



City of Fergus Falls Committee of the Whole Agenda

August 10, 2022

7:00 am

City Council Chambers

A. Call to Order

B. Roll Call

C. Discussion Items

1. Update from West Central Initiative
Samantha VanWechel-Meyer

2. Compensation Study
Mike Hartwell
Requested Action: Recommendation to the council to accept the
compensation study

3. Airport Lobby Remodeling Project
Brian Yavarow
*Information to be provided prior to meeting as estimates are not finalized

4. Sales Tax Ballot Questions Update
Andrew Bremseth

5. HRA Tax Levy Request and Update
Mikel Olson
Requested Action: Recommendation to the council to approve a Fergus Falls
HRA Levy Request of .0185%

D. Additional Agenda Items

E. Announcements

August 2-16	Candidate Filing Period
August 31	7 am Committee of the Whole Meeting
September 5	Closed for Labor Day Holiday
September 6	5:30 pm City Council Meeting

Adjourn

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 in Roosevelt Park? 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: 

To vote in favor of a question below, fill in the oval next to the word "YES" on that question. To vote against a question below, 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 in Roosevelt Park? 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 in Roosevelt Park? 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.]

Fergus Falls Housing & Redevelopment Authority

Email: ffhra@fergusfallshra.com Website: www.fergusfallshra.com

**HRA OFFICE and
TIMBER PLACE TOWNHOMES**
1151 Friberg Avenue, Fergus Falls, MN 56537
Phone: (218) 739-3249
Fax: (218) 736-4706



RIVERVIEW HEIGHTS
205 North Sheridan Avenue
Fergus Falls, MN 56537
Phone: (218) 739-9498
Fax: (218) 736-4706

July 13, 2022

Andrew Bremseth, City Administrator
City of Fergus Falls
112 West Washington Ave.
Fergus Falls, MN 56537

Andrew:

This is a request by the Fergus Falls Housing and Redevelopment Authority (HRA) for 2023 operational funds according to Minnesota Statute 469.033 which allows the HRA to levy a tax of .0185% of estimated taxable market value within the City, with their approval. Again, as was the case in previous years, this levy amount is not included toward the total levy limit allowed the City of Fergus Falls by the State of Minnesota.

Tax levy funds continue to be important to the Fergus Falls HRA as funds received from Federal and State programs are less than adequate to cover costs of administration. The program funds to assist lower income families has been stable through 2022. However, a portion of the funding required for the administration of these programs is being passed on to local units of government in the areas the programs are benefiting.

The Fergus Falls HRA is utilizing this tax levy to support not only current administrative shortfalls, but also to expand into other program areas within Fergus Falls. Guidelines are being developed to create a down-payment-assistance program in the City of Fergus Falls. There is interest in the creation of a Community Land Trust. And a Small Cities Development Program Grant is being considered for another neighborhood.

We are utilizing about 75% of the 40 Mainstream Vouchers that became available in 2021. Reaching this threshold for utilization will allow us to apply for additional vouchers. Mainstream Vouchers are special vouchers that aid non-elderly applicants with a disability. Applications for rental assistance outnumber our ability to assist by nearly 2-1. In July we assisted 153 households with Housing Choice Vouchers and 27 with Mainstream Vouchers. Our waiting list for rental assistance averages 200.

Fergus Falls offers 68 units of Public Housing: 60 one-bedroom units at Riverview Heights and 8 three-bedroom scattered site duplexes. Our Public Housing units are full, and there is a waiting list of 88 for Riverview Heights and 51 for family duplexes. Timber Place is a 20-unit tax credit townhome complex consisting of two and three-bedroom units. All units are full and 9 families are on the waiting list.

Garitz Grove will offer 24 units of Permanent Supportive Housing when complete. We anticipate breaking ground in September of 2022, and we hope to be open late 2023. The Otto



Providing Housing Opportunities in Fergus Falls since 1950

Bremer Trust provided a grant to offset predevelopment costs. Project funding is being provided in the form of a grant from the Federal Home Loan Bank of Des Moines and Housing Infrastructure Bonds through Minnesota Housing Finance Agency.

As in years past, I hope this proposal will be given favorable consideration so that we may continue meeting the housing needs of lower income families and individuals within the City of Fergus Falls.

If you have any questions, please feel free to call me.

Sincerely,



Mikel B. Olson, Executive Director
cc: Mayor, Ben Schierer