



City Council Agenda
January 3, 2023
5:30 pm in the City Council Chambers

Invocation –Burke Lindvall, Lake Region Health Care Chaplain
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Public hearing for consideration of Ordinance 34, Eighth Series, Required Shoreland Management Ordinance Updates
 - a. First reading of Ordinance 34, Eighth Series, Shoreline Management
- E. Awarding of Bids
- F. Petitions and Communications
 - 1. Resolution acknowledging the retirement and 38+ years of service from Lori Beske
- G. Consent Agenda
 - 1. Motion approving the minutes from the December 19, 2022 City Council meeting
 - 2. Motion approving licenses
 - 3. Resolution designating the Daily Journal as the 2023 legal publication
 - 4. Resolution designating the 2023 depositories
 - 5. Resolution delegating the City Administrator, Finance Director, Assistant Finance Director, Payroll Officer and Human Resources Director the authority to make 2023 electronic fund transfers on behalf of the City of Fergus Falls
 - 6. Resolution adopting the 2023 Elected Officials Out of State Travel Policy
- H. Ordinance and Resolutions
 - 1. Second reading of Ordinance 35, Eighth Series, THC Product Sales
 - 2. Motion adding \$500 THC Product Sales fee to the 2023 fee schedule
 - 3. Resolution opting out of the Otter Tail County THC Product Sales Moratorium
- I. Presentation of Claims \$596,584.46
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business

M. New Business

O. Miscellaneous Announcements

January 11 Christmas tree pickup

January 11 7:00 am Committee of the Whole meeting

January 16 Most city offices and facilities closed for Martin Luther King Jr. Day
Garbage and recycling normally picked up on Monday is moved to Tuesday.
Tuesday collection will be on Wednesday January 18

January 17 5:30 pm City Council Meeting

P. Adjournment sine die to annual meeting

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.



Memo

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Meeting Date:

January 3- City Council

Subject:

Required Shoreland Management Ordinance Update

Recommendation:

After a public hearing, accept updates to § 154.003, § 154.033, § 154.034, § 154.066, § 154.068, § 154.069, § 154.074, § 154.100 and § 154.101 regarding shoreland management for an ordinance update required by the DNR.

Background/Key Points:

In late 2021, the DNR informed the City that it must amend its shoreland ordinance to include waterbodies within its municipal boundaries following annexations. In reviewing the City's current ordinance, staff determined that no substantial update had been made in decades. Per Minnesota Statutes Section 103F.221, Subd. 1, the City must be in substantial compliance with municipal shoreland management standards and criteria established by the State. Staff therefore suggest that the changes indicated in the attached draft be approved by City Council and sent to the City Attorney's office for appropriate drafting. The changes accomplish the following:

- Includes all water bodies over a certain size within current City limits.
- Updates the height limit of buildings to 30 ft to match elsewhere in zoning code
- Designates part of the river known as the Pisgah Reservoir as General Development, reducing required setback area
- Updates the City's PUD section, exempting future developers from having to seek DNR approval for new PUD applications.

Budgetary Impact:

Publishing costs (TBD)

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck, Community Development Manager

Attached:

Draft ordinance language

ORDINANCE NO. 34, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTERS
154.003. 154.033. 154.034. 154.066. 154.068. 154.069,
154.074. 154.100 AND 154.101 OF THE SHORELAND
MANAGEMENT OVERLAY DISTRICT OF THE
CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 154.003, ZONING MAP AND DISTRICTS, A.(4)
Shoreland management overlay district, is hereby amended as follows:

A. *General development (GD)*;

General Development Lake Name	DNR Public Waters I.D. #
<i>Lake Alice</i>	#56-867
<i>Opperman</i>	#56-865
<i>Groto</i>	#56-819
<i>Unnamed</i>	#56-822
<i>Unnamed</i>	#56-828
<i>Unnamed</i>	#56-1204
<i>Unnamed</i>	#56-1203
<i>Unnamed</i>	#56-821

B. *Recreational development (RD)*; and

Recreational Development Lake Name	DNR Public Waters I.D. #
<i>Hoot Lake</i>	#56-782
<i>Pebble Lake</i>	#56-829
<i>Wright Lake</i>	#56-783

C. *Natural environment (NE)*.

Natural Environment Lake Name	DNR Public Waters I.D. #
<i>One Mile Lake</i>	#56-817
<i>Chautuaqua</i>	#56-780
<i>Unnamed</i>	#56-815
<i>Unnamed</i>	#56-816
<i>Unnamed</i>	#56-826
<i>Unnamed</i>	#56-827
<i>Unnamed</i>	#56-830

Natural Environment Lake Name	DNR Public Waters I.D. #
Unnamed	#56-831
Unnamed	#56-832
Unnamed	#56-861
Unnamed	#56-863
Unnamed	#56-864
Unnamed	#56-866
Unnamed	#56-1188
Unnamed	#56-1197
Unnamed	#56-1480

D. *Rivers and Streams are classified as follows:*

- (1) Remote rivers;
- (2) Forested rivers;
- (3) Transition rivers;
- (4) Agricultural rivers: Pelican River, Otter Tail River (unless portion otherwise designated within this section).
- (5) Urban rivers; and
- (6) Tributary streams.

Section 2. City Code Chapter 154.033 R-3, MULTIPLE-FAMILY RESIDENCE DISTRICT, (C) *Uses by conditional use permit*, paragraph (2) is hereby amended as follows:

(2) Planned unit development, as provided in §154.034(H) of this chapter; and

Section 3. City Code Chapter 154.034 R-4, MULTIPLE-FAMILY RESIDENCE DISTRICT, (H) *Planned unit developments*, (3) *Administrative procedure*, paragraph (b), the first paragraph, is hereby amended as follows:

(b) If any shoreland is a part of the planned unit development, the general development plan shall be submitted to the City Engineer. The general development plan shall be drawn to scale with topography of a contour interval not great than two feet. The plan shall show:

Section 4. City Code Chapter 154.066, Definitions, the following definitions are amended as follows:

BOATHOUSE. A facility as defined by Minnesota Statutes, Section 103G.245.

PUBLIC WATERS. Any water as defined in Minnesota Statutes, Section 103G.005, Subd. 15, 15a.

SEWAGE TREATMENT SYSTEM. “Sewage treatment system” has the meaning given under Minnesota Rules, part 7080.1100, Subp. 82.

VARIANCE. “Variance” means the same as that defined in Minnesota Statutes, Section 462.357 Subd. 6 (2).

WETLAND. “Wetland” has the meaning given under Minnesota Rule, part 8420.0111.

Section 5. City Code Chapter 154.068, Shoreland Classifications System and Land Use Districts, paragraphs C and D, are hereby amended to read as follows:

C. *Lakes are classified as follows:*

A. *General development (GD);*

General Development Lake Name	DNR Public Waters I.D. #
<i>Lake Alice</i>	#56-867
<i>Opperman</i>	#56-865
<i>Groto</i>	#56-819
<i>Unnamed</i>	#56-822
<i>Unnamed</i>	#56-828
<i>Unnamed</i>	#56-1204
<i>Unnamed</i>	#56-1203
<i>Unnamed</i>	#56-821

B. *Recreational development (RD); and*

Recreational Development Lake Name	DNR Public Waters I.D. #
<i>Hoot Lake</i>	#56-782
<i>Pebble Lake</i>	#56-829
<i>Wright Lake</i>	#56-783

C. *Natural environment (NE).*

Natural Environment Lake Name	DNR Public Waters I.D. #
<i>One Mile Lake</i>	#56-817
<i>Chautauqua</i>	#56-780
<i>Unnamed</i>	#56-815
<i>Unnamed</i>	#56-816
<i>Unnamed</i>	#56-826
<i>Unnamed</i>	#56-827
<i>Unnamed</i>	#56-830
<i>Unnamed</i>	#56-831
<i>Unnamed</i>	#56-832

Natural Environment Lake Name	DNR Public Waters I.D. #
Unnamed	#56-861
Unnamed	#56-863
Unnamed	#56-864
Unnamed	#56-866
Unnamed	#56-1188
Unnamed	#56-1197
Unnamed	#56-1480

D. *Rivers and Streams are classified as follows:*

- (1) Remote rivers;
- (2) Forested rivers;
- (3) Transition rivers;
- (4) Agricultural rivers: Pelican River, Otter Tail River (unless portion otherwise designated within this section).
- (5) Urban rivers; and
- (6) Tributary streams.

Section 6. City Code Chapter 154.069, Zoning and Water Supply, Sanitary Provisions, paragraph B, is hereby amended to read as follows:

(B) *Height of structures.* All structures in residential districts, except churches and non-residential agricultural structures, must not exceed 30 feet in height.

Section 7. City Code Chapter 154.074, Planned Unit Developments (PUDS), is hereby amended in its entirety to read as follows:

(A) *Purpose.* The purpose of the "PUD" Planned Unit Development District is to permit flexibility in the use and design of structures and land in situation where modification of specific provisions of this Ordinance would not be contrary to its intent and purpose or significantly be inconsistent with the planning on which it is based, and will not be harmful to the neighborhood in which the district occurs. The PUD process may allow:

A. *Variety:* Within a comprehensive site design concept a mixture of land uses, housing types, and densities.

B. *Sensitivity:* By departing from the strict application of required performance standards associated with traditional zoning, planned unit development can maximize the development potential of land while remaining sensitive to its unique and valuable natural and scenic characteristics.

C. *Efficiency:* The consolidation of areas for recreation and reductions in street lengths and other utility related expenses.

D. District Integration: The combination of uses which are allowed in separate zoning districts such as:

1. Mixed residential allows both densities and unit types to be varied within the PUD.

2. Mixed commercial, residential, or institutional land use with the integration of compatible land uses within the PUD.

(B) *Types of PUDs permissible.* Planned unit developments (PUDs) are allowed for new projects on undeveloped land, redevelopment of previously built sites or conversions of existing buildings and land in land use districts classified as R-4, Multiple-Residence, only.

(C) *Processing of PUDs.* Planned unit developments must be processed as a conditional use and comply with the provisions of this section in addition to those standards outlined elsewhere in the zoning and subdivision regulations. When there is a conflict in requirements, the more stringent of the requirements shall be applied. An expansion to an existing commercial PUD involving 6 or less new dwelling units or sites since the date this ordinance was adopted is permissible as a permitted use provided the total project density does not exceed the allowable densities calculated in the project density evaluation procedures in Section 10.5. Approval cannot occur until all applicable environmental reviews are complete.

(D) *Application for a PUD.* The applicant for a PUD must submit the following documents prior to final action being taken on the application request:

(1) A site plan and/or plat for the project showing locations of property boundaries, surface water features, existing and proposed structures and other facilities, land alterations, sewage treatment and water supply systems (where public systems will not be provided) and topographic contours at ten-foot intervals or less. When a PUD is a combined commercial and residential development, the site plan and/or plat must indicate and distinguish which buildings and portions of the project are residential, commercial or a combination of the two;

(2) A property owner's association agreement (for residential PUDs) with mandatory membership, and all in accordance with the requirements of this section;

(3) Deed restrictions, covenants, permanent easements or other instruments that:

(a) Properly address future vegetative and topographic alterations, construction of additional buildings, beaching of watercraft and construction of commercial buildings in residential PUDs; and

(b) Ensure the long-term preservation and maintenance of open space in accordance with the criteria and analysis specified in this section.

(4) When necessary, a master plan/drawing describing the project and the floor plan for all commercial structures to be occupied; and

(5) Those additional documents as requested by the city that are necessary to explain how the PUD will be designed and will function.

(E) *Maintenance and design criteria.*

(1) Deed restrictions, covenants, permanent easements, public dedication and acceptance or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. The instruments must include all of the following protections:

(a) Vegetation and topographic alterations other than routine maintenance prohibited;

(b) Construction of additional buildings or storage of vehicles and other materials prohibited; and

(c) Uncontrolled beaching of watercraft prohibited.

(F) *Open space requirements.* Planned unit developments outside the shoreland management area must contain open space meeting all the following criteria:

(1) At least 40% of the total project area must be preserved as open space;

(2) Dwelling units or sites, road rights-of-way or land covered by road surfaces, parking areas or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space;

(3) Open space must include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries;

(4) Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites and by the general public;

(5) Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems;

(6) Open space must not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities;

(7) The appearance of open space areas, including topography, vegetation and allowable uses, must be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance or other effective and permanent means; and

(G) *Density Determination for PUDs within the shoreland management area.*

Proposed new or expansions to existing planned unit developments must be evaluated using the following procedures:

Step 1. Identify Density Analysis Tiers. Divide the project parcel into tiers by drawing one or more lines parallel to the ordinary high water level at the following intervals, proceeding landward:

Waterbody Classification	No Sewer (ft)	Sewer (ft)
General Development Lakes – 1st tier	200	200
General Development Lakes – all other tiers	267	200
Recreational Development Lakes	267	267
Natural Environment Lakes	400	320
All Rivers	300	300

Step 2. Calculate Suitable Area for Development. Calculate the suitable area within each tier by excluding all **road rights-of way or easements**, wetlands, bluffs, or land below the ordinary high water level of public waters.

Step 3. Determine Base Density:

- A. For residential PUDs, divide the suitable area within each tier by the minimum single residential lot area for lakes to determine the allowable number of dwelling units, or base density, for each tier. For rivers, if a minimum lot area is not specified, divide the tier width or river frontage by the minimum single residential lot width.
- B. For commercial PUDs:
- (1) Determine the average area for each dwelling unit or dwelling site within each tier. Include both existing and proposed dwelling units and sites in the calculation.
 - (a) For dwelling units, determine the average inside living floor area of dwelling units in each tier. Do not include decks, patios, garages, or porches and basements, unless they are habitable space.
 - (b) For dwelling sites (campgrounds), determine the area of each dwelling site as follows:
 - For manufactured homes, use the area of the manufactured home, if known, otherwise use 1,000 sf.
 - For recreational vehicles, campers or tents, use 400 sf.

(2) Select the appropriate **floor area/dwelling site area ratio** from the following table for the floor area or dwelling site area determined in Section 10.53, B. 1.

Inside Living Floor Area or Dwelling Site Area (sf)	General Development Lakes <u>w/Sewer</u> – all tiers General Development Lakes <u>w/no sewer</u> – 1st tier Agricultural, Urban and Tributary Rivers	General Development Lakes <u>w/no sewer</u> – all other tiers Recreational Development Lakes Forested and Transition Rivers	Natural Environment Lakes Remote Rivers
≤ 200	.040	.020	.010
300	.048	.024	.012
400	.056	.028	.014
500	.065	.032	.016
600	.072	.038	.019
700	.082	.042	.021
800	.091	.046	.023
900	.099	.050	.025
1,000	.108	.054	.027
1,100	.116	.058	.029
1,200	.125	.064	.032
1,300	.133	.068	.034
1,400	.142	.072	.036
≥ 1,500	.150	.075	.038

(3) Multiply the suitable area within each tier determined in Section 10.52 by the floor area or dwelling site area ratio to yield the total floor area or dwelling site area for each tier to be used for dwelling units or dwelling sites.

(4) Divide the total floor area or dwelling site area for each tier calculated in Section 10.53, B. 3, by the average inside living floor area for dwelling units or dwelling site area determined in Section 10.53, B 1. This yields the allowable number of dwelling units or dwelling sites, or base density, for each tier.

C. Allowable densities may be transferred from any tier to any other tier further from the waterbody, but must not be transferred to any tier closer to the waterbody.

D. All PUDs with densities at or below the base density must meet the design standards in Section 10.6.

Step 4. Determine if the Site can Accommodate Increased Density:

- A. The following increases to the dwelling unit or dwelling site base densities determined in Section 154 are allowed if the design criteria in Section 154 of this ordinance are satisfied as well as the standards in Section 154, item B:

Shoreland Tier	Maximum density increase within each tier (percent)
1st	50
2nd	100
3rd	200
4th	200
5th	200

- B. Structure setbacks from the ordinary high water level:

- (1) Are increased to at least 50 percent greater than the minimum setback; or
- (2) The impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or additional acceptable means and the setback is at least 25 percent greater than the minimum setback.

Section 8. City Code Chapter 154.100, RIVER/STREAM LOT WIDTH STANDARDS, is hereby amended as follows:

River/Stream Minimum Lot Width Standards. There are no minimum lot area requirements for rivers and streams. The lot width standards in feet are:

Lot Type	Remote	Forested	Transition	Agriculture	Urban & Tributary No Sewer	Urban & Tributary Sewer
Single	300	200	250	150	100	75
Duplex	450	300	375	225	150	115
Triplex	600	400	500	300	200	150
Quad	750	500	625	375	250	190

Section 9. City Code Chapter 154.101, SHORELAND OVERLAY SETBACK REQUIREMENTS, is hereby amended as follows

The setback and other requirements listed below shall be followed:

Waterbody Classification	Structures with <u>No Sewer</u>	Structures with <u>Sewer</u>	Sewage Treatment Systems
Natural Environment Lakes	150	150	150
Recreational Development Lakes	100	75	75
General Development Lakes	75	50	50
Remote Rivers	200	200	150
Forested and Transition Rivers	150	150	100
Agriculture, Urban, & Tributary Rivers	100	50	75

Section 10. Effective date. The effective date of this ordinance shall be the _____ day of _____, 202_____.

The following summary is approved by the City council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes Section 412.191:

PUBLIC NOTICE

WHEREAS, Chapters 154.003. 154.033. 154.034. 154.066. 154.068. 154.069, 154.074. 154.100 and 154.101, Shoreland Management Overlay District, of the Fergus Falls City Code has been amended by Ordinance No. 34, Eighth Series, which ordinance has been duly adopted by the City Council; and,

WHEREAS, Said ordinance is lengthy and the Council has therefore determined that, pursuant to City Charter Section 4.04, Subd. 2, publication of the title and summary of said ordinance would clearly inform the public of the intent and effect of the ordinance; and,

WHEREAS, The Council, by at least four-fifths of its members, has directed that only the title of the ordinance and a summary be published and that printed copies of the ordinance be available for inspection by any person during regular office hours at the office of the City Administrator and also at the public library where the entire text of said ordinance is posted.

NOTICE IS HEREBY GIVEN, that the title of Ordinance No. 34, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CHAPTERS
154.003. 154.033. 154.034. 154.066. 154.068. 154.069,
154.074. 154.100 AND 154.101 OF THE
SHORELAND MANAGEMENT OVERLAY
DISTRICT OF THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 34, Eighth Series, is as follows:

Section 1 amends City Code Chapter 154.003, Zoning Maps and Districts, Shoreland management overlay district.

Section 2 amends City Code Chapter 154.033, R-3, Multiple-Family Residence District, Uses by conditional use permit.

Section 3 amends City Code Chapter 154.034, R-4, Multiple-Family Residence District, Planned unit developments, Administrative procedure.

Section 4 amends City Code Chapter 154.066, Definition of Boathouse, Public Waters, Sewage Treatment Systems, Variance and Wetland.

Section 5 amends City Code Chapter 154.068, Shoreland Classifications System and Land Use Districts, paragraphs C and D.

Section 6 amends City Code Chapter 154.069, Zoning and Water Supply, Sanitary Provision, Height of Structures.

Section 7 amends City Code Chapter 154.074, Planned Unit Developments (PODS).

Section 8 amends City Code Chapter 154.100, River/Stream Lot Width Standards.

Section 9 amends City Code Chapter 154.101, Shoreland Overlay Setback Requirements

Section 10 provides for the effective date.

NOTICE IS FURTHER GIVEN, that the Council has approved the text of the foregoing summary and determines that it clearly informs the public of the intent and effect of the ordinance.

THIS ORDINANCE was introduced on the _____ day of _____, 2022, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 202____, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on_____.

barb/acityoffergusfalls/ords/8thseries/Ord34

RESOLUTION #__-2023
RETIREMENT OF LORI BESKE

WHEREAS, Lori Beske has submitted her intent to retire effective December 30, 2022, and,

WHEREAS, Lori was hired as an Accounting Clerk II on August 13, 1984, and became the Utilities Billing Technician on February 1, 1996 and,

WHEREAS, Lori moved to the position of Accounting Technician on June 20, 2001, a position she has held until the present time and,

WHEREAS, Lori's unwavering commitment and dedication to the City of Fergus Falls has made her an incredible asset to the city for almost four decades and,

WHEREAS, Lori's attention to detail, financial acumen and professionalism have ensured accurate and timely reporting and earned her the respect of her co-workers,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, to accept the resignation of Lori Beske and thank her for 38+ years of dedicated service as an employee to the City of Fergus Falls.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 3, 2023 by Council Member ___ who moved its adoption, was seconded by Council Member ___ and adopted by the following vote:

AYES:

NAYS:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

City Administrator

Mayor

City Council Minutes
December 19, 2022

The Fergus Falls City Council held a regular meeting on December 19, 2022 at 5:30 pm in the City Council Chambers. Pastor Rich Iverson gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm and the following council members were in attendance: Rufer, Arneson, Thompson, Gustafson, Hicks, Fish, Hagberg and Kvamme.

Approval of Agenda

A motion and second were offered by Gustafson and Arneson approving tonight's agenda with the removal of two items from the consent agenda and the motion carried.

Bid Award Pebble Lake Golf Course HVAC System

The HVAC system at the Pebble Lake Golf clubhouse is aging and inadequate to cool the building and restaurant areas. Quotes were obtained to replace the four furnace A/C units and the addition of one additional unit to serve the kitchen area. The cost of the project is \$50,980 and the low quote received for the materials, labor and electrical work was from Mission Mechanical. The project would be funded by the Park Department/Golf Course budget. Thompson offered [Resolution #236-2022](#) awarding the HVAC equipment replacement project to Mission Mechanical, which was seconded by Hagberg and was adopted.

Consent Agenda

The following items were approved under [Resolution #237-2022](#) by Rufer: Motion approving the minutes from the December 5, 2022 City Council meeting. [Resolution #238-2022](#) approving the 2023 Transportation Agreement with Productive Alternatives. The resolution was seconded by Fish and was adopted.

Licenses

After seeking clarification on a tobacco license, Hicks offered a motion approving the following 2023 licenses: Tobacco Elevate, Walgreens, Little Chief; Paving Taves Construction; Mechanical Plumbers Inc., CoolSys Light Commercial Solutions; Excavator Ripley's Inc.; Minnesota Lawful Gambling Permit Fergus Falls Youth Baseball for raffle on May 2, 2023 at DeLagoon Park; Full Liquor License Socials; Wine and 3.2% On Sale Malt Liquor with Strong Beer Authorization I-94 Speedway; 3.2% Off Sale Malt Liquor Little Chief. The motion was seconded by Gustafson and was adopted.

PI 5314 Union and Lincoln Avenue Project

Hicks asked for a timeline on the two reconstruction projects affecting the downtown area next year, the Phase II Riverfront project and PI 5314, the Union and Lincoln Avenue street improvement project. City Engineer Brian Yavarow explained they are working with the construction companies on a phased traffic control plan to retain as much access to businesses as possible during the work. It is currently unknown how long the replacement of the pedestrian ramps downtown will take and said the temporary provisions may be inconvenient, but will not close down the entire corridor. Hicks offered [Resolution #239-2022](#) authorizing the advertising of bids for PI 5314, the Union Avenue: Friberg to Lincoln and Lincoln: Union to Friberg resurfacing project, which was seconded by Thompson and was adopted.

Ordinance 35

Rufer introduced Ordinance 35, Eighth Series, THC Product Sales, and it was declared to have its first reading.

Welcoming Communities Grant

The University of Minnesota Extension has initiated a community readiness assessment and guided program to address diversity, equity, and inclusion in rural communities. The eight-month program requires participation from schools, healthcare, law enforcement, business, local government, non-profits, and religious organizations to help welcome and embrace people for their differences as communities compete for workforce and residents. The program is offering up to \$10,000 in grant funds through Otter Tail Lakes County Association. Additional expenses of up to \$2,500 can be requested by the grant recipients as a match from each participating community. The matching funds are available in the Community Development Professional Services budget. Staff asked the council for authorization to make an application. Kvamme explained he would be voting in opposition on committing the city to another plan or study and it's potential to become expensive if additional mandates were added to the grant. Hicks concurred for concern it will lead to additional commitments. Beck explained the grant is being administered by the U of M Extension Service who does not have the authorize to impose additional mandates. Rufer pointed out the council has the ability to not accept the grant if it is offered and advocated the grant application be submitted. Arneson offered **Resolution #240-2022** authorizing staff to apply for a \$10,000 grant from Otter Tail Lakes Country Association for a Welcoming Communities Assessment and Plan from the University of Minnesota Extension for Community Vitality, which was seconded by Gustafson and was adopted with Hicks and Kvamme voting in opposition.

Active Transportation Infrastructure Program

In October members of the Bicycle and Pedestrian Advisory Committee (BPAC) asked the council to authorize staff to submit a Letter of Intent for an Active Transportation Infrastructure Program which was determined to meet the program's eligibility requirements. The final application is due on December 30, 2022 and requires the Council's support of the project and an assurance the funding required to be supplied by the applicant is available and committed. Staff have been working with representatives of the Fergus Falls School District to identify potential projects and four projects were proposed. The cost estimates were developed internally by staff and if successful, construction would take place in 2023 or 2024. When the projects were initially addressed in October, the council was advised there would be no matching fund requirements. The final application requires nearly \$68,000 in local funding for the proposed four projects to cover the ineligible program expenses of engineering, design and right of way acquisition costs. The city's share of local dollars has not yet been identified. Kvamme offered **Resolution #241-2022** offering a resolution of support for the Minnesota State Active Transportation Infrastructure Program and authorizing the submission of the final application which was seconded by Rufer. Kvamme felt the four projects are good and should move forward and asked why the original ten projects were not included. Yavarow explained there is a \$500,000 cap on the state funding application and the projects had to be narrowed down by the school, city and BPAC to meet the available funding.

Finance Director Bill Sonmor said when the projects were proposed the city was promised there was no local funding required. He asked the council how to fund the local match as this was not a planned expense and was not included in the budget or Capital Improvement Projects. Options proposed were funds from the liquor store, an inter-fund loan that could be paid over the next couple of budget cycles

or the trails fund. Sonmor said the city is already using \$400,000 for Phase II of the Downtown Riverfront project and the trails fund does not have sufficient funding for these projects on top of the planned projects. City Administrator Andrew Bremseth expressed the city's frustration that this application was presented with the promise of no impact on the city's finances and pointed out the application process has required extensive staff time, resources and funds that have not been designated. He suggested the council reduce the scope of work and thus city's share of the funding. Thompson asked if the city could turn the grant down if it is successfully awarded and inquired if the school can be asked to contribute to the local match as they will be the main beneficiary of the projects. Yavarow confirmed the city would have the opportunity to turn down the grant if awarded and more staff time would need to be devoted to the design work on these projects. There was discussions about the implications of turning down the grant if it was awarded and the repercussions on future grant opportunities. Hicks suggested the council amend the resolution and only move forward on options 1 and 3 at this time in an effort to reduce the city's local matching funds. Kvamme saw the rationale in reducing the project scope and city share but felt the city may be missing an opportunity to have four projects completed at 10% of the overall cost. He asked the council to vote on the original resolution with no amendment. Arneson agreed getting 90% of an unplanned project paid from other funds was worth the city finding the required local matching funds of \$67,800 in the budget. Fish suggested the city continue looking at other budgets to find the money or to generate an interfund loan to cover these expenses. The resolution was called to a vote and was adopted with Hicks voting in opposition.

Tax Increment Financing for FM Bank

FM Bank requested the city retain the services of Baker Tilly to consider a Tax Increment Financing (TIF) application for a relocation project. The TIF analysis would have to prove the project would not happen but for the use of TIF funding. Hicks felt the bank would have the necessary capital to self-fund their proposed project and stated his reluctance to approve the project without additional details on the project. The bank has requested no further information be provided at this time and Hicks felt it was an unfair request for the council to make a decision that would affect the taxpayers without more information. He was also concerned Baker Tilly would financially gain from this analysis and would not be able to prove TIF is not warranted. It was clarified the bank, not the city would pay for the analysis. Arneson felt it was unlikely the bank would not have access to other funding sources, but since there is no cost to the city to request the TIF analysis it would show the council's desire for the business to succeed. Kvamme said most TIF funding requests that have come before the council benefit the city in housing or job prospects, which is yet to be determined with this project. He was in favor of being business friendly and approving the request with the hope the project will benefit the city. Thompson felt the city should approve this request and learn more about the project as they can say no later if they don't feel the project will benefit the city. Rufer felt there was merit for the city to authorize the consulting services of Baker Tilly if there is no cost to the city as the project may have benefits to the city that haven't been made public yet. A motion and second were made by Hicks and Arneson to table this decision until the second council meeting in January. Rufer felt the best solution would be having the applicant provide more information for the council to make an informed decision. Kvamme did not want the city to face criticism if they created a delay for a business and suggested the council act tonight. Arneson asked if the decision can be delayed until the new council is seated and Greater Fergus Falls Executive Director NeTia Baumann said the bank is considering applying for a DEED Development Grant and that application deadline is February 1. Arneson then said if delaying the decision is detrimental to a business moving forward on a project

then the council should move forward. The motion was amended by Hicks and Arneson to table this decision to January 11, 2023 Committee of the Whole meeting and the motion carried.

Resolution of Accounts

Hicks inquired about the housing tax abatement program payments included in tonight's bills and the Finance Director addressed the questions. Fish offered a resolution authorizing the payments and claims in the amount of \$1,042,135.65, which was seconded by Hicks and was adopted.

Board and Commission Members

After announcing there are still openings on the Bicycle and Pedestrian Advisory Committee and Human Rights Commission, a motion and second were made by Hagberg and Rufer approving the appointments and reappointments of volunteers to the city's boards and commissions. A motion and second were made by Kvamme and Fish to recognize the outgoing members with a note of thanks and the motion carried.

The Public Works Director explained the snow emergency declaration would be ending at midnight and explained the even/odd street parking policy that is employed during large snow events.

The meeting adjourned at 6:21 pm.

Lynne Olson

FOR COUNCIL MEETING— JANUARY 3, 2023

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

Minnesota Lawful Gambling Permit

MN Darkhouse and Angling Association, West Otter Tail County Chapter for raffle on April 20, 2023 at the American Legion

Metal Recycling

Northern Metal Recycling

Mechanical

McDowall Company

Esser Plumbing & Heating

Joe's Heating & A/C

Full On Sale Liquor License

Union Avenue Bar and Eatery/Toast/Roasted Meal Prep and Catering

RESOLUTION #__-2023
DESIGNATION OF DAILY JOURNAL
AS LEGAL PUBLICATION FOR 2023

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, that the Fergus Falls Daily Journal be designated as the official publication for legal notices for 2023.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 3, 2023 by Council Member ___ who offered its adoption, was seconded by Council Member ___ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

City Administrator

Mayor

RESOLUTION #__-2023
DESIGNATE DEPOSITORIES FOR 2023

NOW THEREFORE BE IT RESOLVED by the City of Fergus Falls, Minnesota to designate the following as official depositories for the City of Fergus Falls:

Galliard Capital Management
League of Minnesota Cities 4M Fund
US Bank
Principal

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 3, 2023 by Council Member __ who offered its adoption, was seconded by Council Member __ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

City Administrator

Mayor

RESOLUTION #__-2023
ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota Statutes 471.38 Subd. 3, Subd. 3a requires the City Council annually delegates the authority to make electronic fund transfers and,

WHEREAS, it has been recommended the City Administrator, Finance Director and Assistant Finance Director make these electronic fund transfers and,

WHEREAS, the Payroll Officer and Human Resources Director be granted the authority to make ACH transfers for payroll and,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota to delegate the City Administrator, Finance Director, Assistant Finance Director, Payroll Officer and Human Resources Director the authority to make electronic fund transfers as noted above on behalf of the City of Fergus Falls.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 3, 2023 by Council Member _____ who offered its adoption, was seconded by Council Member ___ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

City Administrator

Mayor

RESOLUTION #__-2023
OUT OF STATE TRAVEL FOR ELECTED OFFICIALS

WHEREAS, as per Minnesota State Statute Chapter 471, Section 661 addresses the travel of elected officials and requires a resolution to be approved on an annual basis and,

WHEREAS, when elected officials of the City of Fergus Falls travel out of state for training related to city business or for a meeting regarding city business,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota that whenever the city pays for the out of state travel of elected officials, they shall receive prior approval from the council at an open meeting prior to travel.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 3, 2023 by Council Member ___ who offered its adoption, was seconded by Council Member ___ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

City Administrator

Mayor

ORDINANCE NO. 35, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,
ADDING CHAPTER 120, TETRAHYDROCANNABINOL PRODUCT
SALES, TO THE CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Chapter 120 entitled Tetrahydrocannabinol Product Sales is hereby added as follows:

CHAPTER 120: TETRAHYDROCANNABINOL PRODUCT SALES

§120.01 PURPOSE AND INTENT.

By enacting Laws 2022, Chapter 98, Article 13 the Minnesota Legislature amended Minnesota Statutes, Section 151.72 and legalized the sale and adult use of certain products containing tetrahydrocannabinol ("THC"). The purpose of this Section is to regulate the sale of products that contain THC and are intended for human or animal consumption, excluding "medical cannabis" as defined by Minn. Stat. § 152.22, Subd. 6, as the same may be amended from time to time, ("THC Product" or "licensed product") for the following reasons:

The Minnesota Legislature recognized the danger of cannabis use among youth by prohibiting the sale of any product containing cannabinoid or tetrahydrocannabinol (THC) extracted or otherwise derived from hemp to those under the age of 21 and requiring that edible cannabinoid products be packaged without appeal to children and in child-resistant packaging or containers, and;

1. A local regulatory system for THC product retailers is appropriate to ensure that retailers comply with THC product laws and business standards of the City of Fergus Falls to protect the health, safety, and welfare of our youth and most vulnerable residents, and;
2. State law requires THC product retailers to check the identification of purchasers to verify that they are at least 21 years of age, comply with certain packaging and labeling requirements to protect children and youth, and meet certain potency and serving size requirements, and;
3. State law authorizes the Board of Pharmacy to adopt product and testing standards in part to curb the illegal sale and distribution of THC products and ensure the safety and compliance of commercially available THC products in the state of Minnesota, and;
4. State law does not preempt the authority of a local jurisdiction to adopt and enforce local ordinances to regulate THC product businesses including, but not limited to, local zoning and land use requirements and business license requirements, and;
5. A requirement for a THC product retailer license will not unduly burden legitimate business activities of retailers who sell or distribute THC products to adults but will allow

the City of Fergus Falls to regulate the operation of lawful businesses to discourage violations of state and local THC Product-related laws.

In making these findings and enacting this ordinance, the Fergus Falls City Council intends to ensure responsible THC product retailing, allow legal sale and access without promoting increases in use, and discourage violations of THC Product-related laws, especially those which prohibit or discourage the marketing, sale, distribution, possession, and use of THC products to or by youth under 21 years of age.

§120.02 DEFINITIONS.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this Section, shall have the meanings ascribed to them in this Subdivision:

COMPLIANCE CHECKS. The system the City uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this chapter. **COMPLIANCE CHECKS** shall involve the use of minors as authorized by this chapter. **COMPLIANCE CHECKS** shall also mean the use of minors who attempt to purchase licensed products for educational, research and training purposes as authorized by state and federal laws. **COMPLIANCE CHECKS** may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to licensed products.

LICENSE. A license issued under this section.

LICENSED PRODUCT OR THC PRODUCT. Any product that contains more than trace amounts of tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minnesota Statutes, section 151.72, as the same may be amended from time to time. **LICENSED PRODUCT OR THC PRODUCT** does not include Medical Cannabis.

MEDICAL CANNABIS. Medical cannabis shall have the meaning provided in Minn. Stat. § 152.22, Subd. 6, as the same may be amended from time to time.

MOVEABLE PLACE OF BUSINESS. Any form of business operated out of a kiosk, truck, van, automobile, trailer, or other type of vehicle or transportable shelter and is not a fixed address storefront or other permanent type of structure authorized for sales transactions.

RETAIL ESTABLISHMENT. Any place of business where licensed products are available for sale to the general public.

SALE. Any transfer of goods for money, trade, barter, or other consideration.

SELF-SERVICE MERCHANDISING. Open displays of licensed products in any manner where any person shall have access to the licensed products without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the licensed product between the customer and the licensee or

employee. **SELF-SERVICE SALES** are interpreted as being any sale where there is not an actual physical exchange between the clerk and the customer.

§120.03. LICENSE.

(A) *License required.* No person shall sell or offer to sell THC product without first having obtained a license to do so from the City.

(B) *Application.* An application for a license to sell shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, certification of liability insurance that covers the applicant's sales of THC products, and any additional information the City deems necessary. Upon receipt of a completed application, the City Administrator shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Administrator shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

Partnership of limited liability partnership. If the applicant is a partnership or limited liability partnership, the names and addresses of all partners and all information concerning each partner is required of a single applicant. A managing partners, or partners, shall be designated. The interest of each partner in the business shall be disclosed. A true copy of the applicant's partnership agreement, if any, shall be submitted with the application. If and in the event the composition of the partnership shall change at any time subsequent to the initial application, any amended partnership agreements must be filed with City.

Corporation, Limited Liability Company, or other Business Entity. If the applicant is a corporation limited liability company, or any other business entity, the following information shall be required:

1. Company name and state of incorporation or organization.
2. A true copy of Certificate of Incorporation or Organization, Articles of Incorporation or Organization, and if foreign, any certificate of authority to conduct business in the State of Minnesota as required by law.
3. The name of the operating officer, manager, proprietor, or other agent in charge of the premises to be licensed, giving all the information about the said person as required in the application.
4. A list of all persons who, whether individually or with another, own or control any interest in said corporation or association together with their addresses and all information as is required of a single applicant.
5. The name of the business if it is to be conducted under a designation, name, or style other than the full legal name of the applicant.
6. The address or physical location of the business.

Disclosure of Ownership Interests. At the time of application, each applicant shall furnish the City with a list of all persons that have interest of ten percent or more in the business. The list shall name all owners and show the interest held by each, either individually or beneficially for others. It is the duty of each business licensee to notify the City Clerk in writing of any change in ownership of the business. Any change in the ownership or control of the business shall be deemed equivalent to a transfer of the license, and any such license shall be revoked 30 days after any such change in ownership or control unless the licensee has notified the City of the change in ownership by submitting a new license application for the new owners, and the Council has approved the transfer of the license by appropriate action. A background check on all new applicants will be conducted and any relevant business records to the extent necessary to disclose the interest which persons other than the licensee have in the licensed business.

(C) *Action.* The City Council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Administrator shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision.

(D) *Term.* All licenses issued shall be valid for one calendar year from the date of issue.

(E) *Revocation or suspension.* Any license issued may be revoked or suspended.

(F) *Transfers.* All licenses issued shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid.

(G) *Moveable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed.

(H) *Display.* All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

(I) *Renewals.* The renewal of a license issued under this chapter shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days, but no more than 60 days, before the expiration of the current license.

(J) *Zoning Ordinance Applies.* No license shall be issued for a location not zoned appropriately per Chapter 154 of this Code for the sales proposed by the applicant.

(K) *Issuance as privilege and not a right.* The issuance of a license issued under this chapter shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

§120.04. FEES.

No license shall be issued under this chapter until the appropriate license fee is paid in full. The fee shall be established by the City's fee schedule and may be amended from time to time.

§120.05. BACKGROUND CHECK.

Upon receipt of an application for a license under this section, the City shall conduct a background investigation on all new applications and applications to transfer a license. The investigation will include the owner(s), defined as any individual with 10% or greater ownership in the business, and any manager(s) of the business. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery of the mistake, and the City shall provide the licensee with a notice of revocation, along with information on the right to appeal.

§120.06 BASIS FOR DENIAL OF LICENSE.

(A) Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:

- (1) The applicant is under the age of 21 years;
- (2) The applicant has been convicted within the past five years of any violation of a federal, state or local law, ordinance provision or other regulation relating to licensed products;
- (3) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application;
- (4) The applicant fails to provide any information required on the application or provide false or misleading information; and
- (5) The applicant is prohibited by federal, state or other local law, ordinance or other regulation from holding a license.

(B) However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City must deny the license.

(C) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

§120.07. PROCEDURE UPON DENIAL, SUSPENSION, NON-RENEWAL, OR REVOCATION OF LICENSE.

A determination by the City to deny, suspend, revoke, or not renew any license under this section may be appealed to the City Council of Fergus Falls by filing with the City Administrator a written Notice of Appeal within fifteen (15) days of the date on which notice of the City's denial, suspension, or revocation is mailed to the licensee. In that event, the appeal will be heard by the Council at its next meeting occurring at least fifteen (15) days but not more than 45 days after the filing of the Notice of Appeal. At any appeal of a determination by the City under this Ordinance, the licensee or applicant, or an attorney representing said party, may appear and

make a presentation to the City Council. The licensee or applicant shall present to the City Council the-basis for the determination being appealed, and the City Council may receive and consider any evidence it deems relevant to the issue. After the hearing, the Council may uphold, reverse, or modify the prior decision based upon the provisions of this Ordinance and upon the protection of the public health, safety, or general welfare. The City Council shall issue written findings and determination within thirty-one (31) days of the hearing, unless the Council extends that time for good cause. A decision of the City Council made following an appeal as set forth herein may 'be appealed by Writ of Certiorari to the Court of Appeals of the State of Minnesota pursuant to its Rules of Civil Appellate Procedure and Minnesota Statutes.

§120.08. PROHIBITED ACTS.

In general, no person shall sell, donate, give away, or otherwise dispense or distribute any licensed product, or offer to do so:

- (A) By means of any type of vending machine.
- (B) By means of self-service merchandising, provided, however that self-service merchandising is permitted in a licensed establishment where entry to the premises is restricted to persons of age 21 or older.
- (C) By any other means, to any other person, on in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.
- (D) That is not packaged in strict compliance with state laws, rule, and regulations.
- (E) From any location other than a fixed place of business that is a licensed premises. Delivery of licensed products from a licensee to a purchaser who is located off the licensed premises is strictly prohibited.
- (F) By any form of internet/online transaction.

§120.09. CONTROLLED SUBSTANCES.

No person shall sell, offer to sell, or otherwise provide any licensed products containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances not authorized by state or federal law.

§120.10. LEGAL AGE.

- (A) *Age to Sell.* No person under the age of 21 shall sell any licensed product to any person.
- (B) *Age to Purchase.* No person, regardless of license status, shall sell any licensed product to any person under the age of 21.

(C) *Age verification.* Licensees, including their employees and representatives, shall verify by means of government issued photographic identification that the purchaser is at least 21 years of age.

(D) *Signage.* All licensees shall post and display in plain view of the general public on the licensed premise, a sign supplied by the City of Fergus Falls, which shall state that it is illegal to sell licensed products to anyone under the age of 21 years and that the possession and use of such items by anyone under the age of 21 is also illegal under state, federal, and/or local law. Said signs shall be issued to the licensee along with their license.

(E) *Samples Prohibited.* No person shall distribute samples of any licensed product free of charge or at a nominal cost. Sampling is prohibited on any licensed premises.

§120.11. OTHER PROHIBITIONS.

(A) No person shall sell, offer to sell, or otherwise provide, dispense, or distribute any licensed products by any means, to any other person, or in any other manner or form prohibited by Federal, State, or other local law, ordinance provision, or other regulation. Possession on the premises by the licensee of any licensed product in a package indicating that the contents do not comply with the requirements of state laws, rules, or regulations shall be prima facie evidence that the contents of the package violate this ordinance. It shall be the licensee's burden to prove, by a preponderance of the evidence, that the contents do comply.

(B) *Sales to Obviously Intoxicated or Impaired Persons.* No person shall sell, give, furnish, dispense, distribute, or in any way procure for another person any licensed products for use by an obviously intoxicated person or a person who is obviously impaired by or under the influence of licensed products or any controlled or intoxicating substance.

(C) *On-Site Consumption Prohibited.* No licensed product may be sold, given, distributed, dispensed, or otherwise furnished for consumption or use on any premises that holds a license issued under this section.

§120.12. OTHER ILLEGAL ACTS.

Unless otherwise provided, the following acts shall be a violation of this Ordinance:

(A) *Illegal Possession.* It shall be a violation of this ordinance for any person under the age of 21 to have any THC product in his or her possession: This subdivision shall not apply to persons under the age of 21 who are lawfully involved in a compliance check or to employees of a licensee who are at least 18 years of age and are acting in the course and scope of their employment for a licensee.

(B) *Illegal Use.* It shall be a violation of this ordinance for any person under the age of 21 to consume or otherwise use any licensed product.

(C) *Illegal Procurement.* It shall be a violation of this ordinance for any person under 21 years of age to purchase or attempt to purchase or otherwise obtain any licensed product, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items

on behalf of a person under 21 years of age. It shall further be a violation for any person to coerce or attempt to coerce a person under 21 years of age to illegally purchase or otherwise obtain or use any licensed product. This subpart shall not apply to persons under 21 years of age who are lawfully involved in a compliance check.

(D) Use of False Identification. It shall be a violation of this ordinance for any person under 21 years of age to attempt to disguise his or her true age by the use of any form of false identification, including but not limited to an identification card of another real or fictional person and one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

(E) Tampering with Package. No licensee shall directly or through any other person alter or tamper with the contents of any original package so as to change its composition or THC content while in the original package. Possession on the premises by the licensee of any licensed product in a package differing in composition or THC content in the product when received from the manufacturer or wholesaler from whom it was purchased, shall be prima facie evidence that the contents of the original package has been changed or tampered with. It shall be the licensee's burden to prove, by the preponderance of the evidence, that the contents have not been tampered with.

§120.13. RESTRICTIONS ON CONSUMPTION AND USE.

No person shall consume or possess licensed products on a public street, highway, sidewalk, park, public or private school property, or in any public facility, on any form of public transportation or transit, at any other public place, or at any location where medical cannabis possession and use are prohibited by Minn. Stat. § 152.23, as the same may be amended from time to time. Provided, however, that nothing herein shall prohibit any person from possessing licensed product while using a public street, highway, or sidewalk, to travel directly from the point of a lawful purchase to a place of lawful use.

§120.14. STORAGE.

Unless the licensee restricts access to the entire licensed premises to persons age 21 or older, all licensed products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public.

§120.15. RESPONSIBILITY.

Any person licensed under this chapter shall be responsible for the actions of their employees in regard to the sale of licensed products on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law or other applicable law or regulation.

§120.16. COMPLIANCE CHECKS AND INSPECTIONS.

All licensed premises shall be open to inspection by law enforcement or other authorized City official during regular business hours. The City shall conduct compliance checks in accordance to state law by engaging, with the written consent of their parents or guardians, minors over the age of 15 years, but less than 18 years, to enter the licensed premise to attempt to purchase licensed products. Minors used for the purpose of compliance checks shall be supervised by law enforcement or other designated personnel. Minors used for compliance checks shall not be guilty of illegal possession when those items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes, or required for the enforcement of a particular state or federal law. Additionally, from time to time, the City will conduct inspections to determine compliance with any or all other aspects of this ordinance.

§120.17. VIOLATIONS.

(A) *Notice.* A person violating this chapter may be issued, either personally or by mail, a citation that sets forth the alleged violation and that informs the alleged violator of his or her right to a hearing on the matter. The citation shall provide notice that a hearing must be requested within 15 business days of receipt and that hearing rights shall be terminated if a hearing is not promptly requested. The citation shall provide information on how and where a hearing may be requested, including a contact address and phone number.

(B) *Hearings.*

(1) Upon issuance of a citation, a person accused of violating this chapter may request in writing a hearing on the matter. Hearing requests must be made within 15 business days of the issuance of the citation and delivered to the City Administrator or other designated City officer. Failure to request a hearing within 15 business days of the issuance of the citation will terminate the person's right to a hearing.

(2) The City Administrator or other designated City officer shall set the time and place for the hearing within 45 days from receipt of the request. Written notice of the hearing time and place shall be mailed or delivered to the accused violator at least 15 business days prior to the hearing.

(C) *Hearing Officer.* The City Council shall designate a Hearing Officer. The Hearing Officer must be an impartial employee of the City or an impartial person retained by the City to conduct the hearing.

(D) *Decision.* A decision shall be issued by the Hearing Officer within 30 business days. If the Hearing Officer determines that a violation of this chapter did occur, that decision, along with the Hearing Officer's reasons for finding a violation and the penalty to be imposed under §120.18 below, shall be recorded in writing, a copy of which shall be provided to the City and

the accused violator by in person delivery or mail as soon as practicable. Likewise, if the Hearing Officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings shall be recorded and a copy provided to the City and the acquitted accused violator by in person delivery or mail as soon as practicable. The decision of the Hearing Officer is final.

(E) *Appeals.* Appeals of any decision made by the Hearing Officer shall be filed in the district court for the City in which the alleged violation occurred.

(F) *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

§120.18. ADMINISTRATIVE PENALTIES.

(A) *Licensees.* Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative fine of \$500 for a first violation; \$1000 and a minimum of a 5-day suspension and up to 30 days for second offense; \$2000 and a minimum of at least 10-day suspension and up to 60 days for the third offense. Upon a fourth violation, the license shall be revoked. [The administrative penalty and/or suspension and revocation imposed pursuant to this section shall be based on the licensee's total number of violations at the specific location, at which the violation occurred, within the preceding 24-month period.](#)

(B) *Other individuals.* Other individuals, other than persons regulated by §120.19, found to be in violation of this chapter shall be charged an administrative fine consistent with the administrative fine schedule.

(C) *Underage persons.* Any person under the age of 21 years found in unlawful possession of or who unlawfully purchase or attempt to purchase licensed products shall be subject to an administrative fine or may be subject to education classes, diversion programs, community services or another penalty that the City believes will be appropriate and effective. The administrative fine or other penalty shall be established by the City Council upon consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the City. This administrative fine or other penalty may be established by ordinance and may be amended from time to time.

(D) *Statutory penalties.* If the administrative penalties authorized to be imposed by M.S. § 461.12, as it may be amended from time to time, differ from those established in this section, then the higher penalties shall prevail.

§120.19. MISDEMEANOR PROSECUTION.

Nothing in this chapter shall prohibit the City from seeking prosecution as a misdemeanor for any alleged violation of this chapter.

Section 2. Effective date. The effective date of this ordinance shall be the _____ day of _____, 202____.

The following summary is approved by the City council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes Section 412.191:

PUBLIC NOTICE

WHEREAS, Chapter 120, Tetrahydrocannabinol Product Sales, has been added to the Fergus Falls City Code by Ordinance No. 35, Eighth Series, which ordinance has been duly adopted by the City Council; and,

WHEREAS, Said ordinance is lengthy and the Council has therefore determined that, pursuant to City Charter Section 4.04, Subd. 2, publication of the title and summary of said ordinance would clearly inform the public of the intent and effect of the ordinance; and,

WHEREAS, The Council, by at least four-fifths of its members, has directed that only the title of the ordinance and a summary be published and that printed copies of the ordinance be available for inspection by any person during regular office hours at the office of the City Administrator and also at the public library where the entire text of said ordinance is posted.

NOTICE IS HEREBY GIVEN, that the title of Ordinance No. 35, Eighth Series, is as follows:

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,
ADDING CHAPTER 120, TETRAHYDROCANNABINOL PRODUCT
SALES, TO THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 35, Eighth Series, is as follows:

Section 1 adds Chapter 120 regarding Tetrahydrocannabinol Product Sales as follows

- 120.01 Purpose and Intent
- 120.02 Definitions
- 120.03 License
- 120.04 Fees
- 120.05 Background Check
- 120.06 Basis for Denial of License
- 120.07 Procedure Upon Denial, Suspension, Non-Renewal or Revocation of License
- 120.08 Prohibited Acts
- 120.09 Controlled Substances
- 120.10 Legal Age
- 120.11 Other Prohibitions
- 120.12 Other Illegal Acts
- 120.13 Restrictions on Consumption and Use
- 120.14 Storage
- 120.15 Responsibility
- 120.16 Compliance Checks and Inspections

- 120.17 Violations
- 120.18 Administrative Penalties
- 120.19 Misdemeanor Prosecution

Section 2 provides for the effective date.

NOTICE IS FURTHER GIVEN, that the Council has approved the text of the foregoing summary and determines that it clearly informs the public of the intent and effect of the ordinance.

THIS ORDINANCE was introduced on the _____ day of _____, 2022, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 202____, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on_____.

barb/aCityoffergusfalls/ords/8thseries,Ord35

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

SEAN ANDERSON	CLEANING WEEKS OF DEC 5-11	405.46
AVESIS THIRD PARTY ADMIN INC	JANUARY VISION INSURANCE	30.14
BEYER BODY SHOP, INC.	TOW GMC SONOMA/22041608	125.00
BEYER BODY SHOP, INC.	TOW HONDA ACCORD/22040976	125.00
BEYER BODY SHOP, INC.	TOW MERCURY SABLE/22041482	200.00
BEYER BODY SHOP, INC.	WINCHING/PLOW TRUCK	250.00
BIG AXX LLC	DECEMBER BLADES SHARPENED	66.00
BIG AXX LLC	DECEMBER FREIGHT	69.15
A CENTER FOR THE ARTS	1ST QTR 2023 BUDGET ALLOCATION	1,875.00
CHARTER COMMUNICATIONS	CABLE 12/18-1/17	32.97
CHARTER COMMUNICATIONS	DECEMBER FIXED IP ADDRESS	19.99
CHARTER COMMUNICATIONS	DECEMBER INTERNET	119.99
CLIMATE CONTROL INC	PARTS/SERVICE S1 & S2 ARENA	2,916.20
COALITION OF GREATER MN CITIES	2022 CGMC FALL CONFERENCE	245.00
CGMC	2023 GENERAL DUES ASSESSMENT	30,020.00
COOPERS TECHNOLOGY GROUP	DEC OFFICE CHAIRS&SIT TO STAND	1,911.81
COSSETTE ELECTRIC LLC	DEC RETROFIT 9 LIGHT POLES	2,023.07
DACOTAH PAPER CO	BRUSH ROLLER BLACK	100.22
DACOTAH PAPER CO	TISSUE,ROLL TOWEL,BLEACH	514.20
DOUBLE A CATERING	OCTOBER MEETING-MEALS	185.00
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	114,157.90
EQUIPMENT FUND	2023 BUILDING RENT	12,600.00
ESRI INC	ERSI SOFTWARE - 2023 LICENSES	9,595.00
FASTENAL COMPANY	BA TOGGLER,PPH MS	48.48
FASTENAL COMPANY	DEC PARK SAFETY VENDING	60.68
FASTENAL COMPANY	DEC STREET SAFETY VENDING	60.68
FASTENAL COMPANY	DEC 2XL WORK GLOVES	76.79
FASTENAL COMPANY	14X25 M10 WB PLTFLTR	99.37
F.F. AREA CHAMBER OF COMMERCE	2023 ECON DEVELOP, MKTG SVC	1,700.00
FERGUS FALLS FIRE	2022/2023 CHRISTMAS DECORATION	2,000.00
GALLS LLC	EVENSON UNIFORM SHIRTS	162.07

General

GENERAL FUND	TRANSFER 2022 COPY PAPER	218.00-
GRAND FORKS FIRE EQUIPMENT LLC	DECEMBER TURN OUT GEAR	14,099.00
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	422.47
GREATER FERGUS FALLS CORP	1ST QTR 2023 BUDGET ALLOCATION	12,500.00
HOME DEPOT CREDIT SERVICES	DEC GOO GONE, MOUNT FOAM TAPE	26.24
HOME DEPOT CREDIT SERVICES	DECEMBER FRAMED MIRRORS	99.97
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	157.95
INTERSTATE ENGINEERING INC.	STRUCTURAL REVIEW OF T-HANGAR	910.00
LAKE REGION HEALTHCARE CORP	OCT PRE-EMPLOY DRUG SCREENS	150.00
LAKES COUNTRY SERVICE COOP	2023 LCSC MEMBERSHIP	350.00
LOCATORS & SUPPLIES INC	DEC XL WINTER GLOVE	17.99
VICTOR LUNDEEN COMPANY	1096 LASER FORM	1.80
VICTOR LUNDEEN COMPANY	1098 TAX FORMS	42.00
VICTOR LUNDEEN COMPANY	1099 ENVELOPES	24.00
VICTOR LUNDEEN COMPANY	1099 NEC FORMS	75.60
MARCO TECHNOLOGIES LLC	NEW COPIER CONTRACT 12/10-1/10	355.61
MN STATE COMMUNITY & TECH COLL	FIREFIGHTER 1 CLASS	4,800.00
MINNKOTA ENVIROSERVICES INC	SHREDDING-NOVEMBER	41.30
MOBOTREX INC	DEC TRAFFIC LIGHT PARTS TRAVIS	1,148.00
JAMES NEIGEL	2022 SAFETY BOOT REIMBURSEMENT	144.99
NOVA FIRE PROTECTION, LLC	SITE WORK PUMP CYCLING	590.00
NYCKLEMOE & ELLIG, P.A.	JANUARY RETAIN FEE/OFFICE ALLO	7,245.83
OTIS ELEVATOR COMPANY	BRINGING ELEVATOR UP TO CODE	1,087.25
OTTER ELECTRIC LLC	ECO HID HPS LAMPS	852.48
OTTER TAIL CO. HISTORICAL SOC.	1ST QTR 2023 BUDGET ALLOCATION	2,875.00
OTC HUMANE SOCIETY INC	OCT ANIMAL BOARDING FEES	1,320.00
OTTER TAIL POWER COMPANY	2023 RENTAL/PARKING SPACES	2,400.00
POLICE DEPT CONTINGENCY FUND	REGION IV MEMBERSHIP DUES	50.00
PRODUCTIVE ALTERNATIVES INC.	1ST QTR 2023 BUDGET ALLOCATION	12,500.00
PUBLIC UTILITIES DEPARTMENT	DEC UTILITIES/522 E HAMPDEN	34.78
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	3,499.24
RHOMAR INDUSTRIES INC	DEC STAND-UP DE-ICER (MICK)	1,617.63
SPEE*DEE DELIVERY SERVICE INC	STANDARD SHIPPING	152.21
STEIN'S INC	DEC DUMP HOSE HOCKEY RINK	87.91
SUMMIT COMPANIES	EXT. RECHARGE, PARTS, TECH LABOR	214.50
SUMMIT COMPANIES	SPRINKER, ANNUAL INSPECTION	158.00
TAG-UP	NAME PLATES FOR NEW COUNCIL	30.00
TRUAX PATIENT SERVICES, LLC	DECEMBER MEDICAL SUPPLIES	47.50
USABLE LIFE	JANUARY 23 LIFE INSURANCE	79.20
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	2,493.18
WIMACTEL INC	DECEMBER TELEPHONE EXPENSE	132.00
	F U N D T O T A L	254,410.80

P.A. General

AL'S REFRIGERATION, INC.	ICE MACHINE & FOUNTAIN MAINT.	561.00
UGSTAD PLUMBING INC	BOILER/GEN CK 11/01/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 11/09/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 11/16/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 11/21/22	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 12/08/22	90.00
UGSTAD PLUMBING INC	JANUARY RETAINER FEE	125.00
UGSTAD PLUMBING INC	REPAIRED BATTERY PACK WIRING	135.00
	F U N D T O T A L	1,271.00

Public Library

ARAMARK UNIFORM SERVICES	TOWELS AND MOPS	40.73
BAKER & TAYLOR INC	BOOKS	2,841.75
BAKER & TAYLOR INC	FREIGHT SURCHARGE	28.42
BAKER & TAYLOR INC	PROCESSING BOOKS	217.81
HOOPLA	DIGITAL CONTENT	949.90
VICTOR LUNDEEN COMPANY	ADHESIVE MOUNTING TABS	5.86
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	257.69
	F U N D T O T A L	4,342.16

Bigwood Event Center

ARAMARK	DECEMBER LINEN SUPPLY	398.52
BEVERAGE WHOLESALERS INC	DECEMBER BEER	106.20
VIKING COCA-COLA BOTTLING CO	DECEMBER BEVERAGES	310.60
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	2,553.22
INNFORMATION SYSTEMS	INNFORMATION WEB BACKUP/HOSTING	210.00
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	540.00
LAKE REGION HEALTHCARE CORP	OCT PRE-EMPLOY DRUG SCREENS	37.50
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	460.38
SUMMIT COMPANIES	ANNUAL SPRINKLER INSPECTION	263.00
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	51.17
	F U N D T O T A L	4,930.59

Tax Abatement - Housing Rebate Program

ALFRED & KATHLEEN BALL LVG TRT	PAY 2022 HOUSING TAX REBATE	1,154.00
	F U N D T O T A L	1,154.00

Capital Improvement

BOLTON & MENK INC	PROF SEV 10/15/22-11/11/22	4,501.00
BOLTON & MENK INC	PROF.SERV. 6/25/22-10/28/22	1,480.00
CENTRAL SPECIALTIES, INC.	PAY APP. NO. 2 - FINAL	803.89
INTERSTATE ENGINEERING INC.	PROF SERV 10/2/22 TO 12/3/22	6,049.90
INTERSTATE ENGINEERING INC.	PROF SERV 11/6/22 TO 11/26/22	7,272.32
INTERSTATE ENGINEERING INC.	PROF SERV 6/3/22 TO 11/19/22	4,811.00
PRODUCTIVE ALTERNATIVES INC.	MISC LATH-BUNDLES	374.55
PRODUCTIVE ALTERNATIVES INC.	12 X 1 1/2 LATH	33.85
STANTEC CONSULTING SERVICE INC	PROF.SERV. ENDING 12/2/22	462.49
TERRACON CONSULTANTS INC	GEOTECHNICAL EXPLORATION SERV	2,800.00
VISION CONCEPTS, LLC	HYDROSEED BALES	1,060.00
	F U N D T O T A L	29,649.00

Liquor Store

AL'S REFRIGERATION, INC.	NOV NEW INDUCER & NEW IGNITER	1,409.24
ARTISAN BEER COMPANY	DECEMBER/BEER	282.90
BEVERAGE WHOLESALERS INC	DECEMBER/BEER	46,901.18
BEVERAGE WHOLESALERS INC	DECEMBER/LIQUOR	340.95-
BEVERAGE WHOLESALERS INC	DECEMBER/MIX	822.73
BRAUN VENDING INC	DEC REPLACE SPOUT-WATER COOLER	25.00
BRAUN VENDING INC	DECEMBER CLEANING WATER COOLER	15.00
BRAUN VENDING INC	DECEMBER SUPPLIES-WATER	49.00
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/FREIGHT	273.05
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/LIQUOR	18,456.57
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/MIX	1,155.23
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/WINE	2,462.20
CAYAN	DEC 2022 MONTHLY SERVICE FEES	160.37
CAYAN	NOV 2022 MONTHLY SERVICE FEE	160.37
VIKING COCA-COLA BOTTLING CO	DECEMBER/MIX	759.05

Liquor Store

COPPER TRAIL BREWING CO	DECEMBER/BEER	366.48
D-S BEVERAGES, INC.	DECEMBER/BEER	23,152.47
D-S BEVERAGES, INC.	DECEMBER/LIQUOR	706.40
D-S BEVERAGES, INC.	DECEMBER/MIX	22.50
DACOTAH PAPER CO	DEC/MISC PURCHASE-WINE GLASSES	151.10
DACOTAH PAPER CO	DECEMBER/SUPPLIES-BAGS	253.13
FERGUS BREWING COMPANY LLC	DECEMBER/BEER	1,156.00
FORESTEDGE WINERY	DECEMBER/WINE	396.00
GENERAL FUND	2022-1 CASE COPY PAPER	54.50
HOME DEPOT CREDIT SERVICES	DEC 24" I BEAM,CLEAR SAT SPRAY	129.21
JOHNSON BROTHERS LIQUOR CO	DECEMBER/FREIGHT	434.51
JOHNSON BROTHERS LIQUOR CO	DECEMBER/LIQUOR	15,459.47
JOHNSON BROTHERS LIQUOR CO	DECEMBER/MIX	53.00
JOHNSON BROTHERS LIQUOR CO	DECEMBER/WINE	7,610.81
JOHNSON BROTHERS LIQUOR CO	NOVEMBER/WINE	3.84-
JUNKYARD BREWING COMPANY LLC	DECEMBER/BEER	360.00
LAKE REGION HEALTHCARE CORP	OCT PRE-EMPLOY DRUG SCREENS	150.00
MAVERICK WINE LLC	DECEMBER/FREIGHT	5.00
MAVERICK WINE LLC	DECEMBER/LIQUOR	336.00
THE MCKINNON COMPANY INC	DECEMBER/MIX-RED BULL	38.69
OUTSTATE BREWING COMPANY	DECEMBER/BEER	2,202.00
PAUSTIS WINE COMPANY	DECEMBER/FREIGHT	32.40
PAUSTIS WINE COMPANY	DECEMBER/WINE	1,407.00
PHILLIPS WINE & SPIRITS CO	DECEMBER/FREIGHT	491.56
PHILLIPS WINE & SPIRITS CO	DECEMBER/LIQUOR	26,726.95
PHILLIPS WINE & SPIRITS CO	DECEMBER/MIX	264.00
PHILLIPS WINE & SPIRITS CO	DECEMBER/WINE	5,481.85
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	512.59
SIGNATURE HOME TECHNOLOGIES	JAN,FEB,MARCH MONITOR SERVICE	73.74
SMALL LOT MN	DECEMBER/FREIGHT	9.00
SMALL LOT MN	DECEMBER/WINE	252.12
SOUTHERN GLAZER'S OF MN	DECEMBER/FREIGHT	123.34
SOUTHERN GLAZER'S OF MN	DECEMBER/LIQUOR	4,363.55
SOUTHERN GLAZER'S OF MN	DECEMBER/WINE	1,067.60
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	128.07
VINOCOPIA INC	DECEMBER/FREIGHT	27.00
VINOCOPIA INC	DECEMBER/MIX	360.00
	F U N D T O T A L	166,945.14

Refuse Disposal

Refuse Disposal

STEPHEN ANDERSON	2022 SAFETY BOOT REIMBURSEMENT	203.96
CARR'S TREE SERVICE, INC.	DEC E MT FAITH-WILLOWS	1,800.00
WASTE MANAGEMENT	12/01-12/15/22 PRO SERVICES	4,110.19
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	42,700.75
EQUIPMENT FUND	2023 BUILDING RENT	6,200.00
FASTENAL COMPANY	DEC REFUSE SAFETY VENDING	60.68
GENERAL FUND	2022-1 CASE COPY PAPER	54.50
LOCATORS & SUPPLIES INC	DEC XL WINTER GLOVE	23.99
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	1,767.35
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	25.94
	F U N D T O T A L	56,947.36

Sewage Treatment

EQUIPMENT FUND	JANUARY EQUIPMENT RENT	12,335.41
EQUIPMENT FUND	2023 BUILDING RENT	19,800.00
FASTENAL COMPANY	DEC SEWER SAFETY VENDING	60.68
STEFAN NELSON	2022 SAFETY BOOT REIMBURSEMENT	169.95
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	478.24
RMB ENVIRONMENTAL LABORATORIES	DEC ANALYSIS	562.80
SPEE*DEE DELIVERY SERVICE INC	DEC SHIPPING	32.38
SPEE*DEE DELIVERY SERVICE INC	DEC STANDARD SHIPPING	32.31
ULINE	OCT 3/4" PLASTIC DRUM FAUCET	19.50
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	117.29
	F U N D T O T A L	33,608.56

Water

EQUIPMENT FUND	JANUARY EQUIPMENT RENT	4,712.58
EQUIPMENT FUND	2023 BUILDING RENT	19,520.00
FASTENAL COMPANY	DEC SS THREAD ROD/NUTS TO MAKE	538.77
FASTENAL COMPANY	DEC WATER SAFETY VENDING	60.68
FERGUSON WATERWORKS #1657	DEC 2" MACH10 R900I USG METER	1,213.43
GRAINGER INC	DEC STAINLESS ROD/NUTS	198.12
GRAYMONT (WI) LLC	DEC HIGH CALCIUM QUICKLIME	6,979.39

Water

GRAYMONT (WI) LLC	FUEL SURCHARGE	205.60
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	2,272.89
HAWKINS INC	DEC CHLORINE	1,819.00
HOME DEPOT CREDIT SERVICES	DEC BITS/BLADES (TRAVIS)	40.94
HOME DEPOT CREDIT SERVICES	DEC CUTTING BLADES (UTILITIES)	54.94
JOE'S HEATING & A/C LLC	INSTALL 115V HEATPUMP,DUCTLESS	3,573.00
MEACS HOLDINGS LLC	DISTRIBUTION-WATER SVC/SOIL	10,000.00
MIDWEST PRINTING COMPANY	DECEMBER STAMPS-KM, SC	80.00
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	173.93
RMB ENVIRONMENTAL LABORATORIES	DEC 2ND HALF BACTERIA MONITOR	179.69
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	2,679.17
	F U N D T O T A L	54,302.13

Storm Water

CARR'S TREE SERVICE, INC.	DEC RETENSION POND-BROADWAY P	7,500.00
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	11,236.00
MOORE ENGINEERING INC	DEC MS4 AUDIT ASSISTANCE	182.50
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	35.01
	F U N D T O T A L	18,953.51

Equipment

AUTO VALUE - FERGUS FALLS	DEC AIR FILTER UNIT 243	39.86
AUTO VALUE - FERGUS FALLS	DEC AIR FILTER UNIT 283	80.92
AUTO VALUE - FERGUS FALLS	DEC AIR FILTER UNIT 285	42.82
AUTO VALUE - FERGUS FALLS	DEC AIR FILTER UNIT 3040	123.78
AUTO VALUE - FERGUS FALLS	DEC AIR/FUEL SENSOR UNIT 2088	83.99
AUTO VALUE - FERGUS FALLS	DEC ANAEROBIC SEALER (SHOP)	75.96
AUTO VALUE - FERGUS FALLS	DEC BARREL PUMP (SHOP)	93.99
AUTO VALUE - FERGUS FALLS	DEC BLOWER GEARBOX SEAL (STK)	12.99
AUTO VALUE - FERGUS FALLS	DEC CAB AIR FILTER (LANDFILL)	38.19
AUTO VALUE - FERGUS FALLS	DEC CAB/AIR FILTER U-283	88.89
AUTO VALUE - FERGUS FALLS	DEC COOLANT FILTER UNIT 3040	7.85
AUTO VALUE - FERGUS FALLS	DEC CORE CREDITS	1,135.54-

Equipment

AUTO VALUE - FERGUS FALLS	DEC CREDIT RETURNED CAP	10.39-
AUTO VALUE - FERGUS FALLS	DEC DIESEL 911/ANTI GEL	317.88
AUTO VALUE - FERGUS FALLS	DEC FUEL FILTER UNIT 243	12.83
AUTO VALUE - FERGUS FALLS	DEC FUEL FILTERS UNIT 299	234.06
AUTO VALUE - FERGUS FALLS	DEC FUEL PUMP FILTER (SHOP)	14.02
AUTO VALUE - FERGUS FALLS	DEC GATES BELT (SHOP)	9.99
AUTO VALUE - FERGUS FALLS	DEC IDLER/PITMAN ARM U-52	177.98
AUTO VALUE - FERGUS FALLS	DEC LIGHT CONNECTOR (STOCK)	5.98
AUTO VALUE - FERGUS FALLS	DEC MINI LAMP UNIT 487	11.99
AUTO VALUE - FERGUS FALLS	DEC OIL FILTER U-242	28.72
AUTO VALUE - FERGUS FALLS	DEC OIL FILTER UNIT 299	27.37
AUTO VALUE - FERGUS FALLS	DEC O2 SENSOR SOCKET (SHOP)	20.99
AUTO VALUE - FERGUS FALLS	DEC PRESS WASH GUN/SOCKET LAND	60.98
AUTO VALUE - FERGUS FALLS	DEC RADIATOR CAP UNIT 2088	8.99
AUTO VALUE - FERGUS FALLS	DEC SPARK PLUGS UNIT 2088	49.95
AUTO VALUE - FERGUS FALLS	DEC STOCK FITTINGS	10.48
AUTO VALUE - FERGUS FALLS	DEC STOCK FUEL FILTER	57.46
AUTO VALUE - FERGUS FALLS	DEC STOCK JIC HYD FITTINGS	59.95
AUTO VALUE - FERGUS FALLS	DEC STOCK LAMP/PIGTAILS	29.47
AUTO VALUE - FERGUS FALLS	DEC STOCK OIL FILTER	4.41
AUTO VALUE - FERGUS FALLS	DEC STRATING FLUID (SHOP)	6.98
AUTO VALUE - FERGUS FALLS	DEC TOGGLE SWITCH (STOCK)	11.98
AUTO VALUE - FERGUS FALLS	DEC 26" WIPER BLADE U-2080	27.99
BUY-MOR PARTS & SERVICE LLC	DEC CHECK TRANS LIGHT/RESET	169.50
BEYER BODY SHOP, INC.	DEC TOW CHARGE UNIT 63	100.00
CODE 4 SERVICES INC	2021 TAHOE GUN MOUNT	241.83
COSSETTE ELECTRIC LLC	LIGHT POLES AND BASES,RECEPT.	6,493.24
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	1,666.69
EQUIPMENT FUND	RECEIPT JANUARY EQUIPMENT RENT	186,809.33-
EQUIPMENT FUND	RECEIPT 2023 BUILDING RENT	58,120.00-
FARGO FREIGHTLINER	DEC CREDIT RETURNED EXH PARTS	236.98-
FARGO FREIGHTLINER	DEC DOOR HINGES/CHECK U-227	151.23
FARGO FREIGHTLINER	DEC DPF BAND CLAMPS U-242	423.10
FARGO FREIGHTLINER	DEC MOTOR UNIT 266	81.31
JOHN DEERE FINANCIAL	DEC BROOM CHAIN SPROCKET/CHAIN	365.82
JOHN DEERE FINANCIAL	DEC FUEL/TRANS/HYD FILTERS 299	397.56
JOHN DEERE FINANCIAL	DEC OIL COOLER/GASKETS U-299	503.73
JOHN DEERE FINANCIAL	DEC PIN/HARDWARE PER JASON	99.78
JOHN DEERE FINANCIAL	DEC PULLEY/BELT UNIT 299	186.68
JOHN DEERE FINANCIAL	DEC STOCK WHEEL (JD BROOMS)	103.21
JOHN DEERE FINANCIAL	DEC WATER PUMP GASKETS U-299	26.51
JOHN DEERE FINANCIAL	DEC WATER PUMP/COOLER TUBES	974.81
JOHN DEERE FINANCIAL	DEC 60" BLOWER SEAL KIT (STK)	317.70

Equipment

FASTENAL COMPANY	DEC GRADE 8 5/8-11X3.5" BOLTS	26.96
FASTENAL COMPANY	DEC SHOP HARDWARE ORDER	96.09
FASTENAL COMPANY	DEC SHOP SUPPLY VENDING	8.32
FASTENAL COMPANY	DEC STOCK PLOW BOLTS	182.21
FASTENAL COMPANY	DEC 5/8" GRADE 8 BOLTS PUSHERS	197.21
GENERAL FUND	2022-2 CASES COPY PAPER	109.00
NAPA AUTO PARTS - FERGUS FALLS	DEC FUEL FILTER UNIT 243	70.99
NAPA AUTO PARTS - FERGUS FALLS	DEC GREASE GUN HYD ADAPTER	6.99
NAPA AUTO PARTS - FERGUS FALLS	DEC TPMS VALVES (STOCK)	21.38
NAPA AUTO PARTS - FERGUS FALLS	DEC 5/8-11 HELI COIL (SHOP)	16.05
GRAINGER INC	DEC DRUM PUMP/DRUM TAP (SHOP)	80.94
GRAINGER INC	DEC GATE VALVE/ELBOW/REDUCER	158.74
GROWMARK INC	DEC STOCK FLUIDS ORDER (SHOP)	1,474.95
HOME DEPOT CREDIT SERVICES	DEC 12V 1/4" IMPACT DRIVER	129.00
INTERSTATE BATTERY SYSTEM	DEC STOCK BATTERIES	398.85
LAWSON PRODUCTS INC	DEC GRADE 8 FLANGE BOLTS U-521	57.50
LOCATORS & SUPPLIES INC	DEC 36" PLOW MARKER (STK)	59.85
NELSON INTERNATIONAL	DEC BATTER BOX STRAP U-214	39.68
NORTHWEST TIRE INC	DEC BALL JOINTS/ALIGNMENT U-49	618.99
NORTHWEST TIRE INC	DEC FIRESTONE DEST LE3 TIRES	432.28
OLSON OIL COMPANY INC	DEC #1 DIESEL FUEL (LANDFILL)	2,251.82
OLSON OIL COMPANY INC	DEC #2 DIESEL FUEL (LANDFILL)	1,651.26
OLSON OIL COMPANY INC	DECEMBER #1 RED DIESEL	1,469.72
OLSON OIL COMPANY INC	DECEMBER #2 RED DIESEL	585.12
OLYMPIC SALES INC	DEC COMP HANDLE BRACKET RR LOA	125.20
O'REILLY AUTOMOTIVE INC	DEC FUEL FILTER (FUEL PUMP)	16.82
PRODUCTIVITY PLUS ACCOUNT	DEC 100 SERVICE FILTERS U-288	233.75
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	556.16
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	82.24
WALLWORK TRUCK CENTER F.F.	DEC BRAKE VALVE UNIT 255	335.74
WALLWORK TRUCK CENTER F.F.	DEC NOX SENSOR UNIT 216	797.71
WALLWORK TRUCK CENTER F.F.	DEC OIL PAN GASKET U-3040	55.89
WALLWORK TRUCK CENTER F.F.	DEC 4 WAY PUSH/PULL VALVE	47.49
ZARNOTH BRUSH WORKS INC	DEC 8X26 POLY CONV BRUSHES	1,250.87
ZIEGLER INC.	DEC CAT DEO SYN 0W40	95.24
ZIEGLER INC.	DEC CUTTING EDGES (STOCK)	1,980.98
ZIEGLER INC.	DEC PRESSURE GAUGES U-453	76.92
	F U N D T O T A L	216,330.94-

Employees Insurance

Employees Insurance

LAKES COUNTRY SVC COOP	JANUARY 23 HEALTH INSURANCE	184,586.58
	F U N D T O T A L	184,586.58

Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	493.49
	F U N D T O T A L	493.49

PEG Access

BCBS OF MN & BLUE PLUS	JANUARY HEALTH INSURANCE	491.38
CHARTER COMMUNICATIONS	10/26-11/25/22 CABLE	8.85
CHARTER COMMUNICATIONS	11/26-12/25/22 CABLE	8.85
CINCINNATI INSURANCE COMPANY	2022 COMMERCIAL PKG INSTALLMT	386.00
CINCINNATI INSURANCE COMPANY	2022 WORKERS' COMP INSTALLMENT	101.00
DAILY JOURNAL	NOVEMBER/KIDS SCOOP-FFSP FFSS	100.00
DAILY JOURNAL	OCTOBER/KIDS SCOOP-FFSP FFSS	125.00
DAILY JOURNAL	SEPTEMBER/KIDS SCOOP-FFSP FFSS	100.00
	F U N D T O T A L	1,321.08
	T O T A L A L L F U N D S	596,584.46

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 03 DAY OF JANUARY 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

1/03/2023

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

FERGUS FALLS FIRE	2,000.00
AL'S REFRIGERATION, INC.	1,970.24
ARAMARK UNIFORM SERVICES	40.73
ARAMARK	398.52
SEAN ANDERSON	405.46
STEPHEN ANDERSON	203.96
ARTISAN BEER COMPANY	282.90
AUTO VALUE - FERGUS FALLS	733.76
AVESIS THIRD PARTY ADMIN INC	30.14
BAKER & TAYLOR INC	3,087.98
BUY-MOR PARTS & SERVICE LLC	169.50
ALFRED & KATHLEEN BALL LVG TRT	1,154.00
BEVERAGE WHOLESALERS INC	47,489.16
BEYER BODY SHOP, INC.	800.00
BIG AXX LLC	135.15
BCBS OF MN & BLUE PLUS	491.38
BOLTON & MENK INC	5,981.00
BRAUN VENDING INC	89.00
BREAKTHRU BEVERAGE MINNESOTA	22,347.05
CARR'S TREE SERVICE, INC.	9,300.00
CAYAN	320.74
A CENTER FOR THE ARTS	1,875.00
CENTRAL SPECIALTIES, INC.	803.89
CHARTER COMMUNICATIONS	190.65
CINCINNATI INSURANCE COMPANY	487.00
CLIMATE CONTROL INC	2,916.20
COALITION OF GREATER MN CITIES	245.00
CGMC	30,020.00
VIKING COCA-COLA BOTTLING CO	1,069.65
CODE 4 SERVICES INC	241.83
COOPERS TECHNOLOGY GROUP	1,911.81
COPPER TRAIL BREWING CO	366.48
COSSETTE ELECTRIC LLC	8,516.31
D-S BEVERAGES, INC.	23,881.37
DACOTAH PAPER CO	1,018.65
DAILY JOURNAL	325.00
WASTE MANAGEMENT	4,110.19
DOUBLE A CATERING	185.00
ESRI INC	9,595.00
FARGO FREIGHTLINER	418.66
JOHN DEERE FINANCIAL	2,975.80
FASTENAL COMPANY	1,577.60
FERGUS BREWING COMPANY LLC	1,156.00
F.F. AREA CHAMBER OF COMMERCE	1,700.00
FERGUSON WATERWORKS #1657	1,213.43
FORESTEDGE WINERY	396.00
GALLS LLC	162.07

1/03/2023

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

NAPA AUTO PARTS - FERGUS FALLS	115.41
GRAINGER INC	437.80
GRAND FORKS FIRE EQUIPMENT LLC	14,099.00
GRAYMONT (WI) LLC	7,184.99
GREAT PLAINS NATURAL GAS CO	5,248.58
GREATER FERGUS FALLS CORP	12,500.00
GROWMARK INC	1,474.95
HAWKINS INC	1,819.00
HOME DEPOT CREDIT SERVICES	480.30
HOOPLA	949.90
INNFORMATION SYSTEMS	750.00
INNOVATIVE OFFICE SOLUTIONS	157.95
INTERSTATE BATTERY SYSTEM	398.85
INTERSTATE ENGINEERING INC.	19,043.22
JOE'S HEATING & A/C LLC	3,573.00
JOHNSON BROTHERS LIQUOR CO	23,553.95
JUNKYARD BREWING COMPANY LLC	360.00
LAKE REGION HEALTHCARE CORP	337.50
LAKES COUNTRY SERVICE COOP	350.00
LAKES COUNTRY SVC COOP	184,586.58
LAWSON PRODUCTS INC	57.50
LOCATORS & SUPPLIES INC	101.83
VICTOR LUNDEEN COMPANY	149.26
MII LIFE INCORPORATED	493.49
MARCO TECHNOLOGIES LLC	355.61
MAVERICK WINE LLC	341.00
THE MCKINNON COMPANY INC	38.69
MEACS HOLDINGS LLC	10,000.00
MIDWEST PRINTING COMPANY	80.00
MN STATE COMMUNITY & TECH COLL	4,800.00
MINNKOTA ENVIROSERVICES INC	41.30
MOBOTREX INC	1,148.00
MOORE ENGINEERING INC	182.50
JAMES NEIGEL	144.99
NELSON INTERNATIONAL	39.68
STEFAN NELSON	169.95
NORTHWEST TIRE INC	1,051.27
NOVA FIRE PROTECTION, LLC	590.00
NYCKLEMOE & ELLIG, P.A.	7,245.83
OLSON OIL COMPANY INC	5,957.92
OLYMPIC SALES INC	125.20
O'REILLY AUTOMOTIVE INC	16.82
OTIS ELEVATOR COMPANY	1,087.25
OTTER ELECTRIC LLC	852.48
OTTER TAIL CO. HISTORICAL SOC.	2,875.00
OTC HUMANE SOCIETY INC	1,320.00
OTTER TAIL POWER COMPANY	2,400.00

1/03/2023

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

OUTSTATE BREWING COMPANY	2,202.00
PAUSTIS WINE COMPANY	1,439.40
PHILLIPS WINE & SPIRITS CO	32,964.36
POLICE DEPT CONTINGENCY FUND	50.00
PRODUCTIVE ALTERNATIVES INC.	12,908.40
PRODUCTIVITY PLUS ACCOUNT	233.75
PUBLIC UTILITIES DEPARTMENT	7,740.36
RMB ENVIRONMENTAL LABORATORIES	742.49
RHOMAR INDUSTRIES INC	1,617.63
SIGNATURE HOME TECHNOLOGIES	73.74
SMALL LOT MN	261.12
SOUTHERN GLAZER'S OF MN	5,554.49
SPEE*DEE DELIVERY SERVICE INC	216.90
STANTEC CONSULTING SERVICE INC	462.49
STEIN'S INC	87.91
SUMMIT COMPANIES	635.50
TAG-UP	30.00
TERRACON CONSULTANTS INC	2,800.00
TRUAX PATIENT SERVICES, LLC	47.50
UGSTAD PLUMBING INC	710.00
ULINE	19.50
USABLE LIFE	79.20
VERIZON WIRELESS	5,612.07
VINOCOPIA INC	387.00
VISION CONCEPTS, LLC	1,060.00
WALLWORK TRUCK CENTER F.F.	1,236.83
WIMACTEL INC	132.00
ZARNOTH BRUSH WORKS INC	1,250.87
TOTAL OTHER GOVERNMENT	2,000.00
TOTAL OTHER VENDORS	594,584.46
TOTAL ALL VENDORS	596,584.46



**City Council Annual Meeting
January 3, 2023
5:30 pm in the City Council Chambers**

- I. Swearing in of new council members
 - Ward One, Laura Job
 - Ward Two, Scott Kvamme
 - Ward Three, Al Kremeier
 - Ward Four, Scott Rachels

- II. Roll Call
- III. Motion to adoption the Rules of Procedure of City Council, City Code 31.27
- IV. Motion appointing the 2023 Acting Mayor
- V. Motion approving the 2023 Mayor's council appointments
 - Board of Equalization
 - Ward One Laura Job
 - Ward Two Scott Kvamme
 - Ward Three Al Kremeier
 - Ward Four Scott Rachels
 - Business Development for Fergus Falls: Anthony Hicks
 - Fire Department Relief Association: Fire Chief, City Administrator, Brent Thompson
 - Fire Department Trust Fund: Fire Chief, Scott Kvamme
 - Golf Board: Jim Fish
 - Hockey Association: Scott Rachels
 - Investment Committee: City Administrator, Finance Director, Assistant Finance Director, Certified Financial Planner, Al Kremeier
 - Legislative Committee: Mayor, City Administrator, Tom Rufer, Anthony Hicks
 - PEG Access Board: Scott Kvamme
 - Personnel Committee: Laura Job, Jim Fish
 - Senior Citizens Board: Brent Thompson
 - Tax Levy Committee: City Administrator, Mayor, Laura Job, Scott Rachels
 - Visit Fergus Falls: Al Kremeier
 - West Central Initiative Economic Development District: Tom Rufer

- VI. Resolution approving state bonding request (tentative)
- VII. Adjournment