



**City Council Agenda**  
**August 15, 2022**  
**5:30 pm in the City Council Chambers**

Invocation – Tim Molter, Calvary Chapel  
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 open and closed minutes from the August 1, 2022, City Council meeting and the August 10, 2022, Committee of the Whole meeting
  - 2. Motion approving licenses
  - 3. Resolution accepting compensation study
  - 4. Resolution calling for an election on a sales and use tax for city aquatics center and DeLagoon Park improvement project
  - 5. Motion authorizing staff to draft a Development Agreement between the City of Fergus Falls and Sky Crew Services
  - 6. Resolution approving a Fergus Falls HRA Levy request of .0185% of the estimated taxable market value within the City of Fergus Falls
  - 7. Resolution approving the Policy and Procedures for the Disposition of City Owned Real Estate
  - 8. Resolution urging the Minnesota State Legislature to call for a special legislative session
- H. Ordinance and Resolutions
  - 1. Second reading of Ordinance 30, Eighth Series, Mobile Food Trucks
  - 2. Resolution approving an equipment purchase agreement with Independent School District 544 for a chiller at the community arena
- I. Presentation of Claims \$2,237,689.56
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business

M. New Business

N. Miscellaneous Announcements

August 2-16 Candidate filing period open

August 31 7:00 am Committee of the Whole meeting

September 5 Most city offices and facilities closed for Labor Day holiday

September 6 5:30 pm City Council meeting

O. Adjournment

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

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

City Council Minutes  
August 1, 2022

The Fergus Falls City Council held a regular meeting on Monday August 1, 2022, at 5:30 pm in the City Council Chambers. Pastor Doug Dent gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:33 pm and the following council members were in attendance: Kvamme, Rufer, Thompson, Arneson, Hicks, Fish, and Hagberg. Gustafson was absent.

### **Approval of Agenda**

A motion and second were made by Hicks and Thompson to approve tonight's agenda with the removal of the conditional use permit from the consent agenda and the motion carried.

### **Consent Agenda**

The following items were approved under **Resolution #154-2022** by Hagberg: Motion approving the minutes of the July 18, 2022 City Council meeting and the July 27, 2022 Committee of the Whole meeting. Motion approving the following licenses: Sign Hangar S.E.W. Enterprises; Quick Signs of Willmar. **Resolution #155-2022** 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. Motion appointing Cody Dock to the Natural Resources Commission. **Resolution #156-2022** authorizing staff to execute an underground electric power line easement with Otter Tail Power Company. **Resolution #157-2022** authorizing Amendment No. 1 to the Airport Management Agreement. **Resolution #158-2022** accepting Good Pointe Technology Inc. services contract in the amount of \$28,433 for the ICON pavement management system. **Resolution #159-2022** authorizing the city to enter into a one-time contract with the Matthew House to clean up Broken Down Dam Park. **Resolution #160-2022** 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. **Resolution #161-2022** approving an economic development loan in the amount of \$50,000 to TC Foods, LLC. The resolution was seconded by Fish and was adopted.

### **Conditional Use Permit**

Hicks asked if the applicant for a conditional use permit for a car wash to be located at 200 N Tower Road requested any other city services. The developer has not requested anything other than the conditional use permit which is required by City Code to operate in a B-2 zone. The City Engineer will be calculating water and sewer access charges for the business. Hicks offered **Resolution #162-2022** 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, which was seconded by Kvamme and was adopted.

### **Ordinance 30, Eighth Series**

Community Development Manager Klara Beck shared the public input she received regarding proposed changes to the mobile food truck ordinance. 5 responses were received. Three were supportive of the proposed changes, one requested a license to address the issue food trucks do not pay property taxes and the third had had questions for the council to consider. Staff are recommending the ordinance changes be accepted as presented and the city add a license and fee to ensure compliance with county and state regulations for food trucks and a payment to cover the use of city utilities. It was suggested an annual fee of \$100 or a short-term (3 day) license fee of \$50 be implemented with

the license. Kvamme suggested the removing of screening generators also be removed as it would be difficult to enforce. Hicks suggested adding language that the noise level must comply with Minnesota statutes on noise levels. Staff will incorporate these changes into the second reading. Hagberg introduced Ordinance 30, Eighth Series, Mobile Food Trucks and it was declared to have its first reading.

### **Aquatics Center Report**

Mark Wentzell of the 292 Design Group presented the final aquatics center report. They were asked to review the previous study and update the cost estimates. The original project came in substantially higher than anticipated, so a new design was created to fit into the \$9.5 million budget. The aquatics center would be located within Roosevelt Park. The two historic park shelters would remain in their current location and there will be access points off both Randolph and Burlington. There will be 30 parking spaces on site in addition to the school lot across the street. The design calls for two pools. The lap pool will have four 75' lanes and will range from 4 feet to 11 feet in depth to allow for a climbing wall, swim lessons, water aerobics, outdoor recreation opportunities and competitive races. The leisure pool will start at zero depth and increase to four feet under the water slide. Funds have been budgeted for additional interactive water features to this area. The bathhouse will have separate changing and toilet areas, concessions, mechanical spaces and rooms for lifeguards. The entire facility will be ADA compliant.

Wentzell reviewed the conceptual cost estimate which includes site work, pool deck, building, site structures, landscaping, furniture and fixtures, pool construction, an optional second water slide, pool accessories and equipment. The estimated cost is \$6,885,000. They have budgeted for contingency funding and soft costs for a total project cost of \$9,501,300. An operations analysis was conducted with revenue projected at \$150,153 while expenses are expected to be \$278,050, leaving a difference of \$127,897. These numbers could change on the rate of pay used for staffing, the cost of memberships, day passes and rentals. Fish offered **Resolution #163-2022** approving the final aquatics center report, which was seconded by Hagberg and was adopted.

### **Election for Sales Tax Questions**

The city is proposing two sales tax questions on the November General Election ballot: improvements to DeLagoon Park and the construction of an aquatics center. The final language must soon be submitted to the County Auditor to meet the ballot printing deadline. Staff was recently asked to indicate the address of the aquatics center and clarify the timeframe for the sales tax questions. These changes will be implemented, and the council will be asked to weigh in on the final ballot question language at their August 15 council meeting.

### **Real Estate Policy**

At last week's Committee of the Whole meeting staff asked the council to consider a proposed real estate policy. The council was asked if they would like to continue their practice of getting a market analysis from a professional realtor or using an appraisal when asked to sell city owned property. After discussing the different types of land transactions, it was suggested wording be included to state the council has the discretion to request an appraisal. The City Charter states there must be a 10-day period of time between introducing the sale of city owned property and selling it. The council agreed this was reasonable as it is usually two weeks between meetings. The city would announce potential real estate sales on their website, in the council agenda packet and on real estate signs. There is no

legal obligation to publish such a notice in the newspaper. Staff will update the language for the council to consider at the August 15 council meeting.

### **Resolution of Accounts**

Fish offered a resolution authorizing the payments and claims in the amount of \$1,055,220.30, which was seconded by Hagberg and was adopted. Public Works Director Len Taylor was asked to comment on recent updates to the restrooms at Broadway Park.

### **Transitional Housing Update**

For the past year a subcommittee comprised of staff, Council and Planning Commission members have been studying the appropriate zoning for transitional housing in R-1 zones. The group concluded their initial conversation surrounding transitional housing focused too exclusively on a single user and the current avenues to operate transitional housing safely and legally are sufficient. They do not recommend any change to City Code at this time.

### **NEA Our Town Grant**

Springboard for the Arts is pursuing an application to the National Endowment to the Arts for an “Our Town” grant to fund a new phase of their Hinge Arts residency program. Instead of focusing on the former Regional Treatment Center, they would like an advisory partnership with the city to ensure the new Hinge programming complements the planning and economic development efforts of the city. Springboard Director Michele Anderson spoke about the new approach to focusing on arts and cultural organizations and the opportunities to partner with various organizations and businesses. A motion and second were made by Fish and Rufer to provide a statement of support from the Mayor and City Council for an application by Springboard to the Arts to the NEA’s “Our Town” grant program and the motion carried.

### **Fergus Falls Township Annexation**

PPTF, LLC requested the annexation of approximately 160 acres off Highway 116 into the city. The property is currently located in Fergus Falls Township and the council was asked to appoint a council member to visit with township officials and report updates back to the full council. The city could also include I-94 and accompanying right of ways in the area to square up the municipal boundaries. A motion and second were made by Hicks and Arneson appointing Anthony Hicks to serve as the council representative in the annexation discussions. More information about the potential project will be released once the company deems it is ready to be public.

The meeting adjourned to a closed meeting at 6:29 pm to discuss a real estate matter as allowed by Minnesota Statutes 13D.05, subd, 3(c).

*Lynne Olson*

Committee of the Whole Meeting  
August 10, 2022

The Fergus Falls City Council met as a Committee of the Whole on Wednesday August 10, 2022, at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order, and the following council members were in attendance: Kvamme, Thompson, Arneson, Gustafson, Hicks, Fish, and Hagberg. Rufer was absent.

**Update from West Central Initiative**

Samantha Van Wechel-Meyer provided an update from West Central Initiative, their ongoing partnership with communities within the region and their grant and loan programs. They have provided significant funding for covid relief to businesses and organizations within the city as well as gap and resiliency loans over the past year. The organization is continuing their work with assessments on resiliency, climate change and local food sourcing.

**Compensation Study**

Human Resources Director Mike Hartwell provided an update on the classification and compensation study recently completed with Gallagher Benefit Services. The primary objectives of the study were to ensure competitiveness with the external market, ensure fair and equitable compensation within the organization and maintain pay equity compliance. 29 counties and municipalities in MN and ND that are comparable in size and location in the comparable labor market (both public and private sectors) provided information. The study determined the city's base pay and range midpoints were highly competitive with the comparable labor market at the 50<sup>th</sup> percentile within +/- 5% difference when compared to the 50<sup>th</sup> percentile rates for positions rated A11, A12, A13, B21 with minor separation starting at B23-E84 positions. The city's salary range midpoints were highly competitive for A & B bands, but less competitive for C, D & E bands. Staff recommended a new salary structure is proposed based on the regression model trend line. Implementation would keep the current ranges for A11 to B22 in the new structure. Current ranges for public safety classifications are above the market median pay ranges and it was recommended to keep the current ranges and steps for the same public safety positions. It was proposed to lift all other classifications to the next closest step in 2023 for B23 to E84 positions. The total of this change would be \$124,587.24, which includes the additional wages, PERA, Medicare and FICA. Depending on the position, this would result in an hourly increase of \$0.04 - \$1.77 per hour. If accepted, the increase would be built into the 2023 budget. The study results will be sent to the bargaining units and unions. The city has 123 full-time employees. 85-90 are compensated on an hourly basis while the others are salaried. 40-50 additional seasonal employees are paid on an hourly basis. A motion and second were made by Hicks and Fish to recommend the council accept this study and the motion carried.

**Airport Lobby Remodeling Project**

Sky Crew Services, the Airport Manager requested partial compensation to remodel the lower floor of the A/D terminal building lobby. They have proposed to pay for all construction including materials and labor for the remodel in exchange for a \$400 rent credit for the remainder of their contract or five years. The current Airport Management Agreement with Sky Crew Services expires on June 30, 2024, if not renewed by either party. If their contract is not renewed, Sky Crew Services has requested the entire \$24,000. Sky Crew Services believes this will be equivalent of 50% of the total project cost if the work was hired out. Sky Crew Services would pay \$40,000 for demolition, construction materials and construction. The city would be responsible for the plumbing, electrical,

flooring and fire rated doors for a total of \$33,700. The city would be responsible for the plumbing, electrical, flooring and fire rated doors for a total of \$33,700. If the \$400 per month management fee was reduced, this credit would amount to \$24,000, making the city's share \$57,700. City Engineer Brian Yavarow commented on the project saying the lobby does need an update, but there are other airport projects that are more pressing. The city can utilize Airport Maintenance and Operations funds when applicable, but there is a \$222,482 shortfall for the five planned airport projects. Yavarow was asked if the estimates were verified, and he confirmed he has solicited local construction companies for estimates along with a request for Sky Crew Services to provide detailed cost estimates. The council discussed the necessity of updating this public asset, the need to comply with building codes, collecting bids for a project and the airport's priority projects. They were in favor of updating this but felt the terms of the rent credit and proceeding with the project must be addressed by a Development Agreement. If the management agreement is not extended there are no funds budgeted to pay out the \$24,000 in rent credit. A motion and second were made by Arneson and Hagberg to recommend the council authorize staff to draft a Development Agreement between the City of Fergus Falls and Sky Crew Services and the motion carried.

#### **Sales Tax Ballot Question Update**

A final draft of the sales tax language has been presented the council. The location of the proposed aquatic center in Roosevelt Park has been assigned an address and the language has been clarified to reflect the amount and timeframe of each project. Any additional changes should be brought to staff's attention as soon as possible so the attorney can review the language. The council will be asked to approve the ballot language questions at their August 15 meeting and the questions will then be submitted to the County Auditor for inclusion on the November 8 General Election ballot. A motion and second were made by Kvamme and Arneson to recommend the council adopt the resolution calling for an election on a sales and use tax for a city aquatics center and DeLagoon Park improvement project and the motion carried.

#### **HRA Tax Levy Request and Update**

HRA Director Mikel Olson presented a request for a 2023 HRA levy of 0.185%. He shared information on their various local programs which includes rental assistance and voucher programs, housing options and rehab revolving loan program. Their permanent supportive housing unit, Garitz Grove will be coming this fall. He explained how the levy funds benefit many residents in securing housing. All of their units have a waiting list of 2-6 + months. He said with additional funds they would be able to offer additional programs and services. A motion and second were made by Hicks and Fish to recommend the council approve the 2023 HRA levy in the amount of 0.185% and the motion carried.

The meeting adjourned at 8:02 am

*Lynne Olson*

FOR COUNCIL MEETING— AUGUST 15, 2022

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

Sidewalk/Paving

Dan Johnson Construction

Derosier Masonry

Buck's Paving

Sign Hanger

Quick Signs of Willmar

Chickens

Chelsey Beilhartz, 622 E Channing



# City of Fergus Falls

## 2022 Compensation Study

### Final Report

Gallagher Human Resources & Compensation Consulting Practice  
July, 2022



**Gallagher**

Insurance | Risk Management | Consulting

# Table of Contents

---

Study Background

---

Compensation Study

---

Recommend Salary Structure and Implementation Cost

---

Pay Practices Summary

---

Recommendations

---



# Study Background

## Study Background

- The City of Fergus Falls (the City) partnered with Gallagher Benefit Services, Inc. (Gallagher) to conduct a comprehensive classification and compensation study covering all current classifications.
- The primary objectives of the study were to:
  - Ensure competitiveness with the external market.
  - Ensure fair and equitable compensation relationships within the organization.
  - Maintain pay equity compliance.
  - Enable easy maintenance by the City staff post implementation.



**Gallagher**

Insurance | Risk Management | Consulting

# Classification Review

## Classification Review

- The City has been working with Gallagher consistently to review new classification and re-classification requests to maintain the integrity of the classification structure.
- During the study, the City worked with departments and employees to review and update all job description documents for current classifications.
- Gallagher reviewed the updated job descriptions to ensure DBM grades and internal equity of the classifications are maintained.



# Data Collection Process

## Benchmark Jobs

- Gallagher and the City identified 54 classifications as benchmarks among the total of 78 classifications.
- The benchmarks covered various DBM grades, job functions, as well as hard to retain/recruit classifications.

## Comparable Labor Market

- Gallagher and the City identified 29 counties and municipalities in Minnesota and North Dakota that are comparable in size and location as the comparable labor market.
- Additional market data was collected from the published surveys sources that represented both public and private sector market.



# Data Collection Process

## Custom Survey

Survey Organizations			
1	City of Alexandria, MN	16	Clay County, MN
2	City of Breckenridge, MN	17	Crow Wing County, MN
3	City of Detroit Lakes, MN	18	Douglas County, MN
4	City of Fargo, ND	19	Grand Forks County, ND
5	City of Long Prairie, MN	20	Itasca County, MN
6	City of Moorhead, MN	21	Kandiyohi County, MN
7	City of Park Rapids, MN	22	Nicollet County, MN
8	City of Pelican Rapids, MN	23	Olmstead County, MN
9	City of Perham, MN	24	Otter Tail County, MN
10	City of Wadena, MN	25	Polk County, MN
11	Becker County, MN	26	Rice County, MN
12	Beltrami County, MN	27	Sherburne County, MN
13	Blue Earth County, MN	28	Stearns County, MN
14	Carlton County, MN	29	Winona County, MN
15	Cass County, ND		



# Data Collection Process

## Custom Survey

- A custom survey was developed to collect pay practice, base pay and salary range information from the 29 organizations.
- The following 20 organizations (69% of total list) participated in the survey.

Survey Organizations			
1	City of Alexandria, MN	11	Cass County, ND
2	City of Breckenridge, MN	12	Clay County, MN
3	City of Detroit Lakes, MN	13	Crow Wing County, MN
4	City of Fargo, ND	14	Douglas County, MN
5	City of Moorhead, MN	15	Itasca County, MN
6	City of Park Rapids, MN	16	Kandiyohi County, MN
7	City of Pelican Rapids, MN	17	Otter Tail County, MN
8	City of Perham, MN	18	Sherburne County, MN
9	City of Wadena, MN	19	Stearns County, MN
10	Beltrami County, MN	20	Winona County, MN



# Data Collection Process

## Published Surveys

- Published survey sources included:
  - Willis Towers Watson surveys
  - Mercer surveys
  - CompData surveys
  - Economic Research Institute
- Data cuts applied to the published survey data included:
  - Local, regional and national data for public sector / not for profit industry market
  - Local and regional data – represent private sector market





# Data Analysis

## Data Matching Process

- Gallagher followed standard WorldatWork compensation guidelines for job matching (match only those jobs that match at least 80% of the duties, responsibilities, and functions as outlined in the benchmark job summary).

## Aging Survey Data

- Survey data was aged to a common effective date, January 1, 2022 using the *WorldatWork* prevailing market trend of 3% per year for actual salaries, 2% for salary ranges.

## Geographic Adjustments

- Survey data was adjusted geographically to reflect the “cost of labor” for Fergus Falls, MN area as calculated by the Economic Research Institute (ERI).
  - “Cost of labor” refers to the difference in pay or labor market for a job from one location to another. The cost of labor is what a particular geographic market offers as the “going rate” or compensation for its jobs and reflects the local demand for and supply of labor.

## Outlier Analysis

- Gallagher applied statistical tools to identify and review any outliers.
  - Data points which did not meet the job matching criteria, or identified as statistical outliers were excluded from the analysis.



# Data Analysis

## Benchmark Comparison

- Valid market data was collected for 37 benchmark jobs from the custom survey, and 46 benchmark jobs from the published surveys. Overall, valid market data was available for 49 benchmark jobs.
- For each benchmark comparison, the percentage difference between the City's average base salary and the market was calculated to determine whether the City was above, below, or competitive with the prevailing market.
- The variances to the market were captured as:
  - Positive (+) figure indicates that the City paid above the market;
  - Negative (-) figure indicates that the City paid below the market.

\* Gallagher can only report summarized data if more than 5 data points (including 5) were available for a benchmark job.



# Data Analysis

## Acceptable Variance

- We used the following guidelines to determine the competitive nature of current compensation:
  - +/-5% = Highly Competitive
  - +/-10% = Competitive
  - +/-10-15% = Possible misalignment with market
  - >15% = Misalignment with market
- Some of the benchmark jobs that had a greater than 15% difference with the market are not necessarily misalignment. Factors such as performance, turnover, longevity, and job change would impact actual salaries and might explain some of the differences between the City and the market actual salaries for individual jobs.



# Market Data Result

## Base Salary Comparisons – Custom Survey

- The following chart showed the comparison for base pay between the City and the custom survey results (20 comparable organizations) on an aggregate basis.

Base Pay Comparisons	% Difference Custom Survey 25th	% Difference Custom Survey 50th	% Difference Custom Survey 75th
<b>Cumulative Difference:</b>	<b>14.5%</b>	<b>3.4%</b>	<b>-4.8%</b>

- Overall, the City’s base salary was **Highly Competitive** with the custom survey market at the 50<sup>th</sup> percentile – *within +/-5% difference when compared to the 50<sup>th</sup> percentile rate.*



# Market Data Result

## Salary Range Comparisons – Custom Survey

- The following chart showed the comparison for salary ranges between the City and the custom survey results (20 comparable organizations) on an aggregate basis.

Salary Range Comparisons	% Difference Custom Survey Minimum	% Difference Custom Survey Midpoint	% Difference Custom Survey Maximum
<b>Cumulative Difference:</b>	<b>0.2%</b>	<b>-1.8%</b>	<b>-3.2%</b>

- Overall, the City’s salary range minimum, midpoint and maximum were **Highly Competitive** with the custom survey market average ranges – *within +/-5% difference when compared to the average rate.*



# Market Data Result

## Base Salary Comparisons – Published Surveys

- The following chart showed the comparison for base pay between the City and the published survey results (broader public sector and private sector market) on an aggregate basis.

Base Pay Comparisons	% Difference Published Surveys 25th	% Difference Published Surveys 50th	% Difference Published Surveys 75th
<b>Cumulative Difference:</b>	<b>33.3%</b>	<b>13.1%</b>	<b>1.1%</b>

- Overall, the City’s base salary was **Highly Competitive** with the broader public sector and private sector market at the 75<sup>th</sup> percentile – *within +/-5% difference when compared to the 75<sup>th</sup> percentile rate.*



# Market Data Result

## Combined Data Comparisons

- The City primarily competes with local government entities for talents.
- To summarize all valid market data, we focused on the custom survey results, and only supplement the published survey data for the benchmark jobs that we don't have sufficient custom survey data.
- The following chart showed the comparison between the City's base pay and salary range midpoints with the combined survey results.
  - Both base pay and salary range midpoints were compared against the combined market base pay rate at the median.

Combined Market Comparisons	Base Pay % Difference Combined Market Median	Midpoints % Difference Combined Market Median
<b>Cumulative Difference:</b>	<b>2.3%</b>	<b>-3.1%</b>

- Overall, the City's base pay and range midpoints were **Highly Competitive** with the comparable labor market at the 50<sup>th</sup> percentile – *within +/-5% difference when compared to the 50<sup>th</sup> percentile rate.*

# New Salary Structure Development - General Government



Insurance | Risk Management | Consulting

## Regression Analysis

- A regression model was used to connect the DBM grades and the combined market data for the general government classifications.
- A salary structure was developed through the regression analysis.

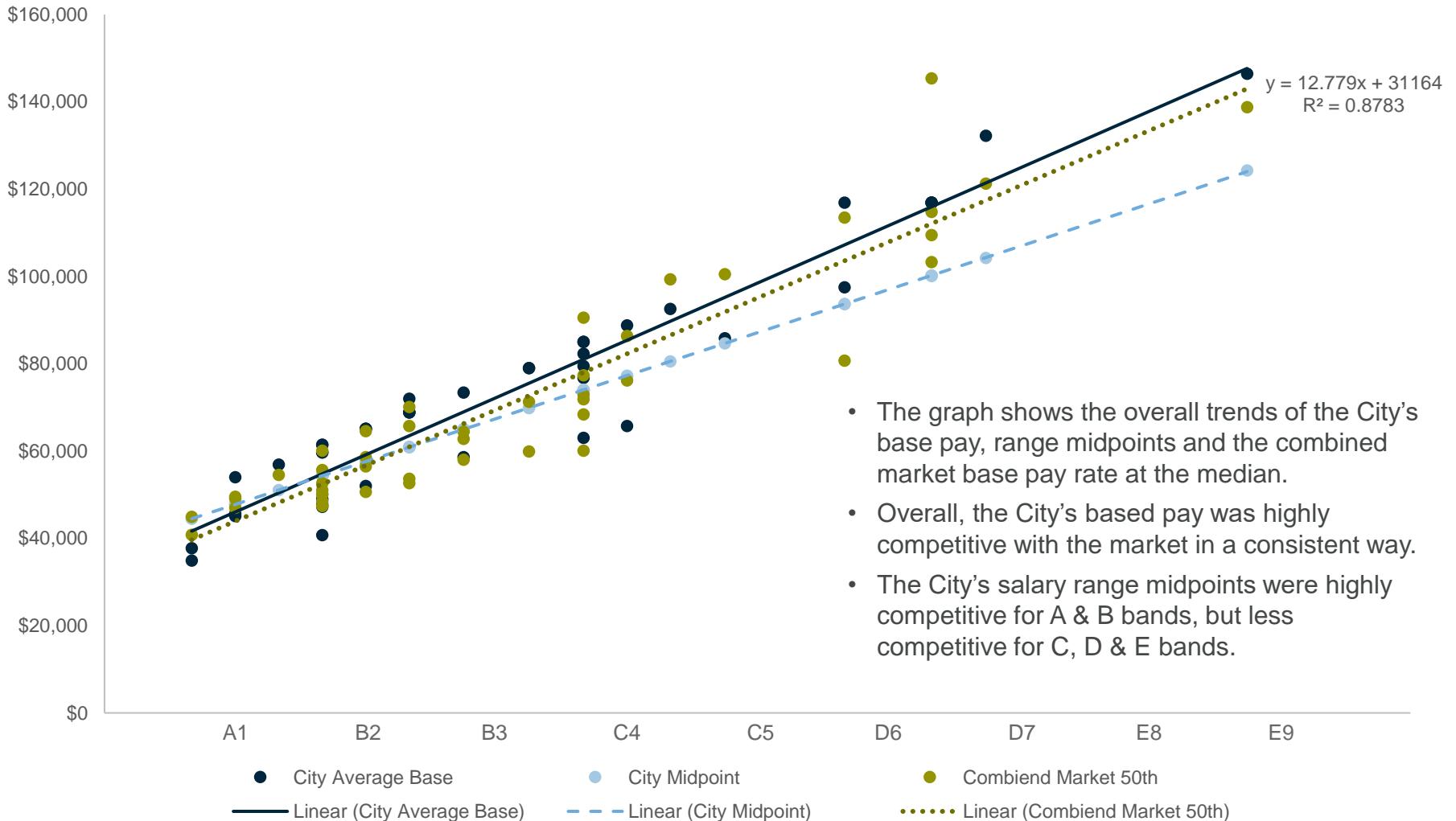


# New Salary Structure Development - General Government



Insurance | Risk Management | Consulting

### Base Salary and Range Midpoint Comparisons



- The graph shows the overall trends of the City's base pay, range midpoints and the combined market base pay rate at the median.
- Overall, the City's based pay was highly competitive with the market in a consistent way.
- The City's salary range midpoints were highly competitive for A & B bands, but less competitive for C, D & E bands.

# New Salary Structure Development - General Government



Insurance | Risk Management | Consulting

## New Structure Midpoint

- The new base salary structure was developed based on the regression model trend line.
  - The trend line (green dotted line in the previous slide) was used as the anchor of the new structure midpoints.
  - Since the City's current midpoints from A11 to B22 were higher than the new midpoints predicted by the trend line. We kept the current ranges for A11 to B22 in the new structure.

## New Structure Range Spread (distance between the minimum and maximum)

- We recommend minor changes to the range spread based on market average ranges and best practices.
  - Band A & B: 30%
  - Band C: 40%
  - Band D & E: 50%

## New Structure Steps

- We kept the current 9-step framework for each pay grade.
  - For the same pay grade, the dollar amount difference between steps were the same.

# New Salary Structure Development - General Government



Insurance | Risk Management | Consulting

## Recommended Structure – General Government:

Annual Rate (2,080 hours)

DBM	Step 1 Minimum	Step 2	Step 3	Step 4	Step 5 Midpoint	Step 6	Step 7	Step 8	Step 9 Maximum	Range Spread
A11	\$38,750	\$40,191	\$41,631	\$43,072	\$44,512	\$45,963	\$47,414	\$48,864	\$50,315	30%
A12	\$41,579	\$43,134	\$44,689	\$46,244	\$47,798	\$49,358	\$50,918	\$52,478	\$54,038	30%
A13	\$44,429	\$46,088	\$47,746	\$49,405	\$51,064	\$52,728	\$54,392	\$56,056	\$57,720	30%
B21	\$47,258	\$49,031	\$50,804	\$52,577	\$54,350	\$56,124	\$57,897	\$59,670	\$61,443	30%
B22	\$50,128	\$52,000	\$53,872	\$55,744	\$57,616	\$59,488	\$61,360	\$63,232	\$65,104	30%
B23	\$53,024	\$55,012	\$57,001	\$58,989	\$60,977	\$62,966	\$64,954	\$66,943	\$68,931	30%
B24/B31	\$57,658	\$59,820	\$61,982	\$64,144	\$66,306	\$68,468	\$70,631	\$72,793	\$74,955	30%
B25/B32	\$63,214	\$65,584	\$67,955	\$70,325	\$72,696	\$75,066	\$77,437	\$79,807	\$82,178	30%
C41	\$65,020	\$68,272	\$71,523	\$74,774	\$78,025	\$81,276	\$84,527	\$87,778	\$91,029	40%
C42	\$68,567	\$71,995	\$75,423	\$78,852	\$82,280	\$85,708	\$89,137	\$92,565	\$95,993	40%
C43	\$72,113	\$75,718	\$79,324	\$82,930	\$86,535	\$90,141	\$93,747	\$97,352	\$100,958	40%
C44/C51	\$76,554	\$80,381	\$84,209	\$88,037	\$91,864	\$95,692	\$99,520	\$103,347	\$107,175	40%
C45/C52	\$81,878	\$85,972	\$90,066	\$94,160	\$98,254	\$102,348	\$106,442	\$110,535	\$114,629	40%
D61	\$82,866	\$88,045	\$93,224	\$98,403	\$103,583	\$108,762	\$113,941	\$119,120	\$124,299	50%
D62	\$86,270	\$91,662	\$97,054	\$102,446	\$107,838	\$113,230	\$118,622	\$124,014	\$129,406	50%
D63	\$89,675	\$95,279	\$100,884	\$106,489	\$112,093	\$117,698	\$123,303	\$128,907	\$134,512	50%
D64/D71	\$93,938	\$99,809	\$105,680	\$111,551	\$117,422	\$123,293	\$129,164	\$135,036	\$140,907	50%
D65/D72	\$99,049	\$105,240	\$111,431	\$117,621	\$123,812	\$130,002	\$136,193	\$142,384	\$148,574	50%
E81	\$103,312	\$109,770	\$116,227	\$122,684	\$129,141	\$135,598	\$142,055	\$148,512	\$154,969	50%
E82	\$106,717	\$113,387	\$120,056	\$126,726	\$133,396	\$140,066	\$146,736	\$153,405	\$160,075	50%
E83	\$110,121	\$117,004	\$123,886	\$130,769	\$137,651	\$144,534	\$151,417	\$158,299	\$165,182	50%
E84/E91	\$114,384	\$121,533	\$128,682	\$135,831	\$142,980	\$150,129	\$157,278	\$164,427	\$171,576	50%
E85/E92	\$119,496	\$126,964	\$134,433	\$141,901	\$149,370	\$156,838	\$164,307	\$171,775	\$179,244	50%

# New Salary Structure Development - General Government



Insurance | Risk Management | Consulting

## Recommended Structure – General Government:

### Hourly Rate

DBM	Step 1 Minimum	Step 2	Step 3	Step 4	Step 5 Midpoint	Step 6	Step 7	Step 8	Step 9 Maximum	Range Spread
A11	\$18.63	\$19.32	\$20.02	\$20.71	\$21.40	\$22.10	\$22.80	\$23.49	\$24.19	30%
A12	\$19.99	\$20.74	\$21.49	\$22.23	\$22.98	\$23.73	\$24.48	\$25.23	\$25.98	30%
A13	\$21.36	\$22.16	\$22.96	\$23.75	\$24.55	\$25.35	\$26.15	\$26.95	\$27.75	30%
B21	\$22.72	\$23.57	\$24.43	\$25.28	\$26.13	\$26.98	\$27.84	\$28.69	\$29.54	30%
B22	\$24.10	\$25.00	\$25.90	\$26.80	\$27.70	\$28.60	\$29.50	\$30.40	\$31.30	30%
B23	\$25.49	\$26.45	\$27.40	\$28.36	\$29.32	\$30.27	\$31.23	\$32.18	\$33.14	30%
B24/B31	\$27.72	\$28.76	\$29.80	\$30.84	\$31.88	\$32.92	\$33.96	\$35.00	\$36.04	30%
B25/B32	\$30.39	\$31.53	\$32.67	\$33.81	\$34.95	\$36.09	\$37.23	\$38.37	\$39.51	30%
C41	\$31.26	\$32.82	\$34.39	\$35.95	\$37.51	\$39.07	\$40.64	\$42.20	\$43.76	40%
C42	\$32.96	\$34.61	\$36.26	\$37.91	\$39.56	\$41.21	\$42.85	\$44.50	\$46.15	40%
C43	\$34.67	\$36.40	\$38.14	\$39.87	\$41.60	\$43.34	\$45.07	\$46.80	\$48.54	40%
C44/C51	\$36.80	\$38.64	\$40.49	\$42.33	\$44.17	\$46.01	\$47.85	\$49.69	\$51.53	40%
C45/C52	\$39.36	\$41.33	\$43.30	\$45.27	\$47.24	\$49.21	\$51.17	\$53.14	\$55.11	40%
D61	\$39.84	\$42.33	\$44.82	\$47.31	\$49.80	\$52.29	\$54.78	\$57.27	\$59.76	50%
D62	\$41.48	\$44.07	\$46.66	\$49.25	\$51.85	\$54.44	\$57.03	\$59.62	\$62.21	50%
D63	\$43.11	\$45.81	\$48.50	\$51.20	\$53.89	\$56.59	\$59.28	\$61.97	\$64.67	50%
D64/D71	\$45.16	\$47.99	\$50.81	\$53.63	\$56.45	\$59.28	\$62.10	\$64.92	\$67.74	50%
D65/D72	\$47.62	\$50.60	\$53.57	\$56.55	\$59.52	\$62.50	\$65.48	\$68.45	\$71.43	50%
E81	\$49.67	\$52.77	\$55.88	\$58.98	\$62.09	\$65.19	\$68.30	\$71.40	\$74.50	50%
E82	\$51.31	\$54.51	\$57.72	\$60.93	\$64.13	\$67.34	\$70.55	\$73.75	\$76.96	50%
E83	\$52.94	\$56.25	\$59.56	\$62.87	\$66.18	\$69.49	\$72.80	\$76.11	\$79.41	50%
E84/E91	\$54.99	\$58.43	\$61.87	\$65.30	\$68.74	\$72.18	\$75.61	\$79.05	\$82.49	50%
E85/E92	\$57.45	\$61.04	\$64.63	\$68.22	\$71.81	\$75.40	\$78.99	\$82.58	\$86.17	50%

# New Salary Structure Development - Public Safety



Insurance | Risk Management | Consulting

## Public Safety Structure

- Based on collected market data, the City's current ranges for the public safety classifications were above the market median pay ranges. We kept the current ranges and steps the same for public safety.

Annual Rate (2,080 hours)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Range Spread
B23 Police Officer	\$59,758	\$62,005	\$64,272	\$66,498	\$68,765	\$70,990	\$73,362	\$75,504	\$77,771	\$79,997	34%
B23 School Resources Officer	\$61,859	\$64,168	\$66,518	\$68,827	\$71,178	\$73,486	\$75,920	\$78,146	\$80,496	\$82,805	34%
B23 Police Investigator	\$62,754	\$65,104	\$67,496	\$69,826	\$72,197	\$74,547	\$77,022	\$79,290	\$81,661	\$83,990	34%
B32 Police Sergeant	\$76,190	\$79,040	\$81,973	\$84,968	\$86,653	\$88,400	\$90,314	n/a	n/a	n/a	19%
B32 Police Detective Sergeant	\$80,000	\$82,471	\$84,943	\$87,415	\$89,886	\$92,358	\$94,829	n/a	n/a	n/a	19%

Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Range Spread
B23 Police Officer	\$28.73	\$29.81	\$30.90	\$31.97	\$33.06	\$34.13	\$35.27	\$36.30	\$37.39	\$38.46	34%
B23 School Resources Officer	\$29.74	\$30.85	\$31.98	\$33.09	\$34.22	\$35.33	\$36.50	\$37.57	\$38.70	\$39.81	34%
B23 Police Investigator	\$30.17	\$31.30	\$32.45	\$33.57	\$34.71	\$35.84	\$37.03	\$38.12	\$39.26	\$40.38	34%
B32 Police Sergeant	\$36.63	\$38.00	\$39.41	\$40.85	\$41.66	\$42.50	\$43.42	n/a	n/a	n/a	19%
B32 Police Detective Sergeant	\$38.46	\$39.65	\$40.84	\$42.03	\$43.21	\$44.40	\$45.59	n/a	n/a	n/a	19%



# Implementation

## Implementation Method

- For calculation purposes, all employees were kept at their current steps in the new structure at this point.
- This City will phase in the “next closest step” in the coming months.

## Cost Estimate

<b>Total Salary Budget:</b>	<b>\$8.4 million</b>
<b>No. of Employees below New Minimum:</b>	<b>6</b>
<b>Total Cost to New Minimum:</b>	<b>\$10,000</b> 0.12% of total salary budget
<b>No. of Employees Getting Step Increase:</b>	<b>49</b>
<b>Total Cost of Step Increase:</b>	<b>\$260,000</b> 3.13% of total salary budget



# Market Pay Practices Summary

- Most recent average total percentage increase to individual employee's base salaries.
  - Market Average Increase: 3.13%
- Plan for additional increases in the next 6 to 12 months.
  - Market Average Increase: 3.16%
- Most recent salary structure/range adjustment.
  - Market Average Increase: 2.72%
- Plan for additional adjustments to salary structures/ranges in the next 6 to 12 months.
  - Market Average Increase: 1.63%

# On-Going Compensation System Management



Insurance | Risk Management | Consulting

- The City should continue with current practices and processes for classification review and evaluation to maintain the integrity of DBM grades and the equity of all classifications.
- Pay administration guidelines should be implemented for placing and moving employees through the structure, Gallagher recommends the following:
  - The hiring range should be from the range minimum for minimally acceptable qualified individuals to the first quartile (25th percentile) for well qualified individuals.
  - Appointment above the first quartile should require the approval of Human Resources, and appointment above the midpoint should require the approval of the City Administrator or nominated authority.
- The City may keep the current step system to advance employees through the ranges.
- We recommend the City conducting similar market study every two to three years to collect new market data to assess pay and salary range competitiveness, and make appropriate adjustments.



# Thank you!

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc. is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services." Neither Arthur J. Gallagher & Co., nor its affiliates provide accounting, legal or tax advice.



**Gallagher**

Insurance | Risk Management | Consulting

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](mailto:ffhra@fergusfallshra.com) Website: [www.fergusfallshra.com](http://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

## 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). An RFQ is used to ascertain the qualifications of potential developers. An 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, the City, in its discretion, may 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.
    - iii. The value that the land and its buildings (if any) are insured for fire damage, etc.
    - iv. The value that the land and its buildings (if any) are insured for fire damage, etc.
  - c. The estimated total development cost for the proposed project, including the amount to be paid to the City for the real estate and/or additional public investment sought for demolition, remediation, infrastructure, etc.
  - d. Achievement of the Objectives of this Policy.
  - e. Contribution of the proposal to the tax base of the City.
  - f. Experience and qualifications of the developer, including the developer's demonstrated ability to meet any contracting goals established by the City
  - g. Achievement of other public purpose goals.
3. Upon evaluation of all the proposals City staff may either reject all the proposals or select one of the proposals that best accomplishes the objectives and goals of this Policy and present that proposal to the City Council for its consideration to grant tentative developer status or approval of a memorandum of understanding, development agreement or contract for sale of land for private development.

## **B. Other Proposals**

1. As an alternative to receiving proposals through an RFP/RFQ process, the City may receive a proposal from a third person or entity to redevelop a parcel of land owned by the City. A proposal shall be structured as a Letter of Intent and will be addressed to the City Administrator. No Letters of Intent will be accepted with an offer below an estimated fair market value sale price for property based on the planned reuse of the real property.

City staff will evaluate any proposal under paragraph B(1) using the same criteria as specified in paragraph A(2) above. Upon evaluation of the proposal City staff may either reject the proposal or if the proposal substantially accomplishes the objectives and goals of this Policy present the proposal to the City Council for its consideration to grant tentative developer status or approval of a memorandum of understanding, development agreement or contract for sale of land for private development.

At least 10 days before a proposal described in paragraph B(1) above is scheduled for a vote by the City Council, a written notice of the proposal will be made available to the general public via the City's web page. This notice will allow the community to provide feedback on the proposed development and allows for any competing proposals to be brought forward within this at least 10-day period. If there are comments and/or competing proposals that are timely sent to the City, City staff will consider the comments and/or evaluate other proposals and decide whether to either reject all proposals or make a recommendation to the City Council for approval of the proposal that best accomplishes the objectives and goals of this Policy.

## **C. City Council Consideration of Proposal**

The City Council will then review any proposal submitted under paragraphs A(3) or B(3) above and make a determination as to whether the proposer should be awarded tentative developer status, or after a public hearing, be given development rights via a memorandum of understanding, development

agreement or contract for sale of land for private development. The designation of 'tentative developer 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.

# CGMC in Brief



A weekly newsletter for members of the Coalition of Greater Minnesota Cities

August 4, 2022

## Push for a special session

The failure of the Legislature to pass a tax bill and a bonding bill before the session adjourned was a significant disappointment. At the CGMC Summer Conference in Red Wing, Senator Tom Bakk (I-Cook), the outgoing Senate Capital Investment Chair, urged members to reach out and demand a special session to pass a bonding bill and a tax bill with a Local Government Aid (LGA) increase. At the membership meeting on Friday, it was apparent that our members agreed with this sentiment. We have drafted a sample resolution for cities to pass that urges the Governor to call a special session and the Legislature to pass a bonding and tax bill. Cities should certainly feel free to tailor this draft to reflect their own local circumstances.

The resolution document can be downloaded [here](#) and should be sent to Governor Walz and the leaders of each caucus. Their email addresses can be found [here](#). For those who would like to follow up by mail, a copy of the resolution may be sent to the following address:



*Office of the Governor  
130 State Capitol  
75 Rev Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155*



Several members have asked whether they should reach out individually, as well. Although we think the resolution should be the top priority, it never hurts to send a personal email explaining why the resolution is important to your city.

After you pass the resolution, please send a copy to CGMC Policy Analyst Ania McDonnell at [acmcdonnell@flaherty-hood.com](mailto:acmcdonnell@flaherty-hood.com).

**City Resolution on Special Session**

City of Fergus Falls

State of Minnesota

WHEREAS, the people of Minnesota have critical infrastructure needs, including the replacement and upgrade of aging drinking water systems, sewage treatment, roads, and bridges that cannot be delayed, and

WHEREAS, without additional funding through a bonding bill, cities will have to drastically raise water rates or taxes on residents and business to pay for necessary infrastructure projects made even more expensive due to inflation, and

WHEREAS, the Minnesota Legislature failed to pass a bonding bill in the 2022 legislative session, and

WHEREAS, the City of Fergus Falls has a bonding request for Phase II of our Downtown Riverfront project, and

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes, and

WHEREAS, the LGA appropriation has not kept up with city needs and inflation, making it more difficult for cities to provide the public safety, core infrastructure, libraries, and other services without imposing significant property tax increases or service cuts, and

WHEREAS, the Legislature failed to pass a tax bill in the 2022 legislative session that would have increased the LGA appropriation, and

WHEREAS, the state of Minnesota has a multi-billion-dollar budget surplus, and

WHEREAS, additional funds are required to match millions of dollars in available federal funds;

BE IT RESOLVED that the City Council of Fergus Falls, Minnesota urges through this Resolution to Governor Walz to declare a special session and to its lawmakers to work in a bipartisan way to pass a bonding bill and a tax bill that includes an LGA increase; and

BE IT FURTHER RESOLVED that this resolution be transmitted Jordan Rasmusson and bill Ingebritgsen, Speaker of the House Melissa Hortman, Senate Majority Leader Jeremy Miller, House Minority Leader Kurt Daudt, Senate Minority Leader Melissa López Franzen, and Governor Tim Walz.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_



**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 will be screened from view and its noise level will not violate the standards established in Minnesota Rules part 7030.0040.

(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

## EQUIPMENT PURCHASE AGREEMENT

THIS EQUIPMENT PURCHASE AGREEMENT (the "Agreement") is effective the \_\_\_\_ day of \_\_\_\_\_, 2022, between Independent School District 544 (the "District"), and the City of Fergus Falls, Minnesota (the "City").

### RECITALS

The District has offered the Roosevelt Chiller System to the City for purchase and the City has agreed to purchase the Roosevelt Chiller System from the District. The District and the City enter into this Agreement pursuant to which the City will acquire title to the Roosevelt Chiller System, according to the terms and conditions of this Agreement. The Roosevelt Chiller System is described as follows:

3 Vilter VMC 450 XL compressors including pumps, pipes and other appurtenances related thereto that produces coolant for 2 sheets of artificially created ice located in the Fergus Falls Community Arena.

(the "Chiller System")

NOW, THEREFORE, the District agrees to sell, and the City agrees to purchase, the Roosevelt Chiller System, pursuant to the following terms and conditions:

1. Purchase Price. The City agrees to pay the District the amount of \$575,000.00 ("Sales Price") for the Roosevelt Chiller System, payable in cash or other readily available funds or before 1:00 p.m. on the Closing Date.
2. Taxes, Costs, and Insurance. The Sales Price does not include any taxes, transfer or registration fees, assessments, fees, or costs which may be payable as a result of the sale and purchase transaction represented by this Agreement, and the parties agree that any such sums are payable by the City. Any and all costs, expenses, and/or fees to enhance the Roosevelt Chiller System and piping with by the sole responsibility and liability of the City. From and after the Closing Date, the City shall name the District as an additional insured on its commercial/general liability policy and the insurance policy must contain a waiver of subrogation clause. The provisions of this Section of the Agreement shall survive closing and shall be binding upon the parties forever.
3. Closing Date. The "Closing Date" on which the transfer under this Agreement shall take place, and on which date the Sales Price shall be paid, shall be on or before \_\_\_\_\_.
4. Separation of Roosevelt Chiller System. The City and the District shall be equally responsible for the costs and expenses related to the separation of the Roosevelt Chiller System and piping running to the District's Kennedy Secondary School location.
5. Easement. The District shall grant a non-exclusive easement over the District's property that is reasonable and necessary for the City to access the Roosevelt Chiller System.

4. "As Is," "Where Is," and "With All Faults" Transfer. The City acknowledges that it is acquiring the Roosevelt Chiller System, which is used and is not new. The District shall have no obligation to make any repairs, adjustments, and/or replacement to the Roosevelt Chiller System. THE DISTRICT MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AT LAW OR IN EQUITY, IN RESPECT OF THE ROOSEVELT CHILLER SYSTEM, OR ANY PART THEREOF, INCLUDING, WITHOUT LIMITATION, WITH RESPECT TO EXPRESS OR IMPLIED WARRANTIES, WARRANTIES UNDER THE UNIFORM COMMERCIAL CODE, OR ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR ANY SPECIFIC OR PARTICULAR PURPOSE, OR WITH RESPECT TO THE CONDITION, USABILITY, OR SAFETY OF THE ROOSEVELT CHILLER SYSTEM, OR ANY PART THEREOF. ANY REPRESENTATIONS OR WARRANTIES OF ANY NATURE WHATSOEVER, EXPRESS OR IMPLIED, AT LAW OR IN EQUITY, INCLUDING THE FOREGOING DESCRIBED WARRANTIES OR REPRESENTATIONS, ARE EXPRESSLY DISCLAIMED BY THE DISTRICT AND ARE WAIVED BY THE CITY. THE CITY ACKNOWLEDGES AND AGREES THAT THE CITY TAKES AND ACCEPTS THE ROOSEVELT CHILLER SYSTEM ON AN "ASIS, WHEREIS, WITH-ALL-FAULTS" BASIS, IN ITS PRESENT CONDITION, AND WITHOUT RECOURSE AGAINST THE DISTRICT. The provisions of this Section of the Agreement shall survive closing and shall be binding upon the parties forever.

5. Need for Trained Operator. The City is aware that operation of the Roosevelt Chiller System may pose risk of injury, death, or damage to person and property, and accepts the Roosevelt Chiller System with full knowledge of such risks. The City acknowledges that the City is familiar with the operation of the Roosevelt Chiller System and recognizes the need for the Roosevelt Chiller System to be operated by a trained operator in order to avoid personal injury to the operator or others. The City releases and discharges the District of any responsibility to train, instruct, or otherwise give recommendation, advice, or consultation to the City concerning operation of the Roosevelt Chiller System. The provisions of this Section of the Agreement shall survive closing and shall be binding upon the parties forever.

6. Authorization. The execution, delivery, and performance of this Agreement has been duly authorized and approved by each of the parties and their respective governing bodies. This Agreement is a valid and binding agreement of each party, enforceable in accordance with its terms. The provisions of this Section of the Agreement shall survive closing and shall be binding upon the parties forever.

7. The City's Acceptance. The City accepts the Roosevelt Chiller System subject to the terms and conditions in this Agreement. The City acknowledges that it has entered into this Agreement on the basis of its own examination, personal knowledge, and opinion of the value and condition of the Roosevelt Chiller System. The City has not relied on any representations made by the District other than those set forth in writing in this Agreement. The City has sufficient knowledge and experience related to the Roosevelt Chiller System and understands the risks and merits of the transaction. The provisions of this Agreement which by their nature survive the Closing Date shall survive closing and shall be binding upon the parties forever.

8. Successors and Assigns

. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

9. Entire Agreement. This Agreement and the documents of transfer as set forth in Section 10 constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein and therein, and supersede all prior and contemporaneous representations, warranties, understandings, and agreements, both written and oral, with respect to such subject matter.

10. Document of Transfer. The transfer of the Roosevelt Chiller System to the City shall be a General Conveyance, Bill of Sale, and Assignment in the form prescribed by the District.

11. Governing Law. This Agreement, and all matters concerning purchase and transfer of the Roosevelt Chiller System, shall be governed solely by the laws of the State of Minnesota. Any proceedings concerning this Agreement or the Roosevelt Chiller System shall be venued in Otter Tail County, Minnesota.

12. Indemnification. From and after the Closing Date, the City shall indemnify, defend, and hold the District and its officers, board members, managers, employees, agents, successors, and assigns harmless from and against any breach of this Agreement, any activities of the City after the Closing Date with respect to the operation, maintenance, and/or use of the Roosevelt Chiller System; anything related to, arising out of, with respect to, or by reason of the Roosevelt Chiller System after the Closing Date. From and after the Closing Date, the City shall indemnify, defend, and hold the District and its officers, board members, managers, employees, agents, successors, and assigns harmless from and against any and all claims, liabilities, and obligations of every kind and description whatsoever, including claims by third parties, including claims for injury to property or injury or death to person, arising out of or relating to the Roosevelt Chiller System or its operation. The provisions of this Section of the Agreement shall survive closing and shall be binding upon the parties forever.

13. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

14. Waiver of Jury Trial

. EACH OF THE PARTIES HERETO HEREBY IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

15. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or

provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

16. Expenses


- . Except as otherwise expressly provided herein, all costs and expenses, including, without limitation, fees and disbursements of counsel, financial advisors, and accountants, incurred in connection with this Agreement and the transactions contemplated hereby shall be paid by the party incurring such costs and expenses.

17. Specific Performance


- . The parties agree that irreparable damage would occur if any provision of this Agreement were not performed in accordance with the terms hereof and that the parties shall be entitled to specific performance of the terms hereof, in addition to any other remedy to which they are entitled at law or in equity.

IN WITNESS WHEREOF, the parties hereto have cause this Agreement to be executed as of the date written above by their duly authorized officials.

SELLER:  
INDEPENDENT SCHOOL DISTRICT 544

  
By: Jeffrey Drake  
Its: Superintendent

INDEPENDENT SCHOOL DISTRICT 544

  
By: Melissa Hermes  
Its: Clerk

PURCHASER:  
CITY OF FERGUS FALLS

By \_\_\_\_\_  
Ben Schierer, Mayor

By \_\_\_\_\_  
Andrew Bremseth, City Administrator

## Council Action Recommendation

---

Page 1 of 2

**Meeting Date:** February 2, 2022

**Subject:** Community Arena Chiller

**Recommendation:** Approve letter of intent and drafting of a purchase agreement for the Roosevelt Chiller System from the Fergus Falls Public Schools (School).

**Background/Key Points:** During the summer of 2021, the School attempted to provide ice generation to the Community Arena as well as provide cooling to the school buildings. The ice generation was only made possible by reducing the cooling of school buildings, which is not a sustainable solution. The existing Roosevelt Chiller System does not have the capacity to provide cooling of school buildings and ice generation for the Community Arena during the summer months.

The School plans to purchase and install a new chiller system to provide cooling capacity to their buildings. The new system will not include a connection to the Community Arena. The existing Roosevelt Chiller System would then be available for purchase by the City to serve the Community arena. The chiller would have the capacity to generate ice for the regular season (October – December & January – March) as well as extended seasons or throughout all months of the year. Please note, the City will need this chiller to provide ice to the Community Arena.

Minnesota Statutes provide the City with the authority to purchase the chiller system directly from the School.

The School is currently providing for maintenance/reconditioning of compressors and related equipment, which will enable the system to be in good working order upon sale. The system is expected to have a remaining useful life of 25 - 30 years. With proper maintenance, the system should last much longer.

Future operation and maintenance of the chiller system will be the sole responsibility of the City. The operating cost of the arena will likely increase due to the staff required to operate and maintain systems and programs. The total costs of the arena will be allocated among the user groups according to existing user agreements. If extended seasons are provided, the users requesting those seasons will pay the entire cost.

**Budgetary Impact:**

The School has offered to sell the existing chiller system to the City of Fergus Falls for a price of \$575,000. The City currently has \$1.1 million within the Community Arena Fund and would be able to pay cash for the chiller at closing. This fund is comprised of the balance remaining from constructing the arena. You will recall, the local sales tax and restricted donations paid for the bonds, which financed the arena and the balance remaining is from unexpended restricted donations.

**Originating Departments:** Administration, Finance, & Public Works

**Respectfully Submitted:** Andrew Bremseth, City Administrator, Bill Sonmor, Finance Director, and Len Taylor, Public Works Director

**Attachments:** Fergus Falls Public Schools Letter of Intent





01/27/2022

City of Fergus Falls  
112 W Washington Ave  
Fergus Falls, MN 56537

RE: Letter of Intent

City of Fergus Falls,

This letter of intent (the "Letter") outlines the general terms and conditions for the sale of the Roosevelt Chiller System. Subject to the preparation and execution of a final, definitive purchase agreement, approval by any state and/or governmental entities/agencies, and related final, definitive ancillary agreements satisfactory in form and substance to counsel for the City of Fergus Falls (the "City") and the Fergus Falls Public Schools (the "School"), the terms of the transaction are understood to be substantially as follows:

1. Structure of the Transaction. The City shall purchase from the School the Roosevelt Chiller System on an "as is," "where is," and "with all faults" basis. The School makes no representations, express or implied regarding the Roosevelt Chiller System.
  - a. The School and the City shall be equally responsible for the costs and expenses related to the separation of the Roosevelt Chiller System and piping.
  - b. Transfer of ownership of the Roosevelt Chiller System will take place at the restart of the modified chiller system.
  - c. Any costs and/or expenses to enhance the Roosevelt Chiller System and piping will be the sole responsibility of the City.
  - d. From and after the transfer of ownership, the City shall be responsible for any and all operational and maintenance costs of the Roosevelt Chiller System.
  - e. From and after the transfer of ownership, the City shall name the School as an additional insured on its commercial/general liability policy.
    - i. The insurance policy must contain a waiver of subrogation clause.
2. Purchase Price. The purchase price for the Roosevelt Chiller System is \$575,000 is to be paid in cash at closing.
3. Ancillary Agreements. In addition to the purchase agreement, subject to the School's continued due diligence, Seller expects to enter into the following agreements in connection with the closing:
  - a. Easement/License with regard to the City's use and maintenance of the Roosevelt Chiller.
4. Definitive Agreements. After execution of this Letter, the City and the School shall negotiate in good faith to finalize and execute a purchase agreement. The purchase agreement will contain certain

covenants, representations, warranties, and indemnification obligations as are customary in a transaction of this nature and such other matters as are reasonably negotiated between the parties.

5. Conditions. The consummation of the transaction contemplated by this Letter will be contingent upon the occurrence prior to or at the closing of each of the following: (a) completion by the School and its representatives of a legal and business due diligence; (b) preparation of the definitive agreements described above in form and substance reasonably acceptable to the School; (c) the receipt of all necessary or appropriate governmental approvals, licenses, and permits.
6. Fees and Expenses. Whether or not the transaction is consummated, each of the parties shall pay all fees and expenses incurred by them, including the fees of their respective attorneys and any others engaged with regard to the transaction.
7. Termination. This Letter may be terminated: (a) by the mutual written consent of the School and the City; (b) by either the School or the City if the purchase agreement has not been executed by June 30, 2022; (c) upon execution of the purchase agreement; or (d) the School not receiving approval it deems necessary and/or appropriate from any state and/or governmental approvals.
8. Miscellaneous. This Letter will be governed by and construed in accordance with the internal laws of the State of Minnesota. This Letter may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument. Signatures delivered by facsimile, electronic mail, or in PDF format shall be acceptable. This Letter may not be amended without the prior written consent of the School and the City. No waiver by any party hereto of any right will be effective unless executed by such party in writing and delivered to the other party hereto.
  - a. The School realizes that there are numerous aspects to this transaction that require additional definition and the School explicitly state herein that no binding commitments will exist until the parties execute and deliver the definitive agreements as contemplated herein. However, this Letter evidences our mutual and respective understanding to proceed promptly and with the preparation of such agreements.

All proposed details are subject to a change pending signed definitive agreements between the School and the City and approvals by the School Board and the City Council.

Blake Stoltman  
Finance Director

Accepted and agreed as of February \_\_\_\_, 2022

City of Fergus Falls

By \_\_\_\_\_  
Its

## RESOLUTION ALLOWING CLAIMS &amp; ORDERING PAYMENT THEREOF

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

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

## General

A-1 LOCK & KEY LLC	BROADWAY PARK DOOR CLOSERS	4,546.28
ARC DOCUMENT SOLUTIONS LLC	CANON,HP DESIGNJET BASE MAINT.	220.14
AT&T MOBILITY	DATA PLANS/FIRE CHIEF PHONE	49.77
AT&T MOBILITY	DATA PLANS/PREVENTION CHIEF	44.74
AT&T MOBILITY	DATA PLANS/TRAINING CHIEF	44.74
AT&T MOBILITY	IPADS & CELL PHONE DATA	357.09
ADMINISTRATOR'S CONTINGENCY FD	JUNE 2022 ANALYSIS SVC CHARGE	191.35
ADMINISTRATOR'S CONTINGENCY FD	JUNE 2022 INTEREST EARNED	.02-
ADMINISTRATOR'S CONTINGENCY FD	PAYROLL CHECK REIMBURSEMENT	36.94
ADMINISTRATOR'S CONTINGENCY FD	REFUND KIDS KAMP	125.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-BAKER	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-BERG	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-BROWN	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-ERICKSON	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-EVERHART	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-GIDEON'S	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-JONES	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-WHITE	25.00
ADMINISTRATOR'S CONTINGENCY FD	WILDLAND FIREFIGHTING BOOTS	150.00
AMP INSURANCE	2021 W/C COMMISSION	1,586.00
AMP INSURANCE	2022 W/C COMMISSION	2,053.00
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	958.82
SEAN ANDERSON	CLEANING WEEKS OF JULY 22-29	442.32
AUTO VALUE - FERGUS FALLS	AUGUST LIGHT FOR STATION	1.19
BEYER BODY SHOP, INC.	TOW TAO MOTORCYCLE/22025936	125.00
BOUND TREE MEDICAL LLC	COMBAT APPLICATION TOURNIQUET	108.08
CARR'S TREE SERVICE, INC.	213 W BANCROFT TRIMMING	450.00
CARR'S TREE SERVICE, INC.	617 W BIRCH HAZ.TREE REMOVAL	1,400.00
CHARTER COMMUNICATIONS	AUGUST FIXED IP ADDRESS	19.99
CHARTER COMMUNICATIONS	AUGUST INTERNET	119.99
CHARTER COMMUNICATIONS	CABLE 7/18-8/17	32.97

## General

CHARTER COMMUNICATIONS	JULY FIXED IP ADDRESS	19.99
CHARTER COMMUNICATIONS	JULY INTERNET	119.99
CHARTER COMMUNICATIONS	08/02-09/01/22 CABLE	40.18
COMMISSIONER OF REVENUE	2022 JULY SALES TAX	87,970.00
COOPERS TECHNOLOGY GROUP	AUG COPY PAPER,RIBBON,MARKERS	198.60
COOPERS TECHNOLOGY GROUP	JULY CATALOG ENVELOPES	32.31
COOPERS TECHNOLOGY GROUP	JULY MARKERS, PENS, SORTKWIK	27.97
COOPERS TECHNOLOGY GROUP	SIT-STAND WORK STATION/DAN K	479.00
COSSETTE ELECTRIC LLC	50 AMP GFCI BREAKERS	2,218.86
DACOTAH PAPER CO	JULY TISSUE,CANLINER,SOAP,CLNR	537.15
DAILY JOURNAL	JULY CITY'S STRATEGIC FRAMEWOR	115.50
DAILY JOURNAL	JULY CLEAN UP & SECURE ABATEMT	105.88
DAILY JOURNAL	JULY NOTICE OF ELECTION	288.76
DAILY JOURNAL	JULY NOTICE OF FILING	125.13
DAILY JOURNAL	JULY PLANNING COMMISSION MTG	125.13
DAILY JOURNAL	JULY PUBLISH ORDINANCE #28	211.75
DAILY JOURNAL	JULY PUBLISH ORDINANCE #29	125.13
DAILY JOURNAL	YEARLY SUBSCRIPTION	168.00
DIAMOND VOGEL PAINTS	AUG WHITE STREET PAINT	930.00
DIAMOND VOGEL PAINTS	JUL TRAFFIC PAINT BEADS	780.00
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	96,985.04
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	2,675.92
EQUIPMENT FUND	JULY FUEL CHARGES #3002	120.05
EQUIPMENT FUND	JULY FUEL CHARGES #3004	56.72
EQUIPMENT FUND	JULY FUEL CHARGES #3006	62.65
EQUIPMENT FUND	JULY FUEL CHARGES #3013	134.70
EQUIPMENT FUND	JULY FUEL CHARGES #3019	101.17
EQUIPMENT FUND	JULY FUEL CHARGES #3040	105.51
EQUIPMENT FUND	JULY FUEL CHARGES #3042	73.74
EQUIPMENT FUND	JULY REPAIRS/SERVICE #3013	794.68
4M FUND	JUL 22 SERVICE CHARGE	61.22
FASTENAL COMPANY	AUG PARK SAFETY VEWNDING	66.87
FASTENAL COMPANY	AUG STOCK HARDWARE CHRIS/JASON	68.73
FASTENAL COMPANY	AUG STREET SAFETY VENDING	33.43
FASTENAL COMPANY	FILTERS	229.71
FASTENAL COMPANY	JUL PARK SAFETY VENDING	48.43
FASTENAL COMPANY	JUL STREET SAFETY VENDING	48.43
FERGUS POWER PUMP, INC.	SOLAR PROJECT/DUST CONTROL	7,749.00
FERGUS FALLS CONVENTION &	JUN 2022 LODGING TAX	20,856.97
FERGUS FALLS CONVENTION &	JUN 2022 LODGING TAX ADMIN	625.71-
FERGUS HOME & HARDWARE	JUL SIGN HARDWARE ORDER	38.48
FORUM COMMUNICATIONS	JULY COMMUNICATIONS SPECIALIST	744.50
GALLS LLC	CEDERBERG UNIFORM PURCHASE	15.62

## General

GALLS LLC	KITZMAN SPEED PLATE	113.02
GALLS LLC	KITZMAN UNIFORM PURCHASE	258.21
GALLS LLC	SHIRKEY SPEED PLATE	117.87
GENERAL FUND	JULY COPIER USE	145.06
GENERAL FUND	JULY LONG DISTANCE CHARGES	102.41-
GENERAL FUND	JULY POSTAGE USE	387.85
GENERAL FUND	TRANSFER JULY COPIER USE	272.98-
GENERAL FUND	TRANSFER JULY POSTAGE USE	742.97-
GOODIN COMPANY	GOLF COURSE ELONGATED	178.65
GOODIN COMPANY	GOLF COURSE PLUMBING MATERIALS	1,377.07
GOODIN COMPANY	JUNE 40 GAL PROLINE ELEC	691.60
GOODIN COMPANY	REDUCER,CAP ADAPTER	48.40
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	450.52
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
HIGH POINT NETWORKS LLC	O365 MIGRATION PROJECT	475.00
HOME DEPOT CREDIT SERVICES	AUG CREDIT RETURNED PARTS	100.48-
HOME DEPOT CREDIT SERVICES	AUG IRRIGATION FITTINGS POLICE	3.90
HOME DEPOT CREDIT SERVICES	AUG PARTS FOR GOLF COURSE PROJ	298.74
HOME DEPOT CREDIT SERVICES	AUGUST NOZZLE, SOCKET ADAPTER	32.66
HOME DEPOT CREDIT SERVICES	AUGUST STEEL STAKE, EBEXT 8X2	147.90
HOME DEPOT CREDIT SERVICES	JUL WHEELBARROW/TRANSFER SHOVE	298.88
HOME DEPOT CREDIT SERVICES	JULY CLAMPS, PVC CUTTER, PIPE	233.51
HOME DEPOT CREDIT SERVICES	JULY END HOSE REPAIR	17.92
HOME DEPOT CREDIT SERVICES	JULY EZ LOCK STARTER KIT	19.97
HOME DEPOT CREDIT SERVICES	JULY FLASHLIGHT,STRIPPERS,TAPE	69.78
HOME DEPOT CREDIT SERVICES	JULY HDX BOWL BRUSH WITH CADDY	29.85
HOME DEPOT CREDIT SERVICES	JULY INSERTXFPT ELBOW, TEE	9.10
HOME DEPOT CREDIT SERVICES	JULY PRIME KD WHITEWOOD STUD	46.20
HOME DEPOT CREDIT SERVICES	JULY UNGER 6",SINGLE EDGE BLAD	25.91
KNUTSON LAWN SERVICE	CONTRACT MOW RR ROW BROADWAY	360.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 528 WESTERN	467.50
KNUTSON LAWN SERVICE	CONTRACT MOWING 922 N DAHL	162.50
KNUTSON LAWN SERVICE	CONTRACT MOWING 924 S COURT	282.50
LAKE REGION ELECTRIC COOP	JULY ELECTRICITY EXPENSE	2,042.60
LAKE REGION ELECTRIC COOP	JULY/SNOW REMOVAL/EQUIP BLDG	45.84
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/ELLINGSON/22018903	96.00
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/FATLAND/22015320	96.00
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/KEEZER/22020805	96.00
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/KUNTZ/22021618	96.00
LAKE REGION HEALTHCARE CORP	BLOOD DRAW/WESTRUM/22023687	96.00
LAKELAND MENTAL HEALTH CENTER	JULY/EMPLOYEE ASSIST-1346453	100.00

## General

LAKEWAY EXPRESS LLC	JUNE FUEL FOR SMALL ENGINES	69.66
LEITCH EXCAVATING INC	213 W BANCROFT DEMO	7,631.28
LOCATORS & SUPPLIES INC	AUG SHRINK WRAP/BROOM/HANDLE	86.99
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	147.95
M-R SIGN COMPANY INC	JUL 12" STOP SIGNS	83.40
MARCO TECHNOLOGIES LLC	ARENA CAMERA REFRESH INSTALL	8,110.00
MARCO TECHNOLOGIES LLC	ARENA CAMERA REFRESH PARTS	610.00
MARCO TECHNOLOGIES LLC	07/27-08/27/22 COPIER RENT	762.22
MARK SAND AND GRAVEL COMPANY	3/4 ROCK PLUS LMC#CP215783	138.37
METRO SALES, INC	06/18-07/17/2022 COPIER RENT	152.98
METRO SALES, INC	06/18-07/17/2022 COPIER USAGE	20.62
MINN-DAKOTA/OTTER TAIL COACHES	SHUTTLE IN-TOWN/BOWLING ALLEY	95.12
NATURES GARDEN WORLD	P.D. IRRIGATION REP. POLY PIPE	158.00
NW REGIONAL FIREFIGHTER'S ASSN	ANNUAL DUES	50.00
NOVA FIRE PROTECTION, LLC	ANNUAL SPRINKLER INSPECTION	455.00
NYCKLEMOE & ELLIG, P.A.	AUGUST PROSECUTING SERVICES	9,225.00
O'DAY EQUIPMENT INC	JULY JET A WATER SENSING UNIT	772.31
OFFICE OF MNIT SERVICES	JULY INTERNET USAGE	274.48
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	29,897.55
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	2,418.83
OTTER TAIL TELCOM	AUGUST ADDITIONAL LISTING	10.00
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	732.78
OTTER TAIL TELCOM	AUGUST TELEPHONE LINES	200.70
OTTER TAIL TELCOM	JULY LONG DISTANCE	6.13
OVERHEAD DOOR CO	JULY SERVICE CALL DOOR #26	75.00
POLICE DEPT CONTINGENCY FUND	ESTEP TRAINING MEAL EXPENSES	74.07
POLICE DEPT CONTINGENCY FUND	SHIRKEY UNIFORM PURCHASE	264.09
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	4,120.91
PUBLIC UTILITIES DEPARTMENT	JULY UTILITIES/522 E HAMPDEN	34.78
RED OAK LAWN LLC	528 WESTERN ABATE/WEEDS	1,419.50
THE RENTAL STORE	TRENCHER 6X36" RENTAL	140.00
SAMI JO PHOTOS	AUGUST MEMBER PHOTOS	175.00
SERVICE FOOD SUPERVALU	AUGUST ELECTION EXPENSE	39.60
SIRCHIE ACQUISITION CO, LLC	PARTICULATE PREFILTER	215.00
SKY CREW SERVICES, LLC	SEPTEMBER MANAGEMENT FEES	3,500.00
FRANKLIN STOCK	2022 SAFETY GLASSES REIMBURSE	85.00
SWANSTON EQUIPMENT CO	AUG CHAINSAW TWIST LOCK	11.42
SWANSTON EQUIPMENT CO	AUG THROTTLE CABLE (JASON)	13.90
TAG-UP	JULY MEDALS	499.50
UGSTAD PLUMBING INC	GOLF CLUB A/C REPAIRS	787.72
VERIZON WIRELESS	AIR/CELL JUL 2-AUG 1	1,084.22
VERIZON WIRELESS	AUGUST CELL PHONE EXPENSE	40.01
WSB	JUNE STRATEGIC PLANNING FRAMEW	8,746.18

## General

WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/01F042673	353,629.69-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140QPRK5	195,006.66-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/3140QPL3	164,624.03-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/5917457W8	57,505.70-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/65887PXY6	75,000.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/83162CQ22	200,000.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/91282CEP2	74,285.46-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVESTMENTS - JUL	2,240,103.08
WORKFORCE DEVELOPMENT SOLUTION	NEW FIREFIGHTER ORIENTATION	750.00
WORKSRIGHT SOFTWARE, INC.	PER/RDI POSTAL CODING	265.00
WORKSRIGHT SOFTWARE, INC.	PER/SORT POSTAL CODING	3,348.00
WORKSRIGHT SOFTWARE, INC.	PER/ZIP4 POSTAL CODING	3,348.00
	F U N D   T O T A L	1,460,527.06

## P.A. General

ACCURATE CONTROLS INC	NEW SECURITY SYSTEM CBHH	15,184.11
ATLAS OUTDOOR SERVICES LLC	AUGUST/CBHH SNOW/LAWN CARE	1,000.00
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	8.11
GENERAL FUND	JULY COPIER USE	16.02
GENERAL FUND	JULY LONG DISTANCE CHARGES	2.17
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	3.30
NATURES GARDEN WORLD	SPRINKLER REPAIRS AT CBHH	270.45
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	6.39
SUMMIT COMPANIES	ANNUAL FIRE ALARM INSPECTION	890.00
SUMMIT COMPANIES	MONTHLY MONITORING -AUG	32.50
	F U N D   T O T A L	18,521.67

## Regional Treatment Center-City Operated

OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	274.40
	F U N D   T O T A L	274.40

## Public Library

ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	62.47
BAKER & TAYLOR INC	BIG READS BOOKS	849.48
BAKER & TAYLOR INC	BOOKS	6,814.46
BAKER & TAYLOR INC	BOOKS BIG READ GRANT KB	61.28
BAKER & TAYLOR INC	BOOKS BIG READ GRANT KK	300.93
BAKER & TAYLOR INC	FREIGHT SURCHARGE	69.17
BAKER & TAYLOR INC	PROCESSING BOOKS	382.95
DEMCO EDUCATIONAL CORP	PROCESSING SUPPLIES	342.30
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	6,336.70
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	47.66
JENNY FIELD OPHEIM	LRAC LEGACY ARTWORK	2,500.00
GENERAL FUND	JULY LONG DISTANCE CHARGES	47.44
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	23.00
HOME DEPOT CREDIT SERVICES	JULY MR CLEAN ERASER, BUCKET	50.32
HOME DEPOT CREDIT SERVICES	JULY POLE, SQUEEGEE, SCREWS,	117.27
HOME DEPOT CREDIT SERVICES	JULY WINDOW CLEANER, SWIFFER	62.90
HOOPLA	DIGITAL CONTENT	926.97
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	13.75
MIDWEST PRINTING COMPANY	BUSINESS CARDS LIB CARD APPL	225.00
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	1,820.91
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	76.67
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	147.40
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	351.99
SHERWIN WILLIAMS CO	AUGUST PAINT, CLEANER, LINER,	122.40
U S A TODAY	08/01/22-08/31/23 SUBSCRIPTION	403.67
US BANK EQUIPMENT FINANCE	07/21-08/21/22 COPIER LEASE	551.70
NANCY XIAORONG VALENTINE	LRAC LEGACY ARTWORK	1,350.00
LAURA A YOUNGBIRD	LRAC LEGACY ARTWORK	1,950.00
	F U N D   T O T A L	26,008.79

## Bigwood Event Center

BIGWOOD CONTINGENCY FUND	APRIL OPERATING SUPPLIES	282.26
BIGWOOD CONTINGENCY FUND	CHECK #1013 ERROR	.90-
BIGWOOD CONTINGENCY FUND	EVENT CANCELLED/K & K MGMT	100.00
BIGWOOD CONTINGENCY FUND	FEB - JULY ICE MACHINE RENTAL	1,080.00
CLOVER	JUL POS MONTHLY SERVICE CHARGE	91.65
COMMISSIONER OF REVENUE	2022 JULY SALES TAX	300.87
COOPERS TECHNOLOGY GROUP	JULY HARDBOARD CLIPBOARD	41.96



## Bigwood Event Center

EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	1,734.72
GENERAL FUND	JULY LONG DISTANCE CHARGES	.61
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	57.84
JK SPORTS	JULY UNIFORMS	401.00
JOHNSON BROTHERS LIQUOR CO	JUNE BEVERAGES	177.52-
JOHNSON BROTHERS LIQUOR CO	JUNE BEVERAGES	177.50
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	5.50
MARCO TECHNOLOGIES LLC	07/29-08/29/22 COPIER RENT	119.86
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	2,764.80
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	198.57
OTTER TAIL TELCOM	AUGUST INTERNET ACCESS	163.59
PRECISION CATERING MINNESOTA	JULY FOOD-OTTER TAIL POWER CO.	8,481.00
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	495.25
ROASTED	JULY BOXED LUNCHES	91.00
	F U N D   T O T A L	16,409.56

## Tax Abatement - Dental Specialists of Fergus Falls

TAFT STETTINIUS HOLLISTER LLP	DENTAL SPEC ABATEMENT/DEVOP	3,000.00
	F U N D   T O T A L	3,000.00

## IRP Revolving Loan

GENERAL FUND	JULY COPIER USE	.10
	F U N D   T O T A L	.10

## CDBG/HUD Revolving Loan

COSSETTE ELECTRIC LLC	ELECTRICAL WORK/TC FOODS	11,747.83
GENERAL FUND	JULY COPIER USE	16.24
TC FOODS LLC	PLUMBING/CONCORD-LOAN #508	4,270.00

## CDBG/HUD Revolving Loan

TC FOODS LLC	REMODELING/CONCORD-LOAN #508	8,325.00
	F U N D   T O T A L	24,359.07

## G.O. Port Authority Bonds, Series 2020A-DEED Demo

MN DEPT. OF EMPLOYMENT AND	SEMI-ANNUAL PAYMENT/INTEREST	2,281.09
	F U N D   T O T A L	2,281.09

## G.O. Port Authority Bonds, Series 2020B-DEED RLF

MN DEPT. OF EMPLOYMENT AND	SEMI-ANNUAL PAYMENT/PRINCIPAL	15,187.00
	F U N D   T O T A L	15,187.00

## Capital Improvement

ASTECH ASPHALT SURFACE TECH	PAY APP. NO 2	25,459.25
ASTECH ASPHALT SURFACE TECH	PAY APP. NO. 2	5,913.65
BOLTON & MENK INC	AQUATIC CENTER REDESIGN	2,925.00
BOLTON & MENK INC	CA SERVICES 5/28/2022-6/24/22	2,090.00
BOLTON & MENK INC	PROF SERV.DELAGOON PARK IMP.	846.00
BOLTON & MENK INC	PROF.SERV. 6/11/22 THRU 7/8/22	9,975.00
COOPERS TECHNOLOGY GROUP	RIVERFRONT/FOLD TABLES, CHAIRS	7,171.27
MOODY'S INVESTORS SERVICE, INC	2022A TIF BONDS RATING FEE	14,000.00
MOORE ENGINEERING INC	ADDITIONAL SERVICES/LABOR	1,525.00
NYCKLEMOE & ELLIG, P.A.	RIVERSIDE DEVELOP/DAIRY BLDG	4,631.90
PARK & PLAY USA LLC	BOTTLE FILLER ADA FOUNTAIN	3,890.00
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	8,213.50
	F U N D   T O T A L	86,640.57

## Airport Capital Improvement

SHORT ELLIOTT HENDRICKSON INC	FUEL SYS REPL. FINAL DESIGN PH	11,775.00
	F U N D   T O T A L	11,775.00

## Liquor Store

A-1 LOCK & KEY LLC	JULY ON-SITE KEY CUTTING	47.70
AL'S REFRIGERATION, INC.	JULY A/C REPLACEMENT FREON	2,413.00
THE AMERICAN BOTTLING COMPANY	AUGUST/MIX	401.62
THE AMERICAN BOTTLING COMPANY	JULY/MIX	412.78
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	319.65
ARCTIC GLACIER USA INC	AUGUST/FREIGHT #3603221604	7.50
ARCTIC GLACIER USA INC	AUGUST/FREIGHT #3609221002	17.50
ARCTIC GLACIER USA INC	AUGUST/ICE #3603221604	516.46
ARCTIC GLACIER USA INC	AUGUST/ICE #3609221002	177.24
ARCTIC GLACIER USA INC	JULY/FREIGHT #3606221605	17.50
ARCTIC GLACIER USA INC	JULY/FREIGHT #3607220904	7.50
ARCTIC GLACIER USA INC	JULY/ICE #3606221605	334.66
ARCTIC GLACIER USA INC	JULY/ICE #3607220904	444.22
ARTISAN BEER COMPANY	AUGUST/BEER	2,583.30
ARTISAN BEER COMPANY	AUGUST/MIX	120.00
BELLBOY CORPORATION	AUGUST/FREIGHT	114.25
BELLBOY CORPORATION	AUGUST/LIQUOR	8,174.52
BELLBOY CORPORATION	AUGUST/MIX	467.55
BELLBOY CORPORATION	JULY/LIQUOR	540.00
BEVERAGE WHOLESALERS INC	AUGUST/BEER	48,667.54
BEVERAGE WHOLESALERS INC	AUGUST/MIX	254.10
BEVERAGE WHOLESALERS INC	AUGUST/WINE	3.44-
BEVERAGE WHOLESALERS INC	JULY/BEER	24,552.78
BEVERAGE WHOLESALERS INC	JULY/MIX	170.50
BEVERAGE WHOLESALERS INC	JULY/WINE	301.70
BRAUN VENDING INC	AUGUST WATER COOLER RENT	16.00
BRAUN VENDING INC	JULY/SUPPLIES-WATER	35.00
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/BEER	38.40-
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/FREIGHT	271.64
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/LIQUOR	14,025.68
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/MIX	1,275.88
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/WINE	4,906.50
BREAKTHRU BEVERAGE MINNESOTA	JULY/FREIGHT	251.21
BREAKTHRU BEVERAGE MINNESOTA	JULY/LIQUOR	19,264.09

## Liquor Store

BREAKTHRU BEVERAGE MINNESOTA	JULY/MIX	313.63
BREAKTHRU BEVERAGE MINNESOTA	JULY/WINE	352.00
CAYAN	JULY 2022 CR CD FEES	21,236.43
VIKING COCA-COLA BOTTLING CO	AUGUST/MIX	1,121.85
COMMISSIONER OF REVENUE	2022 JULY SALES TAX	51.90
BRANDON CURRIE	MAR 150TH ANNIVERSARY EXPENSES	1,628.30
D-S BEVERAGES, INC.	AUGUST/BEER	44,766.92
D-S BEVERAGES, INC.	AUGUST/LIQUOR	377.65
D-S BEVERAGES, INC.	AUGUST/MIX	543.30
D-S BEVERAGES, INC.	JULY/BEER	26,799.89
D-S BEVERAGES, INC.	JULY/MIX	149.50
DACOTAH PAPER CO	AUGUST/BAGS, ROLL THERMAL	390.21
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	8,351.14
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	23.33
FARGO GLASS & PAINT CO INC	INSTALL LITE KIT WITH 1" GLASS	1,140.00
GENERAL FUND	JULY LONG DISTANCE CHARGES	.98
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	55.30
JOHNSON BROTHERS LIQUOR CO	AUGUST/FREIGHT	347.49
JOHNSON BROTHERS LIQUOR CO	AUGUST/LIQUOR	6,442.89
JOHNSON BROTHERS LIQUOR CO	AUGUST/MIX	456.45
JOHNSON BROTHERS LIQUOR CO	AUGUST/WINE	5,806.31
JOHNSON BROTHERS LIQUOR CO	JULY/FREIGHT	111.05
JOHNSON BROTHERS LIQUOR CO	JULY/LIQUOR	4,931.70
JOHNSON BROTHERS LIQUOR CO	JULY/WINE	2,496.45
LIQUOR STORE	RECEIPT AUGUST RENT	358.00-
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	16.50
MAVERICK WINE LLC	AUGUST/FREIGHT	71.00
MAVERICK WINE LLC	AUGUST/LIQUOR	3,566.10
MAVERICK WINE LLC	AUGUST/WINE	1,056.00
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	3,819.21
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	83.90
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	312.35
OUTSTATE BREWING COMPANY	JULY/BEER	670.00
PEPSI BEVERAGE COMPANY	AUGUST/MIX	202.36
PHILLIPS WINE & SPIRITS CO	AUGUST/FREIGHT	129.63
PHILLIPS WINE & SPIRITS CO	AUGUST/LIQUOR	7,343.85
PHILLIPS WINE & SPIRITS CO	AUGUST/MIX	80.00
PHILLIPS WINE & SPIRITS CO	AUGUST/WINE	1,150.50
PHILLIPS WINE & SPIRITS CO	JULY/FREIGHT	24.76
PHILLIPS WINE & SPIRITS CO	JULY/LIQUOR	1,598.30
PHILLIPS WINE & SPIRITS CO	JULY/WINE	155.70
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	526.56
SOUTHERN GLAZER'S OF MN	AUGUST/FREIGHT	457.48

## Liquor Store

SOUTHERN GLAZER'S OF MN	AUGUST/LIQUOR	31,799.30
SOUTHERN GLAZER'S OF MN	AUGUST/MIX	163.00
SOUTHERN GLAZER'S OF MN	AUGUST/WINE	2,133.12
SOUTHERN GLAZER'S OF MN	JULY/FREIGHT	160.95
SOUTHERN GLAZER'S OF MN	JULY/LIQUOR	3,699.26
SOUTHERN GLAZER'S OF MN	JULY/WINE	3,600.00
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36
WINE MERCHANTS INC	AUGUST/FREIGHT	62.96
WINE MERCHANTS INC	AUGUST/WINE	3,977.85
	F U N D   T O T A L	325,497.40

## Refuse Disposal

ALBANY RECYCLING CENTER INC	JULY RECYCLING	2,272.79
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	296.96
CARR'S TREE SERVICE, INC.	JULY STORM DAMAGE JUNIUS AVE	317.85
COMMISSIONER OF REVENUE	2022 JULY SALES TAX	28.23
COMMISSIONER OF REVENUE	2022 JULY SWMT	31,102.00
COSSETTE ELECTRIC LLC	JULY REPAIR TO GATE	417.21
WASTE MANAGEMENT	07/01-07/15/22 PRO SERVICES	6,741.74
WASTE MANAGEMENT	07/16-07/31/22 PRO SERVICES	6,638.00
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	64.21
GENERAL FUND	JULY LONG DISTANCE CHARGES	1.24
PAUL HAARSTAD EXCAVATING LLC	JULY LEVEL DEMO PILE @LANDFILL	2,725.00
LIBERTY TIRE SERVICES LLC	AUG RECYCLE TIRES OFF RIM	1,192.50
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	16.50
MARCO TECHNOLOGIES LLC	07/27-08/27/22 COPIER RENT	184.58
METRO SALES, INC	06/18-07/17/2022 COPIER RENT	16.55
METRO SALES, INC	06/18-07/17/2022 COPIER USAGE	11.60
NEW HORIZONS ENERGY	JULY PROPANE	1,981.60
OTTER TAIL COUNTY DET-STIS	MAY CLEANING SERVICES	285.00
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	172.84
OTTER TAIL POWER COMPANY	JUNE SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	25.56
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	143.25
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	2,527.85
REVTRAK INC	JULY 2022 CR CD FEES	3,007.55
WASTEWATER TREATMENT FUND	JULY ASH CELL LEACHATE	415.80

## Refuse Disposal

WASTEWATER TREATMENT FUND	JULY DEMO CELL LEACHATE	2,801.25
	F U N D   T O T A L	78,134.20

## Sewage Treatment

AL'S REFRIGERATION, INC.	JUNE A/C FREON, FILTER	781.00
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	216.00
CHRISTIANS CUSTOM LLC	JULY LOAD BANK TEST/PARTS	2,062.00
CORE & MAIN LP	AUG STOCK PARTS ORDER	1,724.74
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	10,592.60
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	43.94
FASTENAL COMPANY	AUG SEWER SAFETY VENDING	33.43
FASTENAL COMPANY	AUG T-ROD, S/S FW	54.92
GENERAL FUND	JULY LONG DISTANCE CHARGES	7.32
GOPHER STATE ONE CALL	JULY BILLABLE TICKETS	81.00
GRAINGER INC	JULY PUTTY, PLUMBING EPOXY	18.44
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	442.96
HAWKINS INC	JULY SULFUR DIOXIDE CYL. TN	10.00
HAWKINS INC	MAY CYLINDERS	320.00
HOLCIM-MWR INC	AUG CONCRETE FIR AVE	982.50
HOLCIM-MWR INC	AUG CONCRETE N CLEVELAND/E CED	790.00
HOME DEPOT CREDIT SERVICES	JUL 9 VOLT BATTERIES (MARCIA)	19.74
HOTSY MINNESOTA	JUL 60" PRESS WASH LANCES U262	130.95
LAKE REGION ELECTRIC COOP	JULY ELECTRICITY EXPENSE	174.85
LIBERTY BUSINESS SYSTEMS INC	JULY PULLEY ASSY, ROLLER,	260.27
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	11.00
MARCO TECHNOLOGIES LLC	07/27-08/27/22 COPIER RENT	184.58
MCMASTER-CARR SUPPLY CO	AUG 1" SS PIPE NIPPLES (BRENT)	46.48
MCMASTER-CARR SUPPLY CO	JULY SS THREADED MOUNT LOOP	83.01
MESERB	AUG 2022-2023 MEMBER RENEWAL	4,917.00
METRO SALES, INC	06/18-07/17/2022 COPIER RENT	16.56
METRO SALES, INC	06/18-07/17/2022 COPIER USAGE	11.60
MN VALLEY TESTING LABS INC	JULY BIOSOLIDS TESTING	298.65
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	12,484.62
OTTER TAIL POWER COMPANY	JUNE SERVICE-MAIL BILLS	76.35
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	25.56
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	142.24
PLUNKETT'S PEST CONTROL INC.	AUG SPRING/FALL EXT.SERVICES	23.40
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	5,564.46

## Sewage Treatment

RMB ENVIRONMENTAL LABORATORIES	AUG ANALYSIS	116.52
RMB ENVIRONMENTAL LABORATORIES	JULY ANALYSIS	384.41
REVTRAK INC	JULY 2022 CR CD FEES	3,007.55
SHERWIN WILLIAMS CO	AUG THICKSTER 14MIL GLOVES	33.98
SPEE*DEE DELIVERY SERVICE INC	JULY SHIPPING	88.21
WADENA ASPHALT INC	JULY TIC.33626	806.00
WADENA ASPHALT INC	JULY TIC#33550	682.00
WADENA ASPHALT INC	JULY TIC#33551-52,96	1,798.00
WASTEWATER TREATMENT FUND	RECEIPT TO JULY LEACHATE	3,217.05-
	F U N D   T O T A L	46,331.79

## Water

ADMINISTRATOR'S CONTINGENCY FD	AUGUST UTILITIES REFUND	53.03
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	240.29
COOPERS TECHNOLOGY GROUP	AUGUST REFILL FOR BLUE GEL PEN	16.20
CORE & MAIN LP	AUG HYDRANT SPRING PLATE	86.63
CORE & MAIN LP	AUG STOCK HYDRANT PARTS ORDER	4,717.56
CORE & MAIN LP	AUG STOCK PARTS ORDER	7,153.82
CORE & MAIN LP	AUG 1" 975XL BACKFLOW RPZ	544.14
CORE & MAIN LP	JUL 2" RPZ REPAIR KIT	460.46
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	8,893.64
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	64.22
FASTENAL COMPANY	AUG WATER SAFETY VENDING	33.43
FERGUSON WATERWORKS #1657	JUL REGISTER SEAL PINS	35.01
FERGUSON WATERWORKS #1657	JUL 2" MACH 10 USG METER	794.56
GENERAL FUND	JULY COPIER USE	59.72
GENERAL FUND	JULY LONG DISTANCE CHARGES	19.18
GENERAL FUND	JULY POSTAGE USE	187.87
GOIN' POSTAL FERGUS FALLS	AUG POSTAGE	13.66
GOPHER STATE ONE CALL	JULY BILLABLE TICKETS	81.00
GRAYMONT (WI) LLC	AUG HIGH CALCIUM QUICKLIME	6,035.82
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	1,662.72
HAWKINS INC	JULY CHLORINE	1,374.00
HOME DEPOT CREDIT SERVICES	AUG D HANDLE 16' DRAIN SHOVEL	39.98
HOME DEPOT CREDIT SERVICES	AUG SUPER GLUE UNIT 79	13.94
HOME DEPOT CREDIT SERVICES	AUG 18" CHROME ADJ WRENCH	52.97
HOME DEPOT CREDIT SERVICES	JUL QUIKRETE CONCRETE MIX	21.36
KODRU-MOONEY	JULY SWING CHECK VALVE W/L&W	2,547.84

## Water

LAKELAND GENERAL STORE	AUG HYDRO SWEEP	3,920.00
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	19.25
MARCO TECHNOLOGIES LLC	07/27-08/27/22 COPIER RENT	238.62
METRO SALES, INC	06/18-07/17/2022 COPIER RENT	16.56
METRO SALES, INC	06/18-07/17/2022 COPIER USAGE	11.60
NORTH CENTRAL LABORATORIES	JULY 2.5 KG, POTASSIUM IODIDE	636.77
OLSEN CHAIN & CABLE INC	AUG TRENCH BOX CHAIN SLING	236.35
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	8,633.58
OTTER TAIL POWER COMPANY	JUNE SERVICE-MAIL BILLS	76.34
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	25.56
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	161.95
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	170.83
RMB ENVIRONMENTAL LABORATORIES	AUG BACTERIA MONITORING	130.68
RMB ENVIRONMENTAL LABORATORIES	JULY 2ND HALF BACT.MONITORING	119.79
REVTRAK INC	JULY 2022 CR CD FEES	3,007.54
UGSTAD PLUMBING INC	JULY REBUILD TEST RPZ VALVE	761.25
UGSTAD PLUMBING INC	JULY RPZ VALVE PARTS	1,641.84
VERIZON WIRELESS	AUGUST CELL PHONE EXPENSE	89.12
WADENA ASPHALT INC	JULY TIC #33450	910.00
WADENA ASPHALT INC	JULY TIC#33119,21,23	2,356.00
WADENA ASPHALT INC	JULY TIC#33180	434.00
WADENA ASPHALT INC	JULY TIC#33414	930.00
WADENA ASPHALT INC	JULY TIC#33437,40	1,240.00
WADENA ASPHALT INC	JULY TIC#33494	868.00
	F U N D   T O T A L	61,838.68

## Storm Water

GOPHER STATE ONE CALL	JULY BILLABLE TICKETS	81.00
MOORE ENGINEERING INC	JULY MS4 AUDIT ASSISTANCE	850.00
NATURES GARDEN WORLD	AUG STRAWBLANKET-P.L. ROAD	80.00
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	592.18
	F U N D   T O T A L	1,603.18

## Equipment



## Equipment

AL'S REFRIGERATION, INC.	JULY A/C MAINTENANCE, SERVICE	90.00
ARAMARK UNIFORM SERVICES	JULY LINEN SUPPLY	357.12
AMERICAN WELDING & GAS, INC	JUL MIG GUN 15' M25 (BRENT)	263.15
AMERICAN WELDING & GAS, INC	JUL 33LB FORKLIFT PROPANE	154.37
ASHBY EQUITY ASSOCIATION	AUG 15W40 BULK OIL SHOP	1,798.50
ASHBY EQUITY ASSOCIATION	AUG 5W20 BULK OIL	881.10
AUTO VALUE - FERGUS FALLS	AUG A/C PRO VENT&DUCT CLEANER	11.99
AUTO VALUE - FERGUS FALLS	AUG AIR FILTER UNIT 228	45.36
AUTO VALUE - FERGUS FALLS	AUG ARMOR ALL PROTECTANT WIPES	17.98
AUTO VALUE - FERGUS FALLS	AUG BRAKE PARTS CLEANER	53.88
AUTO VALUE - FERGUS FALLS	AUG CORE CREDIT INV 5343886	28.89-
AUTO VALUE - FERGUS FALLS	AUG CORE CREDIT INV 5344090	277.78-
AUTO VALUE - FERGUS FALLS	AUG CREDIT FROM INV 5344129	30.99-
AUTO VALUE - FERGUS FALLS	AUG CREDIT FROM INV 5344654	5.99-
AUTO VALUE - FERGUS FALLS	AUG CREDIT FROM INV 5344683	4.79-
AUTO VALUE - FERGUS FALLS	AUG FUEL FILTER/HYD FITTING	117.58
AUTO VALUE - FERGUS FALLS	AUG FUSE TAP (STOCK)	5.99
AUTO VALUE - FERGUS FALLS	AUG GREASE GUN COUPLERS	29.96
AUTO VALUE - FERGUS FALLS	AUG MALE PIPE HYD FITTING	4.79
AUTO VALUE - FERGUS FALLS	AUG MALE PIPE SWIVEL HYD FITT	31.99
AUTO VALUE - FERGUS FALLS	AUG MALE PIPE SWIVEL HYD FITTI	63.98
AUTO VALUE - FERGUS FALLS	AUG MINI IN-LINE FUSE HOLDER	19.98
AUTO VALUE - FERGUS FALLS	AUG OIL FILTER UNIT 487	13.08
AUTO VALUE - FERGUS FALLS	AUG PLUGS AND WIRES UNIT 7	57.93
AUTO VALUE - FERGUS FALLS	AUG STOCK AIR FILTER	9.20
AUTO VALUE - FERGUS FALLS	AUG STOCK PARTS ORDER	380.79
AUTO VALUE - FERGUS FALLS	AUG TOGGLE SWITCH U-484	5.49
AUTO VALUE - FERGUS FALLS	AUG 4-WIRE FLAT EXTENSION	7.99
AUTO VALUE - FERGUS FALLS	JUL BATTERY FOR LIGHTS TESTER	125.99
AUTO VALUE - FERGUS FALLS	JUL BRAKE CONTROL MODULE	84.99
AUTO VALUE - FERGUS FALLS	JUL CREDIT RETURNED DOOR HINGE	67.99-
AUTO VALUE - FERGUS FALLS	JUL DOOR HINGE UNIT 42	67.99
AUTO VALUE - FERGUS FALLS	JUL HYD FITTINGS UNIT 262	24.27
AUTO VALUE - FERGUS FALLS	JUL OIL FILTER UNIT 2091	4.41
AUTO VALUE - FERGUS FALLS	JUL OIL PRESS SWITCH U-5	32.25
AUTO VALUE - FERGUS FALLS	JUL POWER STEERING FLUID U-41	6.49
AUTO VALUE - FERGUS FALLS	JUL POWER STEERING PUMP U-41	111.88
AUTO VALUE - FERGUS FALLS	JUL STOCK OIL FILTERS	26.46
AUTO VALUE - FERGUS FALLS	JUL STOP/TAIL LIGHTS U-461	17.98
AUTO VALUE - FERGUS FALLS	JUL 1/2" CLAMPS (SHOP)	20.50
AUTO VALUE - FERGUS FALLS	JUL 9006 BULB/PIGTAILS U-226	36.96
BROCK WHITE COMPANY LLC	AUG AUGER MOTOR REBUILD KIT	302.26
BROCK WHITE COMPANY LLC	JUL 3" AGGREGATE HOSE U-483	694.31

## Equipment

CERTIFIED LABORATORIES	AUG FREE AEROSOL/PREMA LUBE GRE	537.95
COMMISSIONER OF REVENUE	JULY 2022 SPECIAL FUEL TAX	866.97
COMMISSIONER OF REVENUE	2022 JULY SALES TAX	83.00
COMPLETE INTEGRATED SOLUTIONS	RETURNED 1 LAPTOP	2,190.00-
COMPLETE INTEGRATED SOLUTIONS	4 LAPTOPS	9,256.00
EMPLOYEES INSURANCE TRUST FUND	AUGUST HEALTH INSURANCE	6,525.74
EMPLOYEES INSURANCE TRUST FUND	AUGUST LIFE INSURANCE	27.04
EQUIPMENT FUND	JULY FUEL USAGE	654.54-
EQUIPMENT FUND	JULY REPAIRS/SERVICE	794.68-
FARGO FREIGHTLINER	AUG PARK BRAKE VALVE U-228	174.92
FASTENAL COMPANY	AUG RUBBER STRAP ORDER (SHOP)	132.99
FASTENAL COMPANY	AUG SHOP SUPPLY VENDING	47.41
FASTENAL COMPANY	JUL SHOP SUPPLY STOCK ORDER	67.82
FERGUS HOME & HARDWARE	AUG 45 DEGREE 1/2" ELBOW U-483	1.99
GENERAL FUND	JULY LONG DISTANCE CHARGES	13.58
GRAINGER INC	AUG HOSE REEL BUMPER STOP	13.79
GRAINGER INC	AUG 1/2"X50' AIR HOSE (SHOP)	269.10
GREAT PLAINS NATURAL GAS CO	JULY NATURAL GAS EXPENSE	260.52
GROWMARK INC	AUG UNITED SYN HD COMM ATF	189.50
HOME DEPOT CREDIT SERVICES	AUG PLUMBING PARTS OIL PROJECT	86.80
HOME DEPOT CREDIT SERVICES	AUG 1" HOSE OIL UPGRADE PROJEC	60.62
HOME DEPOT CREDIT SERVICES	JUL MATERIALS TO REPAIR BUILDI	71.30
HOME DEPOT CREDIT SERVICES	JUL PLUMBING PARTS BULK OIL TA	18.92
HOME DEPOT CREDIT SERVICES	JUL SHOP PLUMBING PARTS	27.71
INTERSTATE BATTERY SYSTEM	AUG GROUP 65 BATTERY	154.95
INTERSTATE BATTERY SYSTEM	AUG MT-26 BATTERY U-956	111.95
INTERSTATE BATTERY SYSTEM	AUG STOCK 4D-XHD BATTERY	233.95
INTERSTATE BATTERY SYSTEM	JUL STOCK MT-78 BATTERY	114.95
JORGENSONS TOOLS LLC	AUG 90 DEGREE .5HP DIE GRINDER	214.99
LAKEWAY EXPRESS LLC	AUG NON OXYGENATED FUEL	139.55
LAKEWAY EXPRESS LLC	AUG NON OXYGENATED FUEL DELAGO	68.12
LAWSON PRODUCTS INC	AUG FAB SHOP DRILL BITS	89.70
LAWSON PRODUCTS INC	AUG QUICKPEEL (SHOP)	109.98
MII LIFE INCORPORATED	AUGUST HSA/FLEX PLAN PART FEE	5.50
MTI DISTRIBUTING INC	JUL SPHERICAL BEARINGS (TORO)	316.46
MTI DISTRIBUTING INC	JUL SUCTION DAMPER U-1186	112.30
MACQUEEN EQUIPMENT INC	AUG CORNER SCROLL UNIT 3013	83.86
MACQUEEN EQUIPMENT INC	AUG LEADER HOSE UNIT 262	484.84
MARCO TECHNOLOGIES LLC	07/27-08/27/22 COPIER RENT	75.44
MCMASTER-CARR SUPPLY CO	AUG 0-3000 PSI PRESS GAUGE 484	60.53
MCMASTER-CARR SUPPLY CO	AUG 1" X 14" WELDED PIPE U-262	43.05
MCMASTER-CARR SUPPLY CO	JUL SHOP OIL TANK CAM&GROOVE C	33.30
MINNESOTA MOTOR COMPANY	JUL DOOR HINGE UNIT 41	107.36

## Equipment

NELSON INTERNATIONAL	AUG VALVE COVER GASKET U-241	150.88
NELSON INTERNATIONAL	JUN CREDIT RETURNED HOOD STRAP	166.34-
NELSON INTERNATIONAL	JUN HOOD LATCH ASSM U-240	155.83
NORTHERN ENGINE AND SUPPLY INC	AUG HYD HOSE & FITTINGS U-280	840.84
NORTHERN ENGINE AND SUPPLY INC	AUG HYD HOSE/FITTINGS UNIT 280	214.96
OLSON OIL COMPANY INC	JUL #2 PREM DIESEL FUEL (SHOP)	31,417.01
OLSON OIL COMPANY INC	JUNE 20LB PROPANE	42.00
O'REILLY AUTOMOTIVE INC	AUG HEAD GASKET KIT/BOLTS U-7	387.17
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	1,079.67
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	57.50
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	36.05
OVERHEAD DOOR CO	FEB WEATHERSTRIP W SHOP DOOR	50.00
POLICE DEPT CONTINGENCY FUND	2076 GAS	105.26
PUBLIC UTILITIES DEPARTMENT	JULY PUBLIC UTILITIES	637.82
ROYAL TIRE INC	AUG BD BDM CAP 11R22.5 TIRE	279.43
ROYAL TIRE INC	JUL BD BDM 11R22.5 (STK)	258.05
ROYAL TIRE INC	JUL R-124 SECTION REPAIR	49.00
SANITATION PRODUCTS INC	AUG LIMIT ARM SWITCH U-225	33.35
SETCOM CORPORATION	AUG WIRELESS HEADSETS U-3045	5,006.95
SMOKEY'S MACHINE SHOP	AUG RESURFACE/CLEAN HEADS U-7	95.00
SWANSTON EQUIPMENT CO	AUG DUAL PLANE SWIVEL U-484	520.41
SWANSTON EQUIPMENT CO	AUG FILTER UNIT 487	53.44
SWANSTON EQUIPMENT CO	AUG FILTERS UNIT 487	127.55
SWANSTON EQUIPMENT CO	JUL CREDIT RETURNED CONTROL	605.23-
SWANSTON EQUIPMENT CO	JUL FLOW SENSOR UNIT 496	207.22
SWANSTON EQUIPMENT CO	JUL 18A FUSE -- UNIT 484	21.72
SWANSTON EQUIPMENT CO	JUL 22" PERSONAL PACE MOWER	499.00
UNLIMITED AUTOGLASS LLC	JUL GLASS CHIP REPAIR UNIT 241	75.00
WALLWORK TRUCK CENTER F.F.	AUG FRONT DRIVE AXLE AIR BAGS	337.04
WALLWORK TRUCK CENTER F.F.	AUG FUEL FITLER (STOCK)	115.09
WALLWORK TRUCK CENTER F.F.	AUG PRESS PROTECT VALVE U-16	78.02
WALLWORK TRUCK CENTER F.F.	AUG PRESSURE PROTECT VALVE U16	34.98
WALLWORK TRUCK CENTER F.F.	AUG RETURN WRONG VALVE	78.02-
ZIEGLER INC.	AUG CREDIT VALVE SOL 00626355	83.27-
ZIEGLER INC.	AUG NOZZLE UNIT 296	9.46
ZIEGLER INC.	AUG PRESSURE SWITCH UNIT 294	115.30
ZIEGLER INC.	JUL GP-SOL VALVE UNIT 294	95.25
	F U N D   T O T A L	65,471.13

## Employees Insurance

## Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT AUG LIFE INSURANCE	2,670.51-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT AUGUST HEALTH INS	155,198.40-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT AUGUST LIFE INS	283.92-
LAKES COUNTRY SVC COOP	AUGUST 22 HEALTH INSURANCE	165,889.08
	F U N D   T O T A L	7,736.25

## Flexible Benefit Agency

MII LIFE INCORPORATED	FLEX PLAN REIMB	3,854.50
	F U N D   T O T A L	3,854.50

## PEG Access

CHARTER COMMUNICATIONS	06/26-07/25/22 CABLE	8.89
CHARTER COMMUNICATIONS	07/26-08/25/22 CABLE	8.89
DAILY JOURNAL	JUNE/KIDS SCOOP-FFSP FFSS	100.00
LIQUOR STORE	AUGUST RENT	358.00
OTTER TAIL POWER COMPANY	JULY ELECTRICITY EXPENSE	123.18
OTTER TAIL TELCOM	AUGUST TELEPHONE EXPENSE	222.54
	F U N D   T O T A L	821.50

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

BCBS OF MINNESOTA	AUGUST HEALTH INSURANCE	1,415.73
FERGUS FALLS CONVENTION &	JUN 2022 LODGING TAX	20,856.97-
FERGUS FALLS CONVENTION &	JUN 2022 LODGING TAX ADMIN	625.71
GENERAL FUND	JULY COPIER USE	35.84
GENERAL FUND	JULY LONG DISTANCE CHARGES	9.89
GENERAL FUND	JULY POSTAGE USE	167.25
OTTER TAIL TELCOM	AUG. TELEPHONE LINES	19.17
	F U N D   T O T A L	18,583.38-

8/15/2022

R E S O L U T I O N   R E C O R D

T O T A L   A L L   F U N D S            2,237,689.56

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 15 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

8/15/2022

R E S O L U T I O N   R E C O R D

COMMISSIONER OF REVENUE	120,402.97
4M FUND	61.22
MN DEPT. OF EMPLOYMENT AND	17,468.09
A-1 LOCK & KEY LLC	4,593.98
ARC DOCUMENT SOLUTIONS LLC	220.14
AT&T MOBILITY	496.34
ACCURATE CONTROLS INC	15,184.11
ADMINISTRATOR'S CONTINGENCY FD	756.30
ALBANY RECYCLING CENTER INC	2,272.79
AMP INSURANCE	3,639.00
AL'S REFRIGERATION, INC.	3,284.00
THE AMERICAN BOTTLING COMPANY	814.40
ARAMARK UNIFORM SERVICES	2,451.31
AMERICAN WELDING & GAS, INC	417.52
SEAN ANDERSON	442.32
ARCTIC GLACIER USA INC	1,522.58
ARTISAN BEER COMPANY	2,703.30
ASHBY EQUITY ASSOCIATION	2,679.60
ASTECH ASPHALT SURFACE TECH	31,372.90
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	1,022.89
BAKER & TAYLOR INC	8,478.27
BELLBOY CORPORATION	9,296.32
BEVERAGE WHOLESALERS INC	73,943.18
BEYER BODY SHOP, INC.	125.00
BIGWOOD CONTINGENCY FUND	1,461.36
BCBS OF MINNESOTA	1,415.73
BOLTON & MENK INC	15,836.00
BOUND TREE MEDICAL LLC	108.08
BRAUN VENDING INC	51.00
BREAKTHRU BEVERAGE MINNESOTA	40,622.23
BROCK WHITE COMPANY LLC	996.57
CARR'S TREE SERVICE, INC.	2,167.85
CAYAN	21,236.43
CERTIFIED LABORATORIES	537.95
CHARTER COMMUNICATIONS	370.89
CHRISTIANS CUSTOM LLC	2,062.00
CLOVER	91.65
VIKING COCA-COLA BOTTLING CO	1,121.85
COMPLETE INTEGRATED SOLUTIONS	7,066.00
COOPERS TECHNOLOGY GROUP	7,967.31
CORE & MAIN LP	14,687.35
COSSETTE ELECTRIC LLC	14,383.90
BRANDON CURRIE	1,628.30
D-S BEVERAGES, INC.	72,637.26
DACOTAH PAPER CO	927.36
DAILY JOURNAL	1,365.28

8/15/2022

R E S O L U T I O N   R E C O R D

WASTE MANAGEMENT	13,379.74
DEMCO EDUCATIONAL CORP	342.30
DIAMOND VOGEL PAINTS	1,710.00
FARGO FREIGHTLINER	174.92
FARGO GLASS & PAINT CO INC	1,140.00
FASTENAL COMPANY	865.60
FERGUS POWER PUMP, INC.	7,749.00
FERGUS HOME & HARDWARE	40.47
FERGUSON WATERWORKS #1657	829.57
JENNY FIELD OPHEIM	2,500.00
FORUM COMMUNICATIONS	744.50
GALLS LLC	504.72
GOIN' POSTAL FERGUS FALLS	13.66
GOODIN COMPANY	2,295.72
GOPHER STATE ONE CALL	243.00
GRAINGER INC	301.33
GRAYMONT (WI) LLC	6,035.82
GREAT PLAINS NATURAL GAS CO	2,952.86
GROWMARK INC	189.50
PAUL HAARSTAD EXCAVATING LLC	2,725.00
HAWKINS INC	1,704.00
HIGH POINT NETWORKS LLC	3,276.00
HOLCIM-MWR INC	1,772.50
HOME DEPOT CREDIT SERVICES	1,777.67
HOOPLA	926.97
HOTSY MINNESOTA	130.95
INTERSTATE BATTERY SYSTEM	615.80
JK SPORTS	401.00
JOHNSON BROTHERS LIQUOR CO	20,592.32
JORGENSONS TOOLS LLC	214.99
KNUTSON LAWN SERVICE	1,272.50
KODRU-MOONEY	2,547.84
LAKE REGION ELECTRIC COOP	2,263.29
LAKE REGION HEALTHCARE CORP	480.00
LAKELAND GENERAL STORE	3,920.00
LAKELAND MENTAL HEALTH CENTER	100.00
LAKES COUNTRY SVC COOP	165,889.08
LAKEWAY EXPRESS LLC	277.33
LAWSON PRODUCTS INC	199.68
LEITCH EXCAVATING INC	7,631.28
LIBERTY BUSINESS SYSTEMS INC	260.27
LIBERTY TIRE SERVICES LLC	1,192.50
LOCATORS & SUPPLIES INC	86.99
MII LIFE INCORPORATED	4,093.75
M-R SIGN COMPANY INC	83.40
MTI DISTRIBUTING INC	428.76
MACQUEEN EQUIPMENT INC	568.70



8/15/2022

R E S O L U T I O N   R E C O R D

MARCO TECHNOLOGIES LLC	10,285.30
MARK SAND AND GRAVEL COMPANY	138.37
MAVERICK WINE LLC	4,693.10
MCMASTER-CARR SUPPLY CO	266.37
MESERB	4,917.00
METRO SALES, INC	258.07
MIDWEST PRINTING COMPANY	225.00
MINN-DAKOTA/OTTER TAIL COACHES	95.12
MINNESOTA MOTOR COMPANY	107.36
MN VALLEY TESTING LABS INC	298.65
MOODY'S INVESTORS SERVICE, INC	14,000.00
MOORE ENGINEERING INC	2,375.00
NATURES GARDEN WORLD	508.45
NELSON INTERNATIONAL	140.37
NEW HORIZONS ENERGY	1,981.60
NORTH CENTRAL LABORATORIES	636.77
NORTHERN ENGINE AND SUPPLY INC	1,055.80
NW REGIONAL FIREFIGHTER'S ASSN	50.00
NOVA FIRE PROTECTION, LLC	455.00
NYCKLEMOE & ELLIG, P.A.	13,856.90
O'DAY EQUIPMENT INC	772.31
OFFICE OF MNIT SERVICES	274.48
OLSEN CHAIN & CABLE INC	236.35
OLSON OIL COMPANY INC	31,459.01
O'REILLY AUTOMOTIVE INC	387.17
OTTER TAIL COUNTY DET-STs	285.00
OTTER TAIL POWER COMPANY	61,891.97
OTTER TAIL TELCOM	5,216.69
OUTSTATE BREWING COMPANY	670.00
OVERHEAD DOOR CO	125.00
PARK & PLAY USA LLC	3,890.00
PEPSI BEVERAGE COMPANY	202.36
PHILLIPS WINE & SPIRITS CO	10,482.74
PLUNKETT'S PEST CONTROL INC.	23.40
POLICE DEPT CONTINGENCY FUND	443.42
PRECISION CATERING MINNESOTA	8,481.00
PUBLIC UTILITIES DEPARTMENT	14,430.45
RMB ENVIRONMENTAL LABORATORIES	751.40
RED OAK LAWN LLC	1,419.50
THE RENTAL STORE	140.00
REVTRAK INC	9,022.64
ROASTED	91.00
ROYAL TIRE INC	586.48
SAMI JO PHOTOS	175.00
SANITATION PRODUCTS INC	33.35
SERVICE FOOD SUPERVALU	39.60
SETCOM CORPORATION	5,006.95

8/15/2022

R E S O L U T I O N   R E C O R D

SHERWIN WILLIAMS CO	156.38
SHORT ELLIOTT HENDRICKSON INC	11,775.00
SIRCHIE ACQUISITION CO, LLC	215.00
SKY CREW SERVICES, LLC	3,500.00
SMOKEY'S MACHINE SHOP	95.00
SOUTHERN GLAZER'S OF MN	42,013.11
SPEE*DEE DELIVERY SERVICE INC	88.21
FRANKLIN STOCK	85.00
SUMMIT COMPANIES	922.50
SWANSTON EQUIPMENT CO	849.43
TC FOODS LLC	12,595.00
TAFT STETTINIUS HOLLISTER LLP	11,213.50
TAG-UP	499.50
TOTAL REGISTER SYSTEMS	32.36
UGSTAD PLUMBING INC	3,190.81
UNLIMITED AUTOGLASS LLC	75.00
U S A TODAY	403.67
US BANK EQUIPMENT FINANCE	551.70
NANCY XIAORONG VALENTINE	1,350.00
VERIZON WIRELESS	1,213.35
WSB	8,746.18
WALLWORK TRUCK CENTER F.F.	487.11
WADENA ASPHALT INC	10,024.00
WELLS FARGO - INVESTMENTS	1,120,051.54
WINE MERCHANTS INC	4,040.81
WORKFORCE DEVELOPMENT SOLUTION	750.00
WORKSRIGHT SOFTWARE, INC.	6,961.00
LAURA A YOUNGBIRD	1,950.00
TOTAL OTHER GOVERNMENT	137,932.28
TOTAL OTHER VENDORS	2,099,757.28
TOTAL ALL VENDORS	2,237,689.56