



**City Council Agenda
September 19, 2022
5:30 pm in the City Council Chambers**

Invocation – Rich Iverson, Bethel Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
 - 1. Resolution awarding the bid for PI 9767, the Phase II Downtown Riverfront project to Comstock Construction in the amount of \$3,591,292.24
 - 2. Resolution approving the total project budget for PI 9767 in the amount of \$5,292,190 (includes design services, construction administration and contingency)
- F. Petitions and Communications
- G. Consent Agenda
 - 1. Motion approving the minutes from the September 6, 2022 City Council meeting
 - 2. Motion approving licenses
 - 3. Resolution declaring items from the Police Department, Public Works and the Bigwood Event Center as surplus equipment and authorizing their disposal or trade-in
 - 4. Motion appointing Mike Thorson and Jeney Christensen to the Bicycle and Pedestrian Advisory Committee
- H. Ordinance and Resolutions
 - 1. Resolution accepting the project plans and specifications and authorizing the advertising of bids for PI 9508, the Regional Treatment Center Phase 3 Preservation Project
 - 2. Resolution approving the 2023 preliminary budget in the amount of \$51,314,518
 - 3. Resolution approving the 2023 preliminary levy in the amount of \$7,650,000
 - 4. Resolution setting the 2023 budget and levy public meeting for December 5, 2022 at 6:00 pm or later in the Council Chambers
 - 5. Resolution approving the purchase of a replacement scoreboard at the American Legion field
 - 6. Resolution approving a Development Agreement between the City and Sky Crew Services
- I. Presentation of Claims \$961,313.05
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers

L. Old Business/Unfinished Business

M. New Business

N. Miscellaneous Announcements

September 28 7:00 am Committee of the Whole meeting

October 3 5:30 pm City Council meeting

O. Adjournment to closed meeting to consider a real estate offer pursuant to MN State Sec 13d.05

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

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

Council Action Recommendation

Page 1 of 2

Meeting Date:

September 19, 2022 City Council Meeting

Subject:

Downtown Riverfront Project Phase 2 Contract Award

Recommendation:

Approve a Resolution awarding the bid for PI 9767, the Phase II Downtown Riverfront project to Comstock Construction in the amount of \$3,591,292.24

Background/Key Points:

On Monday night, staff will present the revised bids for Phase 2 of the Downtown Riverfront Improvement Project. The team has worked diligently to make this a viable project.

Project Review

- Initial bid came in on 4/27/22 for \$4,990,733.53 (base bid).
- Council deemed the cost too high and instructed staff to revisit the scope of the project, bids and possible funding sources, including potential fundraising opportunities.

Interim steps

- The scope of the project was revised
 - Reduced the size of the splash pad and river
 - Eliminated some trail
 - Revised the site layout
- Rebid the project with seven alternates for flexibility
- Considered additional funding sources
- Added flexibility to the substantial completion date (splash pad operational by summer 2024, with bulk of construction in 2023)
- Preliminary fundraising conversations

September 19, 2022 Summary

- The project still includes:
 - Splash pad with a variety of spray/play features
 - Pergola shade structure
 - Restroom
 - Sidewalks
 - Plaza
 - Entire parking lot replacement
 - River feature and landscaping, including Otter shaped sprayers
 - Art foundations for future art installations

- Staff does not recommend Alt 2 – Trail extension along the river to the splash pad, which was bid at \$372,903.43. With no bridge as part of this project, this trail extension is not necessary.
- Engineering Bids
 - Received two bids; bid opening was August 31, 2022
 - Local bidder, Comstock Construction was the lowest (they also completed the Phase 1 project)
 - Comstock bid is \$3,591,292.24 for everything except Alt 2 (trail extension)
- Total project cost – construction, contingency, design, engineering, plus soft costs = \$5,292,189.92
- Funding Sources

- Fundraising	\$2,000,000
o Significant lead funder (\$1 M) committed	
o Fundraising campaign leads identified	
- ARPA Funds	\$713,000
- General Fund	
o Projected Local Sales Tax Balance	\$500,000
o Parking Lot Budget	\$100,000
o Municipal State Aid for Streets	\$160,000
- Mall Abatement Fund Balance	\$125,000
- Sewer Fund	\$95,500
- Water Fund	\$38,000
- Stormwater Fund	\$157,000
- G.O. Port Authority Bonds	<u>\$1,403,690</u> \$5,292,190

Budgetary Impact:

Bond repayment would be approximately \$140,000 annually for 15 years (more info attached)

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Bolton and Menk memo including bid detail, project finances, Phase 2 imagery
 Project Sources and Uses and Bonding implications



Real People. Real Solutions.

3168 41st Street South
Suite 2
Fargo, ND 58104

Ph: (701) 566-5339
Fax: (701) 566-5348
Bolton-Menk.com

MEMORANDUM

Date: September 10, 2022
To: Honorable Mayor Schierer and City Council Members
From: Kent Louwagie, PE, Principal Engineer
Grant J. Kuper, PE, CFM, Project Manager
Subject: Downtown Riverfront Improvements Phase 2
City of Fergus Falls, Minnesota
Project No.: OD1.125985

As directed by the City Council, the Phase 2 of the Downtown Riverfront Improvements project has been revised and re-bid. The revisions generally included reducing the size of the splash pad and river feature, eliminating some of the trail along the river, and revising the site layout accordingly. The bidding documents also split the project into a base bid with several alternates, allowing the City to select which alternates to award.

The scope of work included in the base bid and alternates can generally be described as follows:

- Base Bid: Splash pad, pergola, restroom, sidewalks, plaza, partial parking lot replacement
- Alternate 1: River feature and landscaping
- Alternate 2: Trail extension along river to southern point of splash pad
- Alternate 3: Reconstruction of entire parking lot
- Alternates 4-7: Art foundations, tables, irrigation system, string lights

Bids for the project were opened on August 31st. Two bids were received. The engineer's estimate and the bid results are shown in the following table.

	Engineer's Estimate	Comstock Construction, Inc.	Meyer Contracting Inc.
Base Bid	\$3,276,257.90	3,262,098.09	3,396,127.48
Alt 1	\$267,107.80	240,672.86	412,689.67
Alt 2	\$516,184.00	372,903.43	498,455.07
Alt 3	\$101,400.40	115,943.25	208,927.40
Alt 4	\$8,200.00	9,494.10	22,057.04
Alt 5	\$30,000.00	40,975.00	38,179.60
Alt 6	\$30,950.00	16,281.05	19,339.23
Alt 7	\$5,000.00	12,087.90	10,840.46
Total	\$4,235,100.10	4,070,455.67	4,606,615.95

The apparent low, responsible bidder is Comstock Construction. The bids received were competitive and responsive, and rebidding the project is unlikely to provide any cost savings. Comstock Construction

Name: Honorable Mayor Schierer and City Council Members

Date: September 10, 2022

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completed the work on Phase 1 of the Downtown Riverfront Improvements, and they are qualified to complete the construction of this project.

During our review of the bids, we noted that Comstock's bid price for item 119, shredded hardwood mulch, seemed unusually high. We contacted Comstock about it and confirmed that they had mis-typed that price in the bid form. The unit price in the base bid was \$990 per Cubic Yard, and the correct unit price is \$104.50 per Cubic Yard. After correcting this, Comstock's bid would decrease by \$106,260.

After discussion with City staff, it is recommended to award all of the project scope except Alternate 2. Deducting Alternate 2 from Comstock's total amount bid results in a total of \$3,697,552.24. Correcting the mulch price reduces the total to \$3,591,292.24. The total estimated project cost to complete the project without Alternate 2 is shown in the enclosed table. This includes the construction costs, a 10% construction contingency, and all estimated soft costs. The soft costs include design development fees prior to April 2021, as well as fees for design, bidding, estimated construction administration, testing and permitting, and city engineering. The total estimated project costs, after excluding Alternate 2 and correcting the mulch price, is \$5,292,189.92.

Two figures are also enclosed. The first figure shows the entire project without Alternate 2. The second figure shows close-ups of project areas, with Alternate 2 obscured by dark green shading.

If the City wishes to proceed with the project, we recommend awarding the contract to Comstock Construction, Inc. The scope of work awarded should include the Base Bid, Alternate 1, and Alternates 3 through 7. Award should be contingent on processing a change order concurrently with the contract to correct the unit price for item 119, shredded hardwood mulch. The amount of the awarded contract would be \$3,697,552.24, reduced to \$3,591,292.24 by the change order.

Enclosures: Total Estimated Project Cost
Riverfront Park East Block (2 Figures)

Total Estimated Project Cost

Downtown Riverfront Improvements - Phase 2 - Redesigned Scope
 City of Fergus Falls, Minnesota
 BMI Project No: OD1.125985
 9/12/2022



Using Comstock Construction's Bid Prices

DTRF Phase 2 Redesign	Phase 2 Redesign Budget					Total Per Row
	Base Bid	Bid Alt 1 River Feature west of Splash Pad	Bid Alt 2 River Walk to south end of Splash Pad	Bid Alt 3 Parking Lot Reconstruction	Misc. Bid Alts Art Foundations, Tables, String Lights, etc.	
Construction Costs - Redesigned Scope						
Estimated Construction Cost - Redesigned Scope	\$3,155,838.09	\$240,672.86	\$0.00	\$115,943.25	\$78,838.05	\$3,591,292.24
10% Construction Contingency - Redesigned Scope	\$315,583.81	\$24,067.29	\$0.00	\$11,594.32	\$7,883.80	\$359,129.22
Total Estimated Construction Costs - Redesigned Scope	\$3,471,421.90	\$264,740.15	\$0.00	\$127,537.57	\$86,721.85	\$3,950,421.47
Soft Costs - From 2018 through Construction						
Design Development & Preliminary Design Fees prior to 4/30/2021	\$307,106.00					\$307,106.00
BMI Fee Deduction - Carryover from Phase 1	(\$99,232.00)					-\$99,232.00
Phase 2 Design, Plans & Specs, Bidding: BMI & Subs (11/4/21 to 5/16/22)	\$454,710.00					\$454,710.00
Phase 2 Redesign, Plans & Specs, Bidding: BMI & Subs (5/17/22 to August 2022) Estimated	\$170,000.00					\$170,000.00
Construction Administration (estimated at 10%)	\$315,583.81	\$24,067.29	\$0.00	\$11,594.32	\$7,883.80	\$359,129.22
Construction Testing (estimated at 2%)	\$63,116.76	\$4,813.46	\$0.00	\$2,318.86	\$1,576.76	\$71,825.84
City Engineering (1.5%)	\$47,337.57	\$3,610.09	\$0.00	\$1,739.15	\$1,182.57	\$53,869.38
Permit Fees (Estimated)	\$24,360.00					\$24,360.00
Total Estimated Soft Costs - Redesigned Scope	\$1,282,982.14	\$32,490.84	\$0.00	\$15,652.34	\$10,643.14	\$1,341,768.45
Total Estimated Project Cost - Redesigned Scope	\$4,754,404.04	\$297,230.98	\$0.00	\$143,189.91	\$97,364.99	\$5,292,189.92
						\$5,292,189.92

FUNDING SOURCE BREAKDOWN OF BASE BID TOTAL ESTIMATED PROJECT COSTS						
DTRF Phase 2 Redesign	BASE BID VALUES FROM BUDGET SHOWN ABOVE		BASE BID COSTS SPLIT BY POTENTIAL FUNDING SOURCE			
	Base Bid	Parking Lot	Storm Sewer	Sanitary Sewer	Water	All Remaining Base Bid Items
Construction Costs - Redesigned Scope						
Estimated Construction Cost - Redesigned Scope	\$3,155,838.09	\$257,097.06	\$121,089.14	\$61,525.83	\$20,941.99	\$2,695,184.06
10% Construction Contingency - Redesigned Scope	\$315,583.81	\$25,709.71	\$12,108.91	\$6,152.58	\$2,094.20	\$269,518.41
Total Estimated Construction Costs - Redesigned Scope	\$3,471,421.90	\$282,806.77	\$133,198.06	\$67,678.42	\$23,036.19	\$2,964,702.46
Soft Costs - From 2018 through Construction						
Design Development & Preliminary Design Fees prior to 4/30/2021	\$307,106.00					\$307,106.00
BMI Fee Deduction - Carryover from Phase 1	(\$99,232.00)					(\$99,232.00)
Phase 2 Design, Plans & Specs, Bidding: BMI & Subs (11/4/21 to 5/16/22)	\$454,710.00	\$37,040.00	\$17,450.00	\$8,860.00	\$3,020.00	\$388,340.00
Phase 2 Redesign, Plans & Specs, Bidding: BMI & Subs (5/17/22 to August 2022) Estimated	\$170,000.00	\$13,850.00	\$6,520.00	\$3,310.00	\$1,130.00	\$145,190.00
Construction Administration (estimated at 10%)	\$315,583.81	\$24,067.29	\$0.00	\$11,594.32	\$7,883.80	\$272,038.39
Construction Testing (estimated at 2%)	\$63,116.76	\$4,813.46	\$0.00	\$2,318.86	\$1,576.76	\$54,407.68
City Engineering (1.5%)	\$47,337.57	\$3,610.09	\$0.00	\$1,739.15	\$1,182.57	\$40,805.76
Permit Fees (Estimated)	\$24,360.00			\$310.00	\$150.00	\$23,900.00
Total Estimated Soft Costs - Redesigned Scope	\$1,282,982.14	\$83,380.84	\$23,970.00	\$28,132.34	\$14,943.14	\$1,132,555.83
Total Estimated Project Cost - Redesigned Scope	\$4,754,404.04	\$366,187.60	\$157,168.06	\$95,810.75	\$37,979.33	\$4,097,258.30





**City of Fergus Falls
Downtown River Front Project - Phase 2
Funding Plan**

Total Project Costs: \$5,292,190 *

Sources of Funds:

Fundraising	\$2,000,000	**
ARPA Funds	713,000	
General Fund:		
Projected Local Sales Tax Balance	500,000	
Parking Lot Budget	100,000	
Municipal State Aid for Streets	160,000	
Mall Abatement Fund Balance	125,000	
Sewer Fund	95,500	
Water Fund	38,000	
Stormwater Fund	157,000	
G.O. Port Authority Bonds	1,403,690	***
Total Sources of Funds	<u><u>\$ 5,292,190</u></u>	

Property Tax Levy:

15-Year Bonds	\$140,000	1.83% Levy Increase
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Tax Impact:

\$250,000 Residential Home	\$27
\$1,000,000 Commercial Value	\$225

* Costs include the following: construction contract, design and construction administration fees, City staff, and contingency.

** A portion of fundraising will come in over time. The bond issue will be increased for donations to be received during 2024-2027, which will then be used to pay debt service on the bonds. The bond issue for Phase 2 is estimated to be \$2,125,000.

*** The property tax supported portion of the bonds is fairly equal to the bonds issued for Phase 1.

City Council Meeting
September 6, 2022

The Fergus Falls City Council held a regular meeting on Tuesday September 6, 2022, at 5:30 pm in the City Council Chambers. Pastor Eric Uggerud 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: Thompson, Arneson, Gustafson, Hicks, Hagberg, Kvamme and Rufer. Fish was absent.

Approval of Agenda

A motion and second were made by Hagberg and Arneson to approve tonight's agenda with the removal of the proclamation and the correction of a typo in the language of an item on the consent agenda and the motion carried.

Consent Agenda

The following items were approved under **Resolution #171-2022** by Gustafson: Motion approving the minutes from the August 15, 2022 City Council meeting and the August 31, 2022 Committee of the Whole meeting. Motion approving the following licenses: Excavator Ottertail Aggregate, Outdoor Renovations Landscape & Nursery Inc.; Full On Sale Liquor Gunpowder, El Loro; Mechanical Elite Heating and Air, JS Service. **Resolution #172-2022** declaring various Information Systems equipment as surplus property and authorizing its disposal or trade-in value. **Resolution #173-2022** initiating PI 5327, the Broadway: Fir to Lincoln street resurfacing project and accepting Interstate Engineering's professional services agreement for final design and construction administration in the amount of \$100,000. **Resolution #174-2022** accepting the state/federal grant agreement for PI 9349, the airport runway, taxiway and apron crack fill/joint repairs project. **Resolution #175-2022** authorizing staff to execute the permanent ingress/egress easement for PI 9771, the closed landfill between the city and Amy Shol and authorize providing \$3,500 in compensation for said easement. Motion authorizing the placement of temporary signage throughout the community. **Resolution #176-2022** accepting a \$500 donation for the Fergus Falls Fire Department from the Minnesota High School Rodeo Association. **Resolution #177-2022** approving an encroachment agreement with Sky Crew Services to place a sign on city property. **Resolution #178-2022** approving a Conditional Use Permit for an electronic message board in a B-2 zone located at 719 E Vernon Avenue as requested by Dairy Queen. **Resolution #179-2022** approving a variance to build an addition (deck) not meeting the required front yard setback at 724 Spruce Street as requested by Lee Lutt. Motion appointing Councilman Hicks to meet with Fergus Falls Township to discuss a joint resolution for the annexation of 96.55 acres. The resolution was seconded by Hagberg and was adopted.

Hicks asked for an item to be removed from the consent agenda and stated his preference staff do not devote time or resources to investigating a proposed roadway from County Highway 210 to County Highway 1. He felt staff time should be focused on working on our existing streets and infrastructure. A motion and second were made by Hicks and Thompson to put a proposed roadway from the County Highway 210 and 29 to County Highway 1 and the Water Plant Road on the city's Capital Improvement Plan, but to devote no staff time or resources to exploring the project at this time and the motion carried.

2023 Fee Schedule

At last week's Committee of the Whole meeting, the proposed 2023 fee schedule was presented. Since that review, staff are recommending not implementing a \$250 fee for a street closure and clarified a food truck license will include the ability to access city utilities. Hicks asked for a change in the city's rental registration program to reward the good landlords and add penalties for violations of the City Code. Kvamme asked that more consideration be given to the rental fee for using the Police Department's community room. Staff will be bringing more information back to the council pertaining to the rental registration program and community room at a later date. Hicks offered **Resolution #180-2022** adopting the 2023 fee schedule, which was seconded by Thompson and was adopted.

Claims

The City Attorney gave an update on a blighted property that the city obtained a court order to demolish, and the Public Works Director provided an update on the roof of the picnic shelter at Roosevelt Park that was damaged by hail earlier this year. Hagberg offered a resolution authorizing the payments and claims in the amount of \$3,360,013.85, which was seconded by Kvamme and was adopted.

The meeting adjourned at 5:50 pm

Lynne Olson

FOR COUNCIL MEETING— SEPT 19, 2022

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

Mechanical

Apex Heating and Air LLC

Demo/Hauler of Building Waste

BC Disposal

Wine and 3.2% Malt Liquor (Strong Beer Authorization)-2022

The Fabled Farmer



Council Action Recommendation

Page 1 of 1

Meeting Date: September 19, 2022

Subject: Declaration of Surplus Property

Recommendation: Declare the following items as surplus so they can be sold or traded towards the purchase of a new vehicle:

Unit 2087 2018 Ford Police Interceptor 1FM5K8AR3JGC17509

Background/Key Points: Vehicles and equipment have surpassed the normal use expectancy.

Budgetary Impact: The proceeds from the sale of the surplus property will be returned to the Equipment Fund.

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Council Action Recommendation

Page 1 of 1

Meeting Date: 9-19-22

Subject: Surplus items

Recommendation: Declare these items “surplus” and authorize their disposal via “Gov Deals”.

Hendey 12x30 Lathe serial number scc-3416-3221-2001
Champion 20" drill press
Famco 100 milling machine
Miller model 320 AC-DC inert gas welder
Chicago model L-37 box and pan brake
Unit 1170, a 2005 Tennant self-propelled sweeper

Bigwood E.C. inventory:

100-150 Banquet chairs
1 Groen Braising pan
15 Chafer's
54 ceiling tile mount speakers
3 portable projection screens
5 electric ceiling mount screens (1 is 8'6", 4 are 12'7")
Refrigerated serving table
Stainless prep table (28" x 64" x 32")

Background/Key Points: The items are no longer in use.

Budgetary Impact: All items will be listed for sale on the “Gov Deals” website and funds received from the sale of items will go back into the fund from which they were originally purchased from.

Originating Department: Public Works

Respectfully Submitted: Len Taylor

Attachments:



Council Action Recommendation

Page 1 of 2

Meeting Date:

September 19, 2022 – City Council

Subject:

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

Recommendation:

- Accept the project plans and specifications
- Authorization to Advertise for Bids

Background/Key Points:

Stantec Inc. has substantially completed the project plans and specifications for the above reference project. The Minnesota State Historic Preservation Office (SHPO) has also completed their 30-60-90% interval plan review and provided the attached response letter. The City's response to SHPO is also included for review.

The Minnesota Department of Employment and Economic Development (DEED) was also consulted during this process about the grant eligibility for the associated Phase 3 work items. If you recall DEED is administrating the State grant funds. DEED confirmed roofing, windows, brick tuck pointing, mold remediation, and water infiltration issues are grant eligible. Security systems are not eligible. Bruce Paulson from Stantec will be present to answer questions in regard to the proposed work scope and SHPO's response.

The Estimated Probable Construction Cost for the base bid contract is \$898,000.00 and \$830,000.00 for the proposed five (5) bid alternates. The combined estimated construction cost is \$1,728,000.00. Therefore, the City must publicly advertise for bids pursuant to the "Competitive Bidding Requirements" monetary thresholds. Although the bid date is not scheduled, I anticipate starting the advertising in the near future, if acceptable.

Budgetary Impact:

The City was awarded \$3,500,000 for Phase 2 & 3. The project expenditures to date for the Phase 2 Demolition (P.I. 9506) is \$2,447,035.65. A portion of the Phase 2 expenditures was funded with the initial Phase 1 grant balance of \$661,931.40. The remaining Phase 2 expenditures of \$1,785,104.25 will come from the Phase 2 grant. The unexpended State grant amount of **\$1,714,895.75** will be used as the Phase 3 funding source for project. Please note, the total estimated construction cost (Base + 5 Alternates) noted above does not include engineering design and construction administration fees, contingences, and staff time. Therefore, once bids are received, the award recommendation will be contingent on all project costs and funding availability.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Project Title Sheet

SHPO Response Letter, dated September 6, 2022

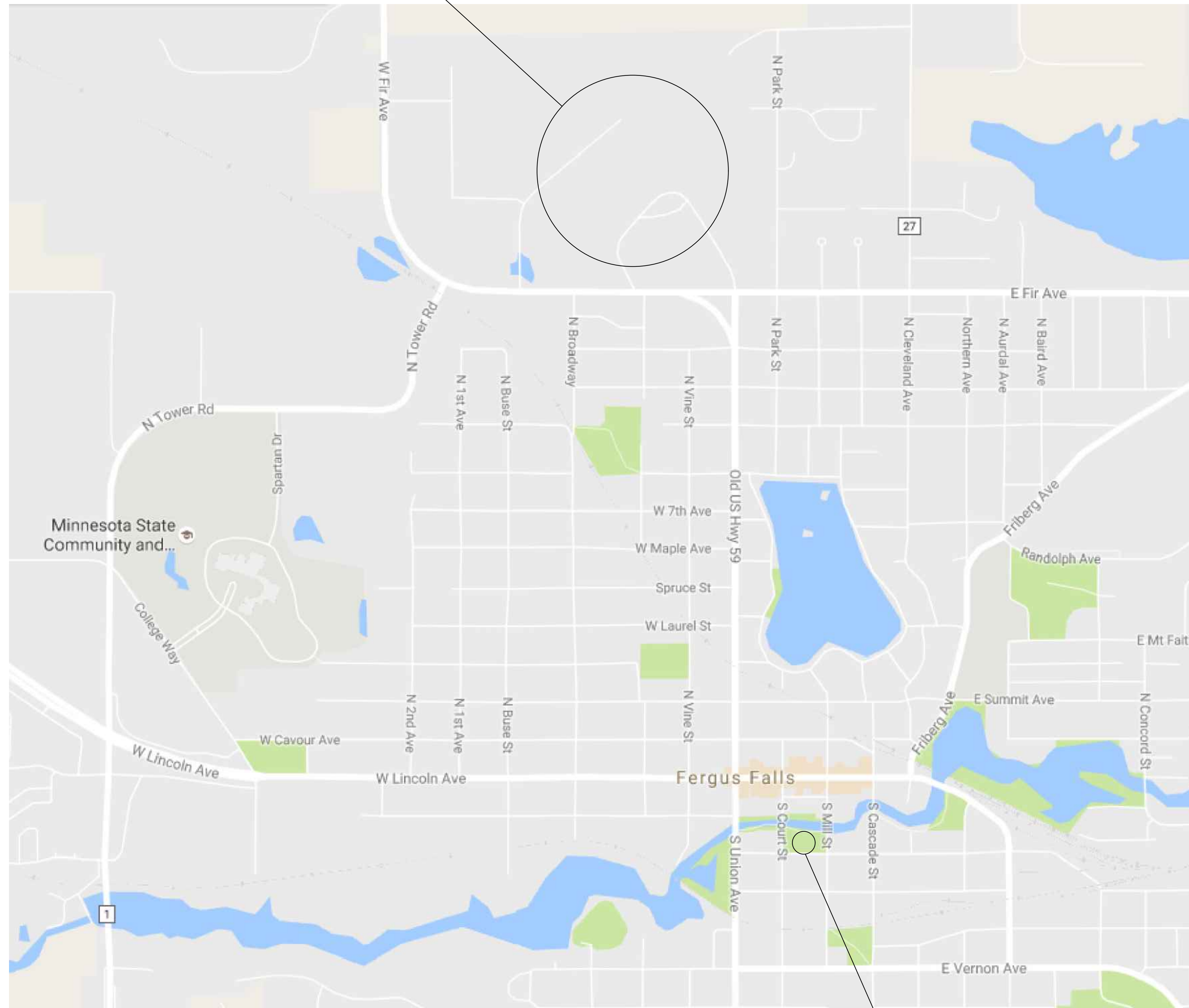
City Response Letter to SHPO, dated September 8, 2022

FERGUS FALLS REGIONAL TREATMENT CENTER PHASE 3 EXTERIOR STABILIZATION PROJECT

FERGUS FALLS, MINNESOTA 2022 PUBLIC IMPROVEMENT NO. 9508

PROJECT:

FERGUS FALLS REGIONAL TREATMENT CENTER
1400 N UNION AVE
FERGUS FALLS, MN 56537



BID LOCATION:
CITY HALL
112 WEST WASHINGTON AVE
FERGUS FALLS, MN 56537



PROJECT SHEET INDEX

GENERAL

- G001 PROJECT TITLE SHEET AND INDEX
- G002 ARCHITECTURAL ABBREVIATIONS, INDICATION OF MATERIALS, AND SYMBOLS

CIVIL

- C001 EXISTING CAMPUS PLAN

ARCHITECTURAL

- A1-100 BUILDING 1 GROUND FLOOR PLAN
- A1-101 BUILDING 1 FIRST FLOOR PLAN
- A1-102 BUILDING 1 SECOND FLOOR PLAN
- A1-103 BUILDING 1 THIRD FLOOR PLAN
- A1-104 BUILDING 1 FOURTH FLOOR PLAN
- A1-105 BUILDING 1 FIFTH, SIXTH, SEVENTH AND EIGHTH FLOOR PLANS
- A22-100 BUILDING 22 GROUND FLOOR PLAN
- A22-101 BUILDING 22 FIRST FLOOR PLAN
- A22-102 BUILDING 22 SECOND FLOOR PLAN
- A22-103 BUILDING 22 THIRD FLOOR PLAN
- A23-100 BUILDING 23 GROUND FLOOR PLAN
- A23-101 BUILDING 23 FIRST FLOOR PLAN
- A23-102 BUILDING 23 SECOND FLOOR PLAN
- A23-103 BUILDING 23 THIRD FLOOR PLAN
- A23-105 BUILDING 23 ROOF PLAN
- A24-100 BUILDING 24 GROUND FLOOR PLAN
- A24-101 BUILDING 24 FIRST FLOOR PLAN
- A24-102 BUILDING 24 SECOND FLOOR PLAN
- A24-103 BUILDING 24 THIRD FLOOR PLAN
- A24-104 BUILDING 24 FOURTH FLOOR PLAN
- A26-101 BUILDING 26 FIRST FLOOR PLAN
- A26-103 BUILDING 26 THIRD FLOOR PLAN
- A27-100 BUILDING 27 GROUND FLOOR PLAN
- A27-101 BUILDING 27 FIRST FLOOR PLAN
- A27-102 BUILDING 27 SECOND FLOOR PLAN
- A27-103 BUILDING 27 THIRD FLOOR PLAN
- A27-104 BUILDING 27 FOURTH FLOOR PLAN
- A27-105 BUILDING 27 ROOF PLAN
- A28-100 BUILDING 28 GROUND FLOOR PLAN
- A28-101 BUILDING 28 FIRST FLOOR PLAN
- A28-102 BUILDING 28 SECOND FLOOR PLAN
- A28-103 BUILDING 28 THIRD FLOOR PLAN
- A29-100 BUILDING 29 GROUND, FIRST, SECOND AND ROOF PLANS

MECHANICAL

- M1-100 BUILDING 1 GROUND FLOOR MECHANICAL PLAN
- M1-101 BUILDING 1 FIRST FLOOR MECHANICAL PLAN
- M1-102 BUILDING 1 SECOND FLOOR MECHANICAL PLAN
- M1-103 BUILDING 1 THIRD FLOOR MECHANICAL PLAN
- M1-104 BUILDING 1 FOURTH FLOOR MECHANICAL PLAN
- M1-501 BUILDING 1 MECHANICAL DETAILS

ELECTRICAL

- E001 ELECTRICAL SYMBOLS SHEET
- E1-300 BUILDING 1 GROUND FLOOR POWER PLAN
- E1-301 BUILDING 1 FIRST FLOOR POWER PLAN
- E1-302 BUILDING 1 SECOND FLOOR POWER PLAN
- E1-303 BUILDING 1 THIRD FLOOR POWER PLAN
- E1-304 BUILDING 1 FOURTH FLOOR POWER PLAN
- E1-305 BUILDING 1 FIFTH, SIXTH, SEVENTH, AND EIGHTH FLOOR POWER PLANS

September 6, 2022

VIA EMAIL ONLY

Bruce Paulson
Stantec Architecture
733 Marquette Avenue, Suite 1000
Minneapolis MN 55402

RE: Fergus Falls Regional Treatment Center Phase III Exterior Stabilization Project
Fergus Falls, Otter Tail County
SHPO No: 2022-1752

Dear Mr. Paulson,

Thank you for initiating consultation with our office regarding the proposed Fergus Falls Regional Treatment Center Phase III Exterior Stabilization Project (Phase III Project) at the Fergus Falls Regional Treatment Center. Information received in our office on June 8, July 13, and August 22, 2022 has been reviewed pursuant to the responsibilities given the State Historic Preservation Office under the Minnesota Historic Sites Act (Minn. Stat. §§ 138.665 - 138.666).

We have completed our review of your recent submissions which provided plans and specifications – at the 30 percent, 60 percent, and 90 percent design stages – for the proposed Phase III Project. The following documentation for proposed Phase III Project has been reviewed by our office to date:

- 30 percent plan set for *Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project* (dated June 8, 2022);
- “Request for Project Review by the State Historic Preservation Office” form and attachments (project site maps) dated 7/12/2022;
- Project Manual (dated July 2022) and 60 percent plan set for *Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project* (dated July 13, 2022); and
- Project Manual (dated August 2022) and 90 percent plan set for *Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project* (dated August 22, 2022).

We sincerely appreciate continuing consultation with our office as the local decision-making process has moved forward in regards to developing a framework for continued stewardship of the **Fergus Falls State Hospital Historic District**, a historic property listed in the National Register of Historic Places (NRHP). Our comments and recommendations as they pertain to our review of the proposal to complete additional exterior stabilization work are provided below.

Proposed Exterior Stabilization: Buildings 1, 22, 23, 24, 26, 27, and 28

Based upon information presented in the current plans and specifications, and also taking into consideration the email exchange of information between you, our office, and the City of Fergus Falls on August 23, 2022, we provide the following comments and recommendations, as outlined below, for the you to consider in an effort to design the Phase III Project in conformance with the Secretary of the

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287 mn.gov/admin/shpo ■ mnshpo@state.mn.us

AN EQUAL OPPORTUNITY AND SERVICE PROVIDER

Interior's Standards for Rehabilitation (Standards) in order to avoid adverse effects to the NRHP-listed historic property pursuant to state statutes:

- One of the most critical things a building owner must do for an unoccupied building is to provide ventilation in the building so that moisture does not build up in the building when no functioning HVAC system is in place. If moisture is allowed to build up in the unoccupied historic buildings, then it is likely that mold problems will begin to occur. Where mold problems already exist, they will become worse. Introduction of ventilation can be done with equipment or with a passive system. It appears the City is taking measures ensure adequate ventilation in Building 1, the Administration Building. The proposed Phase III Project appears to be actively closing off the rest of the buildings to ventilation by blocking up every possible opening where ventilation could be added. The City must take every opportunity to provide passive ventilation throughout the building complex. An experienced mechanical engineer will know how to calculate the amount of ventilation openings needed to properly ventilate the building. Ventilation of the basement is also extremely important. If the City does not provide passive ventilation for the building, it is actively causing deterioration to the building. Significantly more passive vents are required without the use of fans to help air move throughout the building and avoid continued deterioration.

We understand by your August 23rd follow up email that the City will proceed with calculating the "free area needed for a passive ventilation system" and work out a corresponding system design and cost for each building after the bids have been received for the work currently proposed in the 90 percent plans. We appreciate the fact that you have considered our recommendation for additional passive ventilation as we do feel strongly that a passive ventilation system will likely be a relatively minor cost with a major benefit to the continued preservation of these buildings. Incorporation of a passive ventilation system will meet Standards.

- In order to meet Standards, the proposed boarding-up of window openings should not damage the extant historic windows (sash) or window frames. We do not see any benefit to boarding up glass block windows and recommend that providing more passive ventilation if a higher priority as lack of ventilation puts the entire building at risk.
- We do not recommend removal of doors from their historic locations and then temporarily stacked in a single room. In previous conversations with you, we understood that the door removal was being done to make sure no one accidentally shuts doors and reduce ventilation. As indicated above, we agree that ventilation throughout the building is extremely important, but the closing of doors can easily be avoided by opening the doors completely and installing a 9" section of 2x4s into the floor to block its closure. This requires significantly less labor and is reversible. There is a major drawback to stacking doors in one room and separating them from their door opening. Even if numbered to match where they were taken from, the doors will very easily be moved, or lost, or perhaps never reinstalled. Often, the significance and original location of the doors is forgotten and then these items become vulnerable to being sold on the salvage market. It is our opinion that this door removal does not meet Standards and shall not be undertaken.
- We note that many doors are being removed and then the openings are being infilled by walls. Blocking doors permanently will reduce ventilation and make it impossible to address or even

know about issues that are developing in these rooms. Also, if fire were to start in one of these rooms how would fire fighters access it or how long would the fire continue without being detected? The work as currently proposed does not meet Standards. We strongly recommend doors not be boarded up at the interior of the building unless there is plenty of passive ventilation provided and another interior access route is provided.

Please consider the recommendations provided above as you take steps to finalize the design and specifications for the Phase III Project. In order to meet requirements under state statute, we will need a follow up written response that the above recommendations will be incorporated, as feasible, in an effort to avoid any additional adverse effects to the historic property. If you have any questions regarding our review of this project, please contact me at (651) 201-3290 or sarah.beimers@state.mn.us.

Sincerely,

A handwritten signature in blue ink that reads "Sarah J. Beimers".

Sarah J. Beimers
Environmental Review Program Manager

cc via email:

Brian Yavarow, City of Fergus Falls



Stantec Architecture Inc.
2335 Highway 36 West, St. Paul MN 55113-3819

September 8, 2022
File: 193805584

Ms. Sarah J. Beimers
Environmental Review Program Manager
Minnesota State Historic Preservation Office
50 Sherburne Avenue
Administration Building 203
St. Paul, MN 55155

**Reference: Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project – SHPO
No.: 2022-1752**

Dear Ms. Beimers,

We are in receipt of your letter dated September 6, 2022, regarding the above-mentioned project. We have copied the contents of your letter into this letter response and our responses will be in italics below.

Dear Mr. Paulson,

Thank you for initiating consultation with our office regarding the proposed Fergus Falls Regional Treatment Center Phase III Exterior Stabilization Project (Phase III Project) at the Fergus Falls Regional Treatment Center. Information received in our office on June 8, July 13, and August 22, 2022 has been reviewed pursuant to the responsibilities given the State Historic Preservation Office under the Minnesota Historic Sites Act (Minn. Stat. §§ 138.665 - 138.666).

We have completed our review of your recent submissions which provided plans and specifications – at the 30 percent, 60 percent, and 90 percent design stages – for the proposed Phase III Project. The following documentation for proposed Phase III Project has been reviewed by our office to date:

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We sincerely appreciate continuing consultation with our office as the local decision-making process has moved forward in regards to developing a framework for continued stewardship of

Reference: Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project – SHPO No.: 2022-1752

the Fergus Falls State Hospital Historic District, a historic property listed in the National Register of Historic Places (NRHP). Our comments and recommendations as they pertain to our review of the proposal to complete additional exterior stabilization work are provided below.

Proposed Exterior Stabilization: Buildings 1, 22, 23, 24, 26, 27, and 28

Response: *This project also includes Building 29.*

Based upon information presented in the current plans and specifications, and also taking into consideration the email exchange of information between you, our office, and the City of Fergus Falls on August 23, 2022, we provide the following comments and recommendations, as outlined below, for the you to consider in an effort to design the Phase III Project in conformance with the Secretary of the Interior's Standards for Rehabilitation (Standards) in order to avoid adverse effects to the NRHP-listed historic property pursuant to state statutes:

- One of the most critical things a building owner must do for an unoccupied building is to provide ventilation in the building so that moisture does not build up in the building when no functioning HVAC system is in place. If moisture is allowed to build up in the unoccupied historic buildings, then it is likely that mold problems will begin to occur. Where mold problems already exist, they will become worse. Introduction of ventilation can be done with equipment or with a passive system. It appears the City is taking measures ensure adequate ventilation in Building 1, the Administration Building. The proposed Phase III Project appears to be actively closing off the rest of the buildings to ventilation by blocking up every possible opening where ventilation could be added. The City must take every opportunity to provide passive ventilation throughout the building complex. An experienced mechanical engineer will know how to calculate the amount of ventilation openings needed to properly ventilate the building. Ventilation of the basement is also extremely important. If the City does not provide passive ventilation for the building, it is actively causing deterioration to the building. Significantly more passive vents are required without the use of fans to help air move throughout the building and avoid continued deterioration.

Response: *This project includes an active ventilation system for Building 1 (Administration Building) along with mold abatement as an alternate bid item. This building is in the least deteriorated condition and there has been interest expressed to resume the guided tours of this building. To achieve the indoor air quality necessary to resume guided tours, it is necessary to completely separate Building 1 from the adjacent buildings by closing/sealing all openings. Because Building 1 currently only has one exterior door (located in the east wall of first floor) it is required to provide a second means of emergency egress when guided tours resume. To accommodate this, the connecting link at the first floor along the north side of Building 1 is included in the area to be ventilated and replace the two exterior doors with new doors and hardware that function as exit only. To minimize the area to be ventilated, the seven (7) doors along the north side of the connecting link are shown to sealed. The plans have been revised to infill the existing door opening with plywood on 2x4*

Reference: Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project – SHPO No.: 2022-1752

studs with perimeter sealant only at the two rooms with a second means of access. The first floor plan has been revised to indicate the 5 center doors to be sealed with 6 mil reinforced poly and continuous yellow duct tape, which will allow access to the door lock in the event of an emergency. Also shown is removal of the door and installation of a closure to Building 22 and a closure at the hallway to Building 26.

We understand by your August 23rd follow up email that the City will proceed with calculating the "free area needed for a passive ventilation system" and work out a corresponding system design and cost for each building after the bids have been received for the work currently proposed in the 90 percent plans. We appreciate the fact that you have considered our recommendation for additional passive ventilation as we do feel strongly that a passive ventilation system will likely be a relatively minor cost with a major benefit to the continued preservation of these buildings. Incorporation of a passive ventilation system will meet Standards.

Response: *Per the August 23rd email exchange, the City has a finite amount of money to put towards this campus. When the bids are received for the current project, and if there are funds remaining, they will be applied towards the design and implementation of a passive ventilation system to the greatest extent possible.*

- In order to meet Standards, the proposed boarding-up of window openings should not damage the extant historic windows (sash) or window frames. We do not see any benefit to boarding up glass block windows and recommend that providing more passive ventilation if a higher priority as lack of ventilation puts the entire building at risk.

Response: *It is our understanding the aluminum windows at the first floor of Building 1 are not considered historically significant. The reason for covering the first floor glass block windows is because they continue to be broken by vandals. Notes have been revised at Building 29 to secure the plywood window covers to the adjacent face brick mortar joints with drilled expansion shields or adjacent wood wall construction to avoid any attachment to the wood window frames or trim.*

- We do not recommend removal of doors from their historic locations and then temporarily stacked in a single room. In previous conversations with you, we understood that the door removal was being done to make sure no one accidentally shuts doors and reduce ventilation. As indicated above, we agree that ventilation throughout the building is extremely important, but the closing of doors can easily be avoided by opening the doors completely and installing a 9" section of 2x4s into the floor to block its closure. This requires significantly less labor and is reversible. There is a major drawback to stacking doors in one room and separating them from their door opening. Even if numbered to match where they were taken from, the doors will very easily be moved, or lost, or perhaps never reinstalled. Often, the significance and original location of the doors is forgotten and then these items become vulnerable to being sold on the salvage market. It is our opinion that this door removal does not meet Standards and shall not be undertaken.

September 8, 2022
Ms. Sarah Beimers
Page 4 of 4

Reference: Fergus Falls Regional Treatment Center Phase 3 Exterior Stabilization Project – SHPO No.: 2022-1752

Response: *The Building 1 plans have been updated to indicate all swinging doors shown to remain will be secured in the fully open position with a 1/8" thick bent steel plate with holes drilled in the plate to match the hinge screw pattern. This plate will be installed over the center door hinge and secured with the existing hinge screws.*

- We note that many doors are being removed and then the openings are being infilled by walls. Blocking doors permanently will reduce ventilation and make it impossible to address or even know about issues that are developing in these rooms. Also, if fire were to start in one of these rooms how would fire fighters access it or how long would the fire continue without being detected? The work as currently proposed does not meet Standards. We strongly recommend doors not be boarded up at the interior of the building unless there is plenty of passive ventilation provided and another interior access route is provided.

Response: *See response to comments above. The only openings shown to be infilled are in the north wall of Building 1 to separate Building 1 from the rest of the campus for the mechanical ventilation system to function as designed for Building 1 only. This includes 1 door at ground floor, 3 doors at first floor, two doors at second floor, and two doors at third floor.*

Please consider the recommendations provided above as you take steps to finalize the design and specifications for the Phase III Project. In order to meet requirements under state statute, we will need a follow up written response that the above recommendations will be incorporated, as feasible, in an effort to avoid any additional adverse effects to the historic property. If you have any questions regarding our review of this project, please contact me at (651) 201-3290 or sarah.beimers@state.mn.us.

Should you wish to discuss any of the above in further detail, please contact me.

Regards,

STANTEC ARCHITECTURE INC.



Bruce P. Paulson, AIA
Associate
Phone: (651) 604-4849
Fax: (651) 636-1311
Bruce.Paulson@stantec.com

Attachment: Sheets A1-100, A1-101, A1-102, A1-103, A1-104, A29-100

c. Brian Yavarow, Andrew Bremseth
Design with community in mind

CITY OF FERGUS FALLS

2023 LEVY AND
BUDGET

Timeline

May	July	September 6	September 19	September-December	December 5
Budget Process Begins	Tax Levy Committee Meetings	Proposed Budget & Levy Presentation	Council Approves Proposed Budget & Levy	Tax Levy Committee Consideration	Public Meeting & Comments

Budget Assumptions

Increases

Wages	2023-2.9%, 2024-2.8%
Health	6.58%
Electric	7.0%
City Utilities	4.0%
Natural Gas	110.0%
Liability Insurance	7.0%
Property Insurance	6.0%
Auto Insurance	7.0%
Worker's Comp.	13.0%

Budget Highlights

2023
Proposed
Revenues
\$52,122,181

2023
Proposed Expenditures
\$51,314,518

2023
Proposed
Tax Levy
\$7,650,000

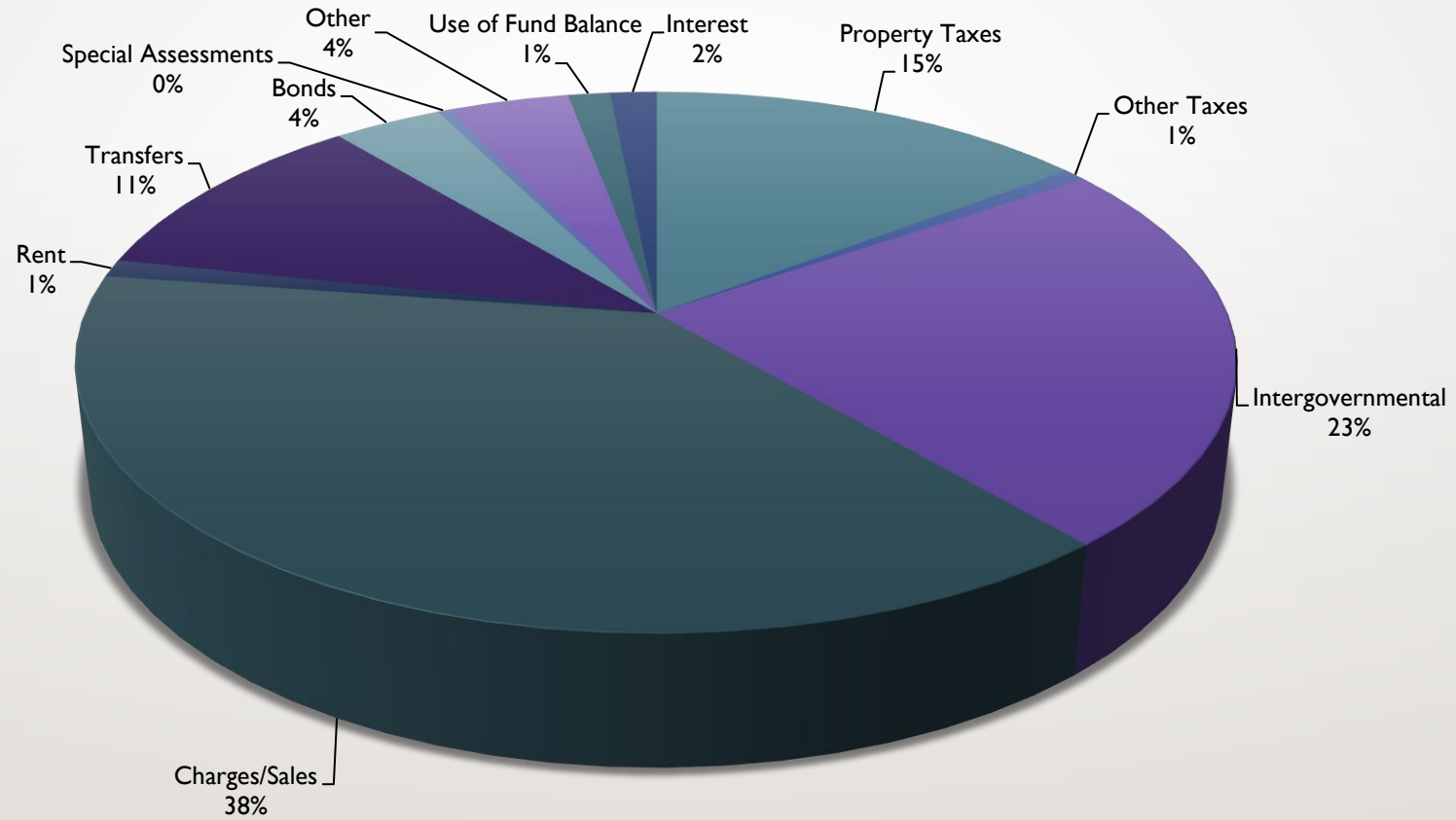
\$591,500 or 8.38%
change from 2022

Tax Capacity Rate
2022: 59.026%
2023: 53.982%
8.55% decrease

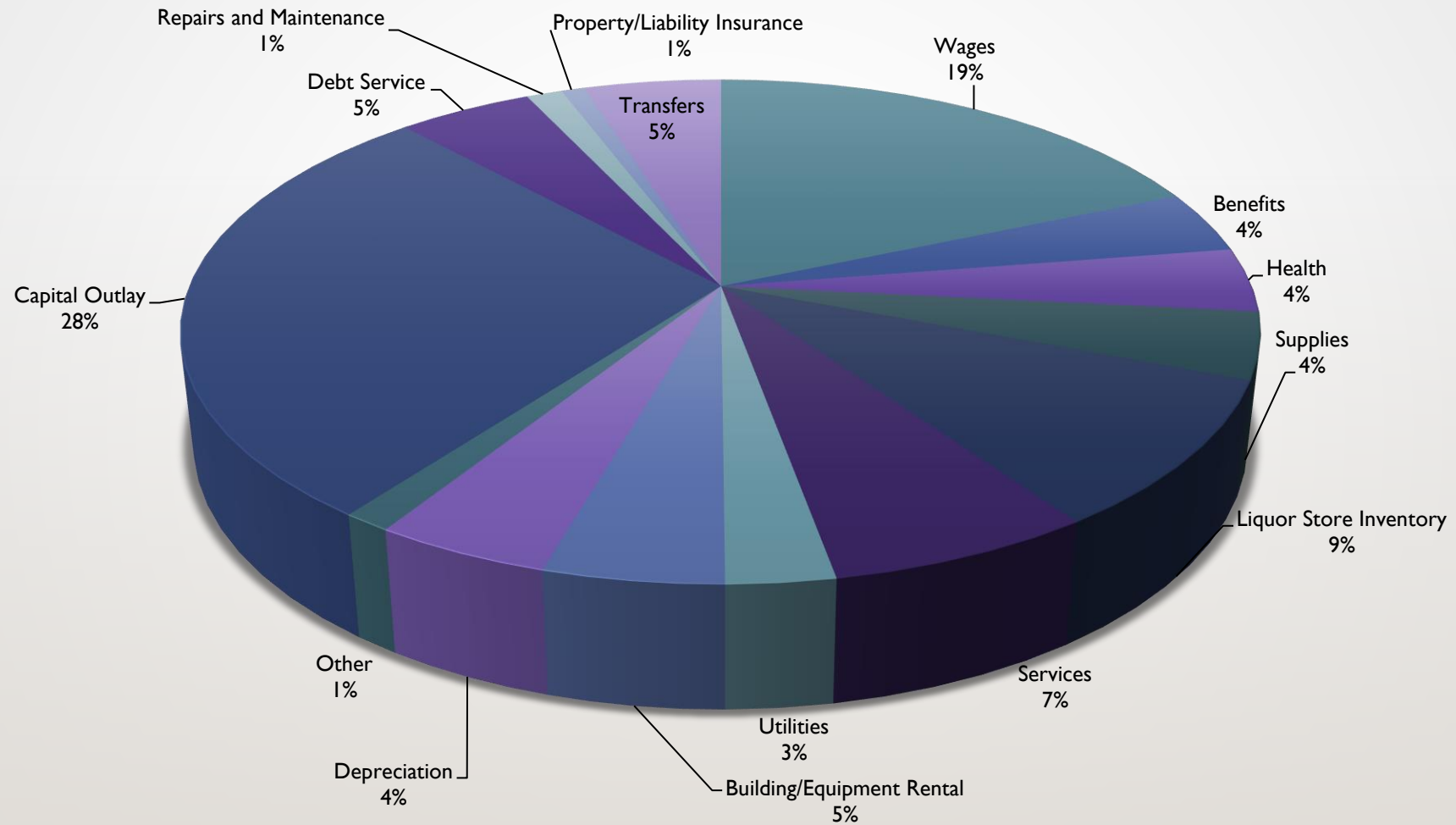
2023 Proposed Budget

	REVENUES	EXPENDITURES
GENERAL FUND	\$14,156,215	\$14,156,215
SPECIAL REVENUE	\$2,259,917	\$2,219,261
DEBT SERVICE	\$2,145,235	\$2,125,935
CAPITAL PROJECTS	\$14,320,492	\$14,188,258
ENTERPRISE	\$16,881,301	\$16,365,598
INTERNAL SERVICE	<u>\$2,359,021</u>	<u>\$2,259,251</u>
TOTAL	\$52,122,181	\$51,314,518

2023 Revenue



2023 Expenditures



Proposed Levy

2023 Proposed Levy	\$7,650,000
2022 Levy	\$7,058,500
Difference from 2022 to 2023	\$591,500
Percentage Change from 2022 to 2023	8.38%

Tax Abatement Fund levies are based on the captured value of individual property. The other properties within the City will not be impacted by these levies.

2023 Tax Abatement Levies:

Platte Properties Tax Abatement	\$17,000
Fergus Care Center	14,000
Northstar Behavioral Health	28,000
Housing Rebate Program	<u>54,000</u>
Total Tax Abatement Levies	\$113,000

Cost Drivers

(Levy-supported funds)

Fixed Costs:

- 2.9 % contract, includes changes and benefits \$256,000
- Health insurance \$90,000
- Worker's compensation \$97,000
- Utilities \$115,000
- Communications Manager levy impact \$33,000
- Equipment rental \$40,000
- Tax abatement programs \$30,500

Total fixed costs impact \$661,500 (a 9.37% increase)

Other:

- Compensation study phase-in \$109,000
- Street overlays & sealcoat \$41,080

Otter Tail County Assessor determines market values



Property class rates are established by the State of Minnesota



Class rates are applied to market value to establish tax capacity

City establishes property tax levy \$7,650,000



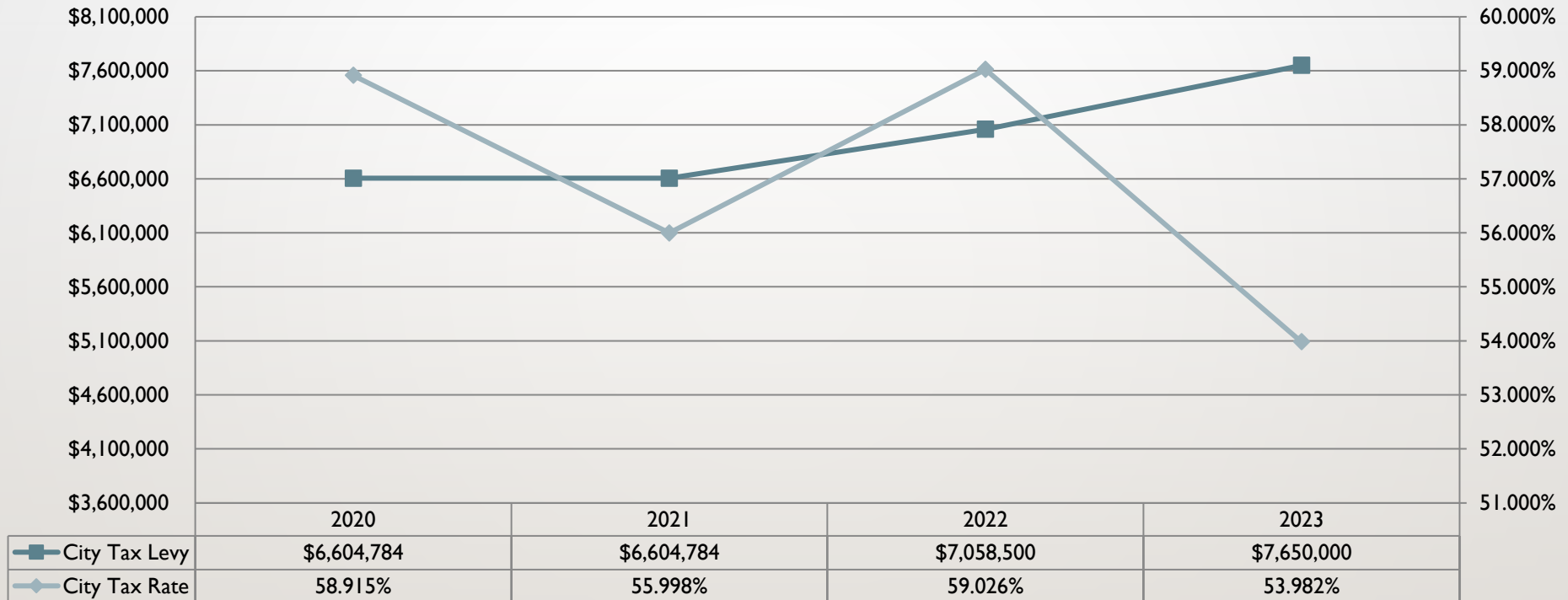
The tax levy is divided by the tax capacity value to determine the tax rate



Tax rate multiplied by individual tax capacity to determine property taxes owed

Tax Levies and Tax Rates

Tax Levies and Tax Rates



	2020	Annex Woodland 2020	2021	Annex Woodland 2021	2022	Annex Woodland 2022	2023	Annex Woodland 2023
City and Port Authority Tax Rate	58.915%	29.788%	55.998%	37.501%	59.026%	49.202%	53.982%	53.982%
Estimated City Tax:								
\$200,000 Home	\$1,065	\$539	\$1,012	\$678	\$1,067	\$890	\$976	\$976
\$500,000 Business	\$5,450	\$2,755	\$5,180	\$3,469	\$5,460	\$4,551	\$4,993	\$4,993
Trends:								
City and Port Authority Tax Rate	58.915%	29.788%	55.998%	37.501%	59.026%	49.202%	53.982%	53.982%
OTC Tax Rate	41.133%	41.175%	40.063%	40.103%	40.370%	40.310%	TBD	TBD
ISD #544 Tax Rate	22.356%	22.414%	19.816%	19.871%	18.005%	18.016%	TBD	TBD
HRA Tax Rate	1.628%	1.628%	1.634%	1.634%	1.652%	1.649%	TBD	TBD
Total Tax Rate	124.032%	95.005%	117.511%	99.109%	119.053%	109.177%	TBD	TBD
ISD #544 RMV Rate	0.16736%	0.16736%	.17179%	.17179%	.15404%	.15404%	TBD	TBD

Taxes and State Aid

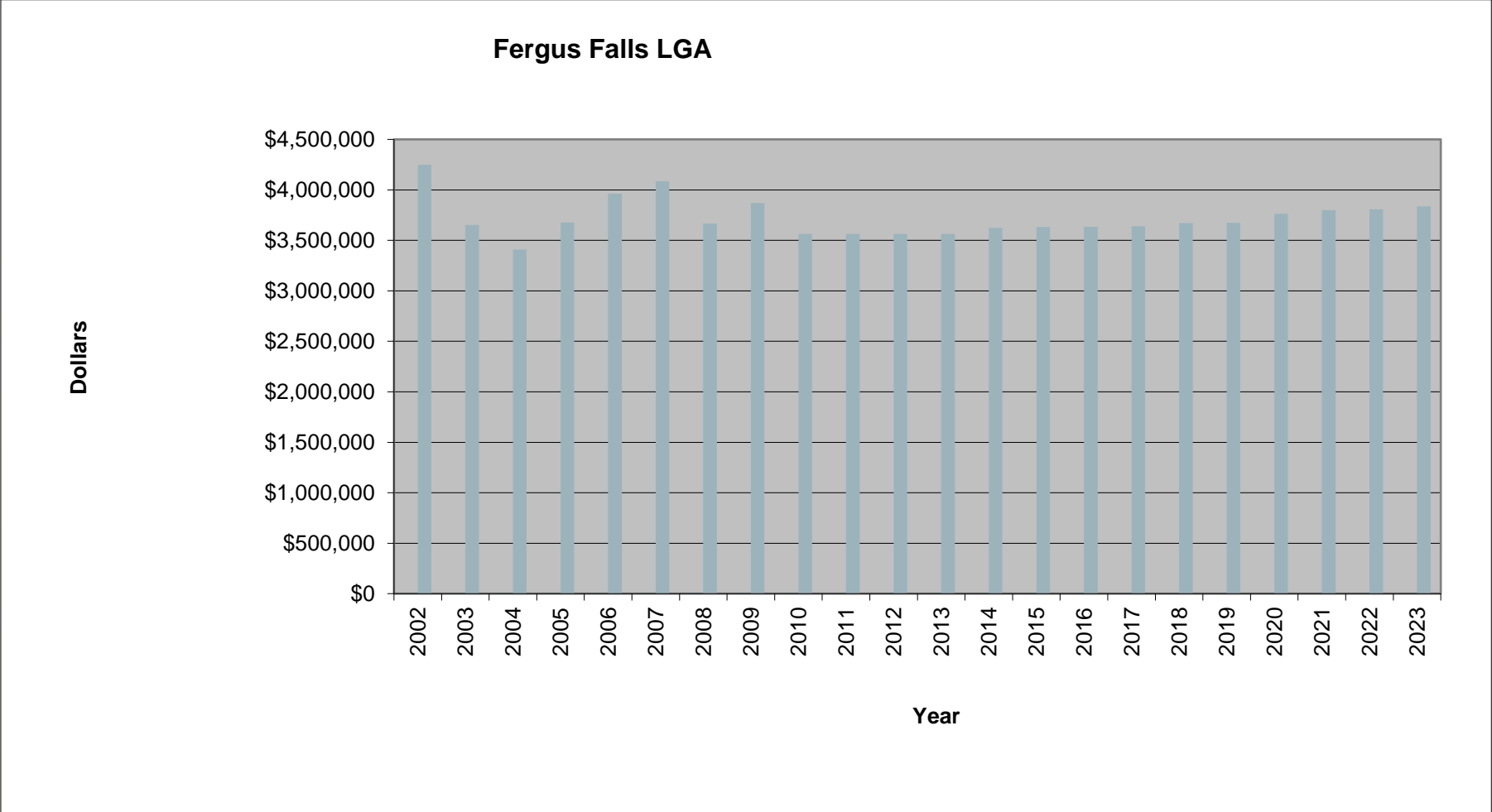
Property taxes and State aids are the main funding sources for Governmental funds

2023 Budget:

- Property tax levy \$7,650,000 (8.38% increase)
- 2023 Local Government Aid \$3,837,648 (\$28,746 increase or 0.75%)
- State and Federal funding included for Union Ave, Stanton Ave, Broadway Ave, and Regional Treatment Center preservation project



Local Government Aid



General Government

2023 Budget Recap:

- Communications Manager position and budget
- Departmental combination
- Use of fund balance for Bigwood Event Center projected operations - \$110,500
- IT Dept- Phone system and main computer system updates
- Woodland Heights neighborhood, final annexation payment made in 2022
- Additional 10% allocated to street maintenance projects
- Ongoing maintenance to city buildings



Public Safety

2023 Police Department - \$4,409,563

24 officers and 5 office staff

22 squads and other vehicles

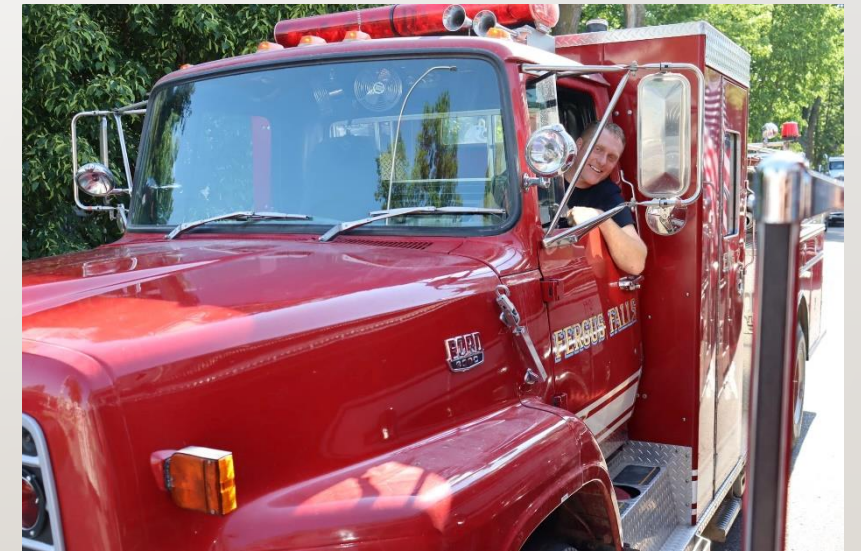
2023 Fire Department - \$895,649

3 full-time staff and 36 volunteer members

3 engines, 1 rescue, 1 ladder, 1 tanker, 2 wildland engines,

3 support vehicles, 1 boat, joint department Ranger

Maintaining budgets for future capital requirements



Streets and Highways

The Tax Levy Committee prioritized funding for streets:

- Recommending 10% (\$41,080) increase for annual street maintenance projects within the General Fund
- Seal coat, mill and overlay projects will total \$452,920 for 2023

Street Lighting:

- The City will need to consider the Phase 3 street lighting projects in a future year



Parks and Recreation

The city runs multiple recreation programs with nearly 7,000 participants and maintains 29 parks (551 acres)

Total Parks, Recreation and Forestry budget \$2 million

Phase 1 of riverfront improvement project completed!



Economic & Community Development

- Maintained funding to Greater Fergus Falls - \$50,000
- Various tax increment and tax abatement districts
- Tax abatement levy of \$54,000 for the Housing Rebate Program
33 homes since inception of program



Port Authority

- Port Authority levy stable at \$60,000
- Continues to collect lease revenues from the State of Minnesota for the operation of the Community Behavioral Health Hospital
- Continues to collect lease revenues to pay the debt service for the Series 2019A Bonds (LCSC Level IV Education Facility)
- Continues to explore development of existing property



The Port Authority agreed to fund the 2023 levy requirements for the following bonds for the Dairy Property cleanup:

- Series 2020A DEED Demo Loan - \$53,352
- Series 2020B DEED Cleanup Revolving Loan - \$34,785

Public Library

Total Operating Budget - \$990,488

- Property Tax Levy - \$855,700
- Regional Library Aid- \$95,000

2021 Data:

13,139 Registered borrowers

86,847 Library visitors

206,417 Items checked out

1,249 Volunteer hours

8,709 Program participants



Bigwood Event Center

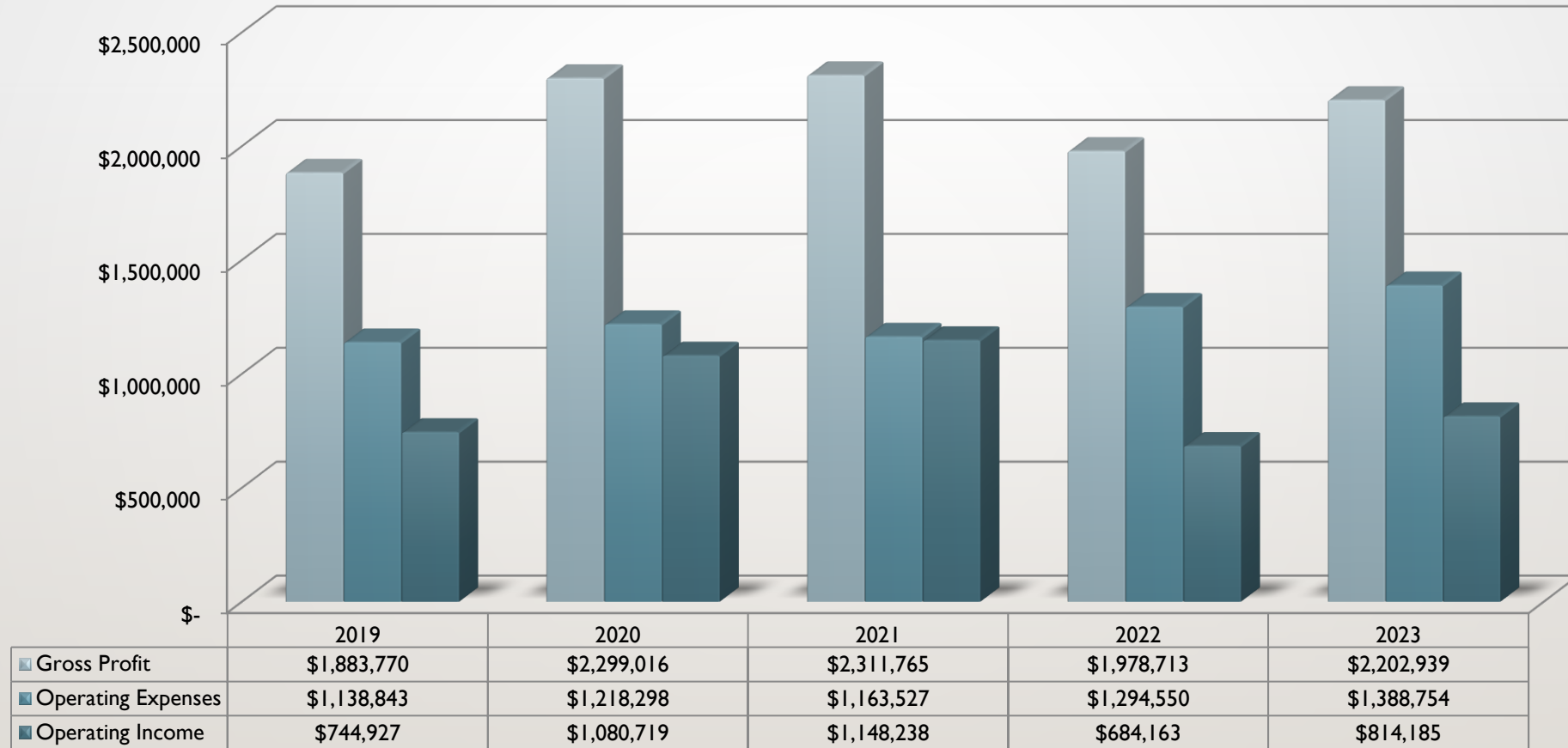
- Constructed in 2000 & opened in 2001
- Operated by contract management for 20 years
- Contract ended and the event center was closed due to COVID-19
- Center re-opened in 2022
- Technology updates nearing completion
- City exploring options for management
- General Fund transfers required for projected 2023 operations



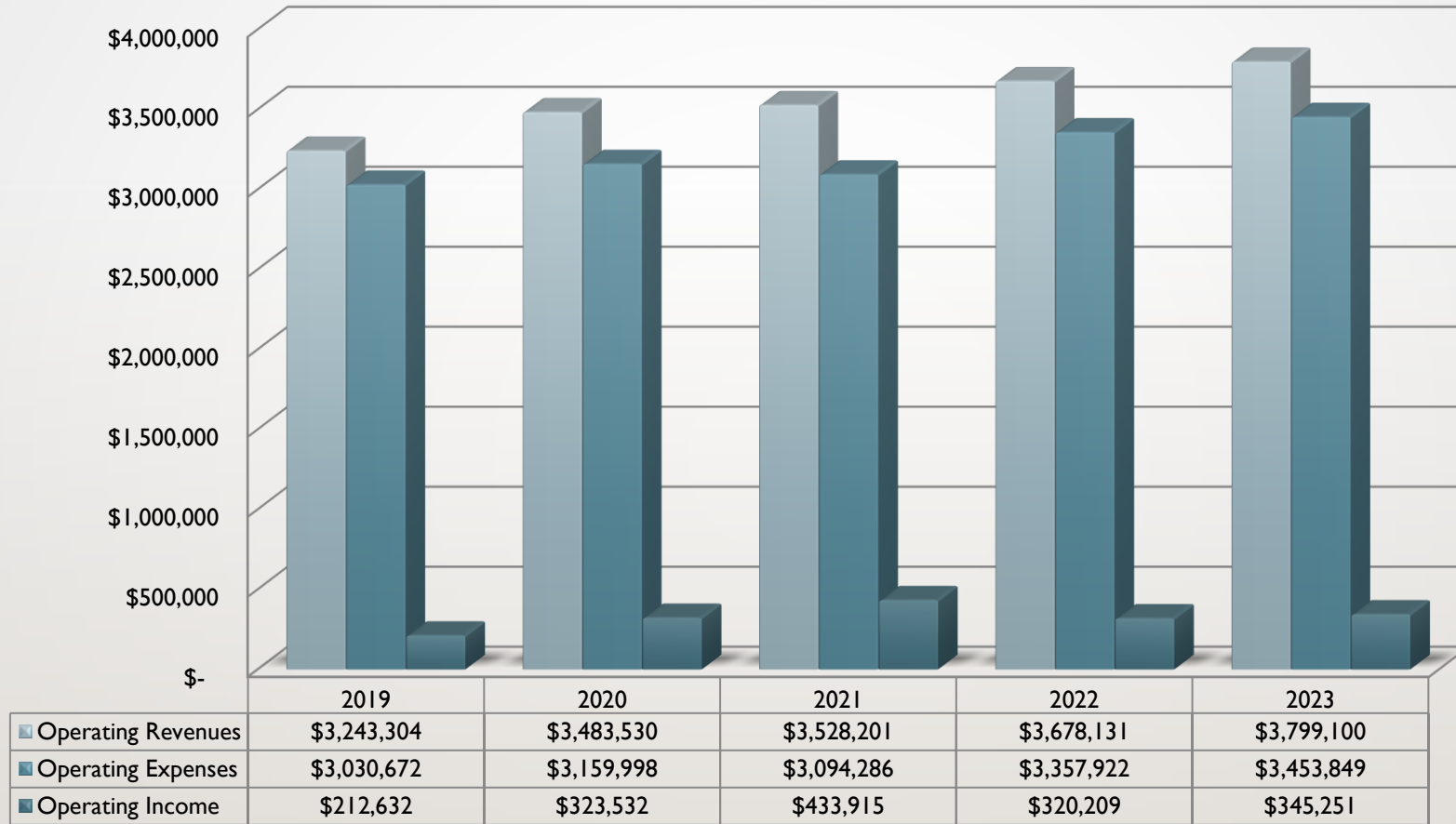
Capital Improvements

Project	Amount
Streets:	
Junius Avenue: Union to Cascade	\$ 400,000
Union Avenue: Lincoln to Fir Resurfacing	1,500,000
Stanton Avenue: Union to Broadway Resurfacing	500,000
Broadway Avenue: Fir to Lincoln Resurfacing	1,900,000
Summit/Linden/Laurel - Reconstruction	250,000
Total Streets	\$ 4,550,000
Sidewalk/Bikepath Reconstruction:	
Sidewalk Program	\$ 30,000
Trail - Central Segment (Former Dairy)	400,000
Total Sidewalk/Bikepath Reconstruction	\$ 430,000
Buildings:	
RTC Preservation Project	\$ 1,700,000
Total Buildings	\$ 1,700,000
Infrastructure:	
Riverfront Phase 2 - East Side Splash Park/Trail	\$ 5,200,000
Parking Lot Overlay - Downtown (North)	100,000
Golf Course Storm Water Pond	50,000
Total Infrastructure	\$ 5,350,000
Totals for 2023 Fund 403 Budget	<u>\$ 12,030,000</u>

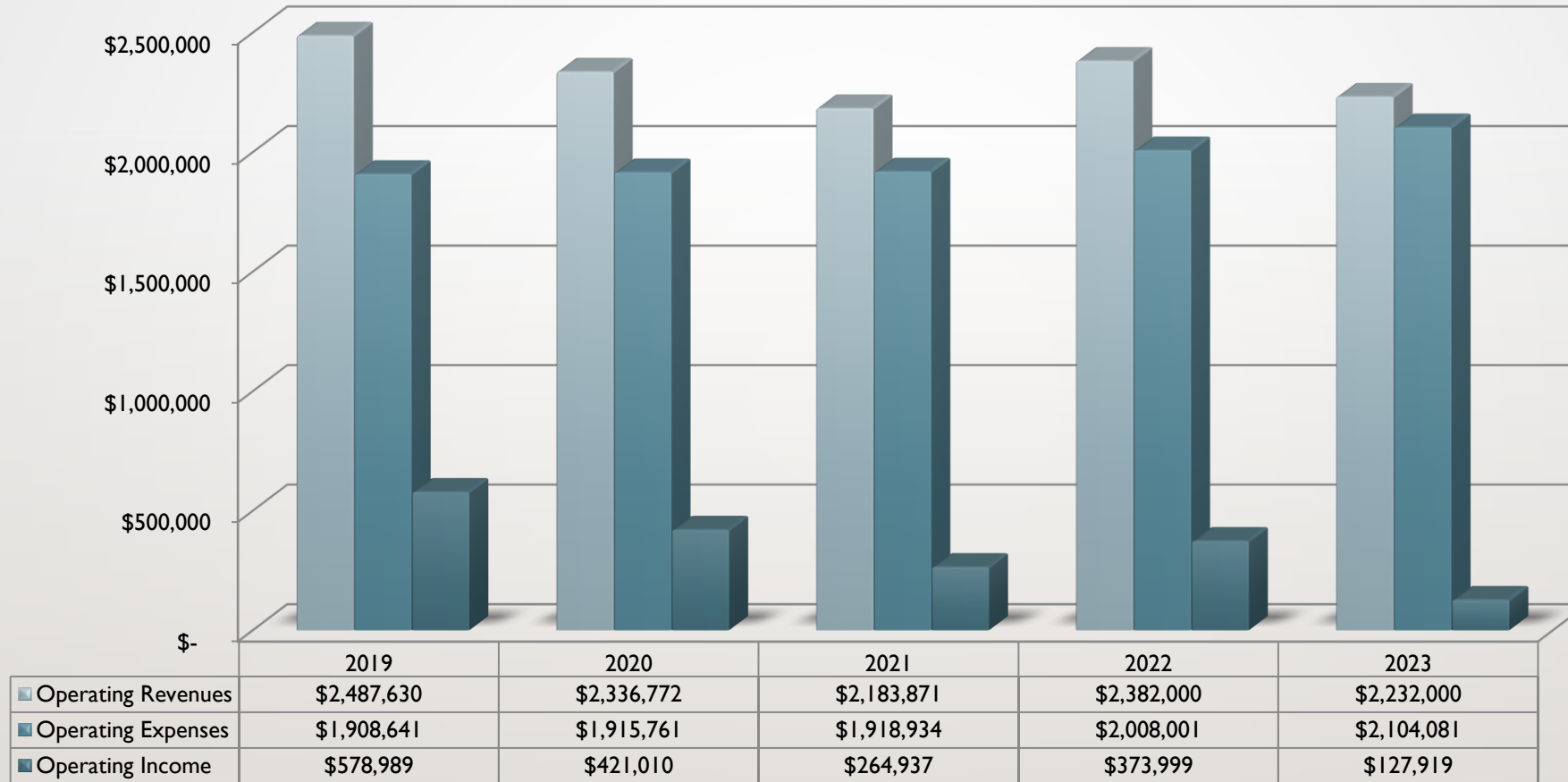
Liquor Store Enterprise Fund



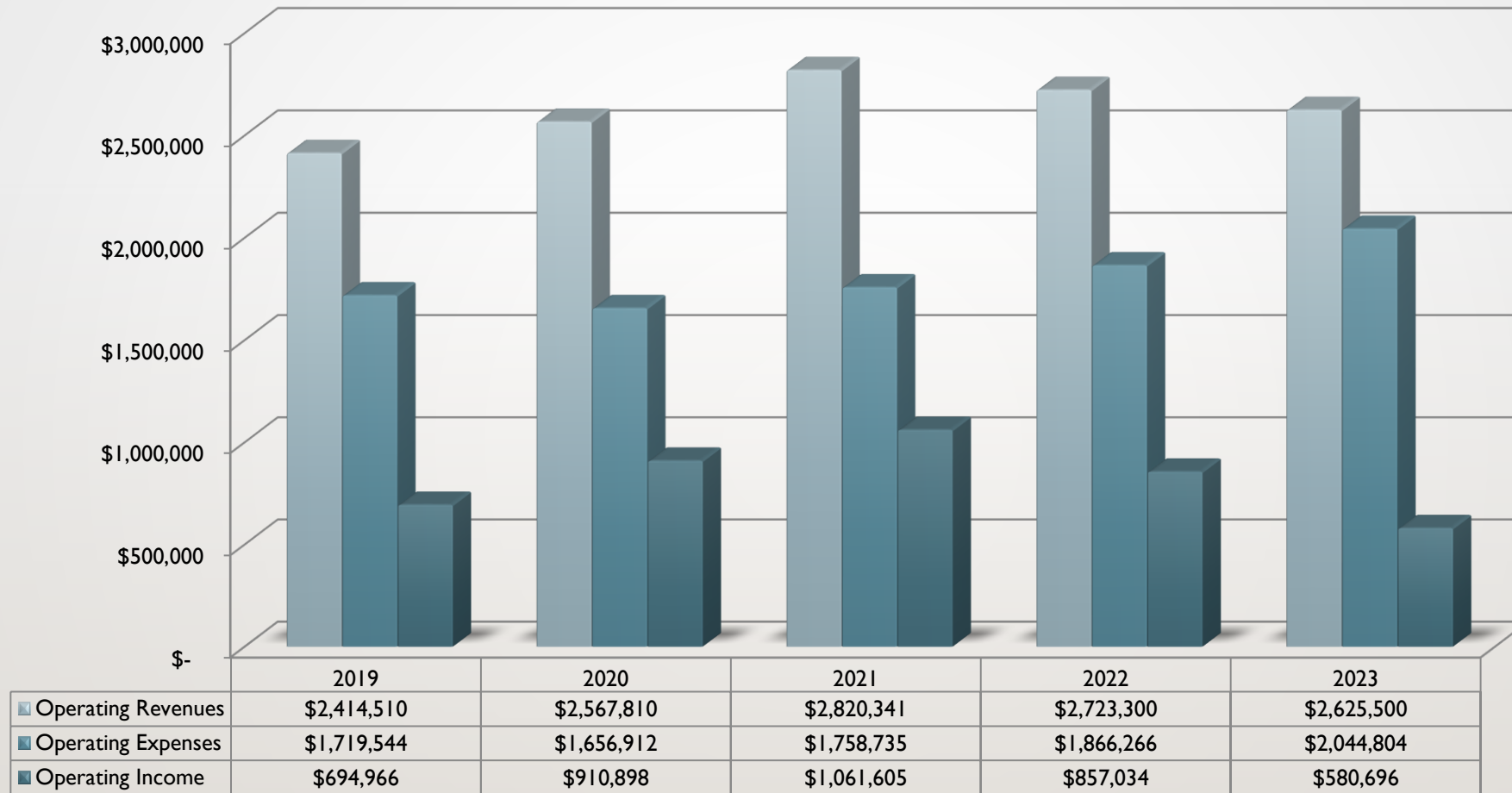
Refuse Enterprise Funds



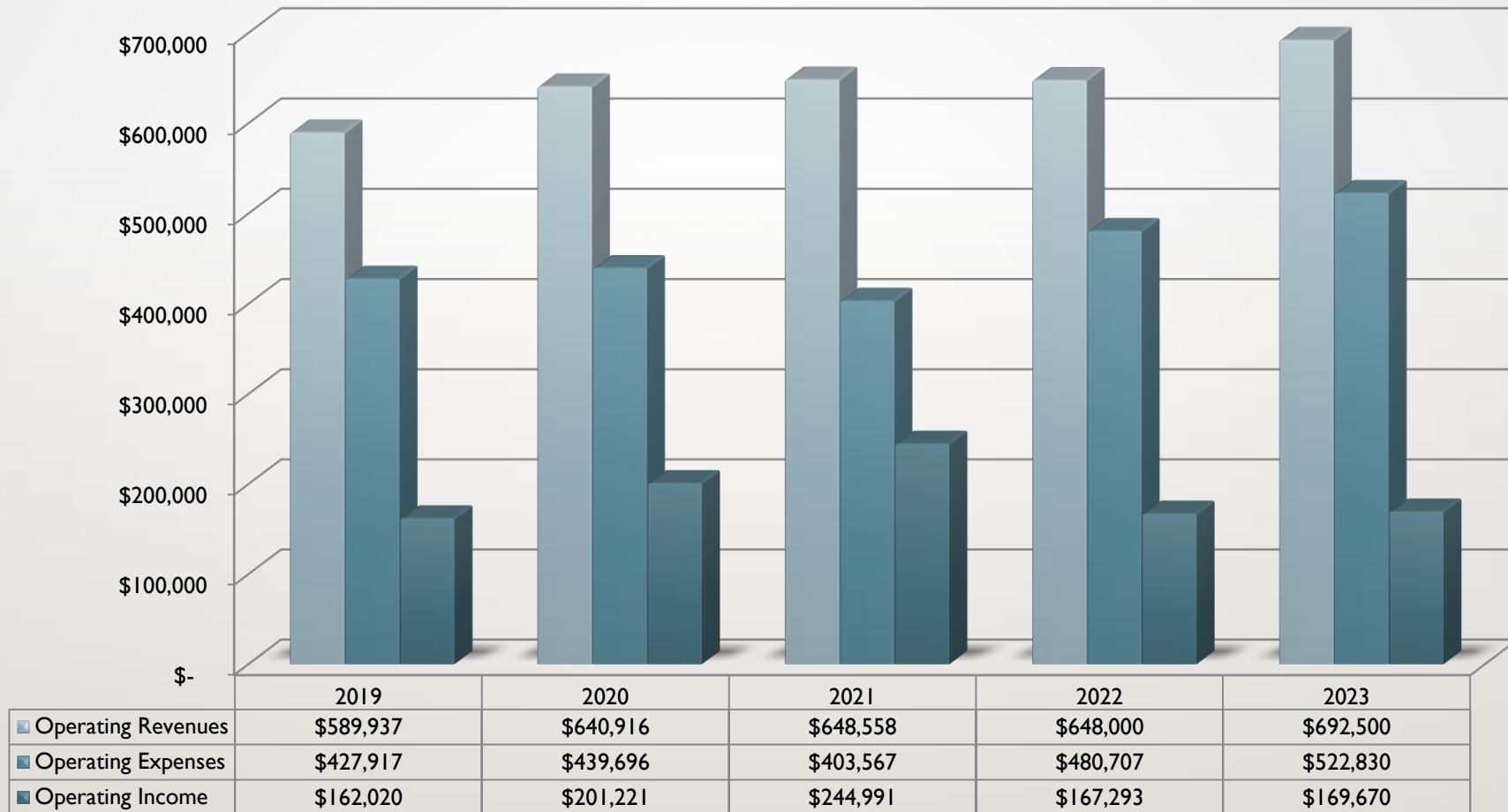
Sewer Enterprise Fund



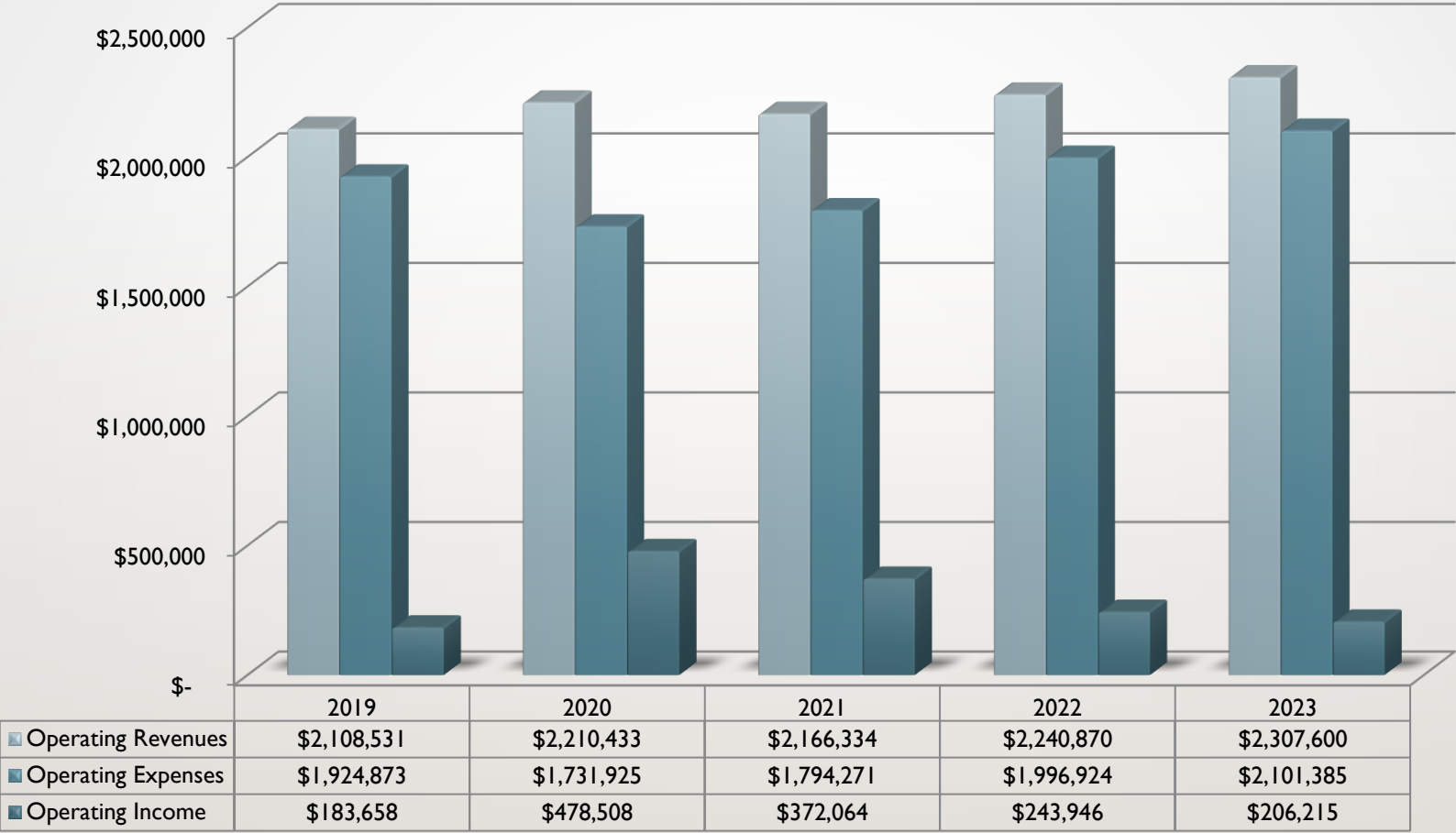
Water Fund



Stormwater Enterprise Fund



Equipment Fund



Next Steps

September 19, 2022

- Council action to adopt preliminary levy and budget

September 19, 2022-December 5, 2022

- Continued Tax Levy Committee consideration
- Utility rate review

December 5, 2022, 6:00 pm or later

- Public meeting and comments
- Council action to adopt levy and budget

City of Fergus Falls
2023 Proposed Property Tax Levy



	2020 Levy	2021 Levy	2022 Levy	Proposed 2023 Levy	Increase/ (Decrease)	Percent Change
General Fund (Fund 101)	\$ 5,004,957	\$ 5,013,724	\$ 5,295,500	\$ 5,886,800	\$ 591,300	
Port Authority (Fund 202)	75,000	60,000	60,000	60,000	-	
Public Library (Fund 222)	786,427	778,060	820,000	855,700	35,700	
Tax Abatement (Fund 229)	19,000	19,000	17,000	17,000	-	
Tax Abatement (Fund 232)	16,000	16,000	3,000	14,000	11,000	
Tax Abatement (Fund 235)		40,000	36,000	28,000	(8,000)	
Tax Abatement - Housing Rebate (Fund 238)			26,500	54,000	27,500	
PIR Project 2007B (Fund 407) 2015 Refunding	34,000	22,000	18,000	-	(18,000)	
PIR Project 2009 (Fund 409)	64,000	54,000	54,000	-	(54,000)	
PIR Project 2012B (Fund 412)	56,000	49,000	49,000	49,000	-	
PIR Project 2019B (Fund 419)	47,400	44,000	44,000	44,000	-	
G.O. Capital Improvement Bonds 2010 (Fund 331)	68,000	60,000	60,000	60,000	-	
G.O. Capital Improvement Bonds 2012C (Fund 333)	364,000	338,000	338,000	338,000	-	
G.O. Equipment Certificate, Series 2020A (336)		41,000	54,500	58,500	4,000	
G.O. Taxable Bonds, Series 2020A Dairy Demo (341)				-	-	
G.O. Taxable Bonds, Series 2020B Dairy RLF (342)				-	-	
G.O. Port Authority Bonds, Series 2021A			113,000	115,000	2,000	
Capital Projects Operations (Fund 403)	30,000	30,000	30,000	30,000	-	
Airport Capital Improvement (Fund 456)	40,000	40,000	40,000	40,000	-	
Total	\$ 6,604,784	\$ 6,604,784	\$ 7,058,500	\$ 7,650,000	\$ 591,500	8.38%
Levy - General	\$ 5,004,957	\$ 5,013,724	\$ 5,295,500	\$ 5,886,800	\$ 591,300	8.38%
Levy - Port Authority	75,000	60,000	60,000	60,000	-	0.00%
Levy - Public Library	786,427	778,060	820,000	855,700	35,700	0.51%
Levy - Tax Abatement	35,000	75,000	82,500	113,000	30,500	0.43%
Levy - Debt Service/Capital Projects	633,400	608,000	730,500	664,500	(66,000)	-0.94%
Levy - Capital Project Funds	70,000	70,000	70,000	70,000	-	0.00%
Total	\$ 6,604,784	\$ 6,604,784	\$ 7,058,500	\$ 7,650,000	\$ 591,500	8.38%
City Tax Rate	58.915%	55.998%	59.026%	53.982%		
Percent Change - Levy	3.73%	0.00%	6.87%	8.38%		
Percent Change - Tax Rate	0.54%	-4.95%	5.41%	-8.55%		



Council Action Recommendation

Page 1 of 1

Meeting Date: September 10, 2022

Subject: American Legion Field Scoreboard

Recommendation: Resolution approving the purchase of a replacement scoreboard at the American Legion field

Background/Key Points:

Fergus Falls Youth Baseball, Inc. is looking to replace the scoreboard at Legion Field at Delagoon. Our goal is to have the new scoreboard in place for the 2023 season. To do this, we would like to order the scoreboard as soon as possible.

The estimated cost for the scoreboard project is \$70,000.00. The scoreboard itself is approximately \$53,000.00 and we are budgeting approximately \$17,000 for steel, installation, and electrical work.

We are partnering with the City and the Fergus Falls School District on this project. The City has funds set aside from an insurance claim on the current scoreboard that will be used toward the new scoreboard. Additionally, we are asking Fergus Falls School District for funds for the scoreboard project as well. Fergus Falls Youth Baseball, Inc. will raise any funds over and above the contributions from the City and the Fergus Falls School District through donations/sponsorships from local business. We currently have verbal commitments from a number of businesses and feel confident that we will be able to raise any money necessary for the project.

It is our understanding that payment for the scoreboard is made 30 days after the scoreboard is shipped. We anticipate that if the scoreboard is ordered soon, it would be shipped sometime in February/March. Additionally, if the scoreboard is ordered now, we can potentially start prep work for the scoreboard this fall.

We appreciate the relationship with the City and look forward to working with the City on this project.

Originating Department: Fergus Falls Youth Baseball Inc.

Respectfully Submitted: Chad Felstul



Council Action Recommendation

Page 1 of 1

Meeting Date:

September 14, 2022 – Committee of the Whole
September 19, 2022 – City Council

Subject:

A/D Terminal Building Lobby Remodel Project

Recommendation:

- Resolution Accepting the Development Contract between the City and Sky Crew Services

Background/Key Points:

In August, this Council authorized staff to draft a Development Contract between the City and Sky Crew Services for the FFM Airport Lobby remodel project.

Pursuant to Article 3.2, Sky Crews (DEVELOPER) will be responsible for all cost over and above what is defined in the Contract. The Sky Crews will also have to provide material and labor invoices prior to reimbursement; not to exceed \$24,000. All work is required to be in conformance with all applicable building codes.

Budgetary Impact:

The total estimated City share of \$57,700 (\$24,000 reimbursement + \$33,700 City const. cost). The city will utilize Airport Maintenance & Operations where applicable and the Airport Fund 456 to fund the remaining commitment.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

Development Contract between the City and Sky Crew Services – Final Draft

**DEVELOPMENT CONTRACT
A/D AIRPORT TERMINAL BUILDING FIRST FLOOR LOBBY REMODEL**

THIS AGREEMENT made and entered into on this _____ day of _____, 2022, by and between the CITY OF FERGUS FALLS, a Minnesota municipal corporation, (the “CITY”), and SKY CREW SERVICES, LLC, a Minnesota limited liability company (the “DEVELOPER”).

RECITALS:

WHEREAS, DEVELOPER is the FBO at the Fergus Falls Municipal Airport (“Airport”) and has approached the CITY with an Airport lobby remodeling project within the A/D Airport Terminal Building;

WHEREAS, the DEVELOPER has provided the CITY Construction Plans setting forth DEVELOPMENT PLANS for the installation of the improvements to the Airport lobby.

WHEREAS, the CITY and the DEVELOPER enter this DEVELOPMENT CONTRACT, which defines the combined work of certain improvements which the CITY and the DEVELOPER each agrees to undertake to completion; and,

WHEREAS, the DEVELOPMENT PLANS have been prepared by the DEVELOPER and have been submitted to and approved by the CITY ENGINEER.

NOW, THEREFORE, subject to the terms and conditions of this DEVELOPMENT CONTRACT, and in reliance upon the representations, warranties and covenants of the parties herein contained, the CITY and DEVELOPER agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 TERMS. The following terms shall have the following meanings as set forth below.

1.2 CITY. “CITY” means the City of Fergus Falls a Minnesota municipal corporation.

1.3 DEVELOPER. “DEVELOPER” means Sky Crew Services, LLC, a Minnesota limited liability company. The DEVELOPER is the FBO at the Airport pursuant to the Fixed-Based Operator Airport Management Agreement dated August 2, 2021 (“FBO Agreement”).

1.4 DEVELOPMENT PLANS. “DEVELOPMENT PLANS” means all the plans, drawings, and specifications prepared by the DEVELOPER and depicted and identified on the attached Exhibit “A” and are hereby incorporated by reference and made a part of this DEVELOPMENT CONTRACT.

1.5 DEVELOPMENT CONTRACT. “DEVELOPMENT CONTRACT” means this instant contract by and among the CITY and DEVELOPER.

1.6 AUTHORITY. DEVELOPER has the right, power, legal capacity, and authority to enter into and perform its obligations under this DEVELOPMENT CONTRACT, and no approvals or consents of any persons are necessary in connection with the authority of DEVELOPER to enter into and perform its obligations under this DEVELOPMENT CONTRACT.

1.7 NO DEFAULT. DEVELOPER is not in default under any lease, contract or agreement to which it is a party or by which it is bound which would affect performance under this DEVELOPMENT CONTRACT. DEVELOPER is not a party to or bound by any mortgage, lien, lease, agreement, instrument, order, judgment, or decree which would prohibit the execution or performance of this DEVELOPMENT CONTRACT by DEVELOPER or prohibit any of the transactions provided for in this DEVELOPMENT CONTRACT.

1.8 PRESENT COMPLIANCE WITH LAWS. DEVELOPER has complied with and is not in violation of applicable federal, state, or local statutes, laws, and regulations including, without limitation, permits and licenses, and any applicable zoning, environmental, or other law, ordinance, or regulation affecting the DEVELOPMENT PLANS; and DEVELOPER is not aware of any pending or threatened claim of any such violation.

1.9 CONTINUING COMPLIANCE WITH LAWS. DEVELOPER will comply with all applicable federal, state, and local statutes, laws, and regulations including, without limitation, permits and licenses and any applicable zoning, environmental, or other law, ordinance, or regulation affecting the plat and the DEVELOPMENT PLANS.

ARTICLE 2 DEVELOPER LOBBY IMPROVEMENTS

2.1 APPROVAL OF DEVELOPMENT PLANS. The CITY accepts and approves the DEVELOPMENT PLANS and authorizes the DEVELOPER to make improvements to the lobby area of the Airport consistent with the DEVELOPMENT PLANS.

2.2 CONSTRUCTION. The CITY and DEVELOPER agree the construction, installation, materials, and equipment of the improvements to the Airport lobby shall be in accordance with the DEVELOPMENT PLANS and all City, State, and Federal requirements set forth. The DEVELOPMENT PLANS requires the DEVELOPER to be responsible for completion of all work items identified to be performed by the DEVELOPER in the DEVELOPMENT PLANS. The DEVELOPMENT PLANS requires the CITY to be responsible for completion of all work items identified to be performed by the CITY in the DEVELOPMENT PLANS. The CITY and DEVELOPER agree all construction, installation, materials, and equipment of all work items and the improvements shall be constructed and installed consistent with all state and local building codes and in a commercial manner consistent with commercial standards. If state or local building codes require all or a portion of any work item to be installed by a licensed contractor, each party agrees it shall be responsible for arranging for the licensed contractor.

2.3 INSPECTION. The CITY ENGINEER, or the CITY engineering department, or its designated representative, must inspect all work installed by the DEVELOPER including its contractor, subcontractors, or agents. The DEVELOPER shall notify the CITY ENGINEER to inspect all construction prior to the construction area being covered to allow the CITY ENGINEER an opportunity to inspect and approve such improvement work. Upon receipt of said notice, the CITY ENGINEER shall have a reasonable time, not less than three (3) working days, to inspect the improvements and notify the DEVELOPER of any problems with the work that requires correction.

2.4 COMPLETION. The CITY and the DEVELOPER agree that the DEVELOPMENT PLAN and all required work items and improvements shall be completed to the satisfaction of the CITY on or before June 1, 2023.

ARTICLE 3 RESPONSIBILITY FOR COSTS

3.1 RESPONSIBILITY FOR COSTS. The CITY and the DEVELOPER are each solely responsible for any construction contract it enters into with a contractor, subcontractor or agents it employs in completing its portion and work items of the DEVELOPMENT PLANS. The CITY has no direct responsibility to the DEVELOPER or its contractors, subcontractors, or agents the DEVELOPER employs pursuant to this agreement and is not a signee of any construction contract. The DEVELOPER agrees that any work performed by its contractor, subcontractors or agents shall not result in any mechanic liens or other encumbrances being attached to any portion of Airport real property because of any work performed.

3.2 CITY AND DEVELOPER TO SPLIT COSTS. The total costs for installation and completion of the lobby improvements depicted in the DEVELOPMENT PLANS attached as Exhibit A shall not exceed \$85,700.00. The CITY and DEVELOPER agree to split the costs of constructing and installing the improvements depicted in the DEVELOPMENT PLANS as follows:

- a.) DEVELOPER'S share \$28,000.00 plus \$24,000 for reimbursable costs as set forth in this Section 3.2.
- b.) CITY'S share \$57,700.00 (\$33,700.00 cost share plus \$24,000.00 for reimbursement to the DEVELOPER)

The DEVELOPER remains responsible for all cost over and above the not to exceed costs of \$85,700.00. Each party agrees to pay its costs for each work item when due. Upon timely completion of the DEVELOPMENT PLAN and all required improvements, and as approved by the CITY in its sole discretion, the CITY agrees to reimburse the DEVELOPER the sum of \$24,000.00. DEVELOPER shall provide all material and labor invoices paid up to the \$24,000.00 reimbursement prior to the CITY issuing any payment. The City shall be under no obligation to pay DEVELOPER or its contractor, subcontractors, or agents any sum over \$24,000.00 for reimbursement to the DEVELOPER.

ARTICLE 4
INDEMNIFICATION OF CITY

4.1 INDEMNIFICATION OF CITY AND TERMINIATION. Provided the CITY is not in default under the DEVELOPMENT CONTRACT with respect to the particular matter causing the harm, loss, or damage, DEVELOPER shall indemnify, defend, and hold the CITY and its agents, employees, attorneys, and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and attorneys' fees, that the CITY incurs or suffers, which arise out of, result from or relate to:

- a.) failure of the DEVELOPER to timely construct its required improvements and work items according to the DEVELOPMENT PLANS and CITY ordinances, standards, and specifications;
- b.) failure by the DEVELOPER to observe or perform any covenant, condition, obligation, or agreement on its part to be observed or performed under this DEVELOPMENT CONTRACT;
- c.) failure by the DEVELOPER to pay its contractors, subcontractors, laborers, or materialmen;
- d.) failure by the DEVELOPER to pay for its materials;
- e.) unjustified delays in the DEVELOPER'S construction of the DEVELOPEMNT PLANS and improvements.

This Section 4.1 terminates upon the CITY'S final inspection and approval of completion of the DEVELOPMENT PLANS and improvements.

4.2 NO THIRD-PARTY RECOURSE. Third parties shall have no recourse against the CITY under this DEVELOPMENT CONTRACT.

4.3 VALIDITY. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this DEVELOPMENT CONTRACT is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this DEVELOPMENT CONTRACT.

4.4 AMENDMENT AND WAIVER. The parties hereto may by mutual written agreement amend this DEVELOPMENT CONTRACT in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this DEVELOPMENT CONTRACT or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this DEVELOPMENT CONTRACT, waive compliance by another with any of the covenants contained in this DEVELOPMENT CONTRACT, waive performance of any obligations by the

other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this DEVELOPMENT CONTRACT. Any agreement on the part of any party for any such amendment, extension, or waiver must be in writing. No waiver of any of the provisions of this DEVELOPMENT CONTRACT shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

4.5 GOVERNING LAW. This DEVELOPMENT CONTRACT shall be governed by and construed in accordance with the laws of the State of Minnesota.

4.6 HEADINGS. The subject headings of the paragraphs and subparagraphs of this DEVELOPMENT CONTRACT are included for purposes of convenience only and shall not affect the construction of interpretation of any of its provisions.

4.7 INCONSISTENCY. If the DEVELOPMENT PLANS are inconsistent with the words of this DEVELOPMENT CONTRACT or if the obligation imposed hereunder upon the DEVELOPER are inconsistent, then that provision or term which imposes a greater and more demanding obligation on the DEVELOPER shall prevail.

4.8 ACCESS. The DEVELOPER hereby grants to the CITY, its agents, employees, officers, and contractors, a license to enter the property to perform all work and inspections deemed appropriate by the CITY during the installation of DEVELOPMENT PLANS.

IN WITNESS WHEREOF, the parties have executed this DEVELOPMENT CONTRACT.

(Signatures on following page.)

CITY OF FERGUS FALLS

SKY CREW SERVICES

By: _____

By: _____

Its Mayor

Its Authorized Member

By: _____

Its City Administrator

STATE OF MINNESOTA)
) SS:
COUNTY OF OTTER TAIL)

This instrument was acknowledged before me on this ___ day of _____, 2022,
by Ben Schierer, Mayor of the City of Fergus Falls, a Minnesota municipal corporation.

Notary Public

STATE OF MINNESOTA)
) SS:
COUNTY OF OTTER TAIL)

This instrument was acknowledged before me on this ___ day of _____, 2022,
by Andrew Bremseth, City Administrator of the City of Fergus Falls, a Minnesota municipal
corporation.

Notary Public

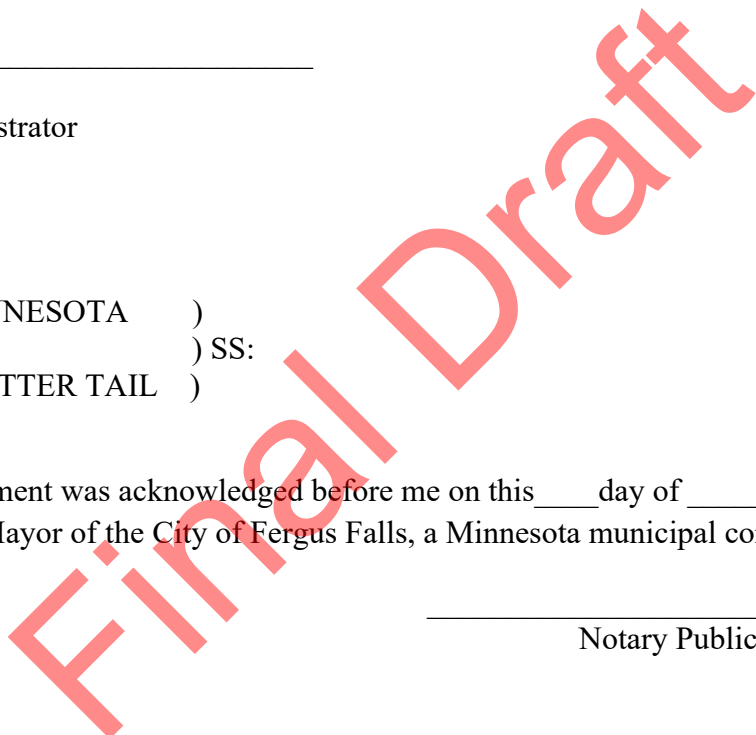
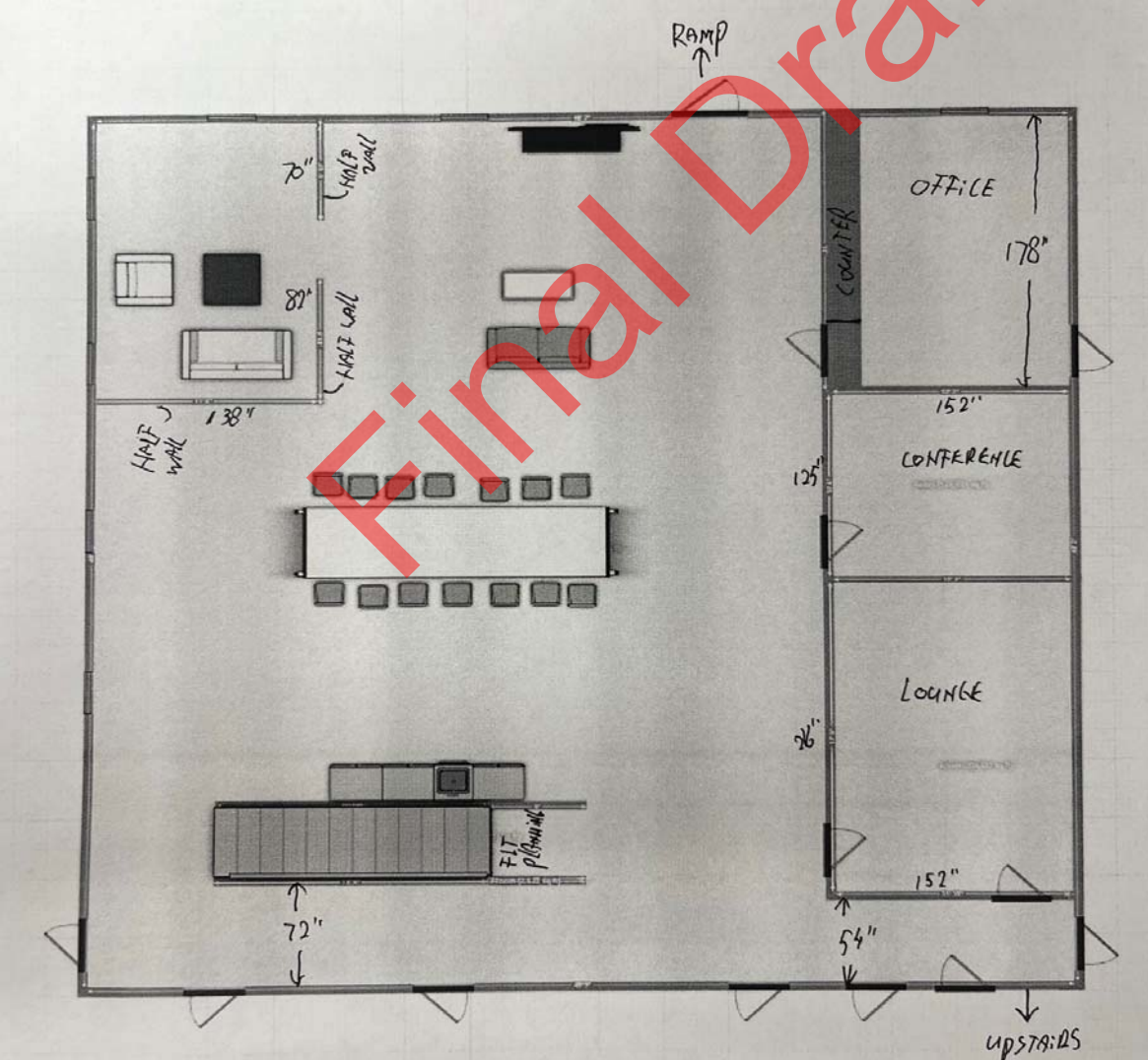


EXHIBIT A - DEVELOPMENT PLANS



2022 FFM A/D 1ST FLOOR LOBBY REMODEL

EXHIBIT A - DEVELOPMENT PLANS

FF Airport Remodel - Sky Crews

WORK ITEM	ESTIMATED COST LABOR:	ESTIMATED COST MATERIAL:	NOTES:
Demolition	\$ 18,000.00		To include all interior beam wrap, 6 interior walls, removal of 4 door openings, cut in of 3 new openings, cutting in office opening, cutting in staircase wall, removal of suspended ceiling, removal of flooring where needed
Construction Material		\$ 12,000.00	Materials: Doors, service desk, paint, Sheetrock, furniture, counters, trim, sink, tv's, doorknobs, lumber, glass, refrigerators, miscellaneous....
Construction	\$ 22,000.00		Construction Labor: Doors, service desk, paint, Sheetrock, furniture, counters, trim, sink, tv's, doorknobs, lumber, glass, refrigerators, miscellaneous....
Furniture			Seek sponsors for or provide new furniture or redo furniture.
	\$ 40,000.00	\$ 12,000.00	

Total Estimated Sky Crews Share \$ **52,000.00**

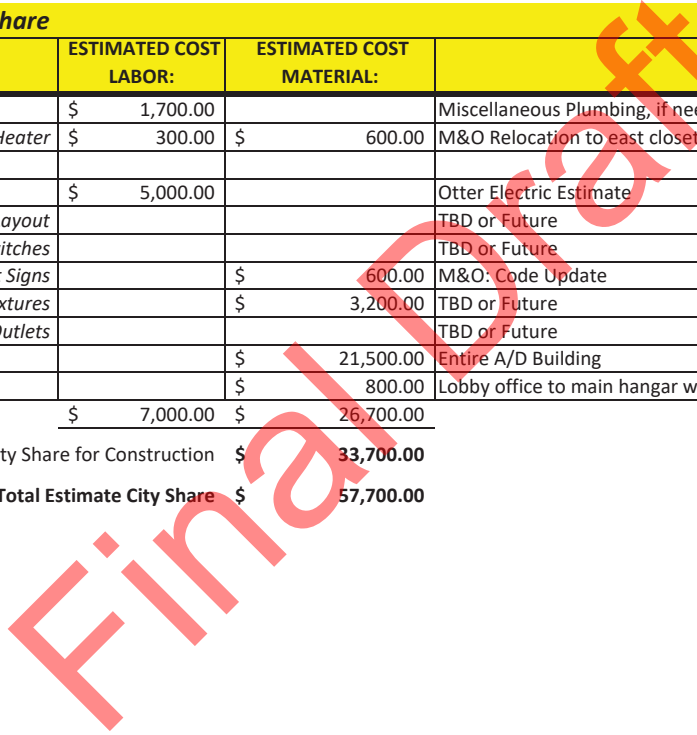
Requested Reimbursement \$ 24,000.00 \$400 Management fee credit for 5 years. \$24,000 total rent credit.

FF Airport Remodel - City Share

WORK ITEM	ESTIMATED COST LABOR:	ESTIMATED COST MATERIAL:	NOTES:
Plumbing	\$ 1,700.00		Miscellaneous Plumbing, if needed
Water Heater	\$ 300.00	\$ 600.00	M&O Relocation to east closet, must drywall
Electrical	\$ 5,000.00		Otter Electric Estimate
Lighting Layout			TBD or Future
Switches			TBD or Future
Emergency Exit Signs		\$ 600.00	M&O: Code Update
Light Fixtures		\$ 3,200.00	TBD or Future
Outlets			TBD or Future
Flooring		\$ 21,500.00	Entire A/D Building
Fire Rated Doors (30min. rating)		\$ 800.00	Lobby office to main hangar w/window
	\$ 7,000.00	\$ 26,700.00	

Subtotal Estimated City Share for Construction \$ **33,700.00**

Total Estimate City Share \$ 57,700.00



RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

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

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

General

ASCAP	09/15/22-09/14/23 LICENSE FEE	406.29
AT&T MOBILITY	DATA PLANS/FIRE CHIEF PHONE	49.75
AT&T MOBILITY	DATA PLANS/PREVENTION CHIEF	44.72
AT&T MOBILITY	DATA PLANS/TRAINING CHIEF	44.72
AT&T MOBILITY	IPADS & CELL PHONE DATA	357.05
ADMINISTRATOR'S CONTINGENCY FD	AUGUST 2022 ANALYSIS SVC CHARG	177.19
ADMINISTRATOR'S CONTINGENCY FD	JULY 2022 INTEREST EARNED	.02-
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PAVILION DEPOSIT-BETHLE	100.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-BUTKUS	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PLPS DEPOSIT-WEDLL	25.00
ADMINISTRATOR'S CONTINGENCY FD	SEPT/CITY HALL COFFEE	49.96
ADMINISTRATOR'S CONTINGENCY FD	SEPT/GAS LINE INSTALLATION	53.94
ADVANCED CAPITAL GROUP INC	JULY-SEPT 2022 INVESTMENT FEE	3,750.00
ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	879.35
SEAN ANDERSON	CLEANING WEEKS OF AUG 29-SEPT4	405.46
AUTO VALUE - FERGUS FALLS	SEP V-POWER SPARK PLUGS JASON	5.98
BDT MECHANICAL LLC	REPAIR HEAT PUMP 8	2,245.01
BEYER BODY SHOP, INC.	TOW BUICK PARK AVE/22029325	150.00
BEYER BODY SHOP, INC.	TOW MERCURY MOUNTAINEER/220303	125.00
BEYER BODY SHOP, INC.	TOW TOYOTA HIGHLANDER/22030572	125.00
BIG AXX LLC	JULY BLADE SHARPENED	30.00
BIG AXX LLC	JULY FREIGHT	35.00
CHARTER COMMUNICATIONS	09/02-10/01/22 CABLE	40.18
CHARTER COMMUNICATIONS	09/04-10/03/22 CABLE	47.92
COMMISSIONER OF REVENUE	AUGUST 2022 SALES TAX	73,405.00
COMMISSIONER OF REVENUE	AUGUST 2022 SALES TAX-BIGWOOD	73.00
COOPERS TECHNOLOGY GROUP	SEPT CLEAR VIEW COVERS	60.59
COOPERS TECHNOLOGY GROUP	SEPT DUSTOFF SPRAY	32.58
COOPERS TECHNOLOGY GROUP	SEPT STORAGE FILES,CLIPS,TAPE	237.09
DAKOTA MAILING & SHIPPING	POSTAGE MACHINE SUPPLIES	354.21
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	97,746.72

General

EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	2,682.68
EQUIPMENT FUND	AUG FUEL CHARGES #3002	191.76
EQUIPMENT FUND	AUG FUEL CHARGES #3006	188.57
EQUIPMENT FUND	AUG FUEL CHARGES #3019	109.75
EQUIPMENT FUND	AUG FUEL CHARGES #3040	119.83
EQUIPMENT FUND	AUG FUEL CHARGES #3041	79.09
EQUIPMENT FUND	AUG FUEL CHARGES #3042	57.89
EQUIPMENT FUND	AUG REPAIRS/SERVICE #3019	33.69
EQUIPMENT FUND	AUG REPAIRS/SERVICE #3040	223.89
FASTENAL COMPANY	SEP SIGN HARDWARE ORDER	50.84
FERGUS FALLS CONVENTION &	JULY 2022 LODGING TAX	22,254.31
FERGUS FALLS CONVENTION &	JULY 2022 LODGING TAX ADMIN	667.63-
FIRE SAFETY USA, INC	AUGUST E2 REPAIRS	521.00
THE FLOWER MILL &	JULY SIMPLE SUMMER CENTERPIECE	250.00
GALLS LLC	HAKEN UNIFORM PURCHASE	99.26
GALLS LLC	MATTER UNIFORM PURCHASE	261.23
GALLS LLC	WEST UNIFORM PURCHASE	208.33
GREAT PLAINS NATURAL GAS CO	AUGUST NATURAL GAS EXPENSE	348.56
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	PROJECT PLAN 3 FOR GCC	30.00
HIGH POINT NETWORKS LLC	VISIO PLAN 2 FOR GCC	45.00
HOME DEPOT CREDIT SERVICES	AUGUST ACTNST THNRGL,1.5SHARP	67.44
HOME DEPOT CREDIT SERVICES	AUGUST ECS A19 CLR SW 4PK DIM	28.36
HOME DEPOT CREDIT SERVICES	SEPT FITTING,SHUT OFF COUPLING	10.96
MATTHEW HOUSE	BROKEN DOWN DAM CLEAN UP	10,000.00
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	155.47
LAKE REGION ELECTRIC COOP	AUGUST ELECTRICITY EXPENSE	2,142.66
LAKE REGION ELECTRIC COOP	AUGUST/SNOW REMOVAL/EQUIP BLDG	64.18
LAKE REGION HEALTHCARE CORP	AUGUST PRE-EMPLOY DRUG SCREEN	75.00
LAKELAND MENTAL HEALTH CENTER	AUGUST/EMPLOYEE ASSIST-1368321	100.00
LAKES COUNTRY SERVICE COOP	AUG PRE-EMPLOY DRUG SCREEN	70.00
LEAGUE OF MN CITIES INS. TRUST	4TH QTR 2022 INSURANCE PREMIUM	95,726.00
LEAGUE OF MN CITIES INS. TRUST	4TH QTR 2022 WORKERS' COMP	100,589.00
VICTOR LUNDEEN COMPANY	AUGUST COPY PAPER	970.00
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	147.95
M-R SIGN COMPANY INC	PARK CLOSED SIGNS	151.32
M-R SIGN COMPANY INC	SEP DOG WASTE+LEASH&CLEAN UP	141.60
MARCO TECHNOLOGIES LLC	05/27-08/27/22 COPIER OVERAGE	33.21
MARCO TECHNOLOGIES LLC	08/27-09/27/22 COPIER RENT	762.22
MARCO TECHNOLOGIES LLC	08/27/21-08/27/22 COPY OVERAGE	351.18
MED COMPASS	AUGUST NEW MEMBER MED EXAMS	2,430.00

General

MN FIRE SVC CERTIFICATION	JUNE FIRE OFFICER I CERTIFICAT	120.00
MINNKOTA ENVIROSERVICES INC	AUGUST SHREDDING	35.00
NATURES GARDEN WORLD	SADDLE BLAZING,CONNECTOR,PIPE	75.82
NEW HORIZONS ENERGY	AUGUST PROPANE-SRE BUILDING	265.53
NEW HORIZONS ENERGY	SEP BUCCANEER PLUS (MICK)	423.15
NYCKLEMOE & ELLIG, P.A.	SEPTEMBER PROSECUTING SERVICES	9,225.00
OTTER TAIL POWER COMPANY	AUGUST ELECTRICITY EXPENSE	1,581.73
OTTER TAIL TELCOM	AUGUST LONG DISTANCE	14.26
OTTER TAIL TELCOM	SEPTEMBER ADDITIONAL LISTING	10.00
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	725.58
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE LINES	200.70
PITNEY BOWES CREDIT CORP	06/30-09/29/22 METER RENT	705.00
SKY CREW SERVICES, LLC	OCTOBER MANAGEMENT FEES	5,500.00
LOGAN SOLBERG	2022 SAFETY BOOT REIMBURSEMENT	160.01
STEIN'S INC	SEP VACHOSE HOCKEY RINK	30.02
STEIN'S INC	SQUEEGEE TOOL,SS WHEELS,WAND	188.17
STREICHER'S INC	SWAT BALLISTIC SHIELD	4,200.00
SWANSTON EQUIPMENT CO	SEP 12" CHAINSAW BAR (JASON)	73.98
SWANSTON EQUIPMENT CO	SEP 22" PERSONAL PACE MOWER	499.00
SWEDBERG NURSERY	CRAB,PRAIRIE ROSE #10,LILAC	1,215.00
SYN-TECH SYSTEMS INC	ANNUAL SUBSCRIPTION FUEL PUMPS	825.00
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	4,354.56
VERIZON WIRELESS	AIR/CELL AUG 2-SEPT 1	1,083.12
WSB & ASSOCIATES INC	JULY STRATEGIC PLANNING FRAMEW	2,498.75
WELLS FARGO - INVESTMENTS	PURCHASE OF INVEST/386138L33	75,000.00-
WELLS FARGO - INVESTMENTS	PURCHASE OF INVESTMENTS - AUG	150,000.00
	F U N D T O T A L	533,996.67

P.A. General

ACCURATE CONTROLS INC	INTERCOM AMPLIFIER RACK	931.22
ATLAS OUTDOOR SERVICES LLC	SEPTEMBER/CBHH SNOW/LAWN CARE	1,000.00
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	1,108.62
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	8.11
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	3.30
NATURES GARDEN WORLD	LAWN IRRIGATION SYSTEM REPAIRS	1,121.47
OTTER TAIL CO. TREASURER'S OFC	2ND HALF FARM 71003995001000	459.00
OTTER TAIL CO. TREASURER'S OFC	2ND HALF NORG 71002995001000	2,395.00
OTTER TAIL CO. TREASURER'S OFC	2ND HALF RACE 71003995007000	846.00

P.A. General

SUMMIT COMPANIES	MONTHLY MONITORING -SEP	32.50
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	38.88
	F U N D T O T A L	7,944.10

Public Library

ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	6.55
ARAMARK UNIFORM SERVICES	TOWELS BAR MOPS	30.48
BAKER & TAYLOR INC	BIG READ BOOKS	11.69
BAKER & TAYLOR INC	BOOKS	1,546.88
BAKER & TAYLOR INC	BOOKS (358.82 CAREER)	387.54
BAKER & TAYLOR INC	FREIGHT SURCHARGE	15.58
BAKER & TAYLOR INC	FREIGHT SURCHARGE (3.59 CAREER)	3.88
BAKER & TAYLOR INC	PROCESSING (32.14 CAREER)	32.14
BAKER & TAYLOR INC	PROCESSING BOOKS	111.07
DAILY JOURNAL	NEWSPAPER AD CAREER FORCE GR	329.25
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	6,336.70
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	47.66
GREAT PLAINS NATURAL GAS CO	AUGUST NATURAL GAS EXPENSE	23.00
HOOPLA	DIGITAL CONTENT	973.71
LAKE REGION HEALTHCARE CORP	AUGUST PRE-EMPLOY DRUG SCREEN	112.50
VICTOR LUNDEEN COMPANY	MEMORIAL LOG BOOK	15.99
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	13.75
OTTERTAIL GLASS COMPANY	REPLACEMENT GLASS FOR TABLE	385.85
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	147.40
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	894.24
US BANK EQUIPMENT FINANCE	08/21-09/21/22 COPIER LEASE	551.70
	F U N D T O T A L	11,977.56

Bigwood Event Center

ARAMARK	SEPT LINEN SUPPLY #2520063327	197.90
ARAMARK	SEPTEMBER LINEN SUPPLY	197.90
CARDCONNECT	AUG CREDIT CARD FEES	147.24
INNFORMATION SYSTEMS	INNFISSION WEB BACKUP/HOSTING	210.00

Bigwood Event Center

INNFORMATION SYSTEMS	INNFUSION WEB SUBSCRIPTION	540.00
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	2.75
MARCO TECHNOLOGIES LLC	08/29-09/29/22 COPIER RENT	119.86
OTTER TAIL TELCOM	SEPTEMBER INTERNET ACCESS	190.75
TWEETON REFRIGERATION	AUGUST ICE MACHINE RENTAL	180.00
TORKE COFFEE ROASTING COMPANY	AUGUST COFFEE	123.05
	F U N D T O T A L	1,909.45

CDBG/HUD Revolving Loan

COSSETTE ELECTRIC LLC	ELECTRICAL WORK/TC FOODS-#508	10,247.64
	F U N D T O T A L	10,247.64

Capital Improvement

BOLTON & MENK INC	PROF SERV 07/09-08/19/2022	16,600.00
CNA SURETY	MN UTILITY PERMIT	100.00
FORUM COMMUNICATIONS	DTRF ADVERTISE FOR BIDS	563.91
NORTHLAND TRUST SERVICES, INC.	2022A TIF BONDS REGISTRAR FEE	750.00
ROASTED	SPIES PARK DEDICATION EVENT	449.25
ROGNESS CONTRACTING SERVICES	DEVELOPER WORK PAY APP. NO.3	8,361.37
AMY SHOL	EASEMENT-LANDFILL SW-184	3,500.00
TAFT STETTINIUS HOLLISTER LLP	G.O. TIF BONDS 2022A COUNSEL	15,000.00
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	2,308.36
TAFT STETTINIUS HOLLISTER LLP	2022 SALES TAX LEGISLATION	6,000.00
	F U N D T O T A L	53,632.89

Airport Capital Improvement

FINANCE & COMMERCE INC	BIDS/CONST. AIRPORT FUEL SYST	307.42
	F U N D T O T A L	307.42

Liquor Store

AL'S REFRIGERATION, INC.	AUGUST REPAIR WALK-IN COOLER	180.00
THE AMERICAN BOTTLING COMPANY	SEPTEMBER/MIX	587.74
ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	255.40
ARCTIC GLACIER USA INC	SEPTEMBER/FREIGHT #3606225108	17.50
ARCTIC GLACIER USA INC	SEPTEMBER/FREIGHT #3606225203	7.50
ARCTIC GLACIER USA INC	SEPTEMBER/FREIGHT #3609224411	17.50
ARCTIC GLACIER USA INC	SEPTEMBER/FREIGHT #3609224503	7.50
ARCTIC GLACIER USA INC	SEPTEMBER/ICE #3606225108	197.12
ARCTIC GLACIER USA INC	SEPTEMBER/ICE #3606225203	274.40
ARCTIC GLACIER USA INC	SEPTEMBER/ICE #3609224411	281.68
ARCTIC GLACIER USA INC	SEPTEMBER/ICE #3609224503	452.20
ARTISAN BEER COMPANY	SEPTEMBER/BEER	2,913.60
BELLBOY CORPORATION	SEPTEMBER/FREIGHT	49.62
BELLBOY CORPORATION	SEPTEMBER/LIQUOR	2,998.57
BELLBOY CORPORATION	SEPTEMBER/MISC PURCHASES	313.00
BELLBOY CORPORATION	SEPTEMBER/MIX	425.50
BEVERAGE WHOLESALERS INC	SEPTEMBER/BEER	57,835.31
BEVERAGE WHOLESALERS INC	SEPTEMBER/LIQUOR	94.00
BEVERAGE WHOLESALERS INC	SEPTEMBER/MIX	421.25
BEVERAGE WHOLESALERS INC	SEPTEMBER/WINE	289.80
BLUE CLOUD OF BURNSVILLE, MN	SEPTEMBER/BEER	11,048.00
BRAUN VENDING INC	SEPTEMBER WATER COOLER RENT	16.00
BRAUN VENDING INC	SEPTEMBER/SUPPLIES-WATER	35.00
BREAKTHRU BEVERAGE MINNESOTA	AUGUST/LIQUOR	35.87-
BREAKTHRU BEVERAGE MINNESOTA	SEPTEMBER/FREIGHT	337.36
BREAKTHRU BEVERAGE MINNESOTA	SEPTEMBER/LIQUOR	16,245.15
BREAKTHRU BEVERAGE MINNESOTA	SEPTEMBER/MIX	610.74
BREAKTHRU BEVERAGE MINNESOTA	SEPTEMBER/WINE	8,302.40
CAYAN	AUGUST 2022 CR CD FEES	17,040.47
VIKING COCA-COLA BOTTLING CO	SEPTEMBER/MIX	525.65
COMMISSIONER OF REVENUE	AUGUST 2022 SALES TAX	123.82
COPPER TRAIL BREWING CO	SEPTEMBER/BEER	417.48
D-S BEVERAGES, INC.	SEPTEMBER/BEER	54,608.52
D-S BEVERAGES, INC.	SEPTEMBER/LIQUOR	107.90
D-S BEVERAGES, INC.	SEPTEMBER/MIX	934.50
D-S BEVERAGES, INC.	SEPTEMBER/WINE	257.50
DACOTAH PAPER CO	AUGUST/BAGS, ROLL THERMAL	302.08
DRUMCONRATH BREWING COMPANY	SEPTEMBER/BEER	175.25
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	8,351.14
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	23.33
GREAT PLAINS NATURAL GAS CO	AUGUST NATURAL GAS EXPENSE	30.60
HOME DEPOT CREDIT SERVICES	AUG MAXFIT SET, CAULK GUN, SCREW	89.71
HOME DEPOT CREDIT SERVICES	SEPT UTILITY KNIVES, JAB SAW	121.34

Liquor Store

HOME DEPOT CREDIT SERVICES	SEPTEMBER BATTERIES	19.74
JOHNSON BROTHERS LIQUOR CO	SEPTEMBER/BEER	30.00
JOHNSON BROTHERS LIQUOR CO	SEPTEMBER/FREIGHT	253.30
JOHNSON BROTHERS LIQUOR CO	SEPTEMBER/LIQUOR	9,896.06
JOHNSON BROTHERS LIQUOR CO	SEPTEMBER/MIX	157.60
JOHNSON BROTHERS LIQUOR CO	SEPTEMBER/WINE	6,730.32
LIQUOR STORE	RECEIPT SEPTEMBER RENT	358.00-
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	16.50
THE MCKINNON COMPANY INC	SEPTEMBER/MIX-RED BULL	245.70
ORIGIN WINE & SPIRITS	SEPTEMBER/FREIGHT	8.25
ORIGIN WINE & SPIRITS	SEPTEMBER/WINE	560.00
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	312.35
OUTSTATE BREWING COMPANY	SEPTEMBER/BEER	1,304.00
PEPSI BEVERAGE COMPANY	SEPTEMBER/MIX	319.75
PHILLIPS WINE & SPIRITS CO	SEPTEMBER/FREIGHT	320.74
PHILLIPS WINE & SPIRITS CO	SEPTEMBER/LIQUOR	17,833.31
PHILLIPS WINE & SPIRITS CO	SEPTEMBER/MIX	372.00
PHILLIPS WINE & SPIRITS CO	SEPTEMBER/WINE	1,556.33
SMALL LOT MN	SEPTEMBER/FREIGHT	18.00
SMALL LOT MN	SEPTEMBER/WINE	1,955.18
SOUTHERN GLAZER'S OF MN	SEPTEMBER/FREIGHT	208.15
SOUTHERN GLAZER'S OF MN	SEPTEMBER/LIQUOR	12,834.51
SOUTHERN GLAZER'S OF MN	SEPTEMBER/MIX	71.00
SOUTHERN GLAZER'S OF MN	SEPTEMBER/WINE	1,658.28
SUMMIT COMPANIES	QUARTERLY MONITORING SERVICE	75.00
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	622.08
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.36
VINOCOPIA INC	SEPTEMBER/FREIGHT	54.00
VINOCOPIA INC	SEPTEMBER/LIQUOR	135.17
VINOCOPIA INC	SEPTEMBER/WINE	2,884.29
WINE MERCHANTS INC	SEPTEMBER/FREIGHT	14.84
WINE MERCHANTS INC	SEPTEMBER/WINE	1,598.00
	F U N D T O T A L	249,026.07

Refuse Disposal

ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	359.65
AUTO VALUE - FERGUS FALLS	SEP 3/8' AIR HOSE 50' LANDFILL	44.99
AUTO VALUE - FERGUS FALLS	SEP 3/8" AIR HOSE (LANDFILL)	43.18

Refuse Disposal

COMMISSIONER OF REVENUE	AUGUST 2022 SALES TAX	3.43
COMMISSIONER OF REVENUE	AUGUST 2022 SWMT	32,446.00
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	14,670.20
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	64.21
INDIGITAL INC	AUDIT W/PS & J/E SCANNING	276.59
KPH, INC	AUG KOMPTECH SCREENER RENT	3,000.00
LIBERTY TIRE SERVICES LLC	SEPT CAR TIRE OFF RIM	1,142.50
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	16.50
MARCO TECHNOLOGIES LLC	05/27-08/27/22 COPIER OVERAGE	24.46
MARCO TECHNOLOGIES LLC	08/27-09/27/22 COPIER RENT	184.58
MARCO TECHNOLOGIES LLC	08/27/21-08/27/22 COPY OVERAGE	65.81
OTTER TAIL COUNTY TREASURER	AUGUST TIPPING FEES	104,671.51
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	143.25
REVTRAK INC	AUGUST 2022 CR CD FEES	2,961.83
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	349.92
WASTEWATER TREATMENT FUND	AUG ASH CELL LEACHATE	453.60
WASTEWATER TREATMENT FUND	AUG DEMO CELL LEACHATE	1,035.00
	F U N D T O T A L	161,957.21

Sewage Treatment

ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	221.45
COSSETTE ELECTRIC LLC	SEP REPLACE CONTACTOR BEYERS	786.66
COSSETTE ELECTRIC LLC	SEP REPLACE CONTROLLER AT TWO	133.50
COSSETTE ELECTRIC LLC	SEP TROUBLESHOOT HILLSIDE LIFT	914.65
COSSETTE ELECTRIC LLC	SEPT SITEWORK,EXT. LIGHTS	1,728.79
DRAINSERVICES INCORPORATED	SANITARY SEWER REP. 203 L LINC	20,000.00
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	10,592.60
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	43.94
FERGUSON WATERWORKS #1657	AUG A312 WELD PIPE	1,324.40
GOPHER STATE ONE CALL	AUG BILLABLE TICKETS	83.70
INDIGITAL INC	AUDIT W/PS & J/E SCANNING	276.59
LAKE REGION ELECTRIC COOP	AUGUST ELECTRICITY EXPENSE	176.72
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	11.00
MACQUEEN EQUIPMENT INC	SEP RIPSAW REBUILD KIT	184.16
MARCO TECHNOLOGIES LLC	05/27-08/27/22 COPIER OVERAGE	24.46
MARCO TECHNOLOGIES LLC	08/27-09/27/22 COPIER RENT	184.58
MARCO TECHNOLOGIES LLC	08/27/21-08/27/22 COPY OVERAGE	65.81
MIDWEST FLO CAL LLC	SEPT CALIBARATE INFL.,EFFL.	649.46

Sewage Treatment

MUNICIPALH20.COM	SEPT ANNUAL EPA COMPL. SERVICE	3,000.00
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	145.94
PLUNKETT'S PEST CONTROL INC.	SEPT SPRING/FALL EXT. SERV	23.40
PLUNKETT'S PEST CONTROL INC.	SEPT SPRING/FALL EXTERIOR SERV	385.06
RMB ENVIRONMENTAL LABORATORIES	AUG ANALYSIS	384.41
RMB ENVIRONMENTAL LABORATORIES	SEPT ANALYSIS	466.08
REVTRAK INC	AUGUST 2022 CR CD FEES	2,961.82
SPEE*DEE DELIVERY SERVICE INC	AUG STANDARD SHIPPING	31.32
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	233.28
WASTEWATER TREATMENT FUND	RECEIPT TO AUG LEACHATE	1,488.60-
	F U N D T O T A L	43,545.18

Water

ADMINISTRATOR'S CONTINGENCY FD	MN DEPT OF HEALTH/SHOL-RENEWAL	40.00
ADMINISTRATOR'S CONTINGENCY FD	SEPTEMBER UTILITIES REFUND	133.45
ADMINISTRATOR'S CONTINGENCY FD	VOID CK #17522	63.00-
ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	240.87
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	8,893.64
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	64.22
GENESEE & WYOMING RAILROAD SVC	ANNUAL RR ROW LEASE OTVR221788	1,069.91
GOIN' POSTAL FERGUS FALLS	AUGUST POSTAGE	5.86-
GOIN' POSTAL FERGUS FALLS	SEPT POSTAGE	199.22
GOPHER STATE ONE CALL	AUG BILLABLE TICKETS	83.70
HAWKINS INC	JULY CYLINDER CHLORINE	20.00
HOLCIM-MWR INC	SEP CONCRETE N OAK & W BIRCH	845.00
INDIGITAL INC	AUDIT W/PS & J/E SCANNING	276.60
LEITCH EXCAVATING INC	AUG WATER MAIN VERNON/SHERIDAN	3,614.50
VICTOR LUNDEEN COMPANY	AUGUST UTILITIES HOOK-UP FORM	623.70
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	19.25
MARCO TECHNOLOGIES LLC	05/27-08/27/22 COPIER OVERAGE	24.46
MARCO TECHNOLOGIES LLC	08/27-09/27/22 COPIER RENT	238.62
MARCO TECHNOLOGIES LLC	08/27/21-08/27/22 COPY OVERAGE	65.81
MUNICIPALH20.COM	SEPT ANNUAL EPA COMPL. SERVICE	3,000.00
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	161.69
RMB ENVIRONMENTAL LABORATORIES	SEPT FIRST 1/2 BACT.MONITORING	136.13
REVTRAK INC	AUGUST 2022 CR CD FEES	2,961.82
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	388.80
	F U N D T O T A L	23,032.53

Storm Water

GOPHER STATE ONE CALL	AUG BILLABLE TICKETS	83.70
	F U N D T O T A L	83.70

Equipment

AL'S REFRIGERATION, INC.	SEP POP VEND COMPRESSOR/REPAIR	90.00
ARAMARK UNIFORM SERVICES	AUGUST LINEN SUPPLY	357.12
AUTO VALUE - FERGUS FALLS	SEP BRAKE PADS UNIT 3002	30.99
AUTO VALUE - FERGUS FALLS	SEP COOLANT FILTER U-243	7.85
AUTO VALUE - FERGUS FALLS	SEP CREDIT RETURNED PARTS	75.97-
AUTO VALUE - FERGUS FALLS	SEP DRIVE BELT UNIT 241	24.99
AUTO VALUE - FERGUS FALLS	SEP STARTING FLUID	11.96
AUTO VALUE - FERGUS FALLS	SEP STOCK AIR FILTERS	57.60
AUTO VALUE - FERGUS FALLS	SEP STOCK BRASS FITTING	4.99
AUTO VALUE - FERGUS FALLS	SEP STOCK FILTERS	88.89
AUTO VALUE - FERGUS FALLS	SEP STOCK FILTERS AT PARK DEPT	30.35
AUTO VALUE - FERGUS FALLS	SEP STOCK OIL FILTER	18.45
AUTO VALUE - FERGUS FALLS	SEP STOCK PARTS ORDER	120.79
AUTO VALUE - FERGUS FALLS	SEP UTILITY CLOTH (SHOP)	97.97
BEYER BODY SHOP, INC.	2073 PLASTIC STRIP REPAIRED	287.23
COMMISSIONER OF REVENUE	AUGUST 2022 SPECIAL FUEL TAX	962.45
COMMISSIONER OF REVENUE	AUGUST 2022 SALES TAX	249.75
CRYTEEL TRUCK EQUIPMENT INC	SEP SEAL KIT HEAL CYL U-201	201.67
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER HEALTH INSURANCE	6,525.74
EMPLOYEES INSURANCE TRUST FUND	SEPTEMBER LIFE INSURANCE	27.04
EQUIPMENT FUND	AUG FUEL USAGE	746.89-
EQUIPMENT FUND	AUG REPAIRS/SERVICE	257.58-
FARGO FREIGHTLINER	SEP CREDIT RETURNED TEMP SENSO	23.56-
FARGO FREIGHTLINER	SEP 16.5X7 BRAKE DRUMS (STK)	280.88
JOHN DEERE FINANCIAL	SEP FUEL FILTER UNIT 280	25.43
JOHN DEERE FINANCIAL	SEP HOSE FITTING U-299	50.90
JOHN DEERE FINANCIAL	SEP TRACK COVER UNIT 280	957.26
FASTENAL COMPANY	SEP ELEVATOR BOLTS UNIT 239	20.60
FASTENAL COMPANY	SEP STOCK PINS/WASHERS	41.58
FASTENAL COMPANY	SEP TRACK SHIELD BOLTS U-280	4.92
FLEETPRIDE INC	SEP SLACK ADJUSTER UNIT 226	137.80
FORCE AMERICA	SEP CENTER LOCKING JOYSTICK	417.97
GOIN' POSTAL FERGUS FALLS	SEP RETURN SEAL KITS U-201	8.00
GREAT PLAINS NATURAL GAS CO	AUGUST NATURAL GAS EXPENSE	271.79

Equipment

HIRERIGHT LLC	SEP BACKGROUND CHECK LEITCH	11.75
HOME DEPOT CREDIT SERVICES	SEP AIR LINE FILTER	32.98
HOME DEPOT CREDIT SERVICES	SEP CABLE TIES/RATCHET STRAP	67.41
HOME DEPOT CREDIT SERVICES	SEP PLUMBING PARTS UNIT 265	118.81
INLAND TRUCK PARTS COMPANY	SEP STOCK BRAKE SHOE/HRDWR KIT	1,171.62
INTERSTATE BATTERY SYSTEM	SEP CORE CREDIT	30.00-
INTERSTATE BATTERY SYSTEM	SEP GROUP 34/65 STK BATTERIES	254.90
LAWSON PRODUCTS INC	SEP SS HARDWARE/FLAP DISC/BITS	106.61
LITTLE FALLS MACHINE INC.	SEP PLOW WING REPAIR PARTS FOR	924.00
MII LIFE INCORPORATED	SEPT HSA/FLEX PLAN PART FEE	5.50
MACQUEEN EQUIPMENT INC	SEP PASS LIFT DOOR UNIT 3013	2,491.77
MACQUEEN EMERGENCY	SEP LIFT OPEN DOOR SPRINGS/LOC	636.97
MARCO TECHNOLOGIES LLC	05/27-08/27/22 COPIER OVERAGE	2.46
MARCO TECHNOLOGIES LLC	08/27-09/27/22 COPIER RENT	75.44
NORTHWEST TIRE INC	SEPT TIRES UNIT 2089	755.16
NORTHWEST TIRE INC	SEPT TIRES 2088	755.16
OLSON OIL COMPANY INC	AUG PREM DIESEL DELAGOON	1,686.71
OLSON OIL COMPANY INC	JUNE SERVICE CHARGE	11.18
OLSON OIL COMPANY INC	SEP RED PREM DIESEL (SHOP)	16,056.57
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	36.05
ROYAL TIRE INC	SEP 215/60R16 TIRES	360.32
SWANSTON EQUIPMENT CO	SEP BUSHING/BOLT/IGN SWITCH	105.82
TIME CLOCK PLUS LLC	TIMECLOCK PLUS 2022 SUBSCRIP	155.52
WALLWORK TRUCK CENTER F.F.	SEP RADIATOR (STOCK)	726.08
ZIEGLER INC.	SEP DOOR GLASS PARTS U-486	68.08
ZIEGLER INC.	SEP DOOR GLASS/SEAL/WIPER/ARM	589.96
ZIEGLER INC.	SEP DOOR SPRING UNIT 486	88.49
ZIEGLER INC.	SEP HYD HOSE UNIT 299	102.49
	F U N D T O T A L	37,676.77

Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT SEPTEMBER HEALTH INS	154,225.36-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT SEPTEMBER LIFE INS	2,961.19-
	F U N D T O T A L	157,186.55-

Flexible Benefit Agency

Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	3,358.98
	F U N D T O T A L	3,358.98

PEG Access

CHARTER COMMUNICATIONS	08/26-09/25/22 CABLE	8.89
CHARTER COMMUNICATIONS	09/26-10/25/22 CABLE	8.89
DAILY JOURNAL	AUGUST/KIDS SCOOP-FFSP FFSS	100.00
DAILY JOURNAL	JULY/KIDS SCOOP-FFSP FFSS	125.00
LIQUOR STORE	SEPTEMBER RENT	358.00
OTTER TAIL TELCOM	SEPTEMBER TELEPHONE EXPENSE	222.54
SUMMIT COMPANIES	QUARTERLY MONITORING SERVICE	75.00
	F U N D T O T A L	898.32

Fergus Falls Convention and Visitor's Bureau, Inc.

COOPERS TECHNOLOGY GROUP	SEPT CATALOG ENVELOPES	343.36
FERGUS FALLS CONVENTION &	JULY 2022 LODGING TAX	22,254.31-
FERGUS FALLS CONVENTION &	JULY 2022 LODGING TAX ADMIN	667.63
SPRINT	SEPTEMBER CELL PHONE EXPENSE	148.43
	F U N D T O T A L	21,094.89-

T O T A L A L L F U N D S	961,313.05
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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 19 DAY OF SEPTEMBER 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

9/19/2022

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

COMMISSIONER OF REVENUE	107,263.45
OTTER TAIL CO. TREASURER'S OFC	3,700.00
OTTER TAIL COUNTY TREASURER	104,671.51
ASCAP	406.29
AT&T MOBILITY	496.24
ACCURATE CONTROLS INC	931.22
ADMINISTRATOR'S CONTINGENCY FD	541.52
ADVANCED CAPITAL GROUP INC	3,750.00
AL'S REFRIGERATION, INC.	270.00
THE AMERICAN BOTTLING COMPANY	587.74
ARAMARK UNIFORM SERVICES	2,350.87
ARAMARK	395.80
SEAN ANDERSON	405.46
ARCTIC GLACIER USA INC	1,255.40
ARTISAN BEER COMPANY	2,913.60
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	513.01
BAKER & TAYLOR INC	2,108.78
BDT MECHANICAL LLC	2,245.01
BELLBOY CORPORATION	3,786.69
BEVERAGE WHOLESALERS INC	58,640.36
BEYER BODY SHOP, INC.	687.23
BIG AXX LLC	65.00
BLUE CLOUD OF BURNSVILLE, MN	11,048.00
BOLTON & MENK INC	16,600.00
BRAUN VENDING INC	51.00
BREAKTHRU BEVERAGE MINNESOTA	25,459.78
CNA SURETY	100.00
CARDCONNECT	147.24
CAYAN	17,040.47
CHARTER COMMUNICATIONS	105.88
VIKING COCA-COLA BOTTLING CO	525.65
COOPERS TECHNOLOGY GROUP	673.62
COPPER TRAIL BREWING CO	417.48
COSSETTE ELECTRIC LLC	13,811.24
CRYTEEL TRUCK EQUIPMENT INC	201.67
D-S BEVERAGES, INC.	55,908.42
DACOTAH PAPER CO	302.08
DAILY JOURNAL	554.25
DAKOTA MAILING & SHIPPING	354.21
DRAINSERVICES INCORPORATED	20,000.00
DRUMCONRATH BREWING COMPANY	175.25
FARGO FREIGHTLINER	257.32
JOHN DEERE FINANCIAL	1,033.59
FASTENAL COMPANY	117.94
FERGUSON WATERWORKS #1657	1,324.40
FINANCE & COMMERCE INC	307.42

9/19/2022

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

FIRE SAFETY USA, INC	521.00
FLEETPRIDE INC	137.80
THE FLOWER MILL & FORCE AMERICA	250.00
FORUM COMMUNICATIONS	417.97
GALLS LLC	563.91
GENESEE & WYOMING RAILROAD SVC	568.82
GOIN' POSTAL FERGUS FALLS	1,069.91
GOPHER STATE ONE CALL	201.36
GREAT PLAINS NATURAL GAS CO	251.10
HAWKINS INC	673.95
HIGH POINT NETWORKS LLC	20.00
HIRERIGHT LLC	2,876.00
HOLCIM-MWR INC	11.75
HOME DEPOT CREDIT SERVICES	845.00
HOOPLA	556.75
MATTHEW HOUSE	973.71
INDIGITAL INC	10,000.00
INLAND TRUCK PARTS COMPANY	829.78
INNFORMATION SYSTEMS	1,171.62
INNOVATIVE OFFICE SOLUTIONS	750.00
INTERSTATE BATTERY SYSTEM	155.47
JOHNSON BROTHERS LIQUOR CO	224.90
KPH, INC	17,067.28
LAKE REGION ELECTRIC COOP	3,000.00
LAKE REGION HEALTHCARE CORP	2,383.56
LAKELAND MENTAL HEALTH CENTER	187.50
LAKES COUNTRY SERVICE COOP	100.00
LAWSON PRODUCTS INC	70.00
LEAGUE OF MN CITIES INS. TRUST	106.61
LEITCH EXCAVATING INC	196,315.00
LIBERTY TIRE SERVICES LLC	3,614.50
LITTLE FALLS MACHINE INC.	1,142.50
VICTOR LUNDEEN COMPANY	924.00
MII LIFE INCORPORATED	1,609.69
M-R SIGN COMPANY INC	3,595.48
MACQUEEN EQUIPMENT INC	292.92
MACQUEEN EMERGENCY	2,675.93
MARCO TECHNOLOGIES LLC	636.97
THE MCKINNON COMPANY INC	2,222.96
MED COMPASS	245.70
MIDWEST FLO CAL LLC	2,430.00
MN FIRE SVC CERTIFICATION	649.46
MINNKOTA ENVIROSERVICES INC	120.00
MUNICIPALH20.COM	35.00
NATURES GARDEN WORLD	6,000.00
NEW HORIZONS ENERGY	1,197.29
	688.68

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

NORTHLAND TRUST SERVICES, INC.	750.00
NORTHWEST TIRE INC	1,510.32
NYCKLEMOE & ELLIG, P.A.	9,225.00
OLSON OIL COMPANY INC	17,754.46
ORIGIN WINE & SPIRITS	568.25
OTTERTAIL GLASS COMPANY	385.85
OTTER TAIL POWER COMPANY	1,581.73
OTTER TAIL TELCOM	2,310.51
OUTSTATE BREWING COMPANY	1,304.00
PEPSI BEVERAGE COMPANY	319.75
PHILLIPS WINE & SPIRITS CO	20,082.38
PITNEY BOWES CREDIT CORP	705.00
PLUNKETT'S PEST CONTROL INC.	408.46
RMB ENVIRONMENTAL LABORATORIES	986.62
REVTRAK INC	8,885.47
ROASTED	449.25
ROGNESS CONTRACTING SERVICES	8,361.37
ROYAL TIRE INC	360.32
AMY SHOL	3,500.00
SKY CREW SERVICES, LLC	5,500.00
SMALL LOT MN	1,973.18
LOGAN SOLBERG	160.01
SOUTHERN GLAZER'S OF MN	14,771.94
SPEE*DEE DELIVERY SERVICE INC	31.32
SPRINT	148.43
STEIN'S INC	218.19
STREICHER'S INC	4,200.00
SUMMIT COMPANIES	182.50
SWANSTON EQUIPMENT CO	678.80
SWEDBERG NURSERY	1,215.00
SYN-TECH SYSTEMS INC	825.00
TWEETON REFRIGERATION	180.00
TAFT STETTINIUS HOLLISTER LLP	23,308.36
TIME CLOCK PLUS LLC	7,037.28
TORKE COFFEE ROASTING COMPANY	123.05
TOTAL REGISTER SYSTEMS	32.36
US BANK EQUIPMENT FINANCE	551.70
VERIZON WIRELESS	1,083.12
VINOCOPIA INC	3,073.46
WSB & ASSOCIATES INC	2,498.75
WALLWORK TRUCK CENTER F.F.	726.08
WELLS FARGO - INVESTMENTS	75,000.00
WINE MERCHANTS INC	1,612.84
TOTAL OTHER GOVERNMENT	215,634.96

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

TOTAL OTHER VENDORS 745,678.09

TOTAL ALL VENDORS 961,313.05