



City Council Agenda
February 21, 2023
5:30 pm in the City Council Chambers

Invocation – Pastor Roger Sodsod, Life Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
- F. Petitions and Communications
 - 1. Proclamation declaring 2023 as the Year of Beck
- G. Consent Agenda
 - 1. Motion approving the minutes from the February 6, 2023 City Council open and closed meetings and the February 15, 2023 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution accepting Bolton & Menk’s professional services for topographic collection, design and bidding assistance in the amount of \$264,100 and accepting Terracon’s professional services for geotechnical work in the amount of \$19,250 for City Project 9148, DeLagoon Park improvements
 - 4. Resolution accepting the Preliminary Engineering Feasibility report for City Project 5960, the 2023 Street and Utility Improvement Project No. 1 and setting a preliminary improvement project hearing date for March 6, 2023 at 5:30 pm
 - 5. Resolution adopting the Fergus Falls Public Library Meeting Room Use Policy as recommended by the Library Board
 - 6. Resolution approving an amendment to the Investment Management Agreement with Galliard Capital Management (reducing fees) and the acceptance of amended agreement with Principal Custody Solutions establishing custody fees
 - 7. Resolution approving a business assistance loan in the amount of \$200,000 to the Flour Mill LLC as recommended by Business Development for Fergus Falls
 - 8. Resolution approving \$50,000 in Economic Development and Façade Loans for Imraya Properties LLC (Imran Khan) as recommended by Business Development of Fergus Falls
- H. Ordinance and Resolutions
 - 1. Second Reading of Ordinance 31, Eighth Series, Stormwater Management
 - 2. Resolution setting a public hearing for a redevelopment TIF District for FM Bank for April 17, 2023 at 5:30 pm
 - 3. Resolution directing staff to prepare an agreement prior to consenting to the city’s participation in a water quality pilot project for Lake Alice

- I. Presentation of Claims \$1,548,386.71
- J. Board, Committee and Department Reports
 - 1. Motion directing staff to release a call for artists for Phase II of the Downtown Riverfront Project as recommended by the Public Arts Commission
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
- O. Miscellaneous Announcements
 - March 1 7:00 am Committee of the Whole meeting
 - March 6 5:30 pm City Council meeting
- P. Adjournment

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

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

PROCLAMATION

YEAR OF BECK

2023 – FERGUS FALLS, MINNESOTA

WHEREAS, On January 31, 2023, our area's acclaimed painter and woodcut printmaker Charles Beck would have turned 100 years old, and we are celebrating his amazing contributions to our community; and

WHEREAS, The Kaddatz Galleries, together with many other community partners, has created a year-long commemoration of Charles Beck's career as an artist and educator; and

WHEREAS, the 2023 celebration began with a Beck Birthday Party at the Kaddatz Galleries on the last Saturday in January, with more than 200 people in attendance; and

WHEREAS, many events recognizing Charles Beck's work are scheduled throughout 2023, including exhibitions, educational activities, and special celebrations at Kaddatz Galleries, M State Fergus Falls, the Fergus Falls Public Library, and the Rourke Gallery in Moorhead; and

WHEREAS, several contributors have generously sponsored this Year of Beck, including the Minnesota State Arts Board, the Veden Trust, the Lake Region Arts Council, and various individuals; and

WHEREAS, we celebrate Charles Beck and his body of work that includes woodcuts, wood carvings, murals, oil paintings, watercolors and more; and

WHEREAS, new murals and paintings and drawings are still being discovered and uncovered; and

WHEREAS, a year of stories about Charles Beck are being collected and recorded; and

WHEREAS, the organizers of the Year of Beck invite all individuals and art enthusiasts, and especially those who admire and appreciate the work of Charles Beck, to celebrate this remarkable artist throughout the year of 2023 and beyond, and to enjoy the beautiful landscapes and history of our region as seen through the eyes and the art of Charles Beck.

NOW, THEREFORE, as the Mayor of the City of Fergus Falls, Minnesota, I do hereby proclaim the year 2023, THE YEAR OF BECK, in the City of Fergus Falls.

Mayor Benjamin Schierer

City Council Meeting
February 6, 2023

The Fergus Falls City Council held a regular session on Monday February 6, 2023 at 5:30 pm in the City Council Chambers. Pastor Tim Molter 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: Rachels, Hicks, Fish, Job, Kvamme, Rufer, Kremeier and Thompson.

Approval of Agenda

A motion and second were made by Hicks and Rachels approving tonight's agenda with the removal of the school district's letter of intent for Kirkbride Park (old business) as the school and city would like to jointly meet with the State Historic Preservation Office before moving forward on any plans for a new school facility and the motion carried.

Proclamation for Giving Hearts Day

Representatives from 8 local non-profits shared information about their organization's missions and asked for the community's support of their work on Giving Hearts Day. Mayor Schierer read a proclamation declaring Feb 9, 2023, as Giving Hearts Day.

2022 Investment Portfolio Review

The city's investment portfolio for 2022 was reviewed. 2022 was not a good year for the city's fixed income portfolio as it was a year with extreme market volatility. The market value of the city's investments did go down approximately \$3.5 million in 2022 but is already up \$700,000 in 2023. Sonmor explained interest rates rose so quickly last year and fixed income portfolios move in the inverse. These are unrealized losses since the investments have not been sold. The city's financial advisors believe the entire loss will rebound within the next couple years. The city's long-term portfolio is managed by Galliard Capital Management and the more liquid funds are within the 4M Fund through the League of Minnesota Cities. Finance Director Bill Sonmor explained the Investment Committee is comprised of Sonmor, Assistant Finance Director Sandy Cunningham, City Administrator Andrew Bremseth, Council Member Al Kremeier and an independent external investment consultant, Mike Hoeschen. The committee oversees the city's portfolio and Sonmor reviewed the city's funds, the cash and investment balances through December 31, 2022. He explained what the funds are used for and the restrictions on various funds. The General Fund's balance is \$8,671,113.61. Sonmor explained the city receives the majority of their funding twice a year from tax settlements and Local Government Aid payments and those funds not coming in yet. Charts showing the city's total historic investment returns, gains and losses were shared. The city has seen corrections in the market and is earning over 4% on the portfolio and 4M Fund money market accounts when they were making less than 1% two years ago. Sonmor and Hoeschen answered questions about the functions of the Investment Committee and how and when they make decisions on the city's financial situation.

Consent Agenda

The following items were approved under **Resolution #23-2023** by Fish: Motion approving the minutes from the January 17, 2023, City Council meeting, the January 23, 2023 Special Council meeting, the January 23, 2023 Joint Council/School Board Work Session and the February 1, 2023 Committee of the Whole meeting. Motion approving the following licenses:

Excavator Leitch Excavating, Consolidated Communications Enterprise Services; THC Product Sales Sugar High Cannabis Consulting & Dispensary LLC, King Tobacco; Mechanical Air Mechanical Inc. dba AMI of Minnesota, Voss Plumbing & Heating, Fire-N-Ice Heating & A/C. Minnesota Lawful Gambling Permit North West Regional Fire Fighters Association raffle at the VFW Post 612 on March 16, 2023, Ducks Unlimited Maidens of the Marshes raffle at the Eagles Aerie 2339 on April 22, 2023; Sign Hanger Scenic Sign Corp. Motion appointing Amy Mayo to the Human Rights Commission. **Resolution #24-2023** accepting a \$500 donation from Lake Region Electric Cooperative for the Fergus Falls Fire Department. **Resolution #25-2023** declaring SummerFest, Over the River festival and Shop, Move & Groove as 2023 Community Festivals. **Resolution #26-2023** authorizing the submission of a grant to the MN DNR for two groomers for cross country ski trails. **Resolution #27-2023** authorizing the Fergus Falls Fire Department to submit a grant for a new Self-Contained Breathing Apparatus station compressor, a fixed and mobile fill station, a supplied air system, confined space air monitoring and entry/rescue equipment and communication headsets for apparatus and scene communications. **Resolution #28-2023** approving an increase in service benefits to retiring paid on call firefighters. The resolution was seconded by Thompson and was adopted.

Ordinance 31, Stormwater Management

Ordinance 31, Eighth Series, Stormwater Management was introduced by Hicks and was declared to have its first reading.

Strategic Plan

At last week's Committee of the Whole meeting Klara Beck reviewed the city's proposed strategic plan and was asked to summarize the city's accomplishments with the plan to date. Many of the priorities include better communication from the city and the city has hired a Communications Manager. Another strategy was improving the partnership with the school district and two high school interns are participating in the school's workplace initiative this semester in the Engineering and Community Development Departments. A town hall meeting was held last week to bring the community together regarding the challenges of childcare. One of the economic development strategies was creating a historic downtown district and the Heritage Preservation Commission is seeking guidance on this later tonight. A focus of the land use is the redevelopment of the dairy property. The Port Authority just released an RFP for redevelopment proposals. Rufer offered **Resolution #29-2023** approving the city's Strategic Plan, which was seconded by Kvamme and was adopted.

Police Officer Pay Matrix

Human Resources Director Mike Hartwell requested council action to raise wages for Police Patrol and Sergeants. Due to the shortage of law enforcement officers in Minnesota it has been difficult to recruit and retain officers. The city has had an open patrol position since October and no applicants. To ensure we don't lose current officers and become more competitive with other police and county law enforcement departments, it was suggested all Patrol officers move to C41 on the city's pay matrix while all Sergeants move to C43. The Personnel Committee has reviewed and recommended council action on this request. The 2023 budget impact is \$39,969.77 and would be covered by the vacant patrol position. The cost of the impact in 2024 would be factored into the budget process. Fish offered **Resolution #30-2023** approving the move of Police Patrol officers to C31 and Sergeants to C43 on the city's current pay matrix and utilizing a Memorandum of Understanding until the next contract, which was seconded by Thompson and was adopted.

Annexation by Ordinance

The City and Fergus Falls Township have been working on an agreement for a joint resolution for an orderly annexation agreement for two parcels directly south of the ethanol plant owned by PPTF, LLC. The land owners have petitioned the city for these 162 acres into the city as they plan a potential economic development project on this site. The property is contiguous to the existing city limits and would require city infrastructure and utilities to move the project forward. Despite multiple meetings and conversations, the township and city have not been able to come to an agreement. The township's delay is regarding terms with the ethanol plant, which is not party to or subject to this agreement. The city extended their best and final offer to the township with a deadline of February 13th at 5 pm to accept or reject. If the township accepts the city's offer, the extension will proceed through the orderly annexation process. If the township does not respond or accept the offer, the city is seeking authorization to engage attorney Chris Hood from Flaherty & Hood to proceed with the annexation by ordinance. Annexation by ordinance agreements is limited to 120 acres or less so the city is conferring with PPTF, LLC to identify this area in the event the township does not accept the city's offer. If PPTF LLC, wishes to have all 162 acres annexed, the law requires the city waits 12 months to annex the remaining acres. PPTC, LLC has requested the city move forward with the annexation by ordinance process in the event Fergus Falls Township rejects the city's final and best offer on February 13. A motion and second were made by Hicks and Rachels to direct staff to work with Chris Hood on the next steps for annexation by ordinance and the motion carried.

Historic District Eligibility Study

The Heritage Preservation Commission (HPC), as a Certified Local Government, is seeking authorization to apply for up to \$10,000 from the Historic Preservation Fund program to fund a historic district eligibility study. If the city is eligible for this designation, then the council would be asked to approve moving forward on the designation. The benefit of this designation would be a draw for tourism, marketability of the downtown area and businesses within the district could have access to historic structure programs. Businesses would not have to participate in the programs, nor would they be forced to make any renovations to their buildings. Kvamme offered **Resolution #31-2023** authorizing the Heritage Preservation Commission to apply for up to \$10,000 from the Historic Preservation Fund as a Certified Local Government to fund a historic district eligibility study, which was seconded by Rufer and was adopted.

Resolution of Accounts

Fish offered a resolution authorizing the payments and claims in the amount of \$1,211,586.90, which was seconded by Rufer and was adopted.

The council adjourned to a closed meeting at 6:18 to address a real estate transaction at 309 Stanton Avenue pursuant to MN Statute Sec. 13d.05 and the Mayor announced the meeting would possibly convene for council action.

The City Council reconvened at 6:35 pm and a motion and second were made by Fish and Kremeier to direct staff to work with the property owner of 309 W Stanton Avenue for the proposed purchase agreement and add a bid alternate for paving the parking lot to the Stanton Avenue reconstruction project. The meeting adjourned at 6:36 pm

Lynne Olson

Committee of the Whole
February 15, 2023

The Fergus Falls City Council held a Committee of the Whole meeting on February 15, 2023 at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order and the following council members were in attendance: Rachels, Hicks, Fish, Job, Kvamme, Kremeier and Thompson. Rufer was absent.

TIF for FM Bank Discussion

Tom Denaway of Baker Tilly explained they have conducted an initial analysis for a Redevelopment TIF District for FM Bank to redevelop the former ShopKo site. The building is considered structurally sub-standard because it has been determined the cost to bring the building into compliance with today's code exceeds 15% of the cost to build new. FM Bank requested TIF funding to cover the estimated \$286,000 cost to demolish the ShopKo building. Denaway asked the city to consider three factors: the but/for, the length of the TIF district and the boundaries of the district. The but/for analysis shows the proposed redevelopment would not happen but/for the use of TIF funding. The TIF funding would be used to remove the physical barriers on the site and redevelop it versus building on a new green site. The analysis showed the post development market value, assuming a 2% market inflation cost for the demolition costs of \$286,000 or a 7-year time duration, whatever is less. Denaway suggested the former ShopKo building and adjacent city parcels/parking lots be included in the TIF district boundaries for flexibility in future redevelopment projects within the next 5 years. The additional city land would not impact the TIF budget, and this portion of the area would continue to be tax exempt. If the city chooses to move forward and approve the use of TIF for the project, they need to adopt a resolution setting a public hearing for the project, which was suggested for April 17, 2023, at 5:30 pm. Once the public hearing is held and the TIF district is created, the developer could then begin pulling the required building permits. The council was asked for their comfort level of using TIF funds for this project, as well as the size and length of the district.

Hicks and Kremeier asked how the building could be declared structurally sub-standard when it is currently occupied by another entity. Kvamme pointed out the statute language determines the definition of blight. Finance Director Bill Sonmor explained a study was conducted with a prior group looking to redevelop this site to meet the statutory requirements to determine what constitutes a blighted property and the cost to bring a building into compliance with the current building code language. The current occupant has made some renovations to the building and Job suggested the study be updated to ensure nothing has been done since the last study to change the findings. Hicks preferred a 3 ½ year length of the district and Denaway said the initial plans were a 3 ½ year term with 50% of the funding covered by a DEED grant and the other 50% coming from TIF. It has been determined the DEED funding is not available if TIF can cover the cost, thus making the length of the district 7 years. The council did not oppose including the ShopKo building and the city-owned parking lots in the TIF district.

Kremeier asked Scott DeBrito, representing FM Bank why they need the city's financial assistance and referred to banking documents he obtained showing FM Bank's net worth exceeded \$22 million last year. DeBrito said they run a business with the premise of staying profitable and remarked the former group looking at the site had a large net worth as well. Kremeier has heard public sentiment that residents prefer the space be converted to a dollar store. He asked if the bank would be the sole occupant of the space and why they chose this location rather than making improvements to their

current building. DeBrito said the bank considered remodeling their current site, building new on their current site or building new on a different site. They prefer this location as their building plans would complement the existing stone and brick work and they would provide an anchor to the east of the downtown area. They've had multiple inquiries into purchasing their current building and the bank would continue paying their taxes on that building until it is sold. The bank along with a coffee shop/small restaurant and two professional service industries would be included in the new building. After clarification on the values captured in TIF financing, a motion and second were made by Fish and Rachels to recommend the council set a public hearing for the proposed TIF district for April 17, 2023, at 5:30 pm and the motion carried with Kremeier voting in opposition.

Lake Alice Water Quality Study

Dan Larson and Mark Hanson of Water Quality 3D presented information on their emerging technology they believe can improve the water quality in Lake Alice. The In-Situ product is a flow through device that increases the amount of oxygen in the water allowing the water quality to improve. Last year they approached the city to partner in a pilot project with the funding to be generated in the state legislature's bonding bill which was not passed. They are trying to secure \$75,000 for this project in Fergus Falls in a 2023 bonding bill request. The funding includes the single device, training, maintenance funds, electricity, a dock and infrastructure. The city would need to provide 220 amps of electricity and staff time 2-3 hours of staff time per week to maintain the equipment. Sonmor asked if the city had any matching fund requirements or financial obligations other than staff time and was told there are no additional requirements for the city for the two-year pilot project. If the city wants to proceed with the project, they must obtain a permit from the DNR for the equipment to be installed once the ice is off the lake. Questions about the filtration system, the oxygenation of the lake, vegetation and the predicted success of the project were addressed. A motion and second were made by Kvamme and Hicks to recommend the council consider their involvement in the pilot project and consent to submitting the aeration permit for open water to the Minnesota DNR and the motion carried.

Visit Fergus Falls

Rolando Felizola is the new director of Visit Fergus Falls. He moved to Fergus Falls from Miami due to the lifestyle afforded in West Central Minnesota. In his role at Visit Fergus Falls he has been promoting Fergus Falls as a hub for adventures in the region. He launched a rebranding campaign for the organization with the theme "Powering On Your Adventure". He shared a video highlighting the food and drink, recreation, shopping, arts and accommodations Fergus Falls has to offer. The video has been approved by the Visit Fergus Falls board and will be used to promote Fergus Falls through varied streaming services. Rolando also presented the City Council with a set of commemorative tiles commissioned for the city's 150th anniversary last year. Kremeier left the meeting at 8:07 am.

City Project 9148, DeLagoon Park

In November of 2022 the voters of Fergus Falls approved improvements to DeLagoon Park to be funded through a half-cent local sales tax. Staff secured a professional services proposal from Bolton & Menk for the project and the scope of the project includes the following improvements to the campground:

- Two main general use campsite loops- 36 sites with electrical and water service; up to 8 sites with full services including 2 campground host sites; all sites designated to accommodate

full-size campers and RV's

5 group/cluster campsites with electrical and water service

- Tent campsite loop- 8 sites, 6 with electrical service and central water, 2 sites will canvas style 3 season tents
- Sanitation building with toilet facilities and showers that can also be used as a storm shelter
- Onsite dump station
- New entrance location, realigned paved roads, check-in registration station
- The existing Central Lakes Trail trailhead will be relocated to better serve trails uses and reduce potential use conflicts with campground users

Other improvements include:

- Sewer and water utility extensions to the campgrounds and/or restrooms/concessions buildings
- Restroom/concession buildings. New construction at soccer fields and renovation of the existing building at the softball complex
- Baseball field lighting. Remove and replace lighting systems at two fields
- Softball complex lighting. Remove and replace lighting systems at four fields

Terracon provided a quote for geotechnical soil exploration work that will consist of 21 soil borings. The cost estimates were completed in summer of 2022 and determined all improvements amount to \$8.7 million. The voters approved a \$5.2 million project so the project will be prioritized and bid as alternates. City Engineer Brian Yavarow was asked how the prioritization would occur. He said the top priority is the extension of utilities followed by the campground dump station and storm shelter. RV hookups would be done prior to tent sites. Rachels asked to be a part of the prioritization process. Mayor Schierer remarked the public voted to see improvements at the park but need to understand the vast extent of underground work required with the project and associated cost. A motion and second were made by Hicks and Fish to recommend the council accept Bolton & Menk's professional services for topographic collection, design and bidding assistance in the amount of \$264,100 and accept Terracon's professional services for geotechnical work in the amount of \$19,250 and the motion carried.

City Project 5960, 2023 Street & Utility Improvement Project No. 1

The Preliminary Engineering Report is complete for City Project 5960. The project area is Laurel Street: First Avenue to Broadway; Linden Street: Broadway to Oak Street and Summit Avenue: Broadway to Oak Street. A portion of the project is proposed to be specially assessed per the city's policy and Minnesota Statute 429 requirements. The special assessments will consist of a portion of the street that abuts the benefitting property. Patchin Messner Valuation Counselors have determined the special benefit from this improvement to all subject properties within the project limits are reasonable in comparison to the city's preliminary assessment roles. The preliminary cost estimate is \$2,289,000 and tentative funding sources include PIR Bonds (street special assessment, active); PIR Bonds (street city share-tax levy); city sanitary sewer fund; city water fund; and city storm sewer fund. The city's share of the project cost is projected to be \$1,918,000 while the other \$371,000 would be assessed. A motion and second were made by Hicks and Rachels to recommend the council accept the Preliminary Engineering Feasibility Report for CP 5960 and set the preliminary project hearing date for March 6, 2023, at 5:30 pm and the motion carried.

The meeting adjourned at 8:17 am

Lynne Olson

FOR COUNCIL MEETING— FEBRUARY 21, 2023

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

Mechanical

Elite Heating and Air

Minnesota Lawful Gambling Permit

Battle Lake Sportsman Club for raffle on May 3, 2023 at Fergus Falls High School (Heart O Lakes Fishing Club)

Fergus Falls Sunrise Rotary/Rotary International for raffles March 22, 2023-May 30, 2023 at Spies Park and Toast

Council Action Recommendation

Page 1 of 2

Meeting Date:

February 15, 2023 – Committee of the Whole

February 21, 2023 – City Council

Subject:

City Project No. 9148 – Delagoon Park Improvements

Recommendation:

- Accept Bolton & Menk’s professional services for topographic collection, design, and bidding assistance in the amount of \$264,100.00
- Accept Terracon’s professional services for geotechnical work in the amount of \$19,250.00

Background/Key Points:

Since the voters approved the local option sales tax projects (Aquatic Center and Delagoon Improvements) last fall, I have procured a professional services proposal from Bolton & Menk Engineering for the Delagoon Park improvement project. In general, the scope of services consists of the following:

- Campground master plan updates:
 - Two main general-use campsite loops - 36 sites, all with electrical and water service; up to 8 sites with full services (i.e., sanitary service added), including 2 sites for campground hosts; all sites designed to accommodate full-size modern campers and RVs
 - Group/general use campsite cluster – 6 sites, all with electrical and water service; cluster designed to accommodate group and individual users
 - Tent campsite loop – 8 sites, 6 with electrical service and centralized water; the 2 remaining sites will have canvas-style 3-season tents (both with electric and water service); all sites designed to accommodate two vehicles, or a vehicle and a trailer
 - Sanitation building and toilet facilities and showers
 - Dump station –onsite disposal of grey and black water from RVs and campers
 - New entrance location, realigned paved roads, a check-in/registration station.
 - The existing trailhead for the Central Lakes Trail will be relocated to better serve trails users and reduce potential use conflicts with campground users.
- Sewer and water utility extensions to the campground and to restrooms/concessions buildings
- Restroom/concession buildings: new construction at soccer fields and renovation of the existing building at the softball complex
- Baseball field lighting: remove and replace lighting systems at two fields
- Softball complex lighting: remove and replace lighting systems at four fields

Terracon was also solicited for geotechnical soil exploration work. In general, they will be conducting 21 soil borings. Most of the borings are needed for the proposed lighting foundation structures.

Budgetary Impact:

The local option sales tax to publicly finance the project bonds is the current funding mechanism. Although, the revised cost estimates completed in summer 2022 determined the all the improvements would cost \$8.7 million. The project scope was refined as presented before you. The City has the legislative authority for a \$5.2 million dollar improvement project therefore, the projects scope before you will likely be bid with alternates.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow - City Engineer

Attachments:



Council Action Recommendation

Page 1 of 2

Meeting Date:

February 15, 2023 – Committee of the Whole

February 21, 2023 – City Council

Subject:

City Project CP No. 5960 – 2023 Street and Utility Improvement Project No. 1

Recommendation:

- Accept the Preliminary Engineering Feasibility Report for PI No. 5960
- Set the Preliminary Improvement Project Hearing date for **March 6, 2023**

Background/Key Points:

The Preliminary Engineering Feasibility Report is complete for the above referenced project. In general from an engineering standpoint, this project is feasible, cost effective, and necessary. Please refer to the attached report for detailed information.

A portion of this public improvement project is proposed to be special assessed per City Policy following MN Statue Chapter 429 requirements. The proposed amount funded by special assessments consists of a portion of the street that abuts the benefitting property. Because of this, property appraisals were completed to assist this Council and staff with the decision-making process by determining special benefit reasonableness of the proposed assessments to the individual benefitting properties.

Based on the appraisal report prepared by Patchin Messner Valuation Counselors from Burnsville, MN, they have determined the special benefit from this improvement to all subject properties within the proposed project's limits is reasonable in comparison to the City's preliminary assessment roles.

If acceptable, the next step is to schedule the **Preliminary Improvement Project Hearing for March 6, 2023 at 5:30 P.M. in these Council Chambers.** A legal publication along with individual notices will be sent to all subject properties.

Budgetary Impact:

The preliminary estimated construction cost is \$1,700,000. Tentatively the funding sources are as:

- PIR Bonds (Street Special Assessment - Active)
- PIR Bonds (Street City Share – Tax Levy)
- City Sanitary Sewer Fund
- City Water Fund
- City Storm Sewer Fund

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow - City Engineer

Attachments:

Project Location Map

Preliminary Engineering Feasibility Report for PI No. 5960

LEGEND:

 Proposed Street & Utility Locations



1 inch = 400 feet



2023 Street & Utility Reconstruction Improvement Project C.P. No. 5960

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



Preliminary Engineering Report
City Project No. 5960
2023 Street & Utility Improvements

P.I. No. 5347, 7212 & 8227
Summit Avenue: Broadway to Oak Street
P.I. No. 5348, 7213 & 8228
Linden Street: Broadway to Oak Street
P.I. No. 5349, 7214 & 8229
Laurel Street: First Avenue to Broadway

Prepared by:
City of Fergus Falls, Engineering Department

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



Brian P. Yavarow, P.E.
Registration No. 48363

2-8-23
Date

February 2023
C.P. No. 5960

City Project No. 5960
2023 Street & Utility Improvements
Public Improvements No. 5347, 7212 & 8227
Public Improvements No. 5348, 7213 & 8228
Public Improvements No. 5349, 7214 & 8229

Feasibility Report
Fergus Falls, Minnesota

Background 1
Existing Conditions 1
Proposed Improvements 2
Right of Way 2
Cost Summary: 2
Special Assessments 3
Project Cost Breakout 4
Conclusion & Feasibility 4

List of Tables

- Table 1 – Opinion of Probable Costs
- Table 2 – Breakdown of Assessable Footage
- Table 3 – Estimated Assessments for Various Size Lots

List of Exhibits

- Exhibit 1 – Project Location Map

Background:

The City of Fergus Falls has requested the investigation of the sanitary sewer, water main, storm sewer and street improvements for the following project area:

Summit Avenue: Broadway to Oak Street. This project area is hereafter referred to as Public Improvements No. 5347, 7212 & 8227

Linden Street: Broadway to Oak Street. This project area is hereafter referred to as Public Improvements No. 5348, 7213 & 8228

Laurel Street: First Avenue to Broadway. This project area is hereafter referred to as Public Improvements No. 5349, 7214 & 8229

All combined into City Project No. 5960 – 2023 Street and Utility Improvements.

A map of the City and proposed project area is included in this report as Figure No. 1.

This report investigates the replacement of existing sanitary sewer, water main, storm sewer utilities and rehabilitation of deteriorated streets throughout the project area. The estimated costs and proposed assessments (if required) are presented to assist the City and affected property owners in deciding the feasibility of the project from an engineering standpoint.

Existing Conditions:

The improvement area consists primarily of residential housing along with an elementary school (Mckinley). The entire service area consists of approximately 4 blocks of urban section roadway with sanitary sewer, water main and storm sewer utilities.

The existing sanitary sewer utilities consist of 8 & 10-inch vitrified clay pipe (VCP) installed in 1913 - 1939. The existing sanitary sewer has been used well beyond its design life, as documented by the problems identified in the televising reports related to excessive roots which have migrated into the line, mineral deposits, broken sections of the line, sags, offset joints and deteriorating brick manholes.

The existing water main utilities throughout the area have been in place since the 1930's. The existing water main is 4 & 6-inch diameter pipe throughout the project. The current standard for public water main requires a minimum 6-inch diameter pipe. The existing water services consist of a range of copper, lead, or iron materials.

The existing storm sewer system consists of 12-inch diameter RCP catch basin leads installed around the 1950's (Broadway) and 2005 (Oak St.). The existing storm sewer system on Laurel Street consists of 12-inch and 18-inch diameter installed in 1942.

The existing streets in the service area have deteriorated due to fatigue, are in poor condition and require reconstruction.

Proposed Improvements:

The improvements proposed to the City Project No. 5960 area will consist of the total reconstruction of the sanitary sewer, water main, sewer & water services within the street right-of-way, storm sewer, concrete curb and gutter and bituminous streets.

The streets proposed for reconstruction will have a typical section conforming to a 5-ton design for all areas. Soil borings will be performed in the design phase of the project which will provide the information to make a firm determination as to the specific typical section required. For estimating costs, a 5-ton section is proposed to consist of 4.5 inches of bituminous pavement and 6 inches of aggregate base (class 5).

The concrete curb and gutter throughout the project area will be B618 (standard 6" high barrier) curb. Some curb and gutter, sidewalk and driveway aprons throughout the project area will also be replaced where construction requires in order to facilitate utility replacements within the right-of-way.

The sanitary sewer collection mains and manholes will be replaced throughout the project area at the same size and new pipe installed will be PVC. The existing sanitary sewer services will be replaced throughout the project area within the right-of-way.

The water mains, hydrants, and gate valves will be replaced throughout the project area using 6-inch PVC C-900 pipe to meet the current public standards. The existing water services will be replaced throughout the project area within the right-of-way.

The storm sewer collection mains, catch basins and manholes will be replaced throughout the project area at the same size using reinforced concrete pipe.

Right-of-Way:

Most of the construction activity can be accommodated within the existing street right-of-way or on public property. Any additional instances where work is identified in final design to be constructed outside of these areas will require the acquisition of additional easements.

Cost Summary:

The following is a breakdown of the engineer's opinion of probable costs. A detailed breakdown is provided in the appendix.

| Table 1 | | | |
|--|---------------|-------------|-----------------|
| Opinion of Probable Cost (City Project) | | | |
| | Total Project | City Cost | Assessable Cost |
| Construction | \$1,696,000 | \$1,421,000 | \$ 275,000 |
| Misc. Costs* | \$ 593,000 | \$ 497,000 | \$ 96,000 |
| Grand Total | \$2,289,000 | \$1,918,000 | \$ 371,000 |

*Misc. Costs include legal, fiscal, admin, engineering, contingency, and soil borings. The City's portion of the "Total Assessable Costs" shown is approximately \$48,000 (Street, Alley R/W, etc.).

Special Assessments:

The special assessments were calculated in accordance with the City policy for funding reconstruction projects. This policy allows for a residential property to be assessed on a per lineal foot basis for a 36-foot-wide street (standard width with parking on both sides) as follows: Street width = 33-feet without curb & gutter of which a 24-foot contributing street width (12' width assessed to each side) is assessed to the abutting properties with the City responsible for the center 9-foot width. This is for a 5-ton street design with traffic counts less than 2,000 vehicles per day (vpd) on all streets. Residential corner lots and residential lots with multiple frontages are typically assessed based on the short side of the lot regardless of if the short side is abutting the improvement.

The assessable footage was broken down by parcel and denotes the assessable footage for each parcel as derived from the Otter Tail County records. Additional footage is also accounted for the City in multiple areas. These areas include instances where the City owns property, at street intersections, alleys, etc.

A "Special Benefits" property appraisal report has been prepared by the firm of Patchin Messner Valuation Counselors for this project area. This report established general criteria to be used in preparing the proposed special assessments in order to meet the requirements of the Chapter 429 Statutes for special assessments. The proposed special assessments for this project have been prepared in conformance with the established valuations, criteria and methods noted in the report.

The following table breaks down the total assessable footage with respect to the proposed improvements:

| Table 2 | |
|---|---------------|
| Breakdown of Project Footage (C.P. No. 5960) | |
| Total Project Footage (Residential) | 4,404.40 L.F. |
| Total Assessable Footage | 3,832.90 L.F. |

The residential front foot assessment rate for street (residential 5-ton design with a traffic count of less than 2,000 vehicles per day) is determined by dividing the total associated street improvement costs (24 foot wide street) by the total benefitting front footage. Based on this methodology the residential costs per foot yields an estimated \$84.28 per lineal foot of assessable footage.

NOTE: this special assessment unit rate is based on the total cost of City Project No. 5960

Examples of estimated special assessments for various lot widths are as follows:

Table 3
Estimated Assessments for Various Size Lots

| | 50' Residential Lot | 75' Residential Lot | 100' Residential Lot |
|----------------------|---------------------|---------------------|----------------------|
| Estimated Assessment | \$4,214 | \$6,321 | \$8,428 |

Project Cost Breakout:

| | |
|-----------------------------------|-------------------|
| PIR – Special Assessment (Street) | \$ 323,000 |
| PIR – City Share (Street) | \$ 499,000 |
| Storm Water Fund | \$ 144,000 |
| Sanitary Sewer Fund | \$ 631,000 |
| Water Fund | <u>\$ 692,000</u> |
| Total Project Cost | \$2,289,000 |

Conclusion & Feasibility:

Having investigated the facts relating to construction of the proposed improvements, it is my opinion, from an engineering standpoint, this project is feasible, cost effective, and necessary. Feasibility is contingent upon City Council findings with respect to project financing.

LEGEND:

 Proposed Street & Utility Locations



1 inch = 400 feet

2023 Street & Utility Reconstruction Improvement Project C.P. No. 5960

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



Meeting Room Use Policy

Purpose

The Fergus Falls Public Library offers meeting room space free of charge to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below. Fergus Falls Public Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Policy

This policy guides the reservations and use of the Library's meeting rooms, conference rooms, and study rooms. Any questions regarding interpretation of this policy shall be referred to the Library Director.

Indemnification

Permission to use a meeting space in the public library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the City of Fergus Falls. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in library-approved locations. All marketing materials must include a statement specifically stating that the program is not affiliated with and is not endorsed by the Fergus Falls Public Library.

Definitions

Study rooms: Study rooms are intended for quiet study or work. The Library provides 3, 1-2 person study rooms

Conference room 1: The Library's conference room accommodates up to 9 users. The conference room provides an active panel touchscreen monitor, and audiovisual equipment.

Conference Room 2 (Teen Area): The Library's conference room 2 accommodates up to 8 users. The conference provides an active panel touchscreen monitor, and audiovisual equipment.

Community Meeting Room: The Jean Dahling Community Room can accommodate up to 100 individuals depending on room configuration. The Meeting Room can be divided with Room A accommodating up to 49 individuals depending on room configuration and Room B accommodating up to 38 individuals depending on room configuration. Both Rooms A and B provide active panel touchscreen monitors, audiovisual equipment, and enhanced audio. Room B includes sink and coatroom access.

Reservations

Study Rooms, Conference rooms and Community Meeting Rooms may be reserved in advance by calling the library at 218-739-9387 or by making a reservation at the library.

For Community Room reservations, all groups must complete a Fergus Falls Public Library Meeting Room Application and review the Meeting Room Policy. Application forms are available at the library and on the website: ffpubliclibrary.org. Reservations of the meeting room may be made up to six months in advance. Use is granted on a first-come, first-served basis. Use of the Jean Dahling Community room may be limited to once per month for each group, due to limited meeting room space.

Cancellations

If the person reserving the room has not arrived or called within 20 minutes of the reservation start time, the reservation will be cancelled by the library. The room will then be available on a first come first serve basis.

Hours of Use

Reservations and use of the study rooms and conference room must coincide with library operating hours, unless other arrangements are made.

Reservations for the Jean Dahling Community Meeting Room may extend beyond library operating hours with Library Director or designee approval and provided a minimum of two library staff members are available to work during the duration of the meeting. Library staff should always be the last people to leave the building.

Eligibility

1. Library or City of Fergus Falls programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Sales of services, products, merchandise, materials, or items, or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Fergus Falls Public Library or The Fergus Falls Public Library Foundation, are permitted.
4. Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products or services are prohibited. Donation requests are not allowed as well.
5. Musical recitals and individual practice sessions are not permitted.
6. The meeting room may not be used for birthday or anniversary parties, weddings, funerals, or other personal celebrations.

Responsibility

1. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meeting room must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.

2. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
3. All food served in the community room must be prepared in a lessened kitchen or be professionally prepackaged.
4. The library is not responsible for theft of or damage to property brought into a library meeting room.
5. An adult age 18 or older must sign the **Fergus Falls Public Library Meeting Room Application** and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
6. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
7. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the **Fergus Falls Public Library Code of Conduct**. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Approved by the FFPL Board 12/12/11; Revised 08/14/2017; Revised 01/26/2019;
Revised by FFPL Board September 13, 2021; Revised January 10, 2022

FERGUS FALLS PUBLIC LIBRARY MEETING ROOM APPLICATION

Organization name _____

Mailing Address _____

City _____ **State** _____ **Zip code** _____

Contact Person _____

Phone _____ **E-mail** _____

Alternative contact _____

Phone _____ **E-mail** _____

Meeting Topic _____

Expected number of attendees _____

Single use: Meeting date _____

Start time* _____ **End time*** _____

Multiple uses: Meeting date(s) _____

Start time* _____ **End time*** _____

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible; failure to notify may result in loss of future meeting room use.

Signed _____

Date _____ **Please note:** *Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel. Please drop off or mail this form to: **Fergus Falls Public Library, 205 E. Hampden Ave., Fergus Falls, MN 56537 (218)739-9387.***

Office Use Only: Application approved: _____ (staff initials) Date: ____ Approved by
 FFPL Board 12/12/11; Revised 01/09/2019; Revised 01/10/2022

| Room | Sq. ft. | Equipment | Capacity | Fire Inspector Guidelines |
|--------------------------------|----------------|---|---------------------------------------|---------------------------------------|
| Makerspace Room | | Computer, 3D Printer, Virtual Reality Goggles | 12 | 12 |
| Conference Room 1 | | 90" ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing | 9 | 9 |
| Conference Room 2 | | 90" ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing | 8 | 8 |
| Study Room A | | | 2 | 2 |
| Study Room B | | | 2 | 2 |
| Study Room C | | | 2 | 2 |
| Jean Dahling Community Room | 1,316 | 90" ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing, Assistive Listening | 87 Tables & Chairs 100 Chairs Only | 88 Tables & Chairs 100 Chairs Only |
| Jean Dahling Community Room A | 726 | 90" ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing | 49 Tables & Chairs 100 Chairs Only | 49 Tables & Chairs 100 Chairs Only |
| Jean Dahling Community Room B | 594 | 90" ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing, Sink | 38 Tables & Chairs 100 Chairs Only | 38 Tables & Chairs 100 Chairs Only |
| Otto Bremer Play & Learn Space | | Large Toys | 20 People at a time | 43 People |



Council Action Recommendation

Page 1 of 1

Meeting Date: February 21, 2023

Subject: Investment Management Fees

Recommendation: Please approve an amendment to the Investment Management Agreement with Galliard Capital Management (reducing fees) and the acceptance of amended agreement with Principal Custody Solutions establishing custody fees.

Background/Key Points:

The City's long-term investment portfolio is managed by Galliard Capital Management. The current fee structure is 20 basis points (0.2% for the first \$25 million of value) and 15 basis points (0.15% for value over \$25 million).

Historically, Wells Fargo has provided the portfolio custody services to the City at no charge due to Galliard's prior relationship with Wells Fargo. During 2022, Wells Fargo transitioned the custody service area over to Principal Custody Solutions (a separate company). Principal will now begin charging fees (estimate of \$13,000 annually - minimum of \$10,000).

Galliard Capital Management has proposed amending the Investment Management Agreement by reducing the fee to 15 basis points (0.15%) of the portfolio value, saving the City about \$12,500.

City staff is working with Principal to explore Principal's options for lower fees. City Staff and the Investment Committee are also researching options for custody services.

Budgetary Impact: The fee reduction provided by Galliard will compensate for the fee paid to Principal.

Originating Department: Finance

Respectfully Submitted: Bill Sonmor, Finance Director

Attachments:

None



City Council Action Recommendation

Page 1 of 1

Meeting Date:

February 21, 2023 City Council

Subject:

\$200,000 Economic Development Loan – Flour Mill LLC (Kevin Bartram)

Recommendation:

Business Development for Fergus Falls recommends approval of a business assistance loan in the amount of \$200,000 to the Flour Mill LLC.

Background/Key Points:

At a special session of Business Development for Fergus Falls on February 14, 2023, BDFF's board voted unanimously to recommend approval to the Council of a \$200,000 loan with 1% interest for 20 years to fill a \$300,000 financing gap for the renovation of the former flour mill building into a boutique hotel. The project financing includes private bank financing, monetizing both State and Federal Historic Tax Credits, DEED Grant funding of approximately \$130,000, and private cash.

BDFF and City staff suggest the following terms:

- 1% interest for 20 years
- 1.5% origination fee on the loan amount & requirements that are consistent with similarly sized loans, including Personal and Corporate Guarantees from owner/ developer Kevin Bartram

The collateral for the loan will be the real estate located at 309 Stanton Avenue West, Fergus Falls, MN. Exact position is being determined, but this much is assumed as of the drafting of this memo:

- 1st & 2nd position, Midwest Bank
- SBA 504 loan- TBD
- 3rd or 4th position, City of Fergus Falls

Budgetary Impact:

If approve, the city will be providing funding to spur redevelopment of the downtown riverfront, which would support and enhance the downtown and provide benefits to other local businesses. The interest received on the loan will be revolved back into Fund 917.

The City of Fergus Falls is also in discussion with Mr. Bartram to purchase approximately 33,000 square feet of parking lot, to be retained for public parking in the downtown area. Assuming a 1% interest rate through BDFF with interest savings of approx. \$140,000 over the life of the loan, the city is willing to purchase the lot for \$160,000 to fill the \$300,000 gap.

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck & BDFF



City Council Action Recommendation

Page 1 of 1

Meeting Date:

February 21, 2023 City Council

Subject:

\$50,000 Economic Development and Facade Loans – Imraya Properties LLC (Imran Khan)

Recommendation:

Business Development of Fergus Falls recommends approval of an Economic Development and Facade loan to Imraya Properties LLC.

Background/Key Points:

Imraya Properties LLC, a new business venture, is in the process of purchasing the Super 8 Motel located at 2454 College Way. A purchase agreement has been executed for sale of the building. Funding for the purchase of the building will be financed through Peoples State Bank of Plainview and an SBA 504 Loan, plus financing from the current owner Ambika Corporation. Imraya Properties LLC will finance the remaining balance of the purchase.

Imraya Properties LLC is requesting \$50,000 for the purposes of remodeling the building's front desk and lobby, laundry room, employee bathroom, owner's onsite suite. The facade signage will be replaced with new facade signage for the rebranding of Hotel 8.

BDFF and City staff suggests the following terms for an Economic Development loan of \$25,000:

- 4% interest for 12 years
- 1% origination fee on the loan amount
- Personal and Corporate Guarantees from Imran Khan

BDFF and City staff suggests the following terms for a Facade loan of \$25,000:

- 2% interest for 7 years
- 1% origination fee on the loan amount
- Personal and Corporate Guarantees from Imran Khan

The collateral for the loan will be a fourth position on the real estate located at 2454 College Way, Fergus Falls, MN.

- 1) First position, Peoples State Bank of Plainview
- 2) Second position, SBA 504 Loan
- 3) Third position, Ambika Corporation
- 4) Fourth position, City of Fergus Falls

Budgetary Impact:

The City will be receiving interest on the revolving loan funds expended and providing funding to update a locally owned and operated hotel.

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck & BDFF

ORDINANCE NO. 31, EIGHTH SERIES

AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA, AMENDING CHAPTER 152.26 DEFINITIONS OF STORM WATER MANAGEMENT, CHAPTER 152.33, PLAN; APPROVAL STANDARDS; CHAPTER 152.36, CRITERIA FOR NEW AND REDEVELOPED PERMANENT FACILITIES; CHAPTER 152.37, OPERATION, MAINTENANCE AND INSPECTION; AND CHAPTER 152.43, CONSTRUCTION PLANS AND SPECIFICATIONS OF THE CITY CODE.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 152.26, Definitions, Municipal Separate Storm Sewer System (MS4), is hereby added as follows:

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4).

The system of conveyances and structural stormwater BMPs (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, constructed channels or storm drains) owned or operated by the City, designed or used for collecting or conveying stormwater, and not used for collection or conveying wastewater that discharges to waters of the United States.

Section 2. City Code Chapter 152.33, Plan; Approval Standards, is hereby amended to read as follows:

The City Engineer shall not approve a storm water management plan, which fails to meet the standards set forth within this subchapter. Other standards of the most currently approved NPDES/SDS permit MNR100001 and general stormwater design standards of the NPDES MS4 permit MNR040000 must be met by proposed stormwater plans. If the standards of different agencies conflict, the more restrictive standards shall apply. It shall be the applicant's responsibility to obtain any required permits from other governmental agencies having any jurisdictional authority over the work to be performed. The City may choose to obtain some of the required permits. The applicant will be notified which permits are to be obtained by the City.

Section 3. City Code Chapter 152.36, Criteria for New and Redeveloped Permanent Facilities, is hereby amended to read as follows:

Storm water control facilities, included as part of the final design for a permanent development, shall be addressed in the storm water management plan and shall meet the following criteria:

(A) *Pre-versus post-hydrological response of site.* An applicant shall design, install or construct, on or for the proposed land-disturbing activity, development activity or redevelopment activity, all storm water management facilities necessary to manage runoff such that increases in flow under the design conditions will not occur that could exceed the capacity of the outlet, or the storm water management system, into which the site discharges or that would cause the storm water management system to be overloaded or accelerate channel erosion as a result of the proposed land-disturbing activity or development activity. Under no circumstances shall the two-, ten- or 100-year developed peak flow exceed the two-, ten- or 100-year existing peak flow without prior written approval by the City Engineer. Post construction storm water management BMPs shall be installed to the maximum extent practical (MEP) and shall show a net per annual basis reduction for volume, total suspended solids (TSS) and total phosphorus (TP) for new or redeveloped sites from pre-project conditions. For regional detention or storm water management system, the City Engineer shall recommend a proposed system charge or assessment to be approved by the City Council based upon an approved watershed master plan and an analysis of required drainage systems, projected costs and flood protection benefits provided to those properties directly or indirectly impacted by the regional detention or storm water management system. Design criteria must meet the most current state approved NPDES/SDS permit MNR100001 and NPDES/MS4 general permit MNR040000 requirements.

(B) *Natural features of the site.* The applicant shall give consideration to reducing the need for storm water management system facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales and depressions as they exist before development to the degree that they can accommodate the additional water flow without compromising the integrity or quality of these natural features.

(C) *Storm water management strategies.*

(1) The following storm water management practices shall be investigated when developing a storm water management plan in accordance with this subchapter and the city code:

(a) Natural infiltration of precipitation and runoff on-site, if suitable soil profiles can be created during site grading. The purpose of this strategy is to encourage the development of a storm water management plan that encourages natural infiltration. This includes, providing as much natural or vegetated area on the site as possible, minimizing impervious surfaces and directing runoff to vegetated areas rather than onto adjoining streets, storm sewers and ditches;

(b) Flow attenuation by use of open vegetated swales and natural depressions;

(c) Storm water detention facilities;

(d) Storm water retention facilities (on a case by case basis);

- (e) Other facilities requested by the City Engineer.

- (f) Infiltration systems are prohibited from being constructed in the following areas:
 - that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;
 - where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater.
 - where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;
 - with less than three feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;
 - of predominately Hydrologic Soil Group D (clay) soils;
 - in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;
 - in an ERA within a DWSMA classified as moderate vulnerability unless the Regulated Party performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
 - outside of an ERA within a DWSMA classified as high or very high vulnerability unless the City performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
 - within 1,000 feet up-gradient or 100 feet down gradient of active karst features; and
 - that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities;

hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.

(2) A combination of successive practices may be used to achieve the applicable minimum control requirements specified. Justification shall be provided by the applicant for the method selected, except as provided in storm water management “limitations” noted in the state’s NPDES general permit.

(3) For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, the applicant is required to identify locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment.

(a) Off-site treatment project areas shall be selected in the following order of preference: locations that yield benefits to the same receiving water that receives runoff from the original construction activity; locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity; locations in the next adjacent DNR catchment area up-stream; or locations anywhere within the Regulated Party's jurisdiction.

(b) Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by the General Permit cannot be used to meet this requirement.

(c) Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity.

(D) *Adequacy of outlets.* The adequacy of any outlet used as a discharge point for proposed storm water management system must be assessed and documented to the satisfaction of the City Engineer. To the extent practicable, hydraulic capacities of downstream natural channels, storm sewer systems or streets shall be evaluated to determine if they have sufficient conveyance capacity to receive and accommodate post-development runoff discharges and volumes. In addition, projected velocities in downstream natural or human-made channels shall not exceed that which is reasonably anticipated to cause erosion unless protective measures acceptable to the City Engineer are approved and installed as part of the storm water management plan. The assessment of outlet adequacy shall be included in the storm

water management plan.

Section 4. City Code Chapter 152.37, Operation, Maintenance and Inspection, is hereby amended to read as follows:

All storm water management systems shall be designed to minimize the need for maintenance, to provide easy vehicle (typically, eight feet or wider) and personnel access for maintenance purposes, and to be structurally sound. All storm water management systems shall have a plan of operation and maintenance that assures continued effective removal of pollutants carried in storm water runoff. The City Engineer may inspect all public and private storm water management systems at any time. Inspection records will be kept on file at the City Engineer's office. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the storm water management system for inspection and maintenance purposes. The owner must perform routine maintenance and inspections that are required annually and includes mowing grass, controlling weeds and woody vegetation, repairing eroded areas and removing debris. Owner shall maintain records and provide annual maintenance and inspection reports. The reports shall be made available to the City upon request.

The owner must perform non-routine maintenance which includes sediment cleanout and major structural repairs when needed. Inspections for non-routine maintenance items must occur at a minimum of every five years. Sediment cleanout must occur when 50% of the permanent pool storage volume is sediment. The City Engineer shall retain enforcement powers for assuring adequate operation and maintenance activities through permit conditions, penalties, non-compliance orders and fees.

Section 5. City Code Chapter 152.43, Construction Plans and Specifications, is hereby amended to read as follows:

- (A) The plans and specifications prepared for the construction of the storm water management system must be:
- (1) Consistent with the storm water management plan approved by the City Engineer, including any special provisions or conditions;
 - (2) In conformance with the requirements of the city and any other necessary permits required and issued by other governmental agencies;
 - (3) Sealed and signed by a professional engineer registered in the state;
 - (4) Submitted to the City Engineer for approval;
 - (5) Approved by the City Engineer prior to commencing construction; and
 - (6) Site plan reviews shall be documented by the City to achieve

compliance with MS4 permitting requirements.

(B) The construction grading and erosion/sediment control plans, in a format acceptable to the City Engineer, shall contain a drawing or drawings delineating the features incorporated into the storm water pollution prevention plan (SWPPP) including details of perimeter protection, construction phasing, storm drain inlet protection, erosion control measures, temporary and final stabilization measures, including all BMPs. In addition, the construction specifications shall contain technical provisions describing erosion, sedimentation and water control measures to be utilized during and after construction as well as to define the entities responsible for the installation and maintenance of the BMPs. The project SWPPP must be incorporated into the construction specification documents.

Section 6. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2022.

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, Certain sections of the Fergus Falls City Code Chapter 152 have been amended by Ordinance No. 31, 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. 31, Eighth Series, is as follows:

AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA, AMENDING CHAPTER

**152.26 DEFINITIONS OF STORM WATER
MANAGEMENT, CHAPTER 152.33, PLAN;
APPROVAL STANDARDS; CHAPTER 152.36,
CRITERIA FOR NEW AND REDEVELOPED
PERMANENT FACILITIES; CHAPTER 152.37,
OPERATION, MAINTENANCE AND INSPECTION;
AND CHAPTER 152.43, CONSTRUCTION PLANS
AND SPECIFICATIONS OF THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 31, Eighth Series, is as follows:

- Section 1 amends Chapter 152.26, Definitions
- Section 2 amends Chapter 152.33, Plan; Approval Standards
- Section 3 amends Chapter 152.36, Criteria for New and Redeveloped Permanent Facilities
- Section 4 amends Chapter 152.37, Operation, Maintenance and Inspection
- Section 5 amends Chapter 152.43, Construction Plans and Specifications
- Section 6 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 _____, 2022, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on _____.



Memo

Page 1 of 1

Meeting Date:

February 21- Council

Subject:

Adoption of resolution calling for public hearing on April 17, 2023.

Recommendation:

Adopt a resolution calling for a public hearing on April 17, 2023 regarding the proposed establishment of a TIF district at the former Shopko site.

Background/Key Points:

FM Bank has entered into an agreement with River's Edge Investment for the purchase of the former Shopko lot and is pursuing the creation of a redevelopment TIF district. In this case, TIF is requested to offset demolition costs for the removal of blight (i.e., the old Shopko building). A city may designate development districts within the boundaries of the city, but before designating a district, the city must hold a public hearing on the designation. Legal notification requirements mean the public hearing may not be held until April 17, 2023 at the earliest.

In the meantime, the attached timeline will be followed. Simultaneously, the report designating the former Shopko building as substandard will be revisited and an update on the findings reported to Council.

Budgetary Impact:

All fees related to the attached timeline are to be paid by the developer.

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck, Community Development Manager

Attachments:

Timeline
Preliminary reports from Baker Tilly
Resolution language

City of Fergus Falls, Minnesota
Tax Increment Financing Plan for Redevelopment District No. 4-16
April 17, 2023 – Public Hearing Date

PROPOSED SCHEDULE OF EVENTS

| Date | Event | Responsible Party |
|---|---|--------------------------|
| February - March | Evaluate developer information and creation of TIF Plan | City, Baker Tilly, Taft |
| Tuesday February 21, 2023 | City Council - Adoption of resolution calling for public hearing on April 17, 2023 | City, Taft |
| March 1, 2023 | Written notice to County Commissioners – creation of Redevelopment District (At least 30 days before the publication of the notice for the public hearing) | Baker Tilly |
| Thursday March 16, 2023 | County and School District receive impact letters and draft TIF plan. (At least 30 days prior to public hearing) | Taft, Baker Tilly |
| Wednesday April 5, 2023 Deadline: March 29 | Publication of notice of public hearing in Fergus Falls Daily Journal Newspaper (10-30 days prior to public hearing.) | City, Baker Tilly |
| Monday April 17, 2023 | City Council holds public hearing and adopts resolution approving TIF Plan and TIF District | City, Taft, Baker Tilly |
| After April 17, 2023 | Notification to County and State of TIF Plan. | Baker Tilly |

Projected Tax Increment Report

**City of Fergus Falls, Minnesota
 Tax Increment Financing (Redevelopment) District
 FM Bank Redevelopment
 Draft TIF Plan Exhibits: Based on \$2.7M new taxable value**

| Annual Period Ending (1) | Total Market Value (2) | Total Net Tax Capacity (3) | Less: Original Net Tax Capacity (4) | Retained Captured Net Tax Capacity (5) | Times: Tax Capacity Rate (6) | Annual Gross Tax Increment (7) | Less: State Aud. Deduction 0.360% (8) | Subtotal Net Tax Increment (9) | Less: Admin Retainage 10.00% (10) | Annual Net Revenue (12) |
|--------------------------|------------------------|----------------------------|-------------------------------------|--|------------------------------|--------------------------------|---------------------------------------|--------------------------------|-----------------------------------|-------------------------|
| 12/31/24 | 990,200 | 19,344 | 19,344 | 0 | 107.288% | 0 | 0 | 0 | 0 | 0 |
| 12/31/25 | 990,200 | 19,344 | 19,344 | 0 | 107.288% | 0 | 0 | 0 | 0 | 0 |
| 12/31/26 | 2,995,905 | 59,168 | 19,344 | 39,824 | 107.288% | 42,726 | 154 | 42,572 | 4,257 | 38,315 |
| 12/31/27 | 3,055,823 | 60,366 | 19,344 | 41,022 | 107.288% | 44,012 | 158 | 43,854 | 4,385 | 39,469 |
| 12/31/28 | 3,116,940 | 61,589 | 19,344 | 42,245 | 107.288% | 45,324 | 163 | 45,161 | 4,516 | 40,645 |
| 12/31/29 | 3,179,278 | 62,836 | 19,344 | 43,492 | 107.288% | 46,661 | 168 | 46,493 | 4,649 | 41,844 |
| 12/31/30 | 3,242,864 | 64,107 | 19,344 | 44,763 | 107.288% | 48,026 | 173 | 47,853 | 4,785 | 43,068 |
| 12/31/31 | 3,307,721 | 65,404 | 19,344 | 46,060 | 107.288% | 49,417 | 178 | 49,239 | 4,924 | 44,315 |
| 12/31/32 | 3,373,876 | 66,728 | 19,344 | 47,384 | 107.288% | 50,837 | 183 | 50,654 | 5,065 | 45,589 |
| | | | | | | \$327,003 | \$1,177 | \$325,826 | \$32,581 | \$293,245 |

(1) value based on value estimate provided by County - FM Bank at \$2,700,000, plus existing land value, with 2% annual market value inflat.

(2) tax capacity based on commercial/industrial class rate of 2%

(3) original net tax capacity will be based on exisitng land and building value and commercial/industrial class rate - \$19,344

(4) combined proposed local tax capacity rate of City of Fergus Falls, ISD 544 and Otter Tail County for payable 20:

Projected Pay-As-You-Go Note Report

City of Fergus Falls, Minnesota
Tax Increment Financing (Redevelopment) District
FM Bank Redevelopment
Draft TIF Plan Exhibits: Based on \$2.7M new taxable value

Note Date: 02/01/24
 Note Rate: 0.00%
 Amount: \$286,000

| Date (1) | Principal (2) | Interest (3) | P & I (4) | Cumulative Interest Due (5) | Unpaid Accrued Interest (6) | Semi-Annual Net Revenue (7) | Loan Balance Outstanding (8) |
|-------------|------------------|-----------------|--------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| | | | | | | | 286,000.00 |
| 02/01/25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 286,000.00 |
| 08/01/25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 286,000.00 |
| 02/01/26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 286,000.00 |
| 08/01/26 | 19,157.50 | 0.00 | 19,157.50 | 0.00 | 0.00 | 19,157.50 | 266,842.50 |
| 02/01/27 | 19,157.50 | 0.00 | 19,157.50 | 0.00 | 0.00 | 19,157.50 | 247,685.00 |
| 08/01/27 | 19,734.50 | 0.00 | 19,734.50 | 0.00 | 0.00 | 19,734.50 | 227,950.50 |
| 02/01/28 | 19,734.50 | 0.00 | 19,734.50 | 0.00 | 0.00 | 19,734.50 | 208,216.00 |
| 08/01/28 | 20,322.50 | 0.00 | 20,322.50 | 0.00 | 0.00 | 20,322.50 | 187,893.50 |
| 02/01/29 | 20,322.50 | 0.00 | 20,322.50 | 0.00 | 0.00 | 20,322.50 | 167,571.00 |
| 08/01/29 | 20,922.00 | 0.00 | 20,922.00 | 0.00 | 0.00 | 20,922.00 | 146,649.00 |
| 02/01/30 | 20,922.00 | 0.00 | 20,922.00 | 0.00 | 0.00 | 20,922.00 | 125,727.00 |
| 08/01/30 | 21,534.00 | 0.00 | 21,534.00 | 0.00 | 0.00 | 21,534.00 | 104,193.00 |
| 02/01/31 | 21,534.00 | 0.00 | 21,534.00 | 0.00 | 0.00 | 21,534.00 | 82,659.00 |
| 08/01/31 | 22,157.50 | 0.00 | 22,157.50 | 0.00 | 0.00 | 22,157.50 | 60,501.50 |
| 02/01/32 | 22,157.50 | 0.00 | 22,157.50 | 0.00 | 0.00 | 22,157.50 | 38,344.00 |
| 08/01/32 | 22,794.50 | 0.00 | 22,794.50 | 0.00 | 0.00 | 22,794.50 | 15,549.50 |
| 02/01/33 | 15,549.50 | 0.00 | 15,549.50 | 0.00 | 0.00 | 15,549.50 | 0.00 |
| | \$286,000 | \$0.00 | \$286,000.00 | | \$0.00 | \$286,000.00 | |
| | | | | Surplus Tax Increment | 7,245.00 | | |
| | | | | Total Net Revenue | \$293,245.00 | | |

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

HELD: February 21, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Fergus Falls, Otter Tail County, Minnesota, was duly held at the City Hall on February 21, 2023, at 5:30 p.m. for the purpose, in part, of calling a public hearing on the proposed establishment of Tax Increment Financing District No. 4-16 therein and the proposed adoption of the Tax Increment Financing Plan relating thereto.

The following Council members were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED
ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 4-16
WITHIN DEVELOPMENT DISTRICT NO. 4 AND THE PROPOSED ADOPTION OF
A TAX INCREMENT FINANCING PLAN RELATING THERETO

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

1. Public Hearing. This Council shall meet on March 17, 2023, at approximately 5:30 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Tax Increment Financing District No. 4-16 within Development District No. 4, and (b) the proposed adoption of a Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act").

2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed amendment to the Development Program and the proposed Tax Increment Financing Plan on file in the Administrator's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The Administrator is hereby directed to mail a notice of the public hearing and a copy of the proposed amendment to the Development Program and the proposed Tax Increment Financing Plan to Otter Tail County and Independent

School District No. 544, informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed tax increment financing district.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting City Administrator of the City of Fergus Falls, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Fergus Falls, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's proposed modification to the development program and proposed tax increment financing district.

WITNESS my hand as such City Administrator of the City of Fergus Falls this ____ day of February 21, 2023.

City Administrator

Exhibit A
CITY OF FERGUS FALLS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Fergus Falls (the "City"), Otter Tail County, Minnesota, will hold a public hearing on Monday, March 17, 2023, at 5:30 p.m., at the City Hall, 112 West Washington Avenue, Fergus Falls, Minnesota, relating to the proposed establishment of Tax Increment Financing District No. 4-16 within Development District No. 4, and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, inclusive, as amended. Copies of the proposed Tax Increment Financing Plan are on file and available for public inspection at the office of the City Administrator at City Hall.

The property proposed to be included in Tax Increment Financing District No. 4-16 is described in the Tax Increment Financing Plan on file in the office of the City Administrator. Development District No. 4, as enlarged, is coterminous with the entire corporate boundaries of the City of Fergus Falls.

A map of Development District No. 4, and Tax Increment Financing District No. 4-16 is set forth below:

[INSERT MAP of Development District No. 4, and Tax Increment Financing District No. 4-16]

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

Dated: February 21, 2023

BY ORDER OF THE CITY COUNCIL

/s/ Andrew Bremseth, City Administrator

DISCUSSION OUTLINE: FOR LAKE ALICE



THE GOAL: Decision makers, stakeholders and lake residents want a cost-effective way to improve water quality which restores lake-place aesthetics, maintains property values, and provides for recreation. People want water quality that is swimmable, fishable and drinkable by livestock and pets.

- **PERMIT:** To operate the technology most effectively, the devices need to be installed shortly after ice-out. This requires the project sponsor to obtain a no-cost, non-binding summertime aeration permit which takes about 60-90 days to process and receive.
- **TESTING:** WATER QUALITY WILL BE MEASURED IN DIFFERENT WAYS, INCLUDING THROUGH THE IN-SITU BUOY SYSTEM. IN-SITU IS A STATE-OF THE-ART TESTING SYSTEM THAT ALLOWS REMOTE TESTING.
- **Technology:** The WQ3D technology is a patent pending non-chemical water treatment system that raises oxygen levels.

| Category | Expected Outcome |
|--------------------|--|
| Oxygen | Will depend on the biological oxygen demand load in and to the lake, but should improve throughout the season. |
| Secchi (turbidity) | Clarity of water is expected to improve as the oxygen increases. |
| pH | The pH should increase throughout the process. (This is good.) |
| Phosphorus | The phosphorus for internal loading will decrease as the oxygen increases. |
| Algae and Plants | Expected outcome is a reduction in algae and weeds as oxygen increases. |



**DEPARTMENT OF
NATURAL RESOURCES**
MNDNR PERMITTING AND REPORTING SYSTEM

Permit Number
AERP4139

AERATION PERMIT - OPEN WATER
EXPIRATION DATE: SEPTEMBER 30, 2022

On the basis of statements and information contained in the permit application, letters, maps, and plans submitted by the applicant and other supporting data, all of which are made part hereof by reference, **PERMISSION IS HEREBY GRANTED** to the applicant to perform actions as authorized below.

| | | |
|----------------------|--------------------------|---|
| Project Name: | County: Waseca | Resource (Lake ID): St. Olaf (81000300) |
|----------------------|--------------------------|---|

| |
|--|
| <p>Authorized Action:</p> <p>Aerate water body to improve water quality.</p> <p>System Type(s): - 1 Bubbler/Diffuser (0.5 hp). Permanent? No. System Address: 50 yards west of the public access site. Installed under docks. MN</p> <p>Periods during which this system may be operated: Open Water only.</p> <p>Diffuser must be installed close to dock and have reflective tape or poles attached. Water output shall be directed slightly upward or parallel to the water surface. Sediment and/or rooted vegetation may not be disturbed by diffuser. All county ordinances must be followed.</p> |
|--|

| | |
|--|---|
| <p>Primary Permittee:</p> <p>St. Olaf Lake Association 17406 240th Ave New Richland, MN 56072</p> | <p>Open Water Area Location(s):</p> <p>Number of open water areas: 1 - UTM zone 15N, 466436m east, 4861412m north; T105N-R22W-S13 Meandered water body (Size: 0 ft. x 0 ft.)</p> |
|--|---|

| |
|---|
| <p>Primary Permittee Contact (operator, permit contact):</p> <p>Steve Hagen 17406 240th Ave New Richland, MN 56072 sphagen61@gmail.com</p> |
|---|

| | | | |
|--|--|--|--------------------------------------|
| Issued Date: 08/30/2021 | | Expiration Date: 09/30/2022 | |
| Authorized Issuer: Tom Hovey | Title: Water Regulations Unit Supervisor | Email Address: tom.hovey@state.mn.us | Phone Number: 651-259-5654 |

This permit is granted **subject** to the following **CONDITIONS:**

OPERATION PERIOD: Aeration systems authorized under this permit will be operated only during the period specified above. The permittee may request an extension of the operation permit by submitting a written request, stating the reason thereof, to the Commissioner of Natural Resources.

APPLICABLE FEDERAL, STATE, OR LOCAL REGULATIONS: The permittee is not released from any rules, regulations, requirements, or standards of any applicable federal, state, or local agencies; including, but not limited to, the U.S. Army Corps of Engineers, Board of Water and Soil Resources, MN Pollution Control Agency, watershed districts, water management organizations, county, city and township zoning.

NOT ASSIGNABLE: This permit is not assignable by the permittee except with the written consent of the Commissioner of Natural Resources.

Conditions (continued):

NO CHANGES: The permittee shall make no changes, without written permission or amendment previously obtained from the Commissioner of Natural Resources, in aeration system type, location, or operation period authorized hereunder.

SITE ACCESS: The permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the Commissioner of Natural Resources for inspection of the work authorized hereunder.

TERMINATION: This permit may be terminated by the Commissioner of Natural Resources at any time deemed necessary for the conservation of water resources of the state, or in the interest of public health and welfare, or for violation of any of the conditions or applicable laws, unless otherwise provided in the permit.

WRITTEN CONSENT: In all cases where the operation of an aeration system by the permittee involves the taking, using, or damaging of any property rights or interests of any other person or persons, or of any publicly owned lands or improvements thereon or interests therein, the permittee, before proceeding, shall obtain the written consent of all persons, agencies, or authorities concerned, and shall acquire all property, rights, and interests needed for aeration system operation.

PERMISSIVE ONLY / NO LIABILITY: This permit is permissive only. No liability shall be imposed by the State of Minnesota or any of its officers, agents or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of the permittee or any of its agents, employees, or contractors. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person other than the state against the permittee, its agents, employees, or contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the state against the permittee, its agents, employees, or contractors for violation of or failure to comply with the permit or applicable conditions.

INVASIVE SPECIES - EQUIPMENT DECONTAMINATION: All equipment intended for use at an aeration site must be free of prohibited invasive species and aquatic plants prior to being transported into or within the state and placed into state waters. All equipment used in designated infested waters, shall be inspected by the Permittee or their authorized agent and adequately decontaminated prior to being transported from the worksite. The DNR is available to train inspectors and/or assist in these inspections. For more information refer to the "Best Practices for Preventing the Spread of Aquatic Invasive Species" at http://files.dnr.state.mn.us/publications/ewr/invasives/ais/best_practices_for_prevention_ais.pdf. Contact your regional Invasive Species Specialist for assistance at www.mndnr.gov/invasives/contacts.html. A list of designated infested waters is available at www.mndnr.gov/invasives/ais/infested.html. A list of prohibited invasive species is available at www.mndnr.gov/invasives/laws.html#prohibited.

NO WORK AFFECTING BED OF PUBLIC WATERS: Operation or installation of an aeration system must not affect the course, current, or cross-section of public waters. Excavation and fill of public waters is not allowed under this permit.

AQUATIC VEGETATION: Aeration systems must not be used to uproot aquatic or riparian vegetation.

HOLD HARMLESS: Permittee agrees to assume the entire responsibility and liability for all damages or injury to all persons and to all property arising out of, resulting from, or in any manner connected with the design, construction, installation, operation, maintenance, supervision, or inspection of the permitted aeration system. Permittee agrees to indemnify, defend, and hold harmless the State of Minnesota, its agents and employees from all claims, damages, or injury except those arising from the state's own negligence to the extent authorized by Minnesota Statutes Section 3.736 of the Minnesota Tort Claims Act. This indemnity agreement includes, but is not limited to, claims that the permittee was negligent or otherwise liable for allowing, designing, constructing, installing, operating, inspecting, maintaining, supervising, or approving the permitted aeration system, or failing to do so.

cc: Durel Carstensen, Aeration - APM Work Area Staff, New Ulm APM
Craig Soupir, DNR Fisheries, Waterville Area
Brent Ihnen, Conservation Officers, Waseca

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

| | | |
|--------------------------------|--------------------------------|-----------|
| AT&T MOBILITY | DATA PLANS/FIRE CHIEF PHONE | 49.72 |
| AT&T MOBILITY | DATA PLANS/PREVENTION CHIEF | 44.69 |
| AT&T MOBILITY | DATA PLANS/TRAINING CHIEF | 44.69 |
| AT&T MOBILITY | IPADS & CELL PHONE DATA | 356.99 |
| ADMINISTRATOR'S CONTINGENCY FD | JAN 2023 ANALYSIS SVC CHARGE | 141.62 |
| ADMINISTRATOR'S CONTINGENCY FD | JANUARY INTEREST EARNED | .02- |
| ADMINISTRATOR'S CONTINGENCY FD | REISSUE PAYROLL CHECK | 555.72 |
| ADVANCED FIRST AID INC | FEB ONSITE HS1 AED REPLACEMENT | 350.00 |
| ADVANCED FIRST AID INC | FEB SMART PADS II DEFIBRILLAT | 186.00 |
| ALPHA TRAINING & TACTICS LLC | DELANEY UNIFORM PURCHASE | 244.60 |
| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 870.44 |
| AMERITAS | FEBRUARY DENTAL INSURANCE | 3,571.13 |
| SEAN ANDERSON | CLEANING WEEKS OF JAN 30-FEB 6 | 455.04 |
| AUTO VALUE - FERGUS FALLS | JANUARY T4 LIGHT REPAIR-#3013 | 19.95 |
| BEYER BODY SHOP, INC. | TOW FORD F150/23003387 | 175.00 |
| BEYER BODY SHOP, INC. | TOW FORD F150/23003388 | 175.00 |
| BEYER BODY SHOP, INC. | TOW NISSAN ALTIMA/2300385 | 125.00 |
| BIGWOOD EVENT CENTER | FEBRUARY MEETING ROOM EXPENSE | 447.98 |
| BOUND TREE MEDICAL LLC | OCTOBER UNIFORMS | 590.76 |
| CHARTER COMMUNICATIONS | 02/02-03/01/23 CABLE | 44.88 |
| CHARTER COMMUNICATIONS | 02/04-03/03/23 CABLE | 52.62 |
| CLIMATE CONTROL INC | VALVE ACTUATORS PER QUOTE | 800.00 |
| COMMISSIONER OF REVENUE | 2023 JANUARY SALES TAX | 49,325.00 |
| COMSTOCK CONSTRUCTION INC | CHANGE TO URINAL, PATCH, PAINT | 3,952.33 |
| COOPERS TECHNOLOGY GROUP | FEB 2" BINDERS, HIGHLIGHTERS | 79.54 |
| COOPERS TECHNOLOGY GROUP | FEBRUARY DESK PAD CALENDAR | 11.79 |
| COOPERS TECHNOLOGY GROUP | STAMP "SCANNED" | 8.99 |
| DACOTAH PAPER CO | BATTERY,CAN LINER,TISSUE,CLNR | 2,177.03 |
| DACOTAH PAPER CO | BATTERY,HAND SANITIZER | 211.36 |
| DACOTAH PAPER CO | MOP,CAN LINER,TISSUE,TOWEL | 834.85 |
| DAILY JOURNAL | JAN PUBLISH ORDINANCE 34, 8TH | 279.13 |

General

| | | |
|--------------------------------|--------------------------------|------------|
| DAILY JOURNAL | JAN PUBLISH ORDINANCE 35, 8TH | 288.75 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 108,294.46 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 2,786.86 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3002 | 102.08 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3006 | 98.47 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3019 | 86.06 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3040 | 81.44 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3041 | 98.61 |
| EQUIPMENT FUND | JAN FUEL CHARGES #3042 | 70.11 |
| EQUIPMENT FUND | JAN REPAIRS/SERVICE #3040 | 586.83 |
| EQUIPMENT FUND | JAN REPAIRS/SERVICE #3042 | 901.28 |
| 4M FUND | JAN 2023 SERVICE CHARGE | 55.56 |
| FASTENAL COMPANY | FEB PARK SAFETY VENDING | 42.74 |
| FASTENAL COMPANY | FEB STREET SAFETY VENDING | 42.74 |
| FERGUS FALLS CONVENTION & | DEC 2022 LODGING TAX | 10,343.21 |
| FERGUS FALLS CONVENTION & | DEC 2022 LODGING TAX ADMIN | 312.58- |
| FIRE-N-ICE HEATING & AIR COND | CLEARED BLOCKAGE CLEANOUT | 275.00 |
| GALLS LLC | CEDERBER UNIFORM PURCHASE | 22.93 |
| GALLS LLC | CEDERBERG UNIFORM PURCHASE | 197.00 |
| GALLS LLC | DELANEY UNIFORM PURCHASE | 519.90 |
| GALLS LLC | FOREMAN UNIFORM PURCHASE | 50.94 |
| GALLS LLC | HAKEN RETURN TASER HOLSTER | 47.52- |
| GALLS LLC | HAKEN UNIFORM PURCHASE | 182.26 |
| GALLS LLC | HAKEN UNIFROM PURCHASE | 31.45 |
| GALLS LLC | MATTER UNIFORM PURCHASE | 52.19 |
| GALLS LLC | MILLER UNIFORM PURCHASE | 123.20 |
| GALLS LLC | RENNER UNIFORM RETURN | 152.03- |
| GOODIN COMPANY | LAV FAUCET W/SPEED CON DRAIN | 116.14 |
| GRAINGER INC | DEC 48" SCOOP SHOVELS (MICK) | 393.42 |
| GRANITE ELECTRONICS | RADIO REPAIR | 324.73 |
| GRANITE ELECTRONICS | 104S RADIO REPAIR DIFFERENCE | 9.00 |
| GREAT PLAINS NATURAL GAS CO | JANUARY NATURAL GAS EXPENSE | 4,106.21 |
| JASON HAUGEN | 2023 SAFETY BOOT REIMBURSEMENT | 250.00 |
| HIGH POINT NETWORKS LLC | AZURE ACTIVE DIRECTORY PREMIUM | 747.00 |
| HIGH POINT NETWORKS LLC | HPN MONTHLY M365/GSUITE B | 228.00 |
| HIGH POINT NETWORKS LLC | OFFICE 365 G3 GCC | 1,826.00 |
| HIGH POINT NETWORKS LLC | PROJECT PLAN 3 FOR GCC | 30.00 |
| HIGH POINT NETWORKS LLC | VISIO PLAN 2 FOR GCC | 45.00 |
| HOME DEPOT CREDIT SERVICES | FEB BLUE ARCTIC EXTENTION CORD | 17.97 |
| HOME DEPOT CREDIT SERVICES | FEBRUARY TAPCON 5/16X2-1/4 HWH | 13.54 |
| HOME DEPOT CREDIT SERVICES | JAN EXTENTION CORD,FLOOR SIGN | 43.98 |
| JB ELECTRIC | JANUARY REPAIR CONTROL CABINET | 300.89 |
| J.P. COOKE COMPANY | HOT FILE STAMP | 51.95 |

General

| | | |
|--------------------------------|--------------------------------|----------|
| SCOTT KVAMME | JANUARY MEETING/MEALS, MILEAGE | 283.29 |
| LAKE REGION ELECTRIC COOP | JAN/SNOW REMOVAL/EQUIP BLDG | 119.49 |
| LAKE REGION ELECTRIC COOP | JANUARY ELECTRICITY EXPENSE | 2,720.31 |
| LAKELAND MENTAL HEALTH CENTER | JAN/EMPLOYEE ASSIST-1460991 | 100.00 |
| LAKELAND MENTAL HEALTH CENTER | JAN/EMPLOYEE ASSIST-1466663 | 100.00 |
| LAKELAND MENTAL HEALTH CENTER | JAN/EMPLOYEE ASSIST-1471814 | 100.00 |
| LAKES COUNTRY SERVICE COOP | JAN PRE-EMPLOY DRUG SCREEN | 35.00 |
| LEAGUE OF MINNESOTA CITIES | 2023 SAFETY & LOSS WORKSHOP | 20.00 |
| DANIEL F E LIPSON | TUITION REIMBURSEMENT | 1,840.00 |
| LOCATORS & SUPPLIES INC | FEB BIFOCAL SAFETY GLASSES | 11.98 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 651.68 |
| MIDWEST PRINTING COMPANY | FEBRUARY SUPPLIES-LETTERHEAD | 695.00 |
| MN FIRE SVC CERTIFICATION | FIREFIGHTER 1 CERTIFICATION EX | 504.00 |
| MHSRC/RANGE | DUENOW EVOC CLASS FEE | 490.00 |
| MHSRC/RANGE | RENNER EVOC CLASS FEE | 490.00 |
| MOTION INDUSTRIES INC | BANDED V-BELTS | 102.30 |
| NEW HORIZONS ENERGY | JANUARY PROPANE-MAIN TERMINAL | 4,653.11 |
| NEW HORIZONS ENERGY | JANUARY PROPANE-SRE BUILDING | 3,437.77 |
| NYCKLEMOE & ELLIG, P.A. | FEBRUARY PROSECUTING SERVICES | 9,492.50 |
| OTTER TAIL POWER COMPANY | JANUARY ELECTRICITY EXPENSE | 2,658.21 |
| OTTER TAIL POWER COMPANY | CREATE VECTOR VERSION-FF LOGO | 81.60 |
| OTTER TAIL POWER COMPANY | JANUARY RURAL CHILD CARE PROGR | 185.30 |
| OTTER TAIL POWER COMPANY | JANUARY TOW SHEETS | 148.38 |
| OTTER TAIL POWER COMPANY | 2023 SCHEDULE INSERTS | 370.60 |
| OTTER TAIL POWER COMPANY | 2023 WINTER CODE REMINDERS | 364.17 |
| OTTER TAIL TELCOM | FEBRUARY ADDITIONAL LISTING | 10.00 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 784.56 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE LINES | 272.53 |
| OTTER TAIL TELCOM | JANUARY LONG DISTANCE | 4.62 |
| PEBBLE LAKE GOLF CLUB, INC. | REPAIRS A/C,D.ROOM,KITCHEN | 9,865.75 |
| PEMBERTON LAW, P.L.L.P. | JAN 2023 INVESTIGATIVE SERVICE | 7,032.50 |
| PERRIN MOBILE MEDICAL SERVICES | FEB RANDOM DRUG SCREEN | 135.00 |
| POLICE DEPT CONTINGENCY FUND | BERGREN CHIEFS CONF FEE | 525.00 |
| POLICE DEPT CONTINGENCY FUND | FOREMAN UNIFORM PURCHASE | 79.41 |
| POLICE DEPT PETTY CASH | DELANEY EVOC TRAINING MEALS | 12.84 |
| POLICE DEPT PETTY CASH | GARAGE SUPPLIES | 4.98 |
| POLICE DEPT PETTY CASH | RENNER EVOC TRAINING EXPENSES | 37.01 |
| POSTAGE BY PHONE | POSTAGE BY PHONE | 3,000.00 |
| PRO-WEST & ASSOCIATES, INC | GIS TECHNICAL SUPPORT | 634.15 |
| PRO-WEST & ASSOCIATES, INC | GIS TECHNICAL SUPPORT SERVICES | 460.70 |
| RICOH USA INC | RICOH4247 SN27405 ANNUAL MAINT | 1,223.33 |
| RICOH USA INC | RICOH4247 SN27406 ANNUAL MAINT | 1,223.33 |
| SHERWIN WILLIAMS CO | FEBRUARY PROBLOCK | 17.18 |

General

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| SHOPKO OPTICAL | 2023 SAFETY GLASSES-NEIGEL | 86.36 |
| SIGN GUYS LLC | FEB DOUBLE SIDED YARD SIGNS | 190.00 |
| SIGN GUYS LLC | FEBRUARY KIRKBRIDE SKI SIGNS | 290.00 |
| SKY CREW SERVICES, LLC | MARCH MANAGEMENT FEES | 3,500.00 |
| SHI INTERNATIONAL CORP | ANNUAL ANTIVIRUS SUBSCRIPTION | 2,400.00 |
| SHI INTERNATIONAL CORP | ANNUAL SUBSCRIPTION ON-PREMISE | 450.00 |
| SPEE*DEE DELIVERY SERVICE INC | STANDARD SHIPPING | 94.52 |
| SUMMIT COMPANIES | MONITORING 02/01-04/30/2023 | 105.00 |
| TAG-UP | METALLIC PLATES | 16.50 |
| TRI-STATE AIR DUCT CLEANING | GOLF COURSE DUCT CLEANING | 4,600.00 |
| VERIZON WIRELESS | CELL/AIR CARDS 1/2-2/1 | 1,082.29 |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/JAN 2023 | 1,660,354.46 |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/01F050619 | 99,840.28- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/01F052615 | 384,653.85- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/83162CR96 | 140,000.00- |
| WELLS FARGO - INVESTMENTS | PURCHASE OF INVEST/91282CFV8 | 205,683.10- |
| WELLS FARGO BANK MINNESOTA NA | 07/01-09/30/22 INVESTMENT FEES | 13,470.52 |
| WEX | JANUARY FLEX/HSA PART FEE | 153.45 |
| | F U N D T O T A L | 1,111,101.05 |

P.A. General

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| AL'S REFRIGERATION, INC. | REPAIRS TO CBHH REFRIGERATOR | 142.50 |
| ATLAS OUTDOOR SERVICES LLC | FEBRUARY/CBHH SNOW/LAWN CARE | 1,000.00 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 1,182.42 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 8.11 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 51.89 |
| MN DEPT OF LABOR & INDUSTRY | BOILER INSPECTION CBHH | 20.00 |
| SUMMIT COMPANIES | MONTHLY MONITORING -FEB | 32.50 |
| UGSTAD PLUMBING INC | BOILER/GEN CK 02/02/23 | 90.00 |
| UGSTAD PLUMBING INC | TAPED JOINTS OF CO DETECTOR | 360.00 |
| WSB & ASSOCIATES INC | DEC ECONOMIC DEVELOPMENT ASSIS | 320.25 |
| WEX | JANUARY FLEX/HSA PART FEE | 3.30 |
| | F U N D T O T A L | 3,210.97 |

Public Library

Public Library

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|--------------------------------|--------------------------------|-----------|
| ADMINISTRATOR'S CONTINGENCY FD | JANUARY DVD | 15.00 |
| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 6.55 |
| BAKER & TAYLOR INC | BOOKS | 2,501.99 |
| BAKER & TAYLOR INC | FREIGHT SURCHARGE | 25.02 |
| BAKER & TAYLOR INC | PROCESSING | 190.23 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 6,748.72 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 54.42 |
| GREAT PLAINS NATURAL GAS CO | JANUARY NATURAL GAS EXPENSE | 141.71 |
| HOME DEPOT CREDIT SERVICES | FEB CLEANING SUPPLIES FOR LIBR | 31.94 |
| KRISTA KUGLER | 2022 MILEAGE REIMBURSEMENT | 183.25 |
| VICTOR LUNDEEN COMPANY | BOOK COVER REPAIR 1189917 | 9.99 |
| VICTOR LUNDEEN COMPANY | PAPER 1189793 | 42.00 |
| OTTER TAIL POWER COMPANY | 2023 WINTER READING PROGRAM | 364.16 |
| OTTER TAIL TELCOM | FEBRUARY LIBRARY FAX LINE | 35.43 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 147.32 |
| US BANK EQUIPMENT FINANCE | 01/21-02/21/23 COPIER LEASE | 579.28 |
| US BANK EQUIPMENT FINANCE | 09/21/22-12/21/22 COPIER OVER | 40.88 |
| WEX | JANUARY FLEX/HSA PART FEE | 15.26 |
| | F U N D T O T A L | 11,133.15 |

Bigwood Event Center

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| ADMINISTRATOR'S CONTINGENCY FD | MN CROP INVESTMENT ASSN/OVERPA | 10.00 |
| ADVANCED FIRST AID INC | FEB SMART PADS II DEFIBRILLAT | 124.00 |
| ARAMARK | FEBRUARY LINEN SUPPLY | 433.26 |
| CARDCONNECT | JAN CREDIT CARD FEES | 110.95 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 1,847.52 |
| MARCO TECHNOLOGIES LLC | 01/29-02/28/23 COPIER RENT | 119.86 |
| OTTER TAIL TELCOM | FEBRUARY INTERNET ACCESS | 91.64 |
| PRECISION CATERING MINNESOTA | FEBRUARY BEVERAGES 02/04/2023 | 5,058.80 |
| PRECISION CATERING MINNESOTA | FEBRUARY FOOD 02/04/2023 | 7,800.00 |
| PRECISION CATERING MINNESOTA | 02/04/2023 LESS 15% | 1,582.35- |
| WEX | JANUARY FLEX/HSA PART FEE | 2.75 |
| | F U N D T O T A L | 14,016.43 |

T.I. IV-9/Lutheran Brethren Homes Inc

T.I. IV-9/Lutheran Brethren Homes Inc

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| OTTER TAIL COUNTY TREASURER | RETURN TIF 4-9 TAX SETTLEMENT | 4,379.83 |
| | F U N D T O T A L | 4,379.83 |

Capital Improvement

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| BOLTON & MENK INC | CONST SERV UNION AVE MILL/O.L | 456.50 |
| BOLTON & MENK INC | PROF SERV DTRF PHASE 2 | 12,685.00 |
| BOLTON & MENK INC | PROF SERV 12/10/22 TO 01/20/23 | 3,668.50 |
| COMSTOCK CONSTRUCTION INC | PAY APP. NO. 1 | 57,950.00 |
| COMSTOCK CONSTRUCTION INC | PAY APP. NO. 1 | 92,930.78 |
| VICTOR LUNDEEN COMPANY | DNTN RIVERFRONT THANK YOU CARD | 70.00 |
| TAFT STETTINIUS HOLLISTER LLP | 2022 CONTRACT MATTER | 11,028.50 |
| TERRACON CONSULTANTS INC | PROF SERV 10/9/22 TO 12/31/22 | 6,200.00 |
| | F U N D T O T A L | 184,989.28 |

Airport Capital Improvement

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| OTTER TAIL TELCOM | JANUARY REWIRE OFFICE&INTERNET | 1,560.87 |
| | F U N D T O T A L | 1,560.87 |

Liquor Store

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| AL'S REFRIGERATION, INC. | JAN TEMP LOW PRESSURE SWITCH | 142.50 |
| THE AMERICAN BOTTLING COMPANY | FEBRUARY/MIX | 486.73 |
| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 471.52 |
| ARTISAN BEER COMPANY | FEBRUARY/BEER | 3,128.25 |
| BELLBOY CORPORATION | FEBRUARY/FREIGHT | 66.35 |
| BELLBOY CORPORATION | FEBRUARY/LIQUOR | 3,782.45 |
| BELLBOY CORPORATION | FEBRUARY/MIX | 134.45 |
| BEVERAGE WHOLESALERS INC | FEBRUARY/BEER | 45,656.50 |
| BEVERAGE WHOLESALERS INC | FEBRUARY/LIQUOR | 2,773.44 |

Liquor Store

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| BEVERAGE WHOLESALERS INC | FEBRUARY/MIX | 321.85 |
| BRAUN VENDING INC | FEBRUARY WATER COOLER RENT | 16.00 |
| BRAUN VENDING INC | JANUARY/SUPPLIES-WATER | 28.00 |
| BREAKTHRU BEVERAGE MINNESOTA | FEBRUARY/FREIGHT | 287.82 |
| BREAKTHRU BEVERAGE MINNESOTA | FEBRUARY/LIQUOR | 16,618.06 |
| BREAKTHRU BEVERAGE MINNESOTA | FEBRUARY/MIX | 204.46 |
| BREAKTHRU BEVERAGE MINNESOTA | FEBRUARY/WINE | 4,684.87 |
| CAYAN | JAN 2023 CR CD FEES | 13,635.81 |
| VIKING COCA-COLA BOTTLING CO | FEBRUARY/MIX | 759.92 |
| COMMISSIONER OF REVENUE | 2023 JANUARY SALES TAX | 14.83 |
| COPPER TRAIL BREWING CO | FEBRUARY/BEER | 362.22 |
| D-S BEVERAGES, INC. | FEBRUARY/BEER | 33,424.18 |
| D-S BEVERAGES, INC. | FEBRUARY/LIQUOR | 2,444.74 |
| D-S BEVERAGES, INC. | FEBRUARY/MIX | 99.84 |
| D-S BEVERAGES, INC. | FEBRUARY/WINE | 67.50 |
| DACOTAH PAPER CO | FEBRUARY CARTON CUTTERS | 8.67 |
| DACOTAH PAPER CO | FEBRUARY TAPE, BAGS | 192.06 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 9,306.46 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 23.33 |
| GREAT PLAINS NATURAL GAS CO | JANUARY NATURAL GAS EXPENSE | 809.35 |
| JB ELECTRIC | FEB W LIQUOR STOR POLE LIGHTS | 936.00 |
| JOHNSON BROTHERS LIQUOR CO | FEBRUARY/FREIGHT | 401.25 |
| JOHNSON BROTHERS LIQUOR CO | FEBRUARY/LIQUOR | 14,544.29 |
| JOHNSON BROTHERS LIQUOR CO | FEBRUARY/MIX | 162.50 |
| JOHNSON BROTHERS LIQUOR CO | FEBRUARY/WINE | 6,620.00 |
| LIQUOR STORE | RECEIPT FEBRUARY RENT | 358.00- |
| THE MCKINNON COMPANY INC | FEBRUARY/MIX-RED BULL | 38.69 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 312.25 |
| PAUSTIS WINE COMPANY | FEBRUARY/FREIGHT | 21.60 |
| PAUSTIS WINE COMPANY | FEBRUARY/WINE | 1,240.50 |
| PHILLIPS WINE & SPIRITS CO | FEBRUARY/FREIGHT | 200.65 |
| PHILLIPS WINE & SPIRITS CO | FEBRUARY/LIQUOR | 6,650.31 |
| PHILLIPS WINE & SPIRITS CO | FEBRUARY/MIX | 173.95 |
| PHILLIPS WINE & SPIRITS CO | FEBRUARY/WINE | 2,379.25 |
| SOUTHERN GLAZER'S OF MN | FEBRUARY/FREIGHT | 188.08 |
| SOUTHERN GLAZER'S OF MN | FEBRUARY/LIQUOR | 11,944.80 |
| SOUTHERN GLAZER'S OF MN | FEBRUARY/MIX | 130.00 |
| SOUTHERN GLAZER'S OF MN | FEBRUARY/WINE | 448.00 |
| TALKING WATERS BREWING CO LLC | FEBRUARY/BEER | 225.00 |
| TOTAL REGISTER SYSTEMS | FTP MONTHLY SERVICE | 32.21 |
| VINOCOPIA INC | FEBRUARY/FREIGHT | 28.50 |
| VINOCOPIA INC | FEBRUARY/LIQUOR | 285.25 |
| VINOCOPIA INC | FEBRUARY/MIX | 120.00 |

Liquor Store

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| VINOCOPIA INC | FEBRUARY/WINE | 1,084.00 |
| WEX | JAN ADDITIONAL HSA ER CONTRIB | 37.50 |
| WEX | JANUARY FLEX/HSA PART FEE | 23.24 |
| | F U N D T O T A L | 187,821.98 |

Refuse Disposal

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| ALBANY RECYCLING CENTER INC | DEC RECYCLING TV,COMPUTER | 2,147.44 |
| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 315.65 |
| COMMISSIONER OF REVENUE | 2023 JANAURY SWMT | 28,705.00 |
| COMMISSIONER OF REVENUE | 2023 JANUARY SALES TAX | 3.75 |
| WASTE MANAGEMENT | 01/16-01/31/23 PRO SERVICES | 1,975.60 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 15,180.25 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 64.21 |
| EQUIPMENT FUND | JAN REPAIRS/SERVICE #0501 | 560.76 |
| EZ OPEN GARAGE DOOR | FEB MOVE PHOTO EYES,SERVICE | 150.00 |
| FASTENAL COMPANY | FEB REFUSE SAFETY VENDING | 42.74 |
| HOUSTON ENGINEERING INC | 2022 FALL GW SW-184 MONITOR | 7,185.00 |
| HOUSTON ENGINEERING INC | 2022 FALL GW SW-572 MONITOR | 4,371.25 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 194.72 |
| NEW HORIZONS ENERGY | JANUARY PROPANE | 1,959.58 |
| OTTER TAIL POWER COMPANY | DECEMBER SERVICE-MAIL BILLS | 78.56 |
| OTTER TAIL POWER COMPANY | 2023 UTILITY RATE INCREASES | 61.76 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 143.21 |
| U.S. POSTMASTER | FEBRUARY POSTAGE | 3,000.00 |
| REVTRAK INC | JANUARY 2023 CR CD FEES | 2,572.63 |
| TANK HOLDING CORP | FEB 300 GALLON LEFT TOTE LIDS | 1,245.41 |
| TANK HOLDING CORP | FEB 300 GALLON RIGHT TOTE LIDS | 1,245.40 |
| WASTEWATER TREATMENT FUND | JAN ASH CELL LEACHATE | 567.00 |
| WEX | JANUARY FLEX/HSA PART FEE | 16.50 |
| | F U N D T O T A L | 71,786.42 |

Sewage Treatment

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| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 196.68 |
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Sewage Treatment

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| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 11,009.06 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 43.94 |
| FASTENAL COMPANY | FEB SEWER SAFETY VENDING | 42.74 |
| GENESEE & WYOMING RAILROAD SVC | FEB ANNUAL OTVR 240391 LEASE | 179.59 |
| GENESEE & WYOMING RAILROAD SVC | FEB ANNUAL OTVR 240392 LEASE | 179.59 |
| GOODIN COMPANY | FEB PRIMEX SP6R-X LEVEL CONTRO | 385.72 |
| GOPHER STATE ONE CALL | JAN BILLABLE TICKETS | 12.15 |
| GRAINGER INC | FEB STANDBY .500.OVA,120VAC | 178.48 |
| GRAINGER INC | FEB UPS SYST./MIN BACKUP TIME | 114.62 |
| LAKE REGION ELECTRIC COOP | JANUARY ELECTRICITY EXPENSE | 229.34 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 194.74 |
| MIDWEST PRINTING COMPANY | FEB LIFT STATION RECORDS | 220.00 |
| OTTER TAIL POWER COMPANY | DECEMBER SERVICE-MAIL BILLS | 78.56 |
| OTTER TAIL POWER COMPANY | 2023 UTILITY RATE INCREASES | 61.77 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 139.23 |
| U.S. POSTMASTER | FEBRUARY POSTAGE | 3,000.00 |
| RMB ENVIRONMENTAL LABORATORIES | FEB ANALYSIS | 824.16 |
| RMB ENVIRONMENTAL LABORATORIES | JAN ANALYSIS | 130.68 |
| REVTRAK INC | JANUARY 2023 CR CD FEES | 2,572.62 |
| SPEE*DEE DELIVERY SERVICE INC | FEB STANDARD SHIPPING | 37.42 |
| SPEE*DEE DELIVERY SERVICE INC | JAN STANDARD SHIPPING | 69.92 |
| WASTEWATER TREATMENT FUND | RECEIPT TO JAN LEACHATE | 567.00- |
| WEX | JANUARY FLEX/HSA PART FEE | 13.75 |
| | F U N D T O T A L | 19,347.76 |

Water

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| ADMINISTRATOR'S CONTINGENCY FD | FEBRUARY UTILITIES REFUND | 50.82 |
| ADMINISTRATOR'S CONTINGENCY FD | FEBRUARY WATER EXAMS | 96.00 |
| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 221.76 |
| CARR'S TREE SERVICE, INC. | FEB E SIDE WRIGHT LAKE | 5,500.00 |
| CARR'S TREE SERVICE, INC. | FEB TREE REMOVAL E MT FAITH | 31,000.00 |
| CORE & MAIN LP | JAN 8'6" WB67 HYDRANT/PARTS | 5,242.37 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 8,010.15 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 57.46 |
| FASTENAL COMPANY | FEB WATER SAFETY VENDING | 42.74 |
| FERGUSON WATERWORKS #1657 | FEB GASKETS FOR BF VALVE TRAVI | 40.70 |
| FERGUSON WATERWORKS #1657 | FEB PACER SUPPORT GASKET | 30.00 |
| FERGUSON WATERWORKS #1657 | FEB R900 V4 WALL MIU TRAVIS | 108.81 |

Water

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| FERGUSON WATERWORKS #1657 | FEB STOCK METER SPUDS | 44.26 |
| FERGUSON WATERWORKS #1657 | FEB 2" MACH 10 USG METER TRAVI | 1,041.64 |
| GOIN' POSTAL FERGUS FALLS | FEB POSTAGE | 14.28 |
| GOIN' POSTAL FERGUS FALLS | FEB SHIPPING | 16.40 |
| GOODIN COMPANY | JAN TEE,NIPPLE,REDUCER,BUSH | 64.51 |
| GOPHER STATE ONE CALL | JAN BILLABLE TICKETS | 12.15 |
| GRAINGER INC | FEB 2" CHECK VALVE (WTP CHAD) | 180.42 |
| HAWKINS INC | FEB AMMONIA REGULATOR | 1,437.18 |
| HAWKINS INC | JAN AMMONIA ANHYDROUS | 411.60 |
| HAWKINS INC | JAN FERRIC SULFATE 12% IRON | 2,030.27 |
| HOME DEPOT CREDIT SERVICES | FEB WATER PLANT PARTS TRAVIS O | 46.99 |
| LEITCH EXCAVATING INC | FEB REPAIR 16" WATER/MAIN ST | 2,088.00 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 275.09 |
| METRO SALES, INC | 01/08-02/07/23 COPIER RENT | 63.68 |
| MINNESOTA RURAL WATER ASSN | MAR 2023-FEB 2024 MEMBERSHIP | 400.00 |
| OTTER TAIL POWER COMPANY | DECEMBER SERVICE-MAIL BILLS | 78.56 |
| OTTER TAIL POWER COMPANY | 2023 UTILITY RATE INCREASES | 61.77 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 162.91 |
| PERRIN MOBILE MEDICAL SERVICES | FEB RANDOM DRUG SCREEN | 180.00 |
| U.S. POSTMASTER | FEBRUARY POSTAGE | 3,000.00 |
| RMB ENVIRONMENTAL LABORATORIES | FEB 1ST HALF BACT.MONITORING | 179.69 |
| REVTRAK INC | JANUARY 2023 CR CD FEES | 2,572.62 |
| UGSTAD PLUMBING INC | FEB PLUMBING FITTINGS | 45.63 |
| WEX | JANUARY FLEX/HSA PART FEE | 19.25 |
| BEN WOLDEN LANDSCAPING | DEC FIX LEAK 617 W SPRUCE | 1,437.50 |
| | F U N D T O T A L | 66,265.21 |

Storm Water

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| GOPHER STATE ONE CALL | JAN BILLABLE TICKETS | 12.15 |
| | F U N D T O T A L | 12.15 |

Equipment

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| ARAMARK UNIFORM SERVICES | JANUARY LINEN SUPPLY | 317.44 |
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Equipment

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| AMERICAN WELDING & GAS, INC | FEB ARGON MIX TANK LEASE | 248.90 |
| ASHBY EQUITY ASSOCIATION | FEB BULK OIL 15W40 (SHOP) | 1,338.00 |
| AUTO VALUE - FERGUS FALLS | FEB AIR CHUCK/HEX KEY SETS | 60.96 |
| AUTO VALUE - FERGUS FALLS | FEB ATM25 FUSES | 8.45 |
| AUTO VALUE - FERGUS FALLS | FEB BLACK NYLON PUSH RETAINERS | 6.49 |
| AUTO VALUE - FERGUS FALLS | FEB BULB SOCKET/PIGTAIL 9006XS | 5.88 |
| AUTO VALUE - FERGUS FALLS | FEB CHAIN LUBE (SHOP) | 13.98 |
| AUTO VALUE - FERGUS FALLS | FEB CHERRY BOMB HAND CLEANER | 40.99 |
| AUTO VALUE - FERGUS FALLS | FEB CREDIT RETURNED CALIPERS | 229.25- |
| AUTO VALUE - FERGUS FALLS | FEB DIY HEADLIGHT LENS U-65 | 24.99 |
| AUTO VALUE - FERGUS FALLS | FEB DRIVE BELTS UNIT 242 | 122.98 |
| AUTO VALUE - FERGUS FALLS | FEB FUEL FILTERS UNIT 1191 | 12.94 |
| AUTO VALUE - FERGUS FALLS | FEB GREASE FITTINGS (SHOP) | 7.49 |
| AUTO VALUE - FERGUS FALLS | FEB GREASE SEAL UNIT 266 | 56.99 |
| AUTO VALUE - FERGUS FALLS | FEB GREASE ZERKS (SHOP) | 7.49 |
| AUTO VALUE - FERGUS FALLS | FEB HEADLAMP WIRING HARNESS | 9.49 |
| AUTO VALUE - FERGUS FALLS | FEB MARINE WELD (SHOP) | 7.49 |
| AUTO VALUE - FERGUS FALLS | FEB PERMATEX SUPER GLUE (SHOP) | 2.99 |
| AUTO VALUE - FERGUS FALLS | FEB SPARK PLUGS/WIRES U-65 | 170.91 |
| AUTO VALUE - FERGUS FALLS | FEB STOCK GLASS FUSES | 13.47 |
| AUTO VALUE - FERGUS FALLS | FEB STOCK HYDRAULIC FITTING | 68.96 |
| AUTO VALUE - FERGUS FALLS | FEB STOCK PARTS ORDER | 149.78 |
| AUTO VALUE - FERGUS FALLS | FEB TRANS/OIL FILTERS UNIT 65 | 31.91 |
| AUTO VALUE - FERGUS FALLS | FEB TRANS/OIL FLUID UNIT 65 | 170.83 |
| AUTO VALUE - FERGUS FALLS | FEB TRUCK BED COATING U-65 | 35.98 |
| AUTO VALUE - FERGUS FALLS | FEB TRUCK TIRE GAUGE 120 PSI | 15.99 |
| AUTO VALUE - FERGUS FALLS | FEB UC101 RUB UNDERCOATING U65 | 35.96 |
| AUTO VALUE - FERGUS FALLS | FEB 22 GA RED PRIMARY WIRE | 6.99 |
| AUTO VALUE - FERGUS FALLS | JAN 2057 BULBS/ATM 25 FUSES | 24.35 |
| COMMISSIONER OF REVENUE | 2023 JANUARY SPECIAL FUEL TAX | 934.52 |
| COMMISSIONER OF REVENUE | 2023 JANUARY SALES TAX | 114.42 |
| CUMMINS SALES AND SERVICE | JAN OIL SEAL UNIT 498 | 71.21 |
| EMERGENCY AUTOMOTIVE | FEB 17" LIGHT BAR UNIT 3044 | 466.56 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY HEALTH INSURANCE | 6,892.66 |
| EMPLOYEES INSURANCE TRUST FUND | FEBRUARY LIFE INSURANCE | 27.04 |
| EQUIPMENT FUND | JAN FUEL USAGE | 536.77- |
| EQUIPMENT FUND | JAN REPAIRS/SERVICE | 2,048.87- |
| FARGO FREIGHTLINER | FEB AIR HORNS/SUPPORTS U-228 | 350.32 |
| FARGO FREIGHTLINER | FEB WINDOW GLASS GUIDE RAIL | 62.12 |
| FARGO FREIGHTLINER | FEB WINDOW RUN CHANNEL SEAL | 12.76 |
| FARGO FREIGHTLINER | JAN FUEL FILTER (STOCK) | 105.88 |
| JOHN DEERE FINANCIAL | FEB BEARING/FLANGE UNIT 953 | 105.76 |
| JOHN DEERE FINANCIAL | FEB BROOM DRIVESHAFT U-949 | 1,672.73 |

Equipment

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| JOHN DEERE FINANCIAL | FEB DEF FLUID (SHOP) | 932.88 |
| JOHN DEERE FINANCIAL | FEB EXHAUST GASKETS U-944 | 14.59 |
| JOHN DEERE FINANCIAL | FEB HYD FITTING ACS COUPLERS | 5.88 |
| JOHN DEERE FINANCIAL | FEB PARALLEL SHAFT UNIT 956 | 1,723.17 |
| FASTENAL COMPANY | FEB BOLT/ROD UNIT 492 | 25.15 |
| FASTENAL COMPANY | FEB SHOP SUPPLY VENDING | 66.91 |
| FASTENAL COMPANY | FEB 3/8" SPRING NUTS RESCUE 3 | 6.93 |
| NAPA AUTO PARTS - FERGUS FALLS | FEB CREDIT RETURNED PARTS | 88.51- |
| NAPA AUTO PARTS - FERGUS FALLS | FEB HYD COUPLING UNIT 243 | 53.98 |
| NAPA AUTO PARTS - FERGUS FALLS | FEB PERMATEX/THREADLOCKER SHOP | 69.48 |
| GRAINGER INC | FEB PIPE STAND (FAB SHOP) | 174.02 |
| GRAINGER INC | FEB ROCKER SWITCH/CONNECTOR | 15.77 |
| GRAINGER INC | FEB SEAT COVER UNIT 50 | 30.75 |
| GREAT PLAINS FIRE | FEB 2.5" HYDRANT HOSE (SHOP) | 295.35 |
| GREAT PLAINS NATURAL GAS CO | JANUARY NATURAL GAS EXPENSE | 4,049.18 |
| HOME DEPOT CREDIT SERVICES | FEB HUSKY 26PC LONG ARM HEX SE | 18.97 |
| HOME DEPOT CREDIT SERVICES | FEB PIPE FOAM/SPRING NUTS | 10.60 |
| HOME DEPOT CREDIT SERVICES | FEB TORQUE WASHER/SELF TAP SCR | 53.04 |
| INLAND TRUCK PARTS COMPANY | FEB STOCK BRAKE SHOES/HRDWR KI | 1,425.62 |
| INLAND TRUCK PARTS COMPANY | NOV SPRING ASSEMBLY (STOCK) | 1,083.24 |
| INLAND TRUCK PARTS COMPANY | OCT PRESS PROTECTION VALVE | 62.72 |
| INLAND TRUCK PARTS COMPANY | SEP BRAKE SHOE CORE CREDIT | 1,200.00- |
| KRIS ENGINEERING INC | FEB JOMA CUTTING EDGES (STK) | 2,045.54 |
| LAKEWAY EXPRESS LLC | FEB NON OXYGENATED FUEL JASON | 120.44 |
| LAWSON PRODUCTS INC | JAN QUICKPEEL (SHOP) | 36.66 |
| M-B COMPANIES INC | JAN FRONT PLOW PARTS ORDER | 5,066.23 |
| MARCO TECHNOLOGIES LLC | 01/27-02/27/23 COPIER RENT | 77.32 |
| MINNESOTA MOTOR COMPANY | JAN LMC CA224537 REPAIRS #59 | 3,733.84 |
| MINNESOTA MOTOR COMPANY | JANUARY CAR WASHES | 10.00 |
| MINNESOTA MOTOR COMPANY | OCT CAR WASHES | 18.00 |
| NELSON AUTO CENTER | FEB SEAT CUSHION PAD U-50 | 137.17 |
| OLYMPIC SALES INC | FEB ROLL RITE LOWER ARM U-242 | 343.08 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 36.03 |
| PERRIN MOBILE MEDICAL SERVICES | FEB RANDOM DRUG SCREEN | 90.00 |
| POLICE DEPT CONTINGENCY FUND | 2092/2049/2081 TABS | 42.75 |
| PRODUCTIVITY PLUS ACCOUNT | FEB ACS COUPLER PINS (LOADERS) | 49.74 |
| PRODUCTIVITY PLUS ACCOUNT | FEB TILT CYL SEAL KIT/ARM 287 | 956.25 |
| PRODUCTIVITY PLUS ACCOUNT | JAN CLUTCH UNIT 498 | 5,844.74 |
| ROYAL TIRE INC | FEB FS DEST XT LT245/75R16 | 544.12 |
| ROYAL TIRE INC | FEB STOCK BD BDM 11R22.5 TIRES | 782.86 |
| STENERSON BROTHERS LUMBER CO | FEB 1X6X8 #2 ESLP GARAGE DOOR | 33.60 |
| SWANSTON EQUIPMENT CO | FEB FENDER/TRIM UNIT 239 | 1,326.01 |
| UNLIMITED AUTOGLASS LLC | FEB WINDSHIELD UNIT 65 | 275.91 |

Equipment

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|----------------------------|--------------------------------|-----------|
| WALLWORK TRUCK CENTER F.F. | FEB AIR VALVE RESCUE 3 | 96.88 |
| WALLWORK TRUCK CENTER F.F. | FEB BEARING KIT UNIT 226 | 172.48 |
| WALLWORK TRUCK CENTER F.F. | FEB CAM KITS UNIT 226 | 20.96 |
| WALLWORK TRUCK CENTER F.F. | FEB CREDIT CORE ON TEMP SENSOR | 12.00- |
| WALLWORK TRUCK CENTER F.F. | FEB CREDIT RETURNED BEARINGS | 172.48- |
| WALLWORK TRUCK CENTER F.F. | FEB CREDIT TEMP SENSOR | 102.05- |
| WALLWORK TRUCK CENTER F.F. | FEB FUEL FILTERS (STOCK) | 592.70 |
| WALLWORK TRUCK CENTER F.F. | FEB GLADHAND SHUT OFFS | 98.76 |
| WALLWORK TRUCK CENTER F.F. | FEB OIL SEAL UNIT 226 | 98.99 |
| WALLWORK TRUCK CENTER F.F. | FEB 3/4"X1/2" MALE ELBOW U-243 | 16.19 |
| WEX | JANUARY FLEX/HSA PART FEE | 5.50 |
| WILKENS INDUSTRIES INC | FEB EASY OFF TARP STOP U-837 | 72.21 |
| ZIEGLER INC. | FEB CUTTING EDGES UNIT 492 | 796.24 |
| ZIEGLER INC. | JAN 3/4" AIR REGULATOR U-453 | 186.90 |
| | F U N D T O T A L | 43,291.45 |

Employees Insurance

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|--------------------------------|------------------------------|-------------|
| EMPLOYEES INSURANCE TRUST FUND | RECEIPT FEB HEALTH INSURANCE | 168,471.70- |
| EMPLOYEES INSURANCE TRUST FUND | RECEIPT FEB LIFE INSURANCE | 3,065.37- |
| | F U N D T O T A L | 171,537.07- |

Flexible Benefit Agency

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| MII LIFE INCORPORATED | 2022 FLEX PLAN REIMB | 196.64 |
| WEX | 2023 FLEX PLAN REIMB 02/01/23 | 590.76 |
| WEX | 2023 FLEX PLAN REIMB 02/02/23 | 4.00 |
| WEX | 2023 FLEX PLAN REIMB 02/04/23 | 15.23 |
| WEX | 2023 FLEX PLAN REIMB 02/08/23 | 32.38 |
| WEX | 2023 FLEX PLAN REIMB 02/11/23 | 45.36 |
| | F U N D T O T A L | 884.37 |

PEG Access

PEG Access

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|-------------------|----------------------------|--------|
| LIQUOR STORE | FEBRUARY RENT | 358.00 |
| OTTER TAIL TELCOM | FEBRUARY TELEPHONE EXPENSE | 222.49 |
| | F U N D T O T A L | 580.49 |

Business Development for Fergus Falls

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|------------------------------|--------------------------------|----------|
| AMP INSURANCE | 2023 PD&O COVERAGE | 1,260.00 |
| CINCINNATI INSURANCE COMPANY | LATE FEE-COMMERCIAL PACKAGE | 25.00 |
| CINCINNATI INSURANCE COMPANY | 2023 COMMERCIAL PACKAGE POLICY | 688.00 |
| | F U N D T O T A L | 1,973.00 |

Fergus Falls Convention and Visitor's Bureau, Inc.

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|---------------------------|-------------------------------|--------------|
| FERGUS FALLS CONVENTION & | DEC 2022 LODGING TAX | 10,343.21- |
| FERGUS FALLS CONVENTION & | DEC 2022 LODGING TAX ADMIN | 312.58 |
| FOX CONSULTING SERVICE | PROFESSIONAL RECRUITUNG FEE | 7,600.00 |
| | F U N D T O T A L | 2,430.63- |
| | T O T A L A L L F U N D S | 1,548,386.71 |

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 21 DAY OF FEBRUARY 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

2/21/2023

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

| | |
|--------------------------------|------------|
| COMMISSIONER OF REVENUE | 79,097.52 |
| 4M FUND | 55.56 |
| MN DEPT OF LABOR & INDUSTRY | 20.00 |
| OTTER TAIL COUNTY TREASURER | 4,379.83 |
| AT&T MOBILITY | 496.09 |
| ADMINISTRATOR'S CONTINGENCY FD | 869.14 |
| ADVANCED FIRST AID INC | 660.00 |
| ALBANY RECYCLING CENTER INC | 2,147.44 |
| AMP INSURANCE | 1,260.00 |
| ALPHA TRAINING & TACTICS LLC | 244.60 |
| AL'S REFRIGERATION, INC. | 285.00 |
| THE AMERICAN BOTTLING COMPANY | 486.73 |
| ARAMARK UNIFORM SERVICES | 2,400.04 |
| ARAMARK | 433.26 |
| AMERICAN WELDING & GAS, INC | 248.90 |
| AMERITAS | 3,571.13 |
| SEAN ANDERSON | 455.04 |
| ARTISAN BEER COMPANY | 3,128.25 |
| ASHBY EQUITY ASSOCIATION | 1,338.00 |
| ATLAS OUTDOOR SERVICES LLC | 1,000.00 |
| AUTO VALUE - FERGUS FALLS | 905.43 |
| BAKER & TAYLOR INC | 2,717.24 |
| BELLBOY CORPORATION | 3,983.25 |
| BEVERAGE WHOLESALERS INC | 48,751.79 |
| BEYER BODY SHOP, INC. | 475.00 |
| BIGWOOD EVENT CENTER | 447.98 |
| BOLTON & MENK INC | 16,810.00 |
| BOUND TREE MEDICAL LLC | 590.76 |
| BRAUN VENDING INC | 44.00 |
| BREAKTHRU BEVERAGE MINNESOTA | 21,795.21 |
| CARDCONNECT | 110.95 |
| CARR'S TREE SERVICE, INC. | 36,500.00 |
| CAYAN | 13,635.81 |
| CHARTER COMMUNICATIONS | 97.50 |
| CINCINNATI INSURANCE COMPANY | 713.00 |
| CLIMATE CONTROL INC | 800.00 |
| VIKING COCA-COLA BOTTLING CO | 759.92 |
| COMSTOCK CONSTRUCTION INC | 154,833.11 |
| COOPERS TECHNOLOGY GROUP | 100.32 |
| COPPER TRAIL BREWING CO | 362.22 |
| CORE & MAIN LP | 5,242.37 |
| CUMMINS SALES AND SERVICE | 71.21 |
| D-S BEVERAGES, INC. | 36,036.26 |
| DACOTAH PAPER CO | 3,423.97 |
| DAILY JOURNAL | 567.88 |
| WASTE MANAGEMENT | 1,975.60 |
| EMERGENCY AUTOMOTIVE | 466.56 |

2/21/2023

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

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|--------------------------------|-----------|
| EZ OPEN GARAGE DOOR | 150.00 |
| FARGO FREIGHTLINER | 531.08 |
| JOHN DEERE FINANCIAL | 4,455.01 |
| FASTENAL COMPANY | 312.69 |
| FERGUSON WATERWORKS #1657 | 1,265.41 |
| FIRE-N-ICE HEATING & AIR COND | 275.00 |
| FOX CONSULTING SERVICE | 7,600.00 |
| GALLS LLC | 980.32 |
| NAPA AUTO PARTS - FERGUS FALLS | 34.95 |
| GENESEE & WYOMING RAILROAD SVC | 359.18 |
| GOIN' POSTAL FERGUS FALLS | 30.68 |
| GOODIN COMPANY | 566.37 |
| GOPHER STATE ONE CALL | 36.45 |
| GRAINGER INC | 1,087.48 |
| GRANITE ELECTRONICS | 333.73 |
| GREAT PLAINS FIRE | 295.35 |
| GREAT PLAINS NATURAL GAS CO | 9,106.45 |
| JASON HAUGEN | 250.00 |
| HAWKINS INC | 3,879.05 |
| HIGH POINT NETWORKS LLC | 2,876.00 |
| HOME DEPOT CREDIT SERVICES | 237.03 |
| HOUSTON ENGINEERING INC | 11,556.25 |
| INLAND TRUCK PARTS COMPANY | 1,371.58 |
| JB ELECTRIC | 1,236.89 |
| J.P. COOKE COMPANY | 51.95 |
| JOHNSON BROTHERS LIQUOR CO | 21,728.04 |
| KRIS ENGINEERING INC | 2,045.54 |
| KRISTA KUGLER | 183.25 |
| SCOTT KVAMME | 283.29 |
| LAKE REGION ELECTRIC COOP | 3,069.14 |
| LAKELAND MENTAL HEALTH CENTER | 300.00 |
| LAKES COUNTRY SERVICE COOP | 35.00 |
| LAKEWAY EXPRESS LLC | 120.44 |
| LAWSON PRODUCTS INC | 36.66 |
| LEAGUE OF MINNESOTA CITIES | 20.00 |
| LEITCH EXCAVATING INC | 2,088.00 |
| DANIEL F E LIPSON | 1,840.00 |
| LOCATORS & SUPPLIES INC | 11.98 |
| VICTOR LUNDEEN COMPANY | 121.99 |
| M-B COMPANIES INC | 5,066.23 |
| MII LIFE INCORPORATED | 196.64 |
| MARCO TECHNOLOGIES LLC | 1,565.30 |
| THE MCKINNON COMPANY INC | 38.69 |
| METRO SALES, INC | 63.68 |
| MIDWEST PRINTING COMPANY | 915.00 |
| MN FIRE SVC CERTIFICATION | 504.00 |
| MHSRC/RANGE | 980.00 |

2/21/2023

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

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| MINNESOTA MOTOR COMPANY | 3,761.84 |
| MINNESOTA RURAL WATER ASSN | 400.00 |
| MOTION INDUSTRIES INC | 102.30 |
| NELSON AUTO CENTER | 137.17 |
| NEW HORIZONS ENERGY | 10,050.46 |
| NYCKLEMOE & ELLIG, P.A. | 9,492.50 |
| OLYMPIC SALES INC | 343.08 |
| OTTER TAIL POWER COMPANY | 4,593.40 |
| OTTER TAIL TELCOM | 3,923.09 |
| PAUSTIS WINE COMPANY | 1,262.10 |
| PEBBLE LAKE GOLF CLUB, INC. | 9,865.75 |
| PEMBERTON LAW, P.L.L.P. | 7,032.50 |
| PERRIN MOBILE MEDICAL SERVICES | 405.00 |
| PHILLIPS WINE & SPIRITS CO | 9,404.16 |
| POLICE DEPT CONTINGENCY FUND | 647.16 |
| POLICE DEPT PETTY CASH | 54.83 |
| POSTAGE BY PHONE | 3,000.00 |
| U.S. POSTMASTER | 9,000.00 |
| PRECISION CATERING MINNESOTA | 11,276.45 |
| PRODUCTIVITY PLUS ACCOUNT | 6,850.73 |
| PRO-WEST & ASSOCIATES, INC | 1,094.85 |
| RMB ENVIRONMENTAL LABORATORIES | 1,134.53 |
| REVTRAK INC | 7,717.87 |
| RICOH USA INC | 2,446.66 |
| ROYAL TIRE INC | 1,326.98 |
| SHERWIN WILLIAMS CO | 17.18 |
| SHOPKO OPTICAL | 86.36 |
| SIGN GUYS LLC | 480.00 |
| SKY CREW SERVICES, LLC | 3,500.00 |
| SHI INTERNATIONAL CORP | 2,850.00 |
| SOUTHERN GLAZER'S OF MN | 12,710.88 |
| SPEE*DEE DELIVERY SERVICE INC | 201.86 |
| STENERSON BROTHERS LUMBER CO | 33.60 |
| SUMMIT COMPANIES | 137.50 |
| SWANSTON EQUIPMENT CO | 1,326.01 |
| TAFT STETTINIUS HOLLISTER LLP | 11,028.50 |
| TAG-UP | 16.50 |
| TALKING WATERS BREWING CO LLC | 225.00 |
| TANK HOLDING CORP | 2,490.81 |
| TERRACON CONSULTANTS INC | 6,200.00 |
| TOTAL REGISTER SYSTEMS | 32.21 |
| TRI-STATE AIR DUCT CLEANING | 4,600.00 |
| UGSTAD PLUMBING INC | 495.63 |
| UNLIMITED AUTOGLASS LLC | 275.91 |
| US BANK EQUIPMENT FINANCE | 620.16 |
| VERIZON WIRELESS | 1,082.29 |
| VINOCOPIA INC | 1,517.75 |

2/21/2023

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

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| WSB & ASSOCIATES INC | 320.25 |
| WALLWORK TRUCK CENTER F.F. | 810.43 |
| WELLS FARGO - INVESTMENTS | 830,177.23 |
| WELLS FARGO BANK MINNESOTA NA | 13,470.52 |
| WEX | 978.23 |
| WILKENS INDUSTRIES INC | 72.21 |
| BEN WOLDEN LANDSCAPING | 1,437.50 |

TOTAL OTHER GOVERNMENT 83,552.91

TOTAL OTHER VENDORS 1,464,833.80

TOTAL ALL VENDORS 1,548,386.71