City of Fergus Falls in exchange for the provision of services to clean-up Broken Down Dam Park.

Minnesota Cities do not have the statutory authority to donate funds to non-profit organizations. Cities do have authority to contract for services. If the City were to contract with the Matthew House to clean up the Broken Down Dam Park, the full \$10,000 contract amount will need to be earned. No portion can be considered a donation.

I would also recommend the City Council determine this to be a one-time service and will not set a precedence with this contract.

Budgetary Impact: The \$10,000 will be paid from the existing Park Department capital outlay budget.

Originating Department: Finance and Public Works

Respectfully Submitted: Bill Sonmor, Finance Director and Len Taylor, Public Works Director

Attachments:

None



City Council Action Recommendation

Page 1 of 1

Meeting Date:

Aug 1, City Council

Subject:

Preliminary and Final Plat for River Oaks Landing Plat 3

Request:

Award final approval of the preliminary and final plat with conditions for River Oaks Landing Plat 3.

Background/Key Points:

Property Owner: Platte Properties II LLC

Location: 1416/1417 Meadow Ln, 710 Oak Trail, 1480 Westside Dr

Current Zoning: R-4, Multiple Family Residence District

At their July meeting, the Planning Commission approved with conditions the preliminary and final plat for River Oaks Landing Plat Three, a replat of River Oaks Landing Plat Two. The conditions are as follows:

1. The owner must work with the Engineering Department on marking the required public utility easements on the plat prior to recording the final plat.
2. The owner must submit and have approved by the Engineering Department a timeline and plan for when the developer or a contractor will cap the sanitary sewer and water lines identified by the department prior to recording the final plat.

Budget:

N/A

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck

Community Development Manager



City Council Action Recommendation

Page 1 of 1

Meeting Date:

Aug 1, City Council

Subject:

Conditional Use Permit for car wash at 200 Tower Rd

Request:

Award final approval of a conditional use permit for a car wash at 200 Tower Rd.

Background/Key Points:

Applicant: Samuel Herzog

Location: 200 Tower Rd

Current Zoning: B-2, Service Business District

At their July meeting, the Planning Commission approved a Conditional Use Permit for a car wash in the B-2 zone at 200 Tower Rd. Per the City's zoning code, a Conditional Use Permit is required to operate a car wash in the B-2 zone.

Budget:

N/A

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck

Community Development Manager



AGENDA

City of Fergus Falls Planning Commission Meeting
Fergus Falls, MN
July 25, 2022 at 5:15 p.m.

1. Approval of Agenda
2. Approval of Minutes: June 27, 2022 – Regular Meeting
3. Public Hearings
 - a. P-2022-3 and F-2022-3: Platte Properties II LLC. **Preliminary and Final Plat for River Oaks Landing Plat 3** a replat of River Oaks Landing Plat 2.
 - b. C-2022-4: Samuel Herzog (property owner Daniel Rosendahl). **Conditional Use Permit for a car washing establishment in the B-2 zone** at 200 N Tower Road.
4. New Business
 - a. Direction from Council to study the regulation of CBD products within the City of Fergus Falls
5. Staff Update

PLANNING COMMISSION MINUTES

June 27, 2022

The Fergus Falls Planning Commission held a regular meeting on June 27, 2022 in the Council Chambers of City Hall. Chair Kilde called the meeting to order at 5:15 PM. Members present or absent were:

Present: Laurel Kilde, Ryan Fullerton, Nate Kunde, Matt Pesek, Sarah Duffy, and Kelsee Macintosh-Ellig joined the meeting at 5:19 PM.

Absent: Beth Monke

Staff present: Klara Beck, Andrew Bremseth, Jill Hanson

Applicants present: Craig & Bethany Hesteness, Matt Morse

1. APPROVAL OF AGENDA

Chair Kilde stated Item #3a will be continued to July 25, 2022. Motion to approve the agenda by Commissioner Kunde and seconded by Commissioner Matt. Passed unanimously.

2. APPROVAL OF MINUTES

Commissioner Kunde made a motion to approve the minutes from May 23, 2022 and June 1, 2022. It was seconded by Commissioner Pesek. Passed unanimously.

3. PUBLIC HEARINGS

3a. REQUEST BY PLATTE PROPERTIES II LLC FOR A PRELIMINARY AND FINAL PLAT RIVER OAKS LANDING PLAT 3, A REPLAT OF RIVER OAKS LANDING PLAT 2.

Hearing continued to July 25, 2022.

3b. REQUEST BY CRAIG & BETHANY HESTENESS FOR A VARIANCE TO BUILD AN ADDITION NOT MEETING THE REQUIRED REAR YARD SETBACK IN AN R-2 ZONE (ONE & TWO FAMILY RESIDENTIAL DISTRICT) LOCATED AT 507 WEST MAPLE AVENUE.

Community Development Manager Klara Beck presented the staff report for a variance request to build a 14' x 42' addition not meeting the required rear yard setback at 507 West Maple Avenue. Staff recommend approval without conditions.

Chair Kilde opened the public hearing at **5:20 PM**.

Craig Hesteness, 507 West Maple Avenue, stated that they are requesting a variance so they can do an addition the length of their house. Chair Kilde closed the public hearing at **5:21 PM**.

Commissioner Kunde made a motion to recommend to approve the variance request to build an addition not meeting the required rear yard setback requested by Craig & Bethany Hesteness for the property located at 507 West Maple Avenue with the proposed findings as presented. It was seconded by Commissioner Fullerton. Passed unanimously.

3c. REQUEST BY ROGER ROSENGREN FOR A CONDITIONAL USE PERMIT TO MOVE AN EXISTING BUILDING STRUCTURE TO 1104 EAST MT. FAITH AVENUE.

Community Development Manager Klara Beck presented the staff report for the request to move an existing building (detached dwelling) from 613 East Channing Avenue to 1104 East Mt. Faith Avenue. She noted that only the house will be moved to the new location, the detached garage on the property will not be moved.

Prior to the public hearing, one public inquiry was received. Lyle Longtin, 1037 East Mt. Faith Avenue,

contacted staff for more information about the purpose of the structure and future additions to the structure. Staff responded Mr. Rosegren stated that the structure will be a single-family home with an attached double garage and entry. The property will be put on the market for sale or lived in by a family member.

Staff recommends approval with conditions of the request to move a dwelling from 613 East Channing Avenue to 1104 East Mt. Faith Avenue, with the following conditions:

1. The applicant shall comply with the requirements of City Code §150.090 and §150.091

Chair Kilde opened the public hearing at **5:25 PM**.

Matt Mores, representative of Crossroad Church, confirmed that the house will be a single family home. Chair Kilde closed the public hearing at **5:26 PM**.

Commissioner Kunde made a motion to recommend to approve the request for a Conditional Use Permit to move an existing building from 613 East Channing Avenue to 1104 East Mt. Faith Avenue requested by Roger Rosengren with the proposed findings and conditions as presented. It was seconded by Commissioner Fullerton. Passed unanimously.

3d. REQUEST BY ROGNESS CONTRACTING SERVICES (APPLICANT) ON BEHALF OF HILLCREST LUTHERAN ACADEMY (PROPERTY OWNER) FOR A CONDITIONAL USE PERMIT TO MOVE AN EXISTING BUILDING STRUCTURE TO 805 EAST CHANNING AVENUE.

Community Development Manager Klara Beck presented the staff report for the request to move an existing building (a school classroom building) from 1319 North Cleveland Avenue to 805 East Channing Avenue.

Staff recommends approval with conditions of the request to move a building from 13919 North Cleveland Avenue to 805 East Channing Avenue, with the following conditions:

2. The applicant shall comply with the requirements of City Code §150.090 and §150.091

Commissioner Kunde asked if it will be a permanent building on the site. Staff replied they did not know.

Chair Kilde opened the public hearing at **5:31 PM**. Hearing none, Chair Kilde closed the public hearing at **5:32 PM**.

Commissioner Duffy made a motion to recommend to approve the request for a Conditional Use Permit to move an existing building from 1319 North Cleveland Avenue to 805 East Channing Avenue requested by Hillcrest Lutheran Academy with the proposed findings and conditions as presented. It was seconded by Commissioner Macintosh-Ellig. Commissioner Fullerton absented. Motion passed.

4. STAFF UPDATES

4a. TRANSITIONAL HOUSING SUBCOMMITTEE

Community Development Manager Klara Beck explained that a meeting of the subcommittee has been scheduled for July 7 at 9:00 AM. She mentioned that Police Chief Kile Bergren and the County Auditor have been invited to attend the meeting.

The meeting adjourned at 5:33 PM.

Community Development Manager



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: July 21, 2022
Subject: P-2022-3 and F-2022-3

REQUESTED ACTION

Preliminary and final plat approval for River Oaks Landing Plat Three, a replat of River Oaks Landing Plat Two.

GENERAL INFORMATION

Property Owner	Platte Properties II LLC	Planning Commission Hearing	April 25, 2022
Applicant	N/A	City Council Meeting	May 2, 2022
Address	1416/1417 Meadow Ln 710 Oak Trail 1480 Westside Dr	Application Date	March 17, 2022
Parcel Number(s)	71004990938000 71004990939000 71004990940000 71004990941000 71004990935000	120-Day Expiration Date	September 11, 2022
Zoning	R-4, Multiple Family Residence District		

BACKGROUND

Site Information & Current Conditions

The subject properties are a replat of River Oaks Landing, Plat 2. The Plat 2 subdivision was a planned unit development which included a multifamily building. The developer is requesting to replat the site of the multifamily building into lots for twin homes and detached single family residences. The land included in the replat is currently undeveloped. A portion of this replat also includes a portion of the River Oaks Landing subdivision (Lot 1, Block 1, or the site of the multifamily building). Part of the private cul-de-sac road will extend into this parcel.

Adjacent Zoning

The adjacent parcels to the south are R-4, Multiple Family Residence District. Adjacent parcels to the east are R-1, One-Family Residence District. The adjacent parcel to the north is zoned R-A, Agricultural Residence District.

Adjacent Uses

The adjacent parcels to the south are being developed by the property owner. He is currently constructing primarily single family semi-detached dwellings (twin homes) with some single family detached dwellings. Some of the properties have been sold. The parcel to the west is a

wetland. To the north is both the existing multiple family rental building and a single family detached dwelling. The adjacent parcels on the east are also single family detached dwellings.

Proposed Project

The initial concept was a multifamily building similar to River Oaks Landing. Due to utility infrastructure constraints a mixture of single family twin homes and detached dwellings are proposed. Three lots are for single family detached and six lots are for the twin homes for a total of nine dwellings. The private road "Oak Trail" would continue north from the area currently under development and ending in a cul-de-sac on the River Oaks Landing parcel.

Public Notification & Comments

A notice of the public hearing was published in the *Daily Journal* on April 13, 2022. A copy of the public hearing notice was mailed to 29 property owners of 49 parcels within 350' on April 13, 2022. As of publishing the staff report no public comments were received. The CUP is also within 1,000 feet of an unnamed general development lake (the Otter Tail River reservoir) and a copy of the public notice was sent to the DNR Area Hydrologist. As of publishing the staff report no public comments or DNR comments were received.

The application was distributed to the City Engineer, Building Official, GIS Coordinator, and Fire Chief. Comments were received by the Engineering Department. The Engineering Department accepts the proposal of vacating the public multi-use path easement on the east side of Lot 14. However, the Engineering Department does not support the proposed public utility easement vacations. The applicant's proposed easement vacations are located on a separate sheet titled "Easement Vacations."

The Engineering Department also noted that the developer/contractor will be required to cap the 6" sanitary sewer service at the 8" sanitary sewer main, along with 4" & 6" water services at the 6" C-900 water main for the apartment building location which is no longer being built.

PROPOSED FINDINGS

§154.219 of the City Code states that plats shall be approved by the Planning Commission and the City Council as having fulfilled the requirements of the Subdivisions subchapter (§§154.215 – 154.236). The following findings address these requirements.

1. The plat contains the required information for a preliminary and final plat. [§154.224 and §154.226]
The City Planner and Engineering Department reviewed the plat and find it contains the technical information required. **Criteria Met**
2. The preliminary and final plat conforms to the subdivision requirements and underlying zoning district(s) requirements. [§154.227 and §154.229]
The previous plat was platted as a planned unit development (PUD) for a mix of a single multifamily lot and a mix of single family lots (twin homes and single family detached).

The PUD area platted for the single family dwellings is currently being built out by the developer. The multifamily building which is the parcel being replatted was going to contain sixteen (16) units. The replat will contain nine (9) dwelling units. Therefore the density from the original planned unit development is not exceeded.

In addition, the configuration of the proposed new single family and twin home lots is harmonious with the single family and twin home lots which are being built on by the developer to the south. **Criteria Met**

3. Streets, alleys and public rights of way conform to the ordinance requirements. [§154.228]

There is no dedication of public right of way. The street will be a private road. **Criteria Met**

4. The area to be subdivided is serviced by the required infrastructure improvements as defined in §154.232(B).

Public water and sanitary sewer exist within the plat area. Although Oak Trail will remain a private street there will be a public utility easement within the street as well as the Meadow Lane private street (Lot 9, Block 1). A series of other public utility easements throughout the common areas of the development are depicted on the plat. **Criteria Met**

5. The subdivision is suitable for the proposed use and will not be detrimental to health, safety, and general welfare of future residents or the community. [§154.220]

The proposed subdivision is for residential development of single family lots (semi-detached and detached dwellings) in an existing residential area which consists of both single family and multifamily dwellings. **Criteria Met**

RECOMMENDED ACTION

Based on the proposed findings staff recommend **approval with conditions** of the preliminary and final plat. The proposed conditions are:

1. The owner must submit the required petition to vacate the public multi-use path easement prior to recording the final plat.
2. The owner must work with the Engineering Department on marking the required public utility easements on the plat prior to recording the final plat.
3. The owner must submit and have approved by the Engineering Department a timeline and plan for when the developer or a contractor will cap the sanitary sewer and water lines identified by the department prior to recording the final plat.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Preliminary Plat
4. Application & Supporting Materials

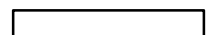
Preliminary & Final Plat River Oaks Landing Plat Three



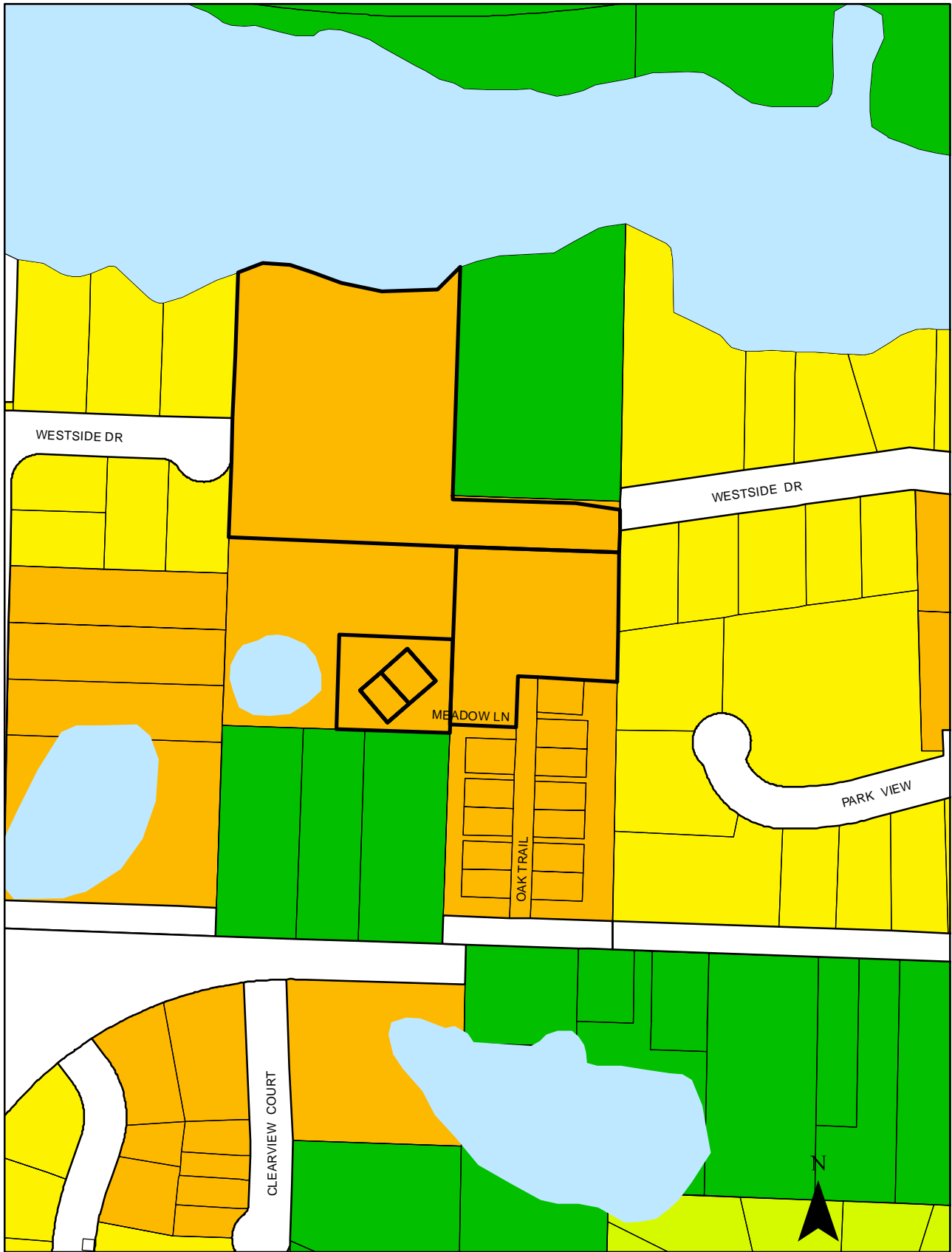
Legend

 Parcel selection

250 Feet



Preliminary & Final Plat River Oaks Landing Plat Three



Legend



Parcel selection



R-A : AGRICULTURAL RESIDENCE DISTRICT



R-2 : ONE & TWO FAMILY RESIDENCE DISTRICT

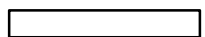


R-1 : ONE FAMILY RESIDENCE DISTRICT



R-4 : MULTIPLE FAMILY RESIDENCE DISTRICT

250 Feet





SCALE: 1" = 30.00'
2/7/4/22



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

**Preliminary Plat Application
& Final Plat Application**

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Platte Properties II LLC
Last name: Thompson First name: Gary
Address: 41822 Grace Etta Road City/State/Zip: Henning, MN 56551
Phone number: 701-570-8827 Email address: gary@t-1consulting.com

2. Applicant Information: (if different from above)

Same as above.

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

1416 & 1416 Meadow Ln. & 709, 710, 713, 718, 722 Oak Trl.

4. Zoning Designation: R-4 PUD

5. Comprehensive Plan Designation: _____

6. Statement of Intent: Describe the properties to be combined or created as a part of this Preliminary Plat application and indicate whether a variance, zoning change, and/or Conditional Use Permit will be required for the proposed parcels or the intended use.

To replat existing lots from a apartment layout to twin homes and a single family residents.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved. 71004990938000 - 71004990941000, 71004990935000

b. Written Narrative: The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable code requirements.

c. Proposed Plans: Including but not limited to the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Planning commission. Please provide 1 full size copy of all plans in both electronic format (preferably PDF) and printed format.

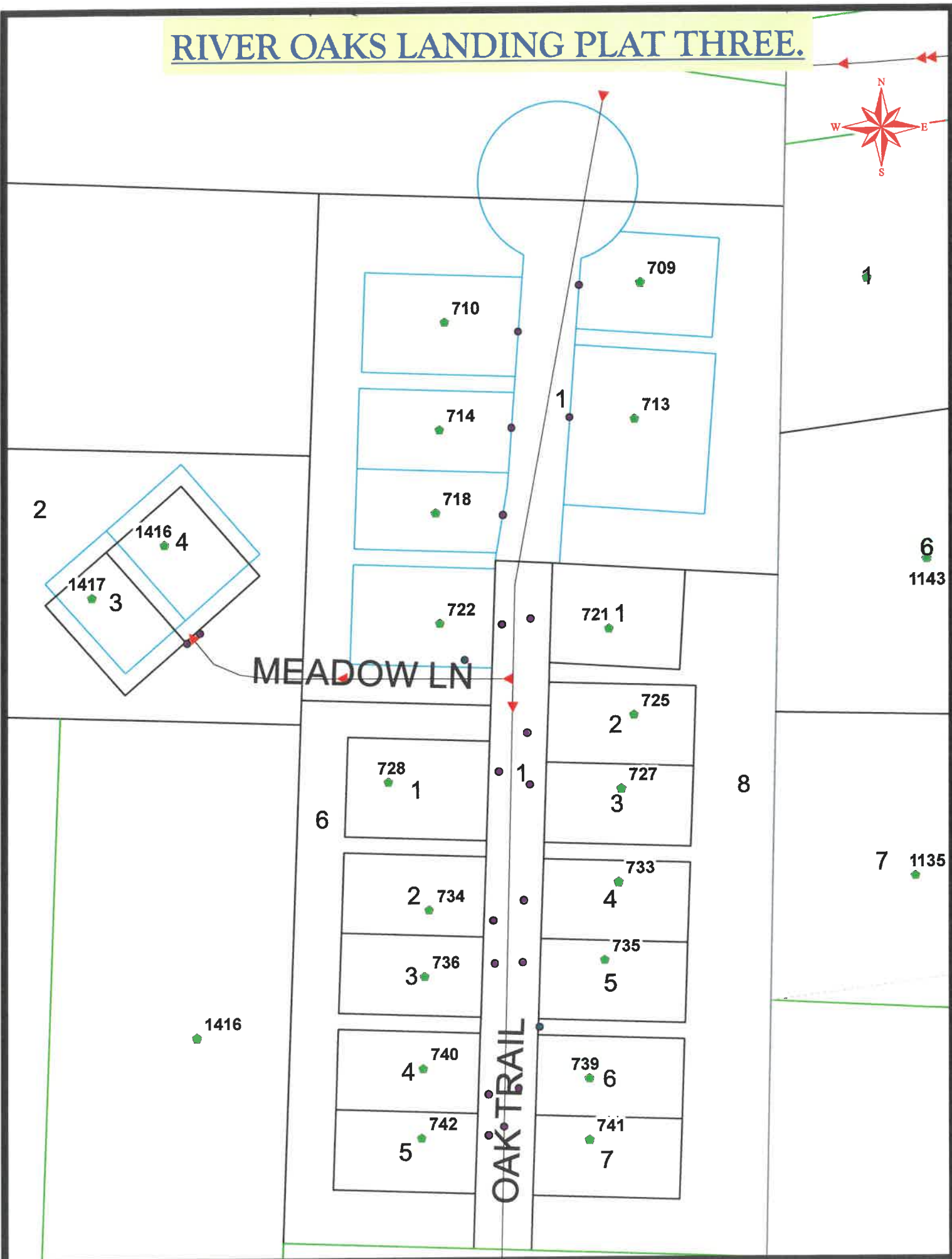
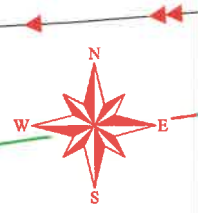
8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____ *Date:* _____

Applicant: _____ *Date:* _____

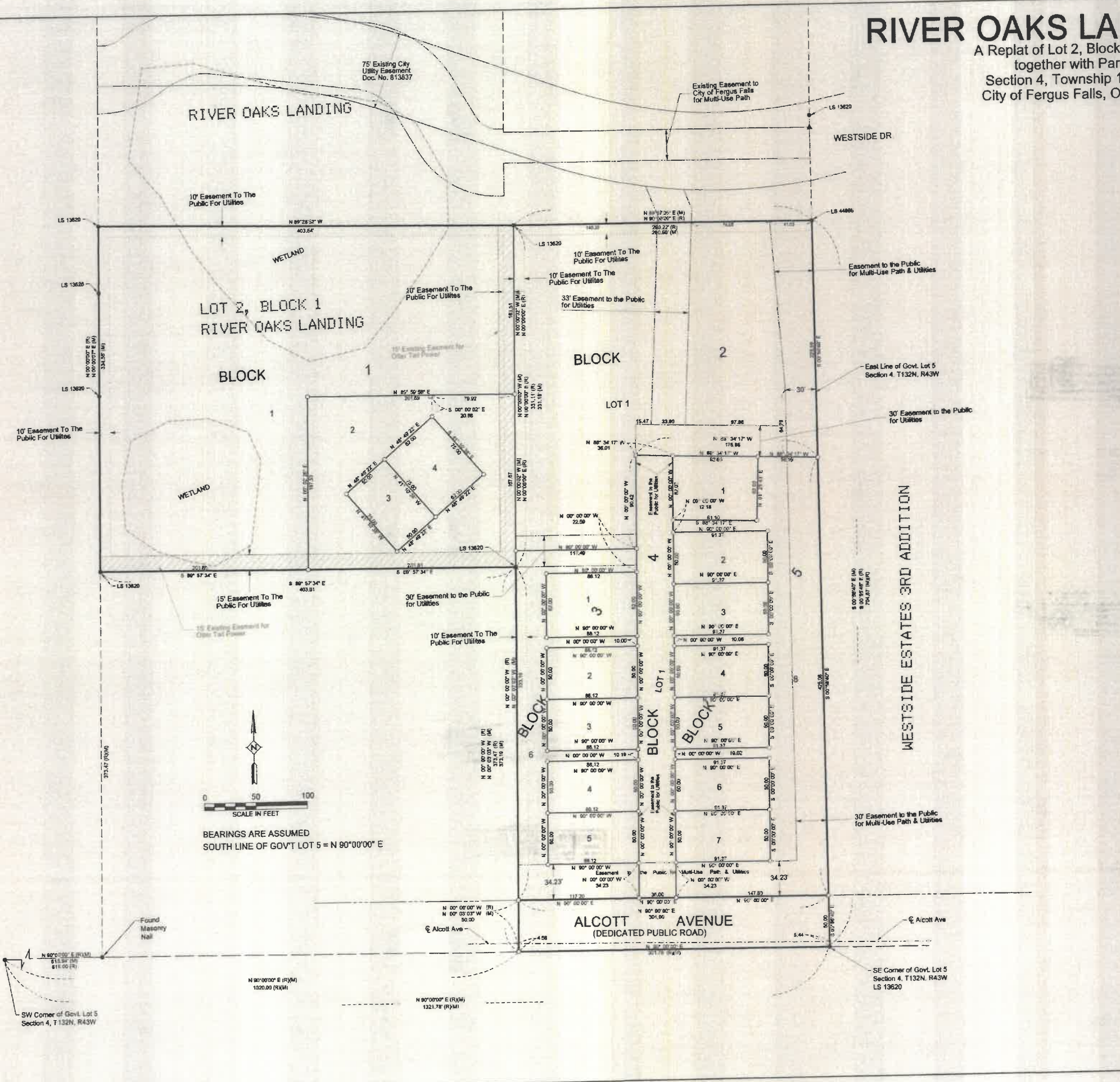
***With the re-platting of the north part of the River Oaks Landing Plat Two, the easement for a public multi-use trail has now been eliminated and will not be part of River Oaks Landing Plat Three moving forward, but the easement for utilities will stay in affect.**

RIVER OAKS LANDING PLAT THREE.



RIVER OAKS LANDING PLAT TWO

A Replat of Lot 2, Block 1, RIVER OAKS LANDING,
together with Part of Government Lot 5
Section 4, Township 132 North, Range 43 West,
City of Fergus Falls, Otter Tail County, Minnesota

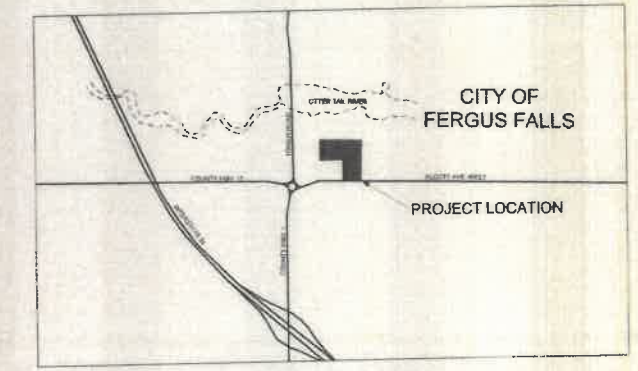


LEGEND

- Set Monument 5/8" X 24" Rebar With Yellow Plastic Cap Marked Ls 44866
- Found Monument
- Plat Boundaries
- Lot Lines
- - - Existing Lot Lines
- - - Quarter Line
- - - Edge of Wetland - Delimited May 2015
- - - Easement Line As Described
- ▨ Existing Easement As Described
- - - Drainage and Utility Easement

LOT	BLOCK	AREA - SQ. FT.
1	1	100,427
2	1	25,422
3	1	3,750
4	1	4,650
1	2	76,646
1	3	5,464
2	3	4,406
3	3	4,406
4	3	4,406
5	3	4,406
6	3	16,365
1	4	15,443
1	5	5,076
2	5	4,568
3	5	4,568
4	5	4,568
5	5	4,568
6	5	4,568
7	5	4,568
8	5	29,089

DEDICATED PUBLIC ROAD - 15,069 SQ. FT.
TOTAL PLATTED AREA - 7.87 ACRES



Developer:
Platte Properties II LLC
41822 Grace Etta Road
Henning, MN 56551

Surveyed & Platted by:

Professionals you need, people you trust.
P.O. Box 316, Fergus Falls, MN 56538-0316
731.677.3254

RIVER OAKS LANDING PLAT TWO

A Replat of Lot 2, Block 1, RIVER OAKS LANDING,
together with Part of Government Lot 5
Section 4, Township 132 North, Range 43 West,
City of Fergus Falls, Otter Tail County, Minnesota

OWNER'S CERTIFICATE

KNOW ALL PERSONS BY THESE PRESENTS: That Platte Properties LLC and Platte Properties II LLC, both Minnesota Limited Liability Companies, owners; and Bremer Bank, National Association, mortgagee; and Doug Hansen and Nancy Hansen, married to each other, mortgagees, of the following described property situated in part of Government Lot 5 of Section 4, Township 132 North, Range 43 West in the City of Fergus Falls, County of Otter Tail, State of Minnesota:

That part of Government Lot 5 of Section 4, Township 132 North, Range 43 West in the City of Fergus Falls, Otter Tail County, Minnesota described as follows:

Commencing at the southwest corner of said Government Lot 5; thence on an assumed bearing of East along the south line of said Government Lot 5, a distance of 1020.00 feet to the point of beginning; thence on a bearing of North and at right angles a distance of 704.58 feet; thence on a bearing of East a distance of 290.22 feet to the east line of said Government Lot 5; thence South 00 degrees 55 minutes 46 seconds East along the east line of said Government Lot 5, a distance of 704.67 feet to the south line of said Government Lot 5; thence on a bearing of West along the south line of said Government Lot 5, a distance of 301.78 feet to the point of beginning.

AND

Lot 2, Block 1, of the plat of RIVER OAKS LANDING, City of Fergus Falls, Otter Tail County, Minnesota.

Containing 7.87 acres, more or less.

Have caused the same to be surveyed and platted as RIVER OAKS LANDING PLAT TWO, and do hereby dedicate to the public the easements for installation and maintenance of utilities and drainage facilities over, under and along the strips shown hereon as utility easements and do hereby dedicate to the public the easements for multi-use paths, utilities, and drainage facilities over, under and along the strips shown hereon as multi-use path and utilities, and do hereby dedicate to the public the right of way for Alcott Avenue as created by this plat.

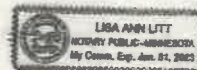
Signed: Platte Properties LLC
Signed: Platte Properties II LLC

Gary L. Thompson - President
Ronald W. Powell

STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this 19 day of July, 2020 by Gary L. Thompson, President of Platte Properties LLC & Platte Properties II LLC.

Lisa Litt
Notary Public
My Commission expires 01/31/2023



STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this 1 day of July, 2020 by Ronald W. Powell of Platte Properties LLC & Platte Properties II LLC.

Derrick Dean Buchholz
Notary Public
My Commission expires 1-31-25



In witness whereof said Bremer Bank, National Association, has caused these presents to be signed by its proper officers this 29 day of June, 2020.

Signed: Bremer Bank
Chad Landmann, Business Banker

STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this 29 day of June, 2020 by Chad Landmann, Business Banker.

Lisa Litt
Notary Public
My Commission expires 01/31/2023



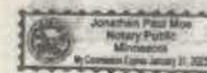
In witness whereof said Doug Hansen & Nancy Hansen, married to each other, have hereunto set their hands this 29 day of June, 2020.

Doug Hansen
Nancy Hansen

STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this 29 day of June, 2020 by Doug Hansen & Nancy Hansen, married to each other.

Jonathan Paul Mee
Notary Public
My Commission expires January 31, 2023



SURVEYOR'S CERTIFICATE

I, Michael L. Fletchall, do hereby certify that this plat of RIVER OAKS LANDING PLAT TWO, part of Government Lot 5, Section 4, Township 132 North, Range 43 West, City of Fergus Falls, Otter Tail County, Minnesota was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; that all public ways are shown and labeled on this plat; and that I have reviewed this plat and found it to be in compliance with the surveying requirements of the City of Fergus Falls Zoning and Subdividing Ordinance and Chapter 505 Minnesota Statutes.

Dated this 29 day of June, 2020.

Michael L. Fletchall
Michael L. Fletchall, Licensed Land Surveyor
Minnesota License No. 44586

STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me this 29 day of June, 2020 by Michael L. Fletchall.

Tammy Hines
Notary Public
My Commission expires 01/31/2022



PLANNING COMMISSION APPROVAL

Approved by the Planning Commission of the City of Fergus Falls, Minnesota this 27 day of April, 2020.

Signed: [Signature] City Administrator
Signed: [Signature] Secretary

CITY COUNCIL APPROVAL

Approved by the City of Fergus Falls, this 4th day of May, 2020.

Signed: [Signature] Mayor
Attest: [Signature] City Administrator

CITY ENGINEER'S APPROVAL

Approved by the City Engineer, City of Fergus Falls, Minnesota this day 24th of July, 2020.

Signed: [Signature] City Engineer

COUNTY TREASURER'S CERTIFICATE

I hereby certify that taxes for the year 2020 for the land described within are paid.

Signed: _____
County Treasurer

ATTORNEY'S CERTIFICATE

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

Signed: _____
Attorney

COUNTY AUDITOR'S CERTIFICATE

No delinquent taxes due and transfer entered this _____ day of _____, 2020.

Signed: _____
County Auditor
Signed: _____
Deputy

COUNTY RECORDER'S CERTIFICATE

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 2020 at _____ o'clock and was duly recorded in this Book of Plats on Page _____ as Document No. _____.

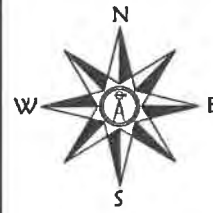
Signed: _____
County Recorder
Signed: _____
Deputy

Surveyed & Platted by:



Developer:
Platte Properties II LLC
41822 Grace Etta Road
Henning, MN 56551

RIVER OAKS LANDING PLAT THREE



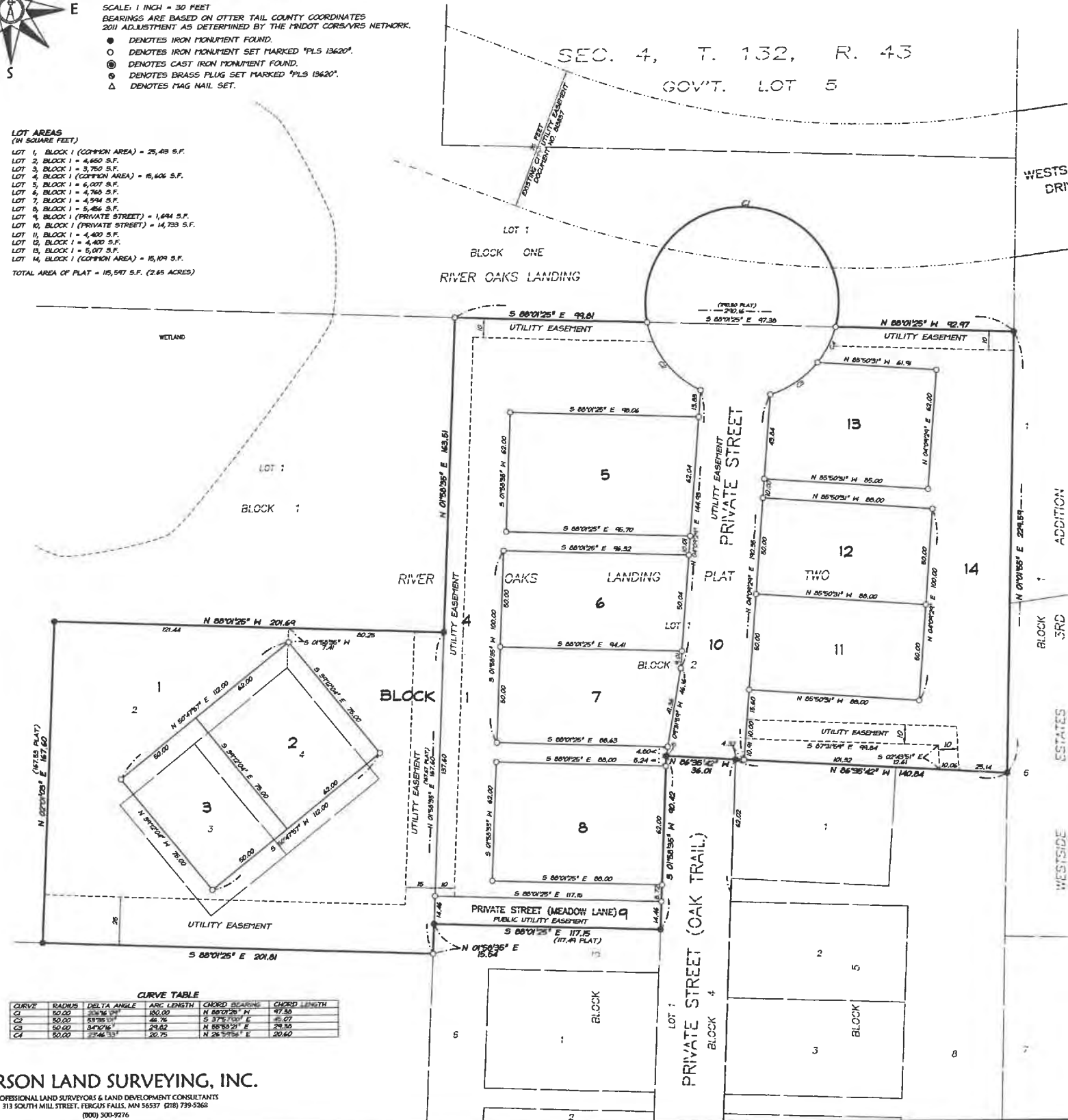
SCALE: 1 INCH = 30 FEET
 BEARINGS ARE BASED ON OTTER TAIL COUNTY COORDINATES
 2011 ADJUSTMENT AS DETERMINED BY THE MNDOT CORS/VRS NETWORK.

- DENOTES IRON MONUMENT FOUND.
- DENOTES IRON MONUMENT SET MARKED "PLS 13620".
- ⊙ DENOTES CAST IRON MONUMENT FOUND.
- ⊕ DENOTES BRASS PLUG SET MARKED "PLS 13620".
- △ DENOTES FLAG NAIL SET.

**LOT AREAS
(IN SQUARE FEET)**

- LOT 1, BLOCK 1 (COMMON AREA) = 25,48 S.F.
- LOT 2, BLOCK 1 = 4,660 S.F.
- LOT 3, BLOCK 1 = 3,762 S.F.
- LOT 4, BLOCK 1 (COMMON AREA) = 5,406 S.F.
- LOT 5, BLOCK 1 = 4,027 S.F.
- LOT 6, BLOCK 1 = 4,769 S.F.
- LOT 7, BLOCK 1 = 4,594 S.F.
- LOT 8, BLOCK 1 = 5,486 S.F.
- LOT 9, BLOCK 1 (PRIVATE STREET) = 1,494 S.F.
- LOT 10, BLOCK 1 (PRIVATE STREET) = 14,733 S.F.
- LOT 11, BLOCK 1 = 4,400 S.F.
- LOT 12, BLOCK 1 = 4,400 S.F.
- LOT 13, BLOCK 1 = 5,017 S.F.
- LOT 14, BLOCK 1 (COMMON AREA) = 15,109 S.F.

TOTAL AREA OF PLAT = 115,517 S.F. (2.65 ACRES)



CURVE	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	50.00	23°16'33"	180.00	N 89°21'25" W	47.30
C2	50.00	57°59'51"	45.96	S 37°5'10" E	6.07
C3	50.00	57°59'51"	45.96	N 88°50'21" E	24.55
C4	50.00	22°46'53"	20.75	N 26°5'54" E	20.60

KNOW ALL MEN BY THESE PRESENTS: That Platte Properties II, LLC, a limited liability company, organized under the laws of the State of Minnesota, owner and proprietor and FTI BANK, successor by merger to Security State Bank of Fergus Falls, a Bank corporation under the laws of the State of Minnesota, mortgagee of the following described property situated in the County of Otter Tail, State of Minnesota, to wit:

Lots 2, 3 and 4, Block 1, Lot 1, Block 2, RIVER OAKS LANDING PLAT TWO, according to the recorded plat thereof.

And all that part of Lot 1, Block 1, RIVER OAKS LANDING, according to the recorded plat thereof, lying southerly of the following described line:

Commencing at the southeast corner of said Lot 1; thence North 00 degrees 01 minutes 25 seconds West (bearing based Otter Tail County coordinates, 2011 adjustment) along the south line of said Lot 1, a distance of 42.97 feet to the point of beginning of the line to be described; thence northwesterly and southwesterly along a non-tangential curve, concave to the south, having a radius of 50.00 feet, a delta angle of 23° 16' 33" and a chord bearing of North 89 degrees 01 minutes 25 seconds West, for an arc distance of 180.00 feet to said south line of Lot 1 and there terminating.

Have caused the same to be surveyed and platted as RIVER OAKS LANDING PLAT THREE, and hereby donate and dedicate to the public, for public use forever, the utility easements as shown on said plat.

In witness whereof said Platte Properties II, LLC, a limited liability company, organized under the laws of the State of Minnesota, has caused these presents to be signed by Gary L. Thompson, President, this _____ day of _____, 2022.

Platte Properties II, LLC
 Signed: Gary L. Thompson, President

STATE OF MINNESOTA
 COUNTY OF OTTER TAIL

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Gary L. Thompson, President of Platte Properties II, LLC, on behalf of said company.

Notary Public, Otter Tail County, Minnesota
 My Commission Expires _____

And in witness whereof said FTI BANK, successor by merger to Security State Bank of Fergus Falls, a Bank corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers this _____ day of _____, 2022.

FTI BANK, successor by merger to Security State Bank of Fergus Falls

Signed: _____ its _____

Signed: _____ its _____

STATE OF MINNESOTA
 COUNTY OF OTTER TAIL

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by _____ its _____ and _____ its _____ of said FTI BANK, successor by merger to Security State Bank of Fergus Falls, a Bank corporation under the laws of the State of Minnesota.

Notary Public, Otter Tail County, Minnesota
 My Commission Expires _____

I, David A. Anderson, a Professional Land Surveyor, hereby certify that I have surveyed and platted the property described on this plat as RIVER OAKS LANDING PLAT THREE; that this plat is a correct representation of said survey; that all mathematical data and labels are correctly designated on said plat with the distances shown in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on said plat and there are no wet lands, as defined in Minnesota Statutes Chapter 509, water boundaries or public highways to be designated on said plat other than as shown thereon.

David A. Anderson
 Professional Land Surveyor
 Minnesota License No. 13620

STATE OF MINNESOTA
 COUNTY OF OTTER TAIL

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by David A. Anderson, Professional Land Surveyor.

Notary Public, Otter Tail County, Minnesota
 My Commission Expires _____

PLANNING COMMISSION
 Approved by the Planning Commission of the City of Fergus Falls, Minnesota, this _____ day of _____, 2022.

Signed: _____ Attest: _____
 Chairman Secretary

CITY ENGINEER
 Approved by the City Engineer, City of Fergus Falls, Minnesota, this _____ day of _____, 2022.

Signed: _____
 City Engineer

CITY COUNCIL
 Approved by the City of Fergus Falls, Minnesota, this _____ day of _____, 2022.

Signed: _____ Attest: _____
 Mayor City Administrator

ATTORNEY
 I hereby certify that proper evidence of title has been presented to and examined by me this _____ day of _____, 2022.

Attorney

COUNTY TREASURER
 I hereby certify that the taxes for the year _____ for land described within are paid.

Signed: _____ Date: _____
 County Treasurer

COUNTY AUDITOR
 No delinquent taxes and transfer entered. Dated this _____ day of _____, 2022.

Signed: _____ Signed: _____
 County Auditor Deputy

COUNTY RECORDER
 I hereby certify that the within instrument was filed in this office for record on this _____ day of _____, 2022, at _____ o'clock _____ P.M., and was duly recorded in Book _____ of _____ on page _____.

Signed: _____ Signed: _____
 County Recorder Deputy



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: 7/22/22
Subject: C-2022-4

REQUESTED ACTION

A conditional use permit for a car wash in the B-2 zone at 200 Tower Rd.

GENERAL INFORMATION

Applicant	Samuel Herzog	Planning Commission Hearing	July 25, 2022
Property Owner	Daniel Rosendahl	City Council Meeting	August 1, 2022
Address	200 Tower Rd	Application Date	June 16, 2022
Parcel Number(s)	71003500058000	60-Day Expiration Date	August 15, 2022
Zoning	B-2		

BACKGROUND

Site Information & Current Conditions

Samuel Herzog/ Splash Express Fergus Falls LLC is in an agreement to purchase the subject property at 200 N Tower Rd from its current owner, Mr. Daniel Rosendahl. The property is currently unimproved.

Adjacent Zoning



Adjacent Uses

Retail, Pharmacy, pediatric dental specialists, Pet Motel.

Proposed Project

The application states that Splash Express Fergus Falls LLC proposes to build “an express tunnel style car wash at 200 N Tower Rd” and that the project “fits well into the business-zoned

neighborhood... The building will be designed with excessive focus on the aesthetic appeal... the lot is currently graded for development.” Designs provided by the applicant and created by Design Intent Architects indicate a single-bay car wash.

Public Notification & Comments

A notice of the public hearing was published in the *Daily Journal* on July 13, 2022. A copy of the public hearing notice was mailed to property owners within 350’ on April 13, 2022.

A comment was received from the current property owner to clarify the extent of the subject parcel. Current mapping indicates a split in the property but only one PID is assigned, a mistake that will be remedied by the current property owner before sale with the assignment of a new PID for the split parcel.

PROPOSED FINDINGS

§154.019(D) of the City Code states the Planning Commission shall recommend a conditional use permit and the Council may issue conditional use permits if it finds that the use at the proposed location meets the following criteria:

1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
The proposed use will not be detrimental or endanger public health, safety, or general welfare because the surrounding zoning and uses are commercial in nature. **Criteria Met**
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan. **Criteria Met**
3. Will be designed, constructed, operated and maintained so as to be compatible or similar in an architectural and landscape appearance with the existing or intended character of the general vicinity and will not change the essential character of that area, nor substantially diminish or impair property values within the neighborhood.
The existing zoning and land uses within the area are commercial therefore property values will not be substantially diminished or impaired. **Criteria Met**
4. Will be served adequately by existing (or those proposed in the project) essential public facilities and services, including streets, police and fire protection, drainage, structures, refuse disposal, water and sewer systems and schools.
The use is located in an existing building in a developed area of the city which is served by public utilities and services. **Criteria Met**
5. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be hazardous or detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.

Per the narrative, “we use environmentally friendly products and take pride in making sure that no hazardous products are used.” **Criteria Met**

6. Will have vehicular ingress and egress to the property which does not create traffic congestion or interfere with traffic on surrounding public streets.
A frontage road services the property from which ingress/ egress may be derived. **Criteria Met**

7. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.
The City is not aware of any natural, scenic, or historic feature on the subject property or within the nearby area. **Criteria Met**

RECOMMENDED ACTION

Based on the proposed findings staff recommend **approval without conditions** of the conditional use permit request for a car wash in the B-2, Service Business District

ATTACHMENTS

1. Application & Supporting Materials



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: planning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Conditional Use Permit

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____
Last name: Rosendahl First name: David
Address: 1823 Weyfens rd City/State/Zip: Fergus Falls MN 56537
Phone number: 218-770-4593 Email address: _____

2. Applicant Information: (if different from above)

Company name: Splash Express Fergus Falls LLC
Last name: Herzog First name: Samuel
Address: 9700 Bay View Rd NW City/State/Zip: Coitfield MN 56332
Phone number: 218-205-3573 Email address: Samuel.pherzog@gmail.com

3. Address(es) of Property Involved: (if different from above)

200 N. Tower rd

4. Zoning Designation: Business

5. Statement of Intent: Briefly describe what will be done on or with the property requiring the conditional use approval.

We intend on building an express car wash on this lot.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s)

71003500058000

Complete legal description(s) of the property involved or put "see attached"

N 200' OF SW 1/4 SE 1/4 Lying W OF Road EX 200' W OF Parallel
with Hiway and EX ROW

b. Proposed Plans: A site plan is required. A landscape plan, grading and drainage plan, and other items may be required by the city/planning commission.

c. Written Narrative: The written narrative should thoroughly address the following general items in addition to any specific requirements pertaining to the proposed use, which Section 154.019 (Conditional Use Permit) of the City Code directs the City Council to evaluate during consideration of conditional use applications:

(1) Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city?

see narrative

(2) Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions?

see narrative

(3) Will be designed, constructed, operated and maintained so as to be compatible or similar in an architectural and landscape appearance with the existing or intended character of the general vicinity and will not change the essential character of that area, nor substantially diminish or impair property values within the neighborhood?

see narrative

(4) Will be served adequately by existing (or those proposed in the project) essential public facilities and services, including streets, police and fire protection, drainage, structures, refuse disposal, water and sewer systems and schools?

see narrative

(5) Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be hazardous or detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors?

see narrative

(6) Will have vehicular ingress and egress to the property which does not create traffic congestion or interfere with traffic on surrounding public streets?

see narrative

(7) Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance?

see narrative

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: [Signature] Date: 6-16-2022

Applicant: [Signature] Date: 6-16-2022

CITY ADMINISTRATOR'S OFFICE
Fergus Falls, Minnesota 56537

Receipt # 225826

Receipt Date June 16, 2022

Received From SAMUEL HERZOG

Amount \$350.00

Fund	Account	Description	Amount
101	34103 000	CONDITIONAL USE PERMIT	350.00

City of Fergus Falls
Received By _____



Splash Express Fergus Falls LLC is proposing to build an express tunnel style car wash at 200 N. Tower RD. We see this as a great opportunity for Fergus Falls as an infill development, employment generator, and service to the community.

This project fits well into the business zoned neighborhood and is in the vicinity of two other car washes. There will be no detrimental impacts to the neighborhood or surrounding areas. The comprehensive plan designates this location for business development, of which a car wash is a qualifying project.

The building will be designed with excessive focus on the aesthetic appeal. We anticipate this will be the premier car wash location in the community and we want it to not only fit in with the surrounding area, but be noticeably appealing from the road.

The frontage road will serve as a great ingress and egress tool. There is adequate sewer, water, and site drainage for the project.

We use environmentally friendly products and take pride in making sure that no hazardous products are used.

Ingress and Egress will not be an issue due to the frontage road for the property. The lot is currently graded for development. We believe a development like ours is the highest and best use of the property and will not result in the destruction of any existing natural, scenic, or historical features.

**City of Fergus Falls Planning Commission
NOTICE OF MEETING & PUBLIC HEARINGS:**

Notice is hereby given that the following meeting and public hearing will be held by the Planning Commission in the Council Chambers of City Hall, 112 Washington Ave. W, Fergus Falls, Minnesota at 5:15 p.m. on Monday, July 25, 2022 to consider the following:

1. Request C-2022-4 by Samuel Herzog (property owner Daniel Rosendahl) to obtain a conditional use permit for a car washing establishment in the B-2 zone at 200 N TOWER RD. Parcel ID: 71003500058000.

The project file (including full legal descriptions) is available for public inspection at Fergus Falls City Hall, Monday – Friday 8:00 a.m. – 4:30 p.m. and on the City’s website at www.ci.fergus-falls.mn.us/departments/community-development/development-activity. A staff report for the projects will be available around one week prior to the meeting. Interested parties may file written comments or questions by e-mailing: planning@ci.fergus-falls.mn.us or calling 218-332-5427 and leaving a message prior to 12:00 PM the day of the public hearing. If you have special needs for accommodations, please call 739-2251 or TDD 1-800-627-3529 TTY, ASCII (Minnesota Relay Service).



You are receiving this notice as you are the owner(s) of record of a property located within 350 feet of the property referenced above. The parcel, located along Tower Rd, is highlighted in red in the image above.

2022
CAR WASH
HP, LLC
Minnesota
Fergus Falls

Revisions	

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

Scott DeMartelore
Date: _____ Reg. No.: _____

CAR WASH
HP, LLC

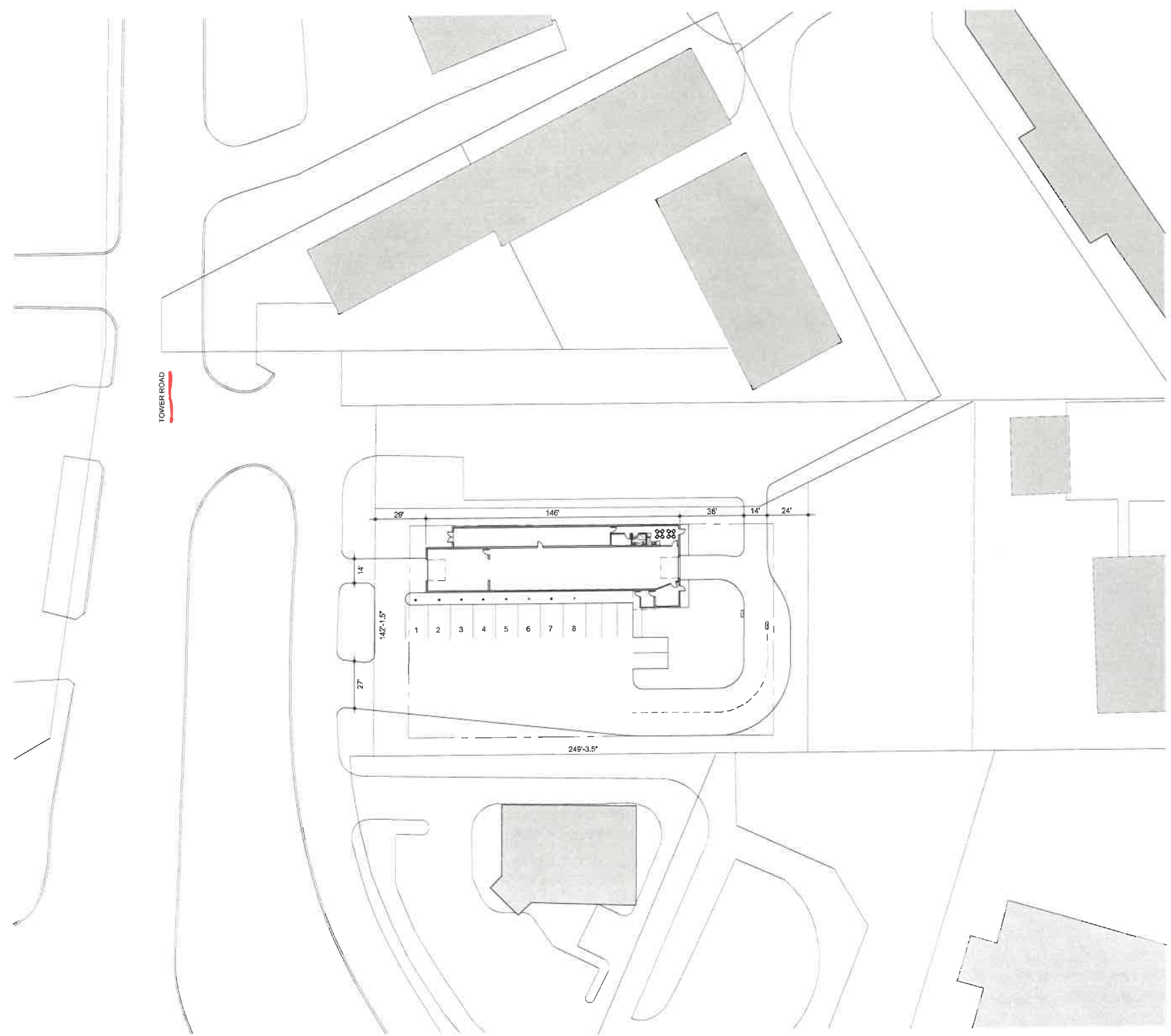
200 tower Road North
Fergus Falls, Minnesota 56537

PRELIMINARY
NOT FOR CONSTRUCTION

Proj. No. 22519
Date 6/17/2022
Drawn
Checked SAD
Approved SAD

A2.1

Copyright © 2022 by Design Intent Architects



2022
CAR WASH
HP, LLC
Minnesota
Fergus Falls

Revisions	

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

Scott DeMartelore
Date: _____ Reg. No.: _____

CAR WASH
HP, LLC

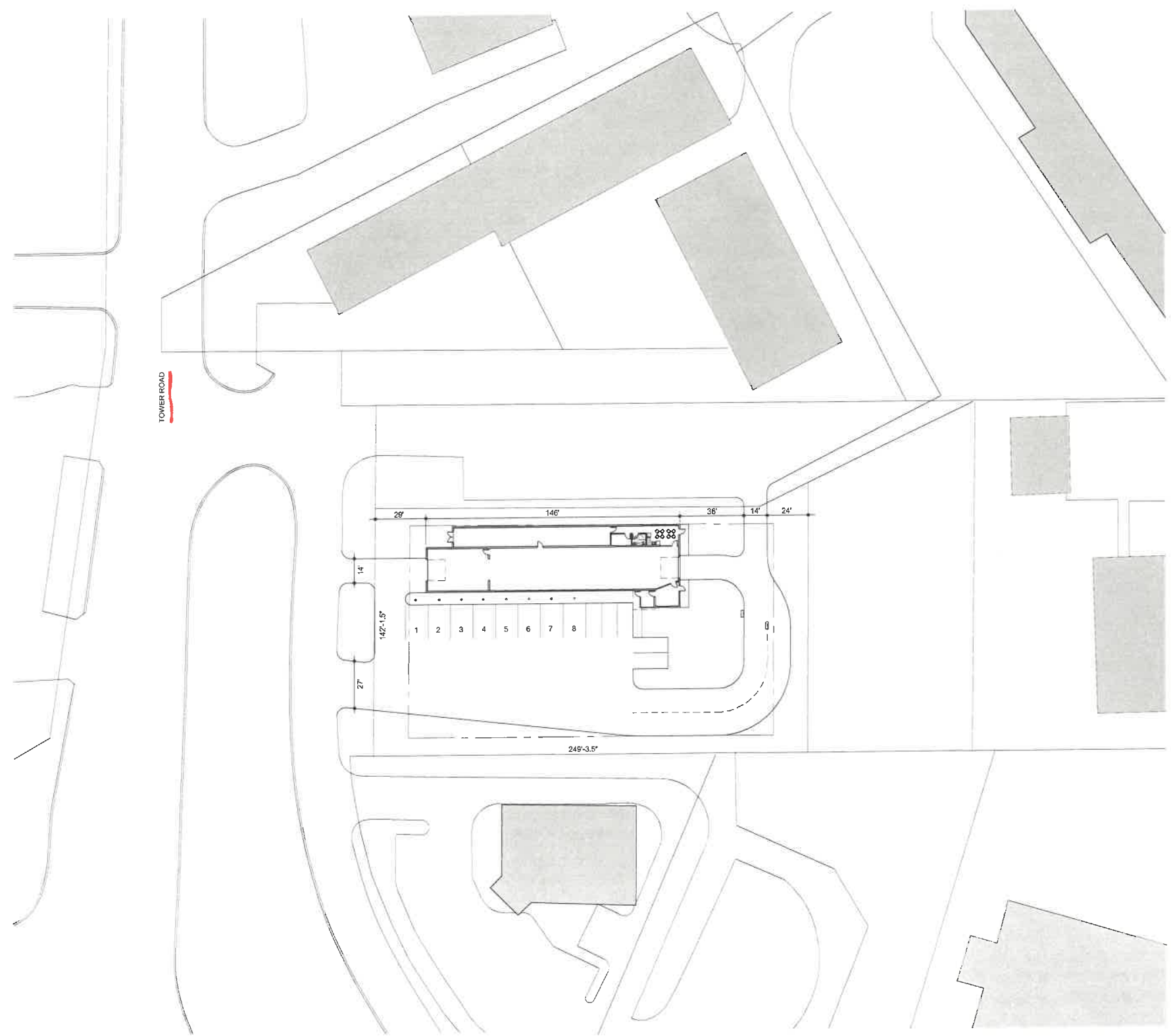
200 tower Road North
Fergus Falls, Minnesota 56537

PRELIMINARY
NOT FOR CONSTRUCTION

Proj. No. 22519
Date 6/17/2022
Drawn
Checked SAD
Approved SAD

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City Council Action Recommendation

Page 1 of 1

Meeting Date:

July 25, Planning Commission

Subject:

City Response to New Edible Cannabinoid Legislation

Background/Key Points:

It is now legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp. The new law was passed by the Legislature as part of MN Law Chapter 98. The language authorizes certain amounts of both delta-8 and delta-9 tetrahydrocannabinol (THC) in edible CBD products. The new law prohibits the sale of any product containing any CBD or THC extracted or otherwise derived from hemp to be sold to any individual under the age of 21.

At present, regulation of edible CBD products falls under the state Board of Pharmacy. City staff do not recommend introducing separate licensing or regulation for the sale of CBD products within City limits at this time.

Based on questions from the public and guidance received from the League of Minnesota Cities, City staff do feel it appropriate to introduce a certain level of regulation to the sale and manufacturing of CBD products through updates to the City Code. Initial conversations with Council indicate an interest in zoning updates to accomplish this regulation. The appropriate way to accomplish zoning updates is to work through the Planning Commission, who will recommend updates to the City Council for final approval.

Respectfully Submitted:

Klara Beck
Community Development Manager



City Council Action Recommendation

Page 1 of 1

Meeting Date:

July 19, 2022 BDFB
Aug 1, 2022 City Council

Subject:

\$50,000 Economic Development Loan – TC Foods LLC

Recommendation:

Business Development for Fergus Falls recommends approval of a Economic Development Loan in the amount of \$50,000 to TC Foods LLC.

Background/Key Points:

TC Foods LLC has asked for the City's participation in financing leaseholder improvements to the building at 504 S Concord St in Fergus Falls. TC Foods is in a 5 year lease with Mike Thorson for use of the building on Concord St. TC Foods has tied the length of the loan to the length of their lease.

TC Foods LLC, also known as TC Chocolates, was established in 2013 as a bean-to-bar artisan chocolate company. Currently, TC Chocolate supports four full-time and 17 part-time employees. TC Chocolate will take on two additional full-time employees each year for the next three years. TC Chocolate recently welcomed a new CEO and owner to the mix.

BDFB and City staff are asking the City Council to approve a \$50,000 Economic Development Loan with the following terms:

- 4% interest for 5 years
- 1% origination fee on the loan amount
- Personal and Corporate Guarantees
- Building owner will sign the mortgage & promissory note, along with owners

The collateral for the loan would be a second or third position on the real estate located at 116 East Lincoln Avenue, Fergus Falls, MN (TBD).

The collateral for the loan will be a 2nd position on the real estate located at 504 South Concord, Fergus Falls, MN.

- First position, Northwestern Bank

Budgetary Impact:

If approved, the City will receive a 1% origination fee from the applicant at closing and interest on the loan.

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck & BDFB

ORDINANCE NO. 30, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTERS OF
THE CITY CODE PERTAINING TO MOBILE FOOD
TRUCK PARKING.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 72.45, Definitions, the word COMMISSARY and its definition is hereby deleted in its entirety.

Section 2. City Code Chapter 72.46, Restrictions on Vending Activities, is hereby amended to read as follows:

§72.46 RESTRICTIONS ON VENDING ACTIVITIES.

(A) Mobile food trucks/vendors are prohibited from vending activities within 200 feet of an event for which the city has issued a special event permit, unless they are specifically authorized by the event sponsor to participate in the event. The terms of the special event permit shall apply.

(B) Mobile food trucks/vendors are allowed to vend on public streets between the hours of 8:00 a.m. to 10:00 p.m. inclusive.

(C) All food trucks shall meet all requirements needed to obtain licenses from the local health authority and the State of Minnesota.

Section 3. City Code Chapter 72.47, Location or Placement, paragraph (G) is hereby deleted in its entirety.

Section 4. City Code Chapter 72.47, Location or Placement, paragraph (H) is relettered to paragraph (G) and a new paragraph (H) is added to read as follows:

(H) State law limits food trucks from parking in one spot for more than 21 consecutive days.

Section 5. City Code Chapter 72.48, Dimensions, is hereby deleted in its entirety.

Section 6. City Code Chapter 72.49, Signs and Appurtenances, is hereby amended to read as follows:

§72.49 SIGNS AND APPURTENANCES.

(A) No flashing, strobing or intermittent lighting is allowed.

(B) Any generator used by the unit must be self-contained within or on the unit, screened from view.

(C) A vending site must be cleaned of all litter and garbage generated by the unit and customers before the unit leaves the location.

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

THIS ORDINANCE was introduced on the _____ day of _____, 2022, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 2022, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on _____.

barb/acityoffergusfalls/ords/8thseries/Ord30



Aquatics Center Study

Fergus Falls, MN | July 20, 2022



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The consultant team for this study included:

- » Bolton & Menk, Inc.
- » 292 Design Group
- » Ballard*King & Associates
- » Reengineered, Inc.
- » RJM Construction

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RECOMMENDATIONS

Fergus Falls Aquatic Center

In this report, the project study team of Bolton & Menk, 292 Design Group, Reengineered, Ballard*King, and RJM Construction are recommending that the City of Fergus Falls construct a state-of-the-art municipal aquatic center that will be open to everyone, will provide a wide variety of activities for all ages, and will add a new safe recreational opportunity for the residents of the City and surrounding area. The proposed aquatic center includes two pools, a bath house, and concessions facilities.

POOL 1

This pool consists of a 75-foot-long, 4-lane lap pool sized for regulation lap swimming. It can be used for a variety of water activities including water volleyball and basketball, swimming lessons, diving, scuba diving, kayak lessons, lifeguard training, water aerobics, fitness swimming, wall climbing, interactive play and many more activities.

POOL 2

The second pool, usually called a leisure pool, has a variety of interactive water features and, most importantly, a beach-like entrance with lots of shallow water to play in. This pool allows for a variety of different play activities and is particularly great for young kids and family play. Aquatic features that spray, dump or shower you with water are scattered about the pool. With some water area that is only a few inches deep, this pool provides ample safe area for the youngest children to play in. At the deep end of the pool—at about four feet deep—is a water slide and option to construct a second slide (using the same stair tower) should the budget permit or as a future addition.

BATH HOUSE

This report recommends a bath house that is appropriately designed for today's users and staff. The design includes comfortable and accessible changing areas, private showers, and accessible restrooms.

Included in the bath house is a check-in area that has ample space for large group to be processed efficiently and a lifeguard room with space for their required breaks as well as equipment and supply storage.

CONCESSIONS

Concessions is an important asset to an aquatic center and a profitable income stream for the City. The concessions area can accommodate a variety of beverage and food options in a facility that meets Minnesota Health Department standards.

SITE

The study team believes that Roosevelt Park is a great site for the new aquatic center. A new center will precipitate some improvements and modifications to the park, but we feel these can be done in a way that minimizes intrusion. The school parking lot across Randolph Avenue and the available on-street parking reduces the size of the on-site parking within the park and the associated construction cost. Final siting of the aquatic center will need to be studied in more depth to make ensure that the center is well integrated into the park and the other park uses.

CONCEPT DESIGN & COST ESTIMATES

This report includes concept plans that outline the ideas expressed above and a corresponding cost estimate. Should the council elect to proceed with the project, construction should take between 8 and 12 months depending on when the project is initiated.

OPERATING COST ESTIMATES

In addition to the cost of constructing the new aquatic center, this report includes the annual expected revenues and operating costs. This will provide the City with an understanding of the long-term costs of construction and operations.

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BUILDING PROGRAM

Space	Area
AQUATIC AREAS	
Leisure Pool <i>Zero depth entry , various play features, maximum depth 4'</i>	5,320 sf
Lap Pool <i>4 lane, 25 yard pool with depths from 7'6" to 4'0" Diving from deck at deep end of pool only</i>	2,730 sf
Play Structures and Slides <i>Allowance for play structure, slides, climbing wall etc.</i>	
Total Aquatic Area	8,050 sf

DRY AREAS	
Leisure Pool Deck <i>Includes seating area with shade structures</i>	12,800 sf
Lap Pool Deck	4,270 sf
Total Deck Area	17,070 sf

BUILDING AREA	
Check in <i>12 foot desk with 2 check in stations</i>	120 sf
Support Area <i>General work area behind check in</i>	100 sf
Mens Changing and Restroom <i>4 private showers, 3 toilets, 3 urinals, 3 sinks</i>	810 sf
Women's Changing and Restroom <i>4 private showers, 6 toilets, 3 sinks</i>	745 sf
Family Changing Rooms <i>4 changing rooms each with a shower and changing area</i>	440 sf
Single Occupancy Restroom	65 sf
Lifeguard Room <i>Lockers for lifeguard staff, break space</i>	145 sf
Concessions Serving Area <i>16 foot serving counter - 4 stations</i>	400 sf
Concessions Prep and Storage Area	230 sf
Maintenance <i>Janitor utilities and storage</i>	145 sf
Trash Enclosure	sf
Subtotal	3,200 sf
Net to Gross Multiplier <i>15% for circulation/walls/utility area</i>	480 sf
Total Bath House & Concessions	3,680 sf
Pool Equipment	340 sf
Mechanical/ Electrical/ Water Service	1100 sf
Total Pool Mechanical Building	1,440 sf
Total Building Area	5,120 sf

FUTURE ADDITIONS

Second Waterslide

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Roosevelt Park

Roosevelt Park is centrally located within the City and includes numerous amenities: picnic shelters, playground equipment, a skateboard park, natural areas and a winter sledding area. The park is adjacent to Fergus Falls Ice Arena and Kennedy Secondary School.

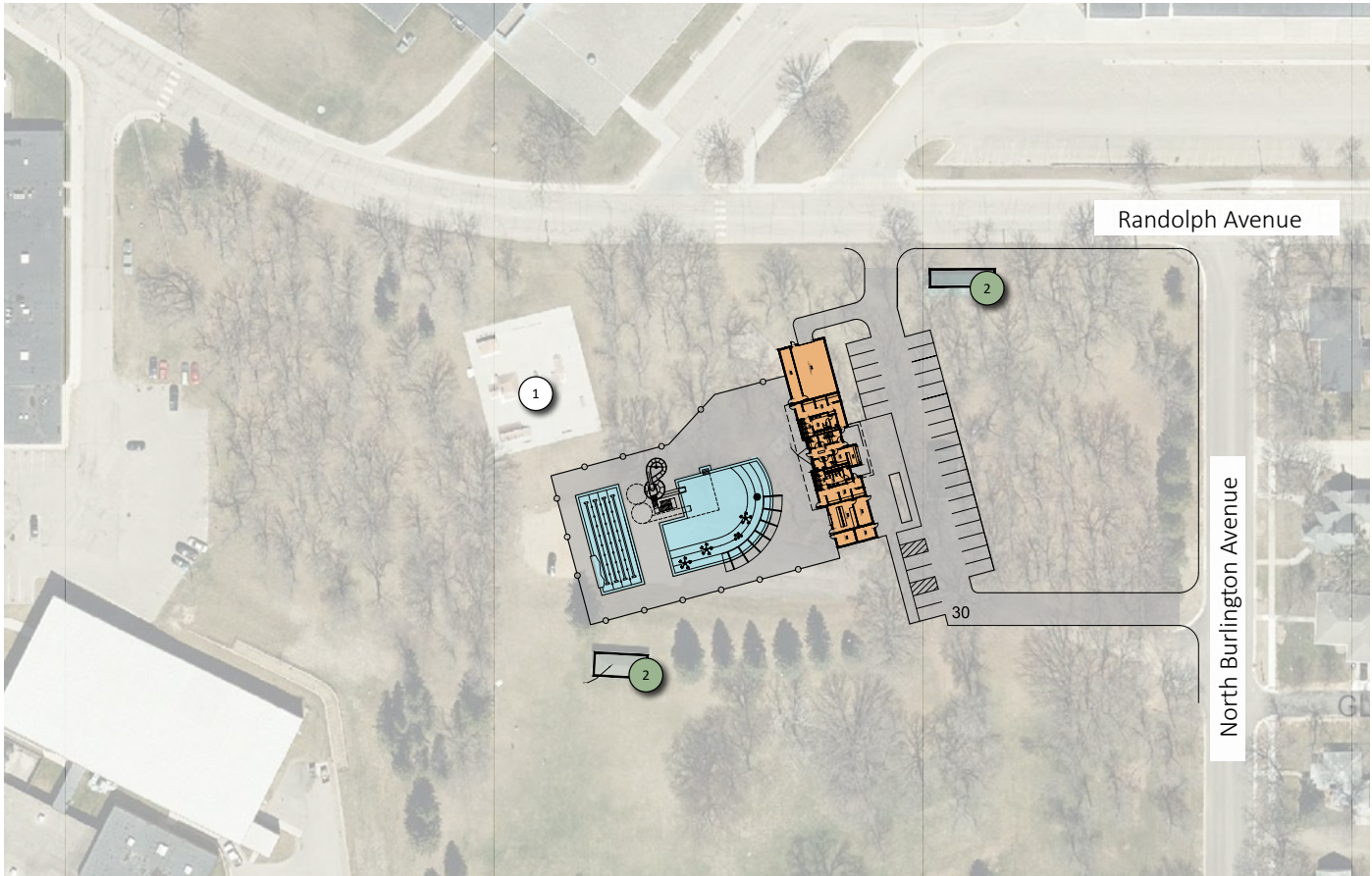
- 1 Skateboard Park
- 2 Picnic Shelter



CONCEPTS

Concept Site Plan

The proposed aquatic facility is located to the north of the park, adjacent to the existing skateboard park. One of the existing park shelters has been eliminated to accommodate on-site parking.



CONCEPTS

Enlarged Concept Site Plan



New on-site surface parking accommodates 30 cars and included a drop-off zone near the bath house entry.



Deck space surrounding the pools and adjacent to bath house includes space for lounge chairs and canopies.



Pool includes beach-like, zero-depth entry with water spray features, shade structures, a water slide and space for an additional slide.



This 4-lane, 75-foot long pool accommodates lap swimming, lessons, and play—such as a climbing wall, water sports and diving.



Spaces accommodates pool and mechanical equipment.



The bath house includes concessions, office and changing areas.



CONCEPTS

Bath House



The concessions area includes serving and storage space for an enhanced menu. It can service both aquatic center and park patrons and is adjacent to outdoor seating areas.



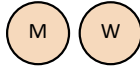
The life guard room includes space for lockers and staff breaks.



The maintenance room includes space for cleaning supplies, equipment and storage.



The check-in area is sized to accommodate large groups and includes office space.



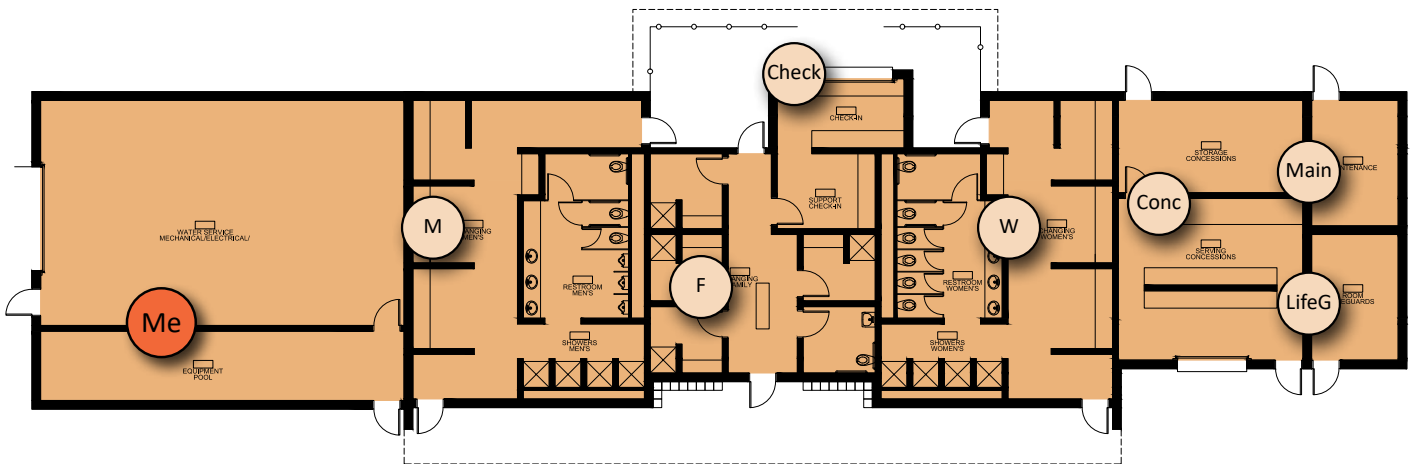
The changing rooms for women and men include semi-private changing areas, individual showers and toilets.



The family changing area includes individual changing rooms with showers, a common area with lockers, and toilet room.



Spaces accommodates pool and mechanical equipment.



Concept Visualization

The following digital rendering illustrates the overall character and expectation of the proposed aquatic facility.



CONCEPTS

Lap

The lap pool includes four, 75-foot long swimming lanes, a climbing wall and water deep enough to accommodate diving.



Leis

The leisure pool includes a zero-depth, beach (a gradual deepening of the water) with interactive water features, shade structures, a slide and plunge pool, and a climbing wall. It includes areas for young children and families (zero-depth beach with play features) and teens (water slides).



COST ESTIMATE

Conceptual Cost Estimate

Site Work	\$340,000
Parking lots, drives and site clearing and soil prep	
Pool Deck	\$285,000
Concrete deck, and walks	
Building	\$1,820,000
5,120 SF: Bath house, concessions and pool equipment building	
Site Structures	\$225,000
Ornamental fencing, and shade structures	
Landscaping	\$85,000
Furniture, Fixtures & Equipment	\$425,000
Concessions equipment, furniture and operational equipment	
Lap Pool and Leisure Pool Construction	\$3,400,000
Optional Second Slide	\$240,000
Pool Accessories and Equipment	\$65,000
Estimate Total	\$6,885,000
Contingency	\$1,377,000
Sub Total	\$8,262,000
Soft Costs	\$1,239,300
Total Project Cost	\$9,501,300

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OPERATING COST ESTIMATES

Operations

The operations analysis represents a conservative approach to estimating expenses and revenues and was completed based on the best information available and a basic understanding of the project. Fees and charges utilized for this study reflect a philosophy designed to meet a reasonable cost recovery rate and future operations cost and are subject to review, change, and approval by the City of Fergus Falls. There is no guarantee that the expense and revenue projections outlined in the operations analysis will be met as there are many variables, including weather, that affect such estimates that either cannot be accurately measured or are subject to change during the actual budgetary process or partnership.

Expenditures

Expenditures have been formulated on the costs that were designated by Ballard*King and Associates to be included in the operating budget for the facility. The figures are based on the size of the aquatic center, the specific components of the facility, and the hours of operation. All expenses were calculated to the high side and the actual cost may be less based on the final design, operational philosophy, and programming considerations adopted by the facility.

Fergus Falls Aquatic Center: Part-Time Staffing Level

	Rate	Hours	Weeks	Total
Pool Manager	\$15.00	50	16	\$12,000
Welcome Desk	\$10.50	56	12	\$7,056
Welcome Desk (2 wks)	\$10.50	20	2	\$420
Head Guards	\$14.00	73	14	\$14,308
Lifeguards (12 wks)	\$12.50	288	12	\$43,200
Lifeguards (2 wks)	\$12.50	72	2	\$1,800
Concession Attendant	\$10.50	80	12	\$10,080
Learn to Swim				\$14,640
Aquatic Fitness				\$1,800
Sub-Total				\$93,304
Benefits				\$13,996
Total Part-Time				\$107,300

OPERATING COST ESTIMATES

Expense Summary

Category	Pool Budget \$
Personnel (includes benefits)	
Full-time	
Part-time	107,300
Sub-Total	107,300
Utilities (Gas/Elect)	17,500
Water/Sanitary	6,000
Communications (Phone/Radios)	5000
Dues and Subscriptions	1,000
Uniforms	1,500
Bank Charges (charge cards/EFT fees/software fees)	3,000
Insurance-General Liability	25,000
Custodial Supplies	3,000
Supplies-Office	1500
Contract Services (HVAC/Pool System/Control System)	14,000
ASCAP/Fire Alarm/Software)	
Maint/Repair Supplies	2,500
Printing	3,500
Trash	1,250
Recreation Equipment and Supplies	3,000
Food Supplies	10,000
Pool Chemicals and Supplies	14,500
Advertising and Promotion	5,000
Items for Resale	2,000
Misc	1,500
Sub-Total	120,750
Capital	
Replacement Fund	50,000
Grand Total	\$278,050

OPERATING COST ESTIMATES

Revenues

The following revenue projections were formulated from staff information on the specifics of the project and the demographics of the service area. Actual figures will vary based on the size and make-up of the components selected during final design, market stratification, philosophy of operation, fees and charges policy, and priority of use. All revenues were calculated conservatively as a result.

Revenue Summary

Category	Revenue \$
Fees	
Daily Admissions	21,588
Annuals	49,125
Swim Team	7,680
Total	78,393
Programs	
Aquatics	19,280
Aquatic Exercise	6,480
Birthday	6,000
Total	31,760
Other	
Resale Items	1,000
Special Events	2,500
Vending/Concessions	30,000
Sponsorship	5,000
Misc	1,500
Total	40,000
Grand Total	\$150,153

Expense-Revenue Comparison

Expense	\$278,050
Revenue	\$150,153
Difference	(\$127,897)
Cost Recovery	54%

This operational pro-forma was completed based on the best information available and a basic understanding of the project. However, there is no guarantee that the expense and revenue projections outlined above will be met as there are many variables that affect such estimates that either cannot be accurately measured or are not consistent in their influence on the budgetary process.

Future years: Expenditures – Revenue Comparison

Operation expenditures are expected to increase by approximately 3% a year through the first 3 to 4 years of operation. Revenue growth is expected to increase by 4% to 8% a year through the first three years and then level off with only a slight growth (3% or less) the next two years. Expenses for the first year of operation should be slightly lower than projected with the facility being under warranty and new. Revenue growth in the first three years is attributed to increased market penetration and in the remaining years to continued population growth. In most aquatic facilities, the first three years show tremendous growth from increasing the market share of patrons who use such facilities, but at the end of this time period revenue growth begins to flatten out. It is not uncommon to see the amount of tax support to balance the center budget increase as the facility ages.

OPERATING COST ESTIMATES

Staff Worksheets

Pool Manager	Days	Time	Total Hours	Staff	Days	Total Hrs. Week
13 weeks	Mon-Fri	9am-4pm	7	1	5	35
	Saturday	10am-4pm	6	1	1	6
	Sunday	1pm-4pm	3	3	1	9
Total						50

Welcome Desk	Days	Time	Total Hours	Staff	Days	Total Hrs. Week
12 weeks	Mon-Fri	9am-noon	3	1	5	15
		1pm-6pm	5	1	5	25
	Saturday	9am-noon	3	1	1	3
		1pm-6pm	7	1	1	7
	Sunday	Noon-6pm	6	1	1	6
Total						56

Welcome Desk	Days	Time	Total Hours	Staff	Days	Total Hrs. Week
2 weeks	Fridays	4pm-8pm	4	1	1	4
	Saturday	9am-noon	3	1	1	3
		1pm-6pm	7	1	1	7
	Sunday	Noon-6pm	6	1	1	6
Total						20

Head Guard	Days	Time	Total Hours	Staff	Days	Total Hrs. Week
16 weeks	Mon-Fri	9am-1pm	4	1	5	20
		1pm-8pm	7	1	5	35
	Saturday	9am-8pm	11	1	1	11
	Sunday	Noon-7pm	7	1	1	7
Total						73

Program Staff

Learn to Swim Classes	Rate/Class	Classes per Day	Days	Weeks	Total
Summer	\$ 14.00	24	4	10	\$13,440
Private Lessons	\$ 15.00	2	4	10	\$ 1,200
Total					\$14,640

Water Exercise	Rate/Class	Classes per Wk	Weeks	Total
Summer	\$ 25.00	6	12	\$ 1,800
Total				\$ 1,800

OPERATING COST ESTIMATES

Revenue Worksheets

Admissions

Daily Fees	Fees	Weekly Number	Revenue
Adult	\$7.00	85	\$595
Youth	\$5.00	175	\$875
Senior	\$6.00	12	\$72

Total		272	\$1,542
			x 14 weeks/year
Grand Total			\$21,588

Annual Passes	Fees	Number	Revenue
Adult	\$100.00	40	\$4,000
Youth	\$70.00	20	
Senior	\$85.00	20	\$1,700
Senior Couple	\$95.00	15	\$1,425
Family	\$175.00	240	\$42,000
Total		335	\$49,125

Programming Worksheet

Rentals	Rate/Hr.	Number of Hrs.	Weeks	Total
Swim Team	\$ 45	12	12	\$ 6,480
Swim Meet	\$ 1,200		1	\$ 1,200
Total				\$ 7,680

Learn to Swim	Classes/Week	Fee	Participants	Weeks/ Sessions	Total
Youth	6	\$ 48.00	6	10	\$17,280
Private		\$ 25.00	8	10	\$ 2,000
Total					\$19,280

Water Exercise	Classes/Week	Fee	Participants	Weeks/ Sessions	Total
Adult	3	\$ 48.00	15	3	\$ 6,480
Total					\$ 6,480

Birthday Parties	Classes/Week	Fee	Participants	Weeks/ Sessions	Total
Pool Parties	4	\$125.00	0	12	\$ 6,000
Total					\$ 6,000



Council Action Recommendation

Page 1 of 2

Meeting Date:

August 1, 2022 City Council

Subject:

2022 Sales Tax Election Resolution and Ballot Language

Recommendation:

Approve a resolution calling for an election on a Sales and Use Tax for City Aquatics Center and DeLagoon Park Improvement Project

Background/Key Points:

As we have discussed, if the Council wishes to proceed with the November election for the two proposed Sales Tax projects, we will need to pass a resolution calling for the election and approving the ballot language. The appropriate resolution is included in the packet and was drafted by our bond counsel to ensure that we are in compliance with all appropriate statutes.

We have made very minor changes since the last update. We included the word "Park" in the DeLagoon Improvement project question to minimize confusion. We also added language to the end of both questions which states, "The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%)." Again, the intent of this change is to minimize confusion. We want to be crystal clear that the tax does not increase to 1% if both projects were approved.

If this resolution is approved, City staff will supply this information to the County Auditor for inclusion on the November ballot.

Budgetary Impact:

N/A

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Resolution and all necessary supporting materials

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

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 at City Hall on _____, 2022, commencing at __:__ P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION CALLING FOR AN ELECTION ON
A SALES AND USE TAX FOR CITY
AQUATICS CENTER AND DELAGOON PARK IMPROVEMENT PROJECT

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

1. Project. The City Council does hereby find, determine and declare that it is desirable to proceed with an aquatics center and the DeLagoon Park Improvement Project as set forth in the proposed ballot. Sales and use tax revenues shall be pledged to pay the costs of collecting and administering the tax and paying up to \$10,800,000 to finance an aquatics center and up to \$5,200,000 to finance the DeLagoon Park Improvement Project in the City, plus an amount needed for securing and paying debt service on bonds issued to finance the project as set forth in the proposed ballot approved by the voters.

2. Election. The proposition of imposing a sales and use tax for said purpose shall be submitted to the qualified electors of the City at an election to be held on Tuesday, November 8, 2022. Said election shall be held between the hours of 7:00 A.M. and 8:00 P.M. The polling places in the City for each Ward shall be as follows:

Ward 1:
Fergus Falls Public Library
205 East Hampden Avenue

Ward 3:
MN State Community & Technical College
1414 College Way

Ward 2:
Fergus Falls YMCA
1164 North Friberg Avenue

Ward 4:
Bigwood Event Center
921 Western Avenue

3. Notice and Ballot. The City Administrator is hereby authorized and directed to post and publish according to law a Notice of Election combining the information required as to offices to be filled with the information set forth on the following form, and to prepare a ballot for the question in accordance with law for use at said election. The ballot and the information relating to

the question in the combined Notice (as provided for above) shall be in substantially the following forms, respectively:

NOTICE
OF ELECTION

NOTICE IS HEREBY GIVEN that an election on the following questions will be held in and for the City of Fergus Falls, Minnesota, on Tuesday, November 8, 2022, between the hours of 7:00 A.M. and 8:00 P.M., at which time the following questions will be submitted:

“Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$10,800,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance an aquatics center? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).”

“Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$5,200,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance the DeLagoon Park Improvement Project? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).”

The polling places for said election, at which places all of the qualified electors of the City residing within the respective Ward may cast their ballots, are as follows:

Ward 1:
Fergus Falls Public Library
205 East Hampden Avenue

Ward 2:
Fergus Falls YMCA
1164 North Friberg Avenue

Ward 3:
MN State Community & Technical College
1414 College Way

Ward 4:
Bigwood Event Center
921 Western Avenue

Dated: [By October 25, 2022]


BY ORDER OF THE CITY COUNCIL

/s/ Andrew Bremseth
City Administrator

OFFICIAL
ELECTION BALLOT

CITY OF FERGUS FALLS
OTTER TAIL COUNTY
MINNESOTA

INSTRUCTION TO VOTERS:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

If you wish to vote in favor of the below propositions, fill in the oval next to the word "YES". If you wish to vote against the below propositions, fill in the oval next to the word "NO".

QUESTION NO. ____ SHALL THE CITY IMPOSE A SALES AND USE TAX FOR THE
AQUATICS CENTER PROJECT?

<input type="radio"/> YES	Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$10,800,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance an aquatics center? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).
<input type="radio"/> NO	

QUESTION NO. ____ SHALL THE CITY IMPOSE A SALES AND USE TAX FOR THE
DELAGOON PARK IMPROVEMENT PROJECT?

<input type="radio"/> YES	Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$5,200,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance the DeLagoon Park Improvement Project? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).
<input type="radio"/> NO	

4. Manner; Canvass. Said election shall be held and conducted in accordance with the applicable statutes of the State of Minnesota, and the City Council shall meet as required by law for the purpose of canvassing said election and declaring the results thereof.

Adopted on _____, 2022 by the Fergus Falls City Council.

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing Resolution was duly seconded by member _____ and, upon a vote being taken thereon, the following members 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 City Administrator of the City of Fergus Falls, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and correct transcript therefrom insofar as the same relates to an election on the question of imposing a sales and use tax to defray the expenses of the Aquatics Center Project and the DeLagoon Park Improvement Project.

WITNESS my hand as such City Administrator of the City this _____ day of _____, 2022.

City Administrator

STATE OF MINNESOTA
COUNTY OF OTTER TAIL
CITY OF FERGUS FALLS

AFFIDAVIT OF POSTING
NOTICE OF ELECTION AND
OF POSTING SAMPLE BALLOT

I, Andrew Bremseth, City Administrator for the City of Fergus Falls, Minnesota, being first duly sworn on oath, depose and say that on the ____ day of _____, 2022 (at least ten days before said election), I posted the Notice of Election, a true and correct copy of which is hereto attached, at the City Hall and at each of the following public and conspicuous places within said City:

One at _____

One at _____

One at _____

I further say that on the ____ day of _____, 2022, at least four days before said election, I posted a sample ballot, a true and correct copy of which is attached hereto, at the polling places for said election and at the City Hall.

I further certify that two weeks published notice of said notice appeared in a newspaper published in the City, as evidenced by the affidavit of publication attached hereto, and that one week published notice of said sample ballot appeared in the official newspaper of the City as evidenced by the affidavit of publication attached hereto.

I declare under penalty of perjury that everything I have stated in this document is true and correct.

City Administrator

Subscribed and sworn to before me
this ____ day of _____, 2022.

Notary Public

(Attach Notice of Election, Sample
Ballot and Publisher's Affidavits)

[No later than August 26, 2022]

Wayne Stein
County Auditor-Treasurer
Government Services Center
510 West Fir Avenue
Fergus Falls, MN 56537

Dear Mr. Stein:

Pursuant to Minnesota Statutes, Section 205.16, Subdivision 4, this letter is to formally advise you that the City of Fergus Falls, Minnesota, will be holding an election on a question at the general election on November 8, 2022, between the hours of 7:00 A.M. and 8:00 P.M. The following questions will be submitted to the voters at that election:

QUESTION NO. ____ SHALL THE CITY IMPOSE A SALES AND USE TAX FOR THE AQUATICS CENTER PROJECT?

“Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$10,800,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance an aquatics center? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).”

QUESTION NO. ____ SHALL THE CITY IMPOSE A SALES AND USE TAX FOR THE DELAGOON PARK IMPROVEMENT PROJECT?

“Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$5,200,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance the DeLagoon Park Improvement Project? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%).”

Very truly yours,

CITY OF FERGUS FALLS, MINNESOTA

By _____
City Administrator

[Must notify County Auditor-Treasurer at least 74 days before November 8, 2022.]

DRAFT POLICY AND PROCEDURES FOR DISPOSITION OF CITY OWNED REAL ESTATE

I. Purpose & Objective

The City of Fergus Falls (hereafter "City") recognizes the need for a policy guiding real estate disposition transactions of the City. Real estate dispositions typically occur because a property is no longer needed for City operational purposes or to implement a development strategy.

The purpose of this Policy and Procedures for Disposition of City Owned Real Estate (Policy) is therefore to provide a uniform and consistent approach for the sale, lease or other disposition of real estate now owned or hereafter acquired by the City of Fergus Falls.

The objective of this Policy is to ensure a consistent, open process by which the City sells or releases its real estate for redevelopment.

In addition to the procedures described in this Policy, there are requirements imposed by the City Charter of the City of Fergus Falls on the disposal of City owned real estate:

Sec. 12.05. SALE OF REAL PROPERTY.

No real property of the City shall be disposed of except by resolution. A resolution authorizing the sale of real property of the City shall not be adopted at the meeting at which it is introduced. At least ten (10) days shall elapse between the introduction and final adoption of such a resolution. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the City in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the Council may by ordinance or resolution designate some other public use for the proceeds.

II. Procedures

A. RFP/RFQ

1. The City may solicit development proposals for a particular site through a Request for Qualifications (RFQ) and/or a Request for Proposals (RFP). A RFQ is used to ascertain the qualifications of potential developers. A RFP is used to solicit specific development proposals for a site. The RFQ/RFP will reflect the type of development/developer sought by the City, and may specify other parameters as well (e.g. desired timeline for development, remediation requirements, density, affordable housing units, etc.). The RFQ/RFP will be advertised in at least three locations: (a) on the City's web site; (b) on the City Council agenda; and (d) on the real estate via a property sign.
2. City staff will evaluate any proposal(s) received under paragraph A(1) above and consider:
 - a. The proposed reuse of the property, and the consistency of that reuse with existing or proposed zoning, strategic or comprehensive plan and approved small area plans, heritage preservation guidelines (if applicable), and community input of the proposal.
 - b. The value of the property, considering the following. In addition to considering these elements, a city should also have the land professionally appraised:
 - i. The property's value for the most recent property tax levy
 - ii. The property's value for the most recent special assessment.

status' means the City Council has tentatively approved of the developer and the project and the City Council will not contract with any other entity for the real estate while the tentative developer diligently pursues the completion of all conditions attached by the City Council in the award of the designation.

Typical conditions may include the following: completion of design and architectural drawings of the project, market study, utility plans, environmental investigations, and preparation of remediation plans, securing of financing, and negotiation of development agreement with staff, which agreement is subject to City Council approval. The City Council reserves the right to reject any and all proposals to purchase.

Along with tentative developer status or contract rights, the City Council will establish a time limit for tentative status - which can vary, depending on the nature of the proposed project.

A successful Proposal will ultimately result in closing on a contract for sale or conveyance of the City land. All conveyances will be made by Quit Claim Deed, the property will be conveyed in its AS IS condition. In the City Council's discretion, the land may be sold at its market value or the land value may be written down to an amount needed to fill a financing gap for the project.

With respect to the construction of the project, the developer will be required to comply with all laws and regulations. The land reverts back to the City of Fergus Falls if developer fails to timely construct the project.

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

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

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

General

ADVANCED FIRST AID INC	PHILLIPS FIRST AID EQUIPMENT	933.00
SEAN ANDERSON	CLEANING WEEKS OF JULY 4-11	442.32
AUTO VALUE - FERGUS FALLS	JUL E-CLIP ASSORTMENT KIT	12.99
AVESIS THIRD PARTY ADMIN INC	AUGUST VISION INSURANCE	30.14
BARRY CONST OF FERGUS FALLS	LOCAL TAX	.53-
BARRY CONST OF FERGUS FALLS	OTC TAX	.53-
BARRY CONST OF FERGUS FALLS	STATE TAX	7.27-
BIGWOOD EVENT CENTER FUND	2022 BUDGET TRANSFER-PARTIAL	57,125.00
BJORN'S HEATING & AIR COND INC	CHK FREON LEVELS-HEAT PUMPS	112.50
COMMERCIAL REFRIGERATION SYS	JUNE CHILLER RENTAL	25,900.00
COOPERS TECHNOLOGY GROUP	JULY ROUND WALL CLOCK	33.32
COOPERS TECHNOLOGY GROUP	MOISTENER / PENS	12.50
COSSETTE ELECTRIC LLC	BROADWAY PK MOTION DETECTORS	545.36
COSSETTE ELECTRIC LLC	INSTALL TEMP POWER 7/14 EVENT	311.50
COSSETTE ELECTRIC LLC	JUL RTC POLE INOP/REPAIR	160.15
COSSETTE ELECTRIC LLC	JULY SERVICE DIESEL FUEL PUMP	876.44
DACOTAH PAPER CO	TISSUE/TOWEL/SANITIZER/CLEANER	815.75
DACOTAH PAPER CO	TISSUE, TOWEL, BLEACH, CLNR	972.92
EQUIPMENT FUND	APR FUEL CHARGES #3002	77.41
EQUIPMENT FUND	APR FUEL CHARGES #3006	63.39
EQUIPMENT FUND	APR FUEL CHARGES #3040	65.17
EQUIPMENT FUND	APR FUEL CHARGES #3041	89.97
EQUIPMENT FUND	APR FUEL CHARGES #3042	32.37
EQUIPMENT FUND	APR REPAIRS/SERVICE #3002	91.92
EQUIPMENT FUND	APR REPAIRS/SERVICE #3004	2,006.80
EQUIPMENT FUND	AUGUST EQUIPMENT RENT	110,831.32
59 FINISHING INC	JUL POWDER COAT HOCKEY GOALS	500.00
FASTENAL COMPANY	JUL PARK SAFETY VENDING	25.38
FASTENAL COMPANY	JUL STREET SAFETY VENDING	25.38
FASTENAL COMPANY	PLT FILTER	320.89
FERGUS POWER PUMP, INC.	DUST CONTROL 7/14/2022 MAIN ST	7,749.00

General

FERGUS POWER PUMP, INC.	RESTROOM RENTAL-PAVILLION	350.00
F F UMPIRES ASSOCIATION	2022 UMPIRES PLAY-OFF GAMES	1,680.00
FERGUS FALLS VOLLEYBALL	2022 VOLLEYBALL CAMP	6,156.00
GALLS LLC	CEDERBERG UNIFORM PURCHASE	599.02
GALLS LLC	ELDIEN DUTY VEST	1,335.55
GALLS LLC	ELDIEN SPEED PLATE	117.87
GALLS LLC	KITZMAN DUTY VEST	1,310.87
GALLS LLC	LIEN DUTY VEST	1,335.55
GALLS LLC	LIEN SPEED PLATE	117.87
GALLS LLC	MATTER DUTY VEST	1,335.55
GALLS LLC	MATTER SPEED PLATE	117.87
GALLS LLC	SILBERNAGEL DUTY VEST	1,335.55
GALLS LLC	SILBERNAGEL SPEED PLATE	117.87
GALLS LLC	SILBERNAGEL UNIFORM PURCHASE	66.78
GOODIN COMPANY	ELBOW,ADAPTER,PRESS TEE	296.75
GOODIN COMPANY	MAINTENANCE SUPPLIES/BUSHING	3.05
GOODIN COMPANY	PVC,COUPLING,BRASS THRD,CAP	94.61
GRAINGER INC.	JUL 4 GAS DETECTION METER	1,979.06
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	46.00
GUARDIAN	AUGUST DENTAL PREMIUM	3,858.90
HIGH POINT NETWORKS LLC	AZURE ACTIVE DIRECTORY PREMIUM	747.00
HIGH POINT NETWORKS LLC	HPN MONTHLY M365/GSUITE BACKUP	228.00
HIGH POINT NETWORKS LLC	OFFICE 365 G3 GCC	1,826.00
HOME DEPOT CREDIT SERVICES	JUL WASP/BUG SPRAY	28.36
JB ELECTRIC	FIRE STATION REPAIRS	1,158.00
JB ELECTRIC	GARAGE FAN FOR HEATER	308.00
J.P. COOKE COMPANY	NO LE ACTION STAMPS	56.90
KNUTSON LAWN SERVICE	CONTRACT MOWING AT 524 S MILL	87.50
KNUTSON LAWN SERVICE	CONTRACT MOWING 213 W BANCROFT	87.50
KNUTSON LAWN SERVICE	CONTRACT MOWING 219 W BANCROFT	65.00
KNUTSON LAWN SERVICE	CONTRACTED MOWING 624 S MILL	132.50
LAKE COUNTRY GRAPHICS, INC.	JULY UNIFORM SHIRTS	459.48
LAKE REGION HEALTHCARE CORP	JUNE PRE-EMPLOY DRUG SCREEN	300.00
LOCATORS & SUPPLIES INC	SOLVENT-BASED MARKING PAINT	55.99
MACQUEEN EQUIPMENT INC	T4 CAB LIFT PARTS	623.69
MARCO TECHNOLOGIES LLC	MARCH NETWORKS X1224 R-12 CHAN	15,561.39
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 7/15-8/15	397.20
MASTER'S MARTIAL ARTS ACADEMY	TAE KWON DO SESSION II	324.00
MEDTOX LABORATORIES INC	MAY PRE-EMPLOY DRUG SCREEN	314.10
MINNESOTA STATE COMMUNITY	ELECTION ROOM RENTAL	300.00
MINNESOTA UC FUND	2ND QUARTER UNEMPLOYMENT	198.96
MINNKOTA ENVIROSERVICES INC	JULY SHREDDING SERVICE	35.00
MINNKOTA ENVIROSERVICES INC	JUNE SHREDDING	35.00

General

NYCKLEMOE & ELLIG, P.A.	AUGUST RETAIN FEE/OFFICE ALLOW	7,041.67
OTTER TAIL TELCOM	JULY ADDITIONAL DIR. LISTING	5.00
OTTER TAIL TELCOM	JULY TELEPHONE BILL	205.82
OTTER TAIL TELCOM	JUNE LONG DISTANCE	6.08
PERFORMANCE OFFICE PAPERS	FREIGHT	326.63-
PERFORMANCE OFFICE PAPERS	14 7/8 X 11 COMPUTER PAPER GB	659.80
POLICE DEPT PETTY CASH	ESTEP BCA TRAVEL MEAL	14.00
PAUL R. RATZ	STRENGTH TRAINING	15,349.50
RED RIVER FLAGS	3' X 5' POW/MIA FLAGS	173.65
SHI INTERNATIONAL CORP	FIRE DEPT LAPTOP	2,053.00
S & C CONSTRUCTION CO. INC.	MULTI UNIT T-HANGAR REPAIR 25%	4,467.25
JESSE SCHNEEBERGER	TENNIS - SESSION II	1,593.00
SELAND'S FLOOR COVERING	JULY DORM ROOM #6 CARPET	470.40
SPEE*DEE DELIVERY SERVICE INC	FREIGHT CHARGES	18.33
STREICHER'S INC	DISTRACTION DEVICES	881.48
SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION	19.00
SUMMIT COMPANIES	MONITORING 5/1/22-7/31/22	105.00
KEVIN J SWENSON	GOLF - SESSION II	180.00
UGSTAD PLUMBING INC	REPAIR DEHUMIDIFIER	3,044.28
UGSTAD PLUMBING INC	RPZ RELIEF VALVE REPAIR	1,444.50
USABLE LIFE	AUGUST LIFE INSURANCE	92.40
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	1,085.36
WELLS FARGO BANK MINNESOTA NA	04/01-06/30/22 INVESTMENT FEES	13,879.64
WIMACTEL INC	JULY TELEPHONE EXPENSE	132.00
	F U N D T O T A L	308,333.38

P.A. General

NATURES GARDEN WORLD	SPRINKLER START UP & REPAIR	277.48
SUMMIT COMPANIES	MONTHLY MONITORING -JUN	32.50
UGSTAD PLUMBING INC	AUGUST RETAINER FEE	125.00
UGSTAD PLUMBING INC	BOILER/GEN CK 06/28/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 07/06/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 07/13/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 07/20/22	90.00
	F U N D T O T A L	794.98

American Rescue Plan Act Fund

BIGWOOD EVENT CENTER FUND	BIGWOOD EVENT CTR-TECH UPGRADE	15,448.17
	F U N D T O T A L	15,448.17

Public Library

ADVANCED FIRST AID INC	PHILLIPS FIRST AID EQUIPMENT	174.00
ARAMARK UNIFORM SERVICES	MOPS AND TOWELS	64.40
BAKER & TAYLOR INC	BOOKS	1,235.42
BAKER & TAYLOR INC	FREIGHT SURCHARGE	12.35
BAKER & TAYLOR INC	PROCESSING	30.38
BAKER & TAYLOR INC	PROCESSING BOOKS	31.96
BATTLE LAKE REVIEW	NEWSPAPER SUBSCRIPTION	32.00
DAILY JOURNAL	NEWSPAPER AD LEGACY WHY IMMIGRA	329.25
HOME DEPOT CREDIT SERVICES	JULY MISC SUPPLIES	98.18
HOOPLA	DIGITAL CONTENT	962.68
LAKE REGION HEALTHCARE CORP	JUNE PRE-EMPLOY DRUG SCREEN	37.50
MEDTOX LABORATORIES INC	MAY PRE-EMPLOY DRUG SCREEN	31.41
VINCO INC	DOOR AUTOMATION CONSULT	95.00
	F U N D T O T A L	3,134.53

Bigwood Event Center

A-1 LOCK & KEY LLC	BIGWOOD COMBINATION CHANGE	70.00
BEVERAGE WHOLESALERS INC	JULY/BEER	153.45
BEVERAGE WHOLESALERS INC	JULY/WINE	268.25
BIGWOOD EVENT CENTER FUND	BIGWOOD EVENT CTR-TECH UPGRADE	15,448.17-
BIGWOOD EVENT CENTER FUND	2022 BUDGET TRANSFER-PARTIAL	57,125.00-
VIKING COCA-COLA BOTTLING CO	APRIL/COKE PRODUCTS	129.75
VIKING COCA-COLA BOTTLING CO	JULY/COKE PRODUCTS	1,088.50
VIKING COCA-COLA BOTTLING CO	JUNE/COKE PRODUCTS	353.00
VIKING COCA-COLA BOTTLING CO	MAY/COKE PRODUCTS	307.50
GOODIN COMPANY	BRASS THRD,TEE,BUSH,	115.65
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	90.00
OTTER TAIL TELCOM	JULY INTERNET	163.59
SYSCO NORTH DAKOTA INC	JULY/FOOD	775.65

Bigwood Event Center

TWEETON REFRIGERATION	INSTALL WALK IN COOLER	24,899.00
TWEETON REFRIGERATION	JULY FREEZER, KEG COOLER	7,240.70
TORKE COFFEE ROASTING COMPANY	JUNE COFFEE	238.30
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	102.70
	F U N D T O T A L	36,577.13-

Small Cities Development Program

SMALL CITIES GRANT FUND	REV LOAN FUND 2022 TRANSFER	500.00-
	F U N D T O T A L	500.00-

CDBG/HUD Revolving Loan

SMALL CITIES GRANT FUND	REV LOAN FUND 2022 TRANSFER	500.00
WEST CENTRAL ABSTRACTING	O&E REPORT -WAYNE ENTERPRISES	85.00
	F U N D T O T A L	585.00

Capital Improvement

BOLTON & MENK INC	PROF SERVICE THROUGH 7/30/2022	126,505.55
C&L EXCAVATING INC	PAY APP NO. 5	43,304.45
JOEL CARLSON INC.	AUGUST 2022 LEGISLATIVE FEES	2,285.00
CENTRAL SPECIALTIES, INC.	PAY APP NO. 4	234,875.48
COMSTOCK CONSTRUCTION INC	PAY APP. NO. 15	84,966.84
DAKOTA PLAYGROUND	NP PARK/PLAYGROUND EQUIPMENT	27,625.00
INTERSTATE ENGINEERING INC.	PROF SERV 4/10/22 TO 7/2/22	37,758.88
LIBRARY FURNITURE INTL INC	SHELVES FOR BOOKS	5,474.00
STANTEC CONSULTING SERVICE INC	PLGC WETLAND DELINEATION	6,238.25
TERRACON CONSULTANTS INC	MATERIAL TESTING	1,142.20
	F U N D T O T A L	570,175.65

Liquor Store

THE AMERICAN BOTTLING COMPANY	JULY/MIX	468.42
APPRIZE TECHNOLOGY SOLUTIONS	JULY ADMIN FEE	120.64
ARCTIC GLACIER USA INC	JULY/FREIGHT	32.50
ARCTIC GLACIER USA INC	JULY/ICE	1,207.82
ARTISAN BEER COMPANY	JULY/BEER	2,281.20
BELLBOY CORPORATION	JULY/FREIGHT	131.05
BELLBOY CORPORATION	JULY/LIQUOR	10,036.65
BELLBOY CORPORATION	JULY/MIX	404.40
BERGANKDV, LTD	2021 AUDIT EXPENSE	2,601.00
BEVERAGE WHOLESALERS INC	JULY/BEER	50,858.91
BEVERAGE WHOLESALERS INC	JULY/BEER CREDIT	114.40-
BEVERAGE WHOLESALERS INC	JULY/LIQUOR	90.00
BEVERAGE WHOLESALERS INC	JULY/MIX	263.10
PATRICIA DILLON	JANUARY - JUNE MILEAGE	106.47
BREAKTHRU BEVERAGE MINNESOTA	JULY/FREIGHT	304.49
BREAKTHRU BEVERAGE MINNESOTA	JULY/FREIGHT CREDIT	.12-
BREAKTHRU BEVERAGE MINNESOTA	JULY/LIQUOR	23,951.07
BREAKTHRU BEVERAGE MINNESOTA	JULY/LIQUOR CREDIT	9.05-
BREAKTHRU BEVERAGE MINNESOTA	JULY/MIX	662.86
BREAKTHRU BEVERAGE MINNESOTA	JULY/WINE	1,800.00
CAYAN	JUNE 2022 MONTHLY SERVICE FEE	160.74
VIKING COCA-COLA BOTTLING CO	JULY/MIX	739.73
COPPER TRAIL BREWING CO	JULY/BEER	247.20
BRANDON CURRIE	JANUARY - JUNE MILEAGE	517.14
D-S BEVERAGES, INC.	JULY/BEER	37,716.94
D-S BEVERAGES, INC.	JULY/LIQUOR	299.80
D-S BEVERAGES, INC.	JULY/MIX	637.85
MARGO DENBROOK	JANUARY - JUNE MILEAGE	182.52
HOME DEPOT CREDIT SERVICES	JULY DIAGONAL PLIERS, MAGNET	30.94
HOME DEPOT CREDIT SERVICES	JULY GLASS & TILE SQUEEGEES	23.92
HOME DEPOT CREDIT SERVICES	JULY JANITORIAL SUPPLIES	83.20
HOME DEPOT CREDIT SERVICES	JULY ZINC SCREWS, WASHERS, PAN	23.70
JOHNSON BROTHERS LIQUOR CO	JULY/BEER	240.00
JOHNSON BROTHERS LIQUOR CO	JULY/FREIGHT	714.56
JOHNSON BROTHERS LIQUOR CO	JULY/LIQUOR	18,846.14
JOHNSON BROTHERS LIQUOR CO	JULY/MIX	406.20
JOHNSON BROTHERS LIQUOR CO	JULY/WINE	13,043.76
JOHNSON BROTHERS LIQUOR CO	JULY/WINE CREDIT	41.33-
LAKE REGION HEALTHCARE CORP	JUNE PRE-EMPLOY DRUG SCREEN	37.50
MEDTOX LABORATORIES INC	MAY PRE-EMPLOY DRUG SCREEN	31.41
ORIGIN WINE & SPIRITS	JULY/FREIGHT	3.30
ORIGIN WINE & SPIRITS	JULY/LIQUOR	384.00
OUTSTATE BREWING COMPANY	JULY/BEER	1,361.00

Liquor Store

PAUSTIS WINE COMPANY	JULY/FREIGHT	117.00
PAUSTIS WINE COMPANY	JULY/WINE	6,185.00
PEPSI BEVERAGE COMPANY	JULY/MIX	302.00
PHILLIPS WINE & SPIRITS CO	JULY/FREIGHT	390.60
PHILLIPS WINE & SPIRITS CO	JULY/LIQUOR	15,774.09
PHILLIPS WINE & SPIRITS CO	JULY/LIQUOR CREDIT	36.25-
PHILLIPS WINE & SPIRITS CO	JULY/MIX	806.50
PHILLIPS WINE & SPIRITS CO	JULY/MIX CREDIT	4.40-
PHILLIPS WINE & SPIRITS CO	JULY/WINE	6,043.20
PHILLIPS WINE & SPIRITS CO	JULY/WINE CREDIT	23.33-
SOUTHERN GLAZER'S OF MN	JULY/FREIGHT	271.02
SOUTHERN GLAZER'S OF MN	JULY/LIQUOR	10,016.21
SOUTHERN GLAZER'S OF MN	JULY/WINE	3,556.54
TALKING WATERS BREWING CO LLC	JULY/BEER	205.00
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	452.69
VINOCOPIA INC	JULY/FREIGHT	28.00
VINOCOPIA INC	JULY/LIQUOR	554.63
VINOCOPIA INC	JULY/MIX	475.25
	F U N D T O T A L	216,000.98

Refuse Disposal

APPRIZE TECHNOLOGY SOLUTIONS	JULY ADMIN FEE	120.65
BERGANKDV, LTD	2021 AUDIT EXPENSE	2,580.00
EQUIPMENT FUND	AUGUST EQUIPMENT RENT	41,457.00
FASTENAL COMPANY	JUL REFUSE SAFETY VENDING	25.38
HOME DEPOT CREDIT SERVICES	JUL WASP/BUG SPRAY	14.18
JR OIL CO	JUL PICKUP USED OIL FILTERS/AN	115.00
OLYMPIC SALES INC	JUL 1.5 YARD RL BROWN DUMPSTER	3,270.00
OLYMPIC SALES INC	JUL 6 YARD RL BROWN DUMPSTER	5,970.00
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	26.04
	F U N D T O T A L	53,578.25

Sewage Treatment

Sewage Treatment

APPRIZE TECHNOLOGY SOLUTIONS	JULY ADMIN FEE	120.65
AUTO VALUE - FERGUS FALLS	JUL CORE CREDIT GENERATOR BATT	144.00-
AUTO VALUE - FERGUS FALLS	JUL GENERATOR BATTERY WWTP	681.98
BERGANKDV, LTD	2021 AUDIT EXPENSE	7,885.00
JIM CARR	JUNE 640 W 7TH SEWER REPAIR	5,114.00
EQUIPMENT FUND	AUGUST EQUIPMENT RENT	11,976.08
FASTENAL COMPANY	JUL SEWER SAFETY VENDING	25.38
HANCOCK CONCRETE PRODUCTS CO.	JUL 1/2"X21, MASTIC	402.70
HAWKINS INC	JULY SULFUR DIOXIDE	3,439.00
LOCATORS & SUPPLIES INC	JUL ROUND POINT SHOVELS	69.98
MESERB	2022 MESERB ANNUAL CONFERENCE	100.00
MN POLLUTION CONTROL AGENCY	PERMIT REISSUANCE-NPDES/SDS	1,240.00
NORTH SHORE ANALYTICAL INC	JULY EFFLUENT, FILTER, INFLUENT	405.00
PLUNKETT'S PEST CONTROL INC.	SPRING & FALL EXTERIOR SVC PRO	21.40
RMB ENVIRONMENTAL LABORATORIES	JULY ANALYSIS	1,178.93
SPEE*DEE DELIVERY SERVICE INC	JULY FREIGHT	74.82
USA BLUEBOOK	JULY CRIMPER TOOL FOR CLAMPS	115.40
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	117.64
	F U N D T O T A L	32,823.96

Water

APPRIZE TECHNOLOGY SOLUTIONS	JULY ADMIN FEE	120.66
BARRY CONST OF FERGUS FALLS	COMMERCIAL WATER 12,600 GAL	45.74-
BARRY CONST OF FERGUS FALLS	DEPOSIT 3" METER REC.226005	260.00
BARRY CONST OF FERGUS FALLS	HYD.RENT 17 DAYS	60.01-
BERGANKDV, LTD	2021 AUDIT EXPENSE	4,159.00
CORE & MAIN LP	JUL 2" CURB BOX REPAIR TOPS	528.84
CORE & MAIN LP	JUL 6" BELL JOINT CLAMPS	1,336.51
EQUIPMENT FUND	AUGUST EQUIPMENT RENT	4,575.25
FASTENAL COMPANY	JUL WATER SAFETY VENDING	25.38
GOIN' POSTAL FERGUS FALLS	JULY POSTAGE	27.40
GRAYMONT (WI) LLC	JULY HIGH CALCIUM QUICKLIME	6,118.34
HACH COMPANY	JULY TURBIDITY SYST. SERVICE	5,219.00
HANCOCK CONCRETE PRODUCTS CO.	JUL 1/2"X21' MASTIC	201.35
HAWKINS INC	JUNE FERRIC SULFATE	1,375.65
HAWKINS INC	JUNE HYDROFLUOSILICIC ACID	1,202.50
HAWKINS INC	JUNE LPC-5	932.75
HAWKINS INC	JUNE SHIPPING	42.00

Water

HOME DEPOT CREDIT SERVICES	JUL WASP/BUG SPRAY	14.19
LOCATORS & SUPPLIES INC	JULY TEXTURED POWDER FREE	29.99
RMB ENVIRONMENTAL LABORATORIES	JULY 1ST HALF BACT. MONITORING	136.13
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	162.33
	F U N D T O T A L	26,361.52

Storm Water

EQUIPMENT FUND	AUGUST EQUIPMENT RENT	10,908.75
HANCOCK CONCRETE PRODUCTS CO.	JUL 1/2"X21' MASTIC	201.35
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	35.01
	F U N D T O T A L	11,145.11

Equipment

ABRA MN FERGUS FALLS	2097 REPAIR - HAIL	6,462.00
ABRA MN FERGUS FALLS	2097 REPAIR- CITY SHOP DAMAGED	789.70
AUTO VALUE - FERGUS FALLS	JUL #20 HOSE CLAMPS	13.90
AUTO VALUE - FERGUS FALLS	JUL AIR FILTER UNIT 483	5.87
AUTO VALUE - FERGUS FALLS	JUL AIRCOIL SET UNIT 241	58.39
AUTO VALUE - FERGUS FALLS	JUL BRAKE CONTROLLER/HARNESS	108.98
AUTO VALUE - FERGUS FALLS	JUL BRAKE PADS/ROTORS UNIT 53	190.97
AUTO VALUE - FERGUS FALLS	JUL BRAKE SHOE KIT REFUSE TRUC	576.69
AUTO VALUE - FERGUS FALLS	JUL CABIN AIR FILTER (STK)	17.68
AUTO VALUE - FERGUS FALLS	JUL CABIN AIR FILTERS (STK)	35.36
AUTO VALUE - FERGUS FALLS	JUL CREDIT RETURNED PARTS	74.86-
AUTO VALUE - FERGUS FALLS	JUL EXH CLAMP (STOCK)	25.99
AUTO VALUE - FERGUS FALLS	JUL LED WORK LIGHT UNIT 225	36.99
AUTO VALUE - FERGUS FALLS	JUL O2 SENSOR UNIT 42	66.99
AUTO VALUE - FERGUS FALLS	JUL STOCK AIR FILTER	101.91
AUTO VALUE - FERGUS FALLS	JUL STOCK HYD FITTINGS	122.32
AUTO VALUE - FERGUS FALLS	JUL STOCK OIL FILTERS	17.64
AUTO VALUE - FERGUS FALLS	JUL STOCK PARK/REC FILTERS	51.13
AUTO VALUE - FERGUS FALLS	JUL STOCK PARTS ORDER	322.89
AUTO VALUE - FERGUS FALLS	JUL STOCK 194 BULBS	7.90

Equipment

AUTO VALUE - FERGUS FALLS	JUL TRAILER CONNECTOR MOUNT 26	7.49
AUTO VALUE - FERGUS FALLS	JUL 11" WIRE ZIP TIES	14.72
AUTO VALUE - FERGUS FALLS	JUL 55 GAL DRUM BRAKE/PARST CL	757.39
AUTO VALUE - FERGUS FALLS	JUL 7 POLE TRAILER PLUG U-26	14.99
AUTO VALUE - FERGUS FALLS	JUL 7"/11" ZIP TIES (SHOP)	23.44
AUTO VALUE - FERGUS FALLS	JUL 8 OZ PAG OIL ISO 46 (SHOP)	6.49
BRIAN'S REPAIR & TIRE SERVICE	JUL REPAIR WHEEL UNIT 283	382.92
CODE 4 SERVICES INC	CHANGE COMPUTER DOCK 2073	53.20
COSSETTE ELECTRIC LLC	JUL TROUBLESHOOT A/C FAB SHOP	159.83
EQUIPMENT FUND	APR FUEL CHARGE	328.31-
EQUIPMENT FUND	APR REPAIRS/SERVICE	2,098.72-
EQUIPMENT FUND	AUGUST EQUIPMENT RENT	1,089.27
EQUIPMENT FUND	RECEIPT AUGUST EQUIPMENT RENT	180,837.67-
JOHN DEERE FINANCIAL	JUL BULK DEF FLUID (SHOP)	780.39
JOHN DEERE FINANCIAL	JUL CREDIT RETURNED PARTS	4.19-
FASTENAL COMPANY	JUL FLEET SAFETY VENDING	25.40
FASTENAL COMPANY	JUL SHOP SUPPLY STOCK ORDER	229.01
GOODIN COMPANY	JULY BRASS MALE CONNECTOR	20.40
JORGENSONS TOOLS LLC	JUL 16 OZ BALL PEEN HAMMER	57.99
LAKEWAY EXPRESS LLC	JUL NON OXYGENATED FUEL JASON	199.87
MTI DISTRIBUTING INC	JUL CAP-BLANK UNIT 1186	50.81
MTI DISTRIBUTING INC	JUL SHIFT CABLE UNIT 1189	145.86
MCMASTER-CARR SUPPLY CO	JUL BULK FUEL TANK PLUMBING	349.72
MCMASTER-CARR SUPPLY CO	JUL 3/8" FOAM PADDING (SHOP)	41.89
NELSON AUTO CENTER	JUL LH REAR VIEW MIRROR U-2088	230.00
OLSON OIL COMPANY INC	JUL FILL FORKLIFT PROPANE TANK	71.20
OLSON OIL COMPANY INC	JUL PREM DYED DIESEL DELAGOON	2,739.10
OLYMPIC SALES INC	JUL HORZ MAST CYL U-226	1,001.84
OLYMPIC SALES INC	JUL PROX HARNESS UNIT 226	232.45
POLICE DEPT CONTINGENCY FUND	TABS FOR 2099	14.25
ROYAL TIRE INC	JUL STOCK TIRE ORDER/REFURBISH	1,733.44
STENERSON BROTHERS LUMBER CO	JUL 4X4X12 BOARD BULK OIL TANK	23.77
STENERSON BROTHERS LUMBER CO	JUL 4X4X12 BOARD FOR BULK TANK	23.77
SWANSTON EQUIPMENT CO	JUL PROPULSION FILTER U-959	33.00
SYN-TECH SYSTEMS INC	JUL FUELMASTER RFID INTERFACE	488.00
ULINE	JUL 11 STEP LADDER W/20" TOP	1,813.56
VERIZON WIRELESS	JULY CELL PHONE EXPENSE	82.58
WALLWORK TRUCK CENTER F.F.	JUL BRAKE DRUM UNIT 225	175.61
WALLWORK TRUCK CENTER F.F.	JUL CREDIT RETURNED SEAL KIT	116.98-
WALLWORK TRUCK CENTER F.F.	JUL SLACK ADJ UNIT 225 TAG AXL	97.14
WALLWORK TRUCK CENTER F.F.	JUL SLACK ADJ/BEARING U-225	138.85
WALLWORK TRUCK CENTER F.F.	JUL STOCK HUB CAPS	83.74
WALLWORK TRUCK CENTER F.F.	JUL TAG AXLE SLACK ADJ U-225	97.14

Equipment

ZIEGLER INC.	JUL FILTER UNIT 493	16.09
	F U N D T O T A L	160,940.82-

Employees Insurance

SUN LIFE FINANCIAL	AUGUST LIFE INSURANCE	2,971.71
	F U N D T O T A L	2,971.71

Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	2,533.05
	F U N D T O T A L	2,533.05

PEG Access

BERGANKDV, LTD	2021 AUDIT EXPENSE	1,925.00
	F U N D T O T A L	1,925.00

Fergus Falls Convention and Visitor's Bureau, Inc.

ADVENTURE CYCLING ASSOCIATION	JUNE ADVENTURE CYCLIST&WEB AD	832.00
BEER DABBLER	12 MONTH MAP PRESENCE	1,428.00
BERGANKDV, LTD	2021 AUDIT EXPENSE	1,925.00
JEAN O. BOWMAN	MAY MILEAGE-ST. CLOUD	134.55
JEAN O. BOWMAN	MAY MILEAGE-THUMPER POND	36.27
JEAN O. BOWMAN	MAY MILES-RYDELL NAT'L REFUGE	131.04
ESULTANTS WEB SERVICES	SSL SECURITY CERTIFICATE	150.00

8/01/2022

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

Fergus Falls Convention and Visitor's Bureau, Inc.

GREENSPRING MEDIA GROUP	2022 ULTIMATE TRAVEL GUIDE	1,545.00
OTTER COVE CHILDREN'S	2022 BALANCE OF MICROGRANT	500.00
SPRINT	JULY CELL PHONE EXPENSE	245.10
SUMMERFEST	2022 BALANCE OF MICROGRANT	500.00
	F U N D T O T A L	7,426.96
	T O T A L A L L F U N D S	1,055,220.30

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 01 DAY OF AUGUST 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

8/01/2022

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

MN POLLUTION CONTROL AGENCY	1,240.00
MINNESOTA UC FUND	198.96
A-1 LOCK & KEY LLC	70.00
ABRA MN FERGUS FALLS	7,251.70
ADVANCED FIRST AID INC	1,107.00
ADVENTURE CYCLING ASSOCIATION	832.00
THE AMERICAN BOTTLING COMPANY	468.42
ARAMARK UNIFORM SERVICES	64.40
SEAN ANDERSON	442.32
APPRIZE TECHNOLOGY SOLUTIONS	482.60
ARCTIC GLACIER USA INC	1,240.32
ARTISAN BEER COMPANY	2,281.20
AUTO VALUE - FERGUS FALLS	3,062.23
AVESIS THIRD PARTY ADMIN INC	30.14
BAKER & TAYLOR INC	1,310.11
BARRY CONST OF FERGUS FALLS	145.92
BATTLE LAKE REVIEW	32.00
BEER DABBLER	1,428.00
BELLBOY CORPORATION	10,572.10
BERGANKDV, LTD	21,075.00
BEVERAGE WHOLESALERS INC	51,519.31
BJORN'S HEATING & AIR COND INC	112.50
BOLTON & MENK INC	126,505.55
PATRICIA DILLON	106.47
JEAN O. BOWMAN	301.86
BREAKTHRU BEVERAGE MINNESOTA	26,709.25
BRIAN'S REPAIR & TIRE SERVICE	382.92
C&L EXCAVATING INC	43,304.45
JOEL CARLSON INC.	2,285.00
JIM CARR	5,114.00
CAYAN	160.74
CENTRAL SPECIALTIES, INC.	234,875.48
VIKING COCA-COLA BOTTLING CO	2,618.48
CODE 4 SERVICES INC	53.20
COMMERCIAL REFRIGERATION SYS	25,900.00
COMSTOCK CONSTRUCTION INC	84,966.84
COOPERS TECHNOLOGY GROUP	45.82
COPPER TRAIL BREWING CO	247.20
CORE & MAIN LP	1,865.35
COSSETTE ELECTRIC LLC	2,053.28
BRANDON CURRIE	517.14
D-S BEVERAGES, INC.	38,654.59
DACOTAH PAPER CO	1,788.67
DAILY JOURNAL	329.25
DAKOTA PLAYGROUND	27,625.00
MARGO DENBROOK	182.52
ESULTANTS WEB SERVICES	150.00

8/01/2022

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

59 FINISHING INC	500.00
JOHN DEERE FINANCIAL	776.20
FASTENAL COMPANY	702.20
FERGUS POWER PUMP, INC.	8,099.00
F F UMPIRES ASSOCIATION	1,680.00
FERGUS FALLS VOLLEYBALL	6,156.00
GALLS LLC	7,790.35
GOIN' POSTAL FERGUS FALLS	27.40
GOODIN COMPANY	530.46
GRAINGER INC.	1,979.06
GRAYMONT (WI) LLC	6,118.34
GREAT PLAINS NATURAL GAS CO	46.00
GREENSPRING MEDIA GROUP	1,545.00
GUARDIAN	3,858.90
HACH COMPANY	5,219.00
HANCOCK CONCRETE PRODUCTS CO.	805.40
HAWKINS INC	6,991.90
HIGH POINT NETWORKS LLC	2,801.00
HOME DEPOT CREDIT SERVICES	316.67
HOOPLA	962.68
INNFORMATION SYSTEMS	90.00
INTERSTATE ENGINEERING INC.	37,758.88
JB ELECTRIC	1,466.00
J.P. COOKE COMPANY	56.90
JR OIL CO	115.00
JOHNSON BROTHERS LIQUOR CO	33,209.33
JORGENSONS TOOLS LLC	57.99
KNUTSON LAWN SERVICE	372.50
LAKE COUNTRY GRAPHICS, INC.	459.48
LAKE REGION HEALTHCARE CORP	375.00
LAKEWAY EXPRESS LLC	199.87
LIBRARY FURNITURE INTL INC	5,474.00
LOCATORS & SUPPLIES INC	155.96
MII LIFE INCORPORATED	2,533.05
MTI DISTRIBUTING INC	196.67
MACQUEEN EQUIPMENT INC	623.69
MARCO TECHNOLOGIES LLC	15,958.59
MASTER'S MARTIAL ARTS ACADEMY	324.00
MCMASTER-CARR SUPPLY CO	391.61
MEDTOX LABORATORIES INC	376.92
MESERB	100.00
MINNESOTA STATE COMMUNITY	300.00
MINNKOTA ENVIROSERVICES INC	70.00
NATURES GARDEN WORLD	277.48
NELSON AUTO CENTER	230.00
NORTH SHORE ANALYTICAL INC	405.00
NYCKLEMOE & ELLIG, P.A.	7,041.67

8/01/2022

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

OLSON OIL COMPANY INC	2,810.30
OLYMPIC SALES INC	10,474.29
ORIGIN WINE & SPIRITS	387.30
OTTER COVE CHILDREN'S	500.00
OTTER TAIL TELCOM	380.49
OUTSTATE BREWING COMPANY	1,361.00
PAUSTIS WINE COMPANY	6,302.00
PEPSI BEVERAGE COMPANY	302.00
PERFORMANCE OFFICE PAPERS	333.17
PHILLIPS WINE & SPIRITS CO	22,950.41
PLUNKETT'S PEST CONTROL INC.	21.40
POLICE DEPT CONTINGENCY FUND	14.25
POLICE DEPT PETTY CASH	14.00
RMB ENVIRONMENTAL LABORATORIES	1,315.06
PAUL R. RATZ	15,349.50
RED RIVER FLAGS	173.65
ROYAL TIRE INC	1,733.44
SHI INTERNATIONAL CORP	2,053.00
S & C CONSTRUCTION CO. INC.	4,467.25
JESSE SCHNEEBERGER	1,593.00
SELAND'S FLOOR COVERING	470.40
SOUTHERN GLAZER'S OF MN	13,843.77
SPEE*DEE DELIVERY SERVICE INC	93.15
SPRINT	245.10
STANTEC CONSULTING SERVICE INC	6,238.25
STENERSON BROTHERS LUMBER CO	47.54
STREICHER'S INC	881.48
SUMMERFEST	500.00
SUMMIT COMPANIES	156.50
SUN LIFE FINANCIAL	2,971.71
SWANSTON EQUIPMENT CO	33.00
KEVIN J SWENSON	180.00
SYN-TECH SYSTEMS INC	488.00
SYSCO NORTH DAKOTA INC	775.65
TWEETON REFRIGERATION	32,139.70
TALKING WATERS BREWING CO LLC	205.00
TERRACON CONSULTANTS INC	1,142.20
TORKE COFFEE ROASTING COMPANY	238.30
UGSTAD PLUMBING INC	4,973.78
ULINE	1,813.56
USABLE LIFE	92.40
USA BLUEBOOK	115.40
VERIZON WIRELESS	2,064.35
VINCO INC	95.00
VINOCOPIA INC	1,057.88
WALLWORK TRUCK CENTER F.F.	475.50
WELLS FARGO BANK MINNESOTA NA	13,879.64

8/01/2022

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

WEST CENTRAL ABSTRACTING
WIMACTEL INC

85.00

132.00

TOTAL OTHER GOVERNMENT

1,438.96

TOTAL OTHER VENDORS

1,053,781.34

TOTAL ALL VENDORS

1,055,220.30



City Council Action Recommendation

Page 1 of 1

Meeting Date:

Aug 1, City Council

Subject:

New phase of the popular Hinge Arts residency program

Request:

Provide a statement of support from the Mayor and City Council for an application by Springboard for the Arts to the NEA's "Our Town" grant program

Background/Key Points:

Springboard for the Arts is pursuing a NEA "Our Town" grant to support a new phase of the Hinge Arts residency program. The NEA requires a local government partner to be included in the project's application. Springboard for the Arts has therefore approached the City to act in an advisory capacity to ensure the new Hinge programming complements the planning and economic development efforts of the City. City staff, who were involved with visioning for this new phase of the program, believe it to be an excellent fit with our goals for cultural and economic development.

Budget:

N/A

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck

Community Development Manager

Attachments:

Letter from Springboard for the Arts' Rural Director, Michele Anderson

Draft Statement of Support



Tuesday, July 26, 2022

Dear Klara Beck,

Springboard for the Arts is pursuing a National Endowment for the Arts “Our Town” grant to secure funding for a new phase for our 7-year artist residency program, Hinge Arts. After a significant evaluation period which included focus groups with local partners and participating artists, we have decided that the new residency program will have two new components:

- 1) Supporting local, downtown arts and culture organizations and businesses (including but not limited to the Kaddatz Galleries, Creation Shop, Otter Tail County Historical Society, and Otter Cove) by bringing visiting artists to the community to partner with local organizations and help them build capacity or pursue new ideas and programs.
- 2) Creating a cultural tourism arm of the residency by developing arts and culture packages for paying resident artists and visitors, as a way to showcase the many arts and culture experiences Fergus Falls offers and pilot a new arts and economic development model.

To be eligible to apply for this grant, the NEA requires a local government partner to be included in the project’s application. We envision an advisory partnership with the City of Fergus Falls, to ensure the program can complement city planning and economic development efforts. At minimum this would require a City representative to attend occasional stakeholder meetings to provide feedback on design, planning and evaluation, although we would be open to as much involvement as the City would be interested in. We are not asking for any matching funds for this grant.

We’re requesting a letter of support from the City by August 11, for the grant deadline of August 16. Here is language from the grant of what the letter requires:

Statement of support from the highest ranking official for the local government (one-page limit, PDF format only) *The document should be a one-page formal statement of support, on appropriate letterhead, from the highest ranking official for the local government (e.g., mayor, county executive, or tribal leader). This statement of support should reflect the official’s familiarity with and support for the project. Provide in your statement of support a sentence explaining why this official is the leader of the local government. For example, “In the Village of XYZ, our city manager is the highest-ranking government official.”*

At Springboard for the Arts, we seek to create vibrant and just local economies where artists can make a living and a life, and we’re excited about the potential of this new phase of our work to do just that in Fergus Falls. We’re grateful for the ongoing support and partnership of the City, and are excited to the chance to build off of the learning from recent years with the potential funding this program will bring to the community.

Thank you for your time and consideration,

Michele Anderson
Rural Director
Springboard for the Arts

To Whom It May Concern:

For the last 7 years, Fergus Falls has benefited from the Hinge resident artists who have shared their talents with the community and shone a light on the legacy of the shuttered state hospital. The City has remained engaged with Springboard through the visioning process for this new phase and believes it to be an excellent fit with our goals for cultural and economic development.

I, Mayor Ben Schierer, and the City Council of the City of Fergus Falls, support Springboard for the Arts' application to the National Endowment for the Arts "Our Town" grant program and are proud to be considered a partner in its next phase. In the City of Fergus Falls, the Mayor is the highest-ranking government official.

Sincerely,

Mayor Ben Schierer



Council Action Recommendation

Page 1 of 2

Meeting Date:

August 1, 2022 City Council

Subject:

Proposed Annexation of 160 acres NW of the City

Recommendation:

Motion appointing a City Council member to meet with Fergus Falls Township to discuss a joint resolution for the annexation of approx. 160 acres

Background/Key Points:

Annexation into the City has been requested by PPTF, LLC. The property they wish to annex into the City is located off of Highway 116 and encompasses 160 acres (more or less). This property is the NW ¼ of Section 29 in Fergus Falls Township.

The easiest way to accomplish this annexation is through a joint resolution with Fergus Falls Township. In the past, we have designated a City Council member to meet with the Township and make the request for a joint resolution. To initiate this process, I would ask the Council to appoint a member to start discussions with Fergus Falls Township. While we look at annexing this property, the City may also wish to include I-94 and the accompanying ROW in this area as well, to square up municipal boundaries.

The attached map highlights the area included in this request. The selected Councilmember will report back to the Council on next steps.

Budgetary Impact:

N/A

Originating Department:

Administration

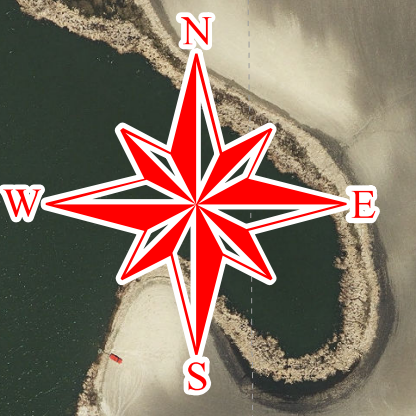
Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Map of subject Parcel

PPTF, LLC



Proposed Parcel = 162.87 Acres +/-

I-94 Right-of-Way = 16.75 Acres +/-

Municipal Boundary Line

COUNTY ROAD NO. 116

I-94 INTERSTATE HIGHWAY

T.H. NO. 210

NO SCALE
7/18/22