



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

Invocation –Rich Iverson, Bethel Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Public hearing for vacation of draining and utility easement as requested by Vector Windows
 - a. First reading of Ordinance 36, Eighth Series, Vacation of drainage and utility easements in Northwest Industrial Park (as requested by Vector Windows)
 - 2. Public hearing for Intermediary Relending Program (IRP) loan request by I-94 Properties LLC
 - a. Resolution approving a \$250,000 IRP loan request for I-94 Properties LLC
- E. Awarding of Bids
- F. Petitions and Communications
- G. Consent Agenda
 - 1. Motion approving the minutes from the March 20, 2023 City Council meeting and the March 29, 2023 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution authorizing the hiring of up to four part-time /temporary Community Service Officers
 - 4. Resolution supporting the Pathways to Policing and amend the city's tuition reimbursement policy
 - 5. Resolution adopting a resolution of support for the Public Safety Officer Wellness Plan and Policy
 - 6. Resolution declaring items as surplus and authorizing their disposal
 - 7. Resolution accepting the surface water assessment plan
- H. Ordinance and Resolutions
 - 1. Resolution ordering the plans and specifications for CP 5960, Linden, Summit and Laurel street improvement projects
 - 2. Resolution gifting five acres of city owned land to Oak Grove Cemetery for future expansion
- I. Presentation of Claims \$726,890.15
- J. Board, Committee and Department Reports

- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
- O. Miscellaneous Announcements
 - April 12 7:00 am Committee of the Whole meeting
 - April 13 8:00 am City Council/staff retreat
 - April 17 5:30 pm City Council meeting
 - April 20 9:30 am Board of Equalization meeting at the Government Services Center
- P. Adjournment

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

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



Council Action Recommendation

Page 1 of 2

Meeting Date:

March 20, 2023 City Council

Subject:

Vacation of Easement for Vector Windows- Set Public Hearing

Recommendation:

Motion setting a public hearing for April 3rd at 5:30 PM and authorizing the City Attorney to draft an easement vacation ordinance

Background/Key Points:

Vector Windows has requested an easement vacation (via petition) for an easement that runs directly below their existing building. This drainage and utility easement is not needed for public use.

The process for vacating an easement is to set a public hearing, hold a public hearing and then adopt an ordinance and ultimately record the vacation with the Records Office.

Vector has asked that we do this as quickly as possible, as this is part of financing for their existing and new locations. As a result, staff requests that we set the public hearing at our next meeting (April 3) and direct the City Attorney to draft the ordinance, so it will be ready for Council action after the completion of the public hearing.

The City Engineer will be able to provide additional detail at the public hearing. This hearing notice will be published in the Daily Journal on March 22, 2023.

Budgetary Impact:

Vector has paid the \$500 fee associated with this vacation request

Originating Department:

Administration

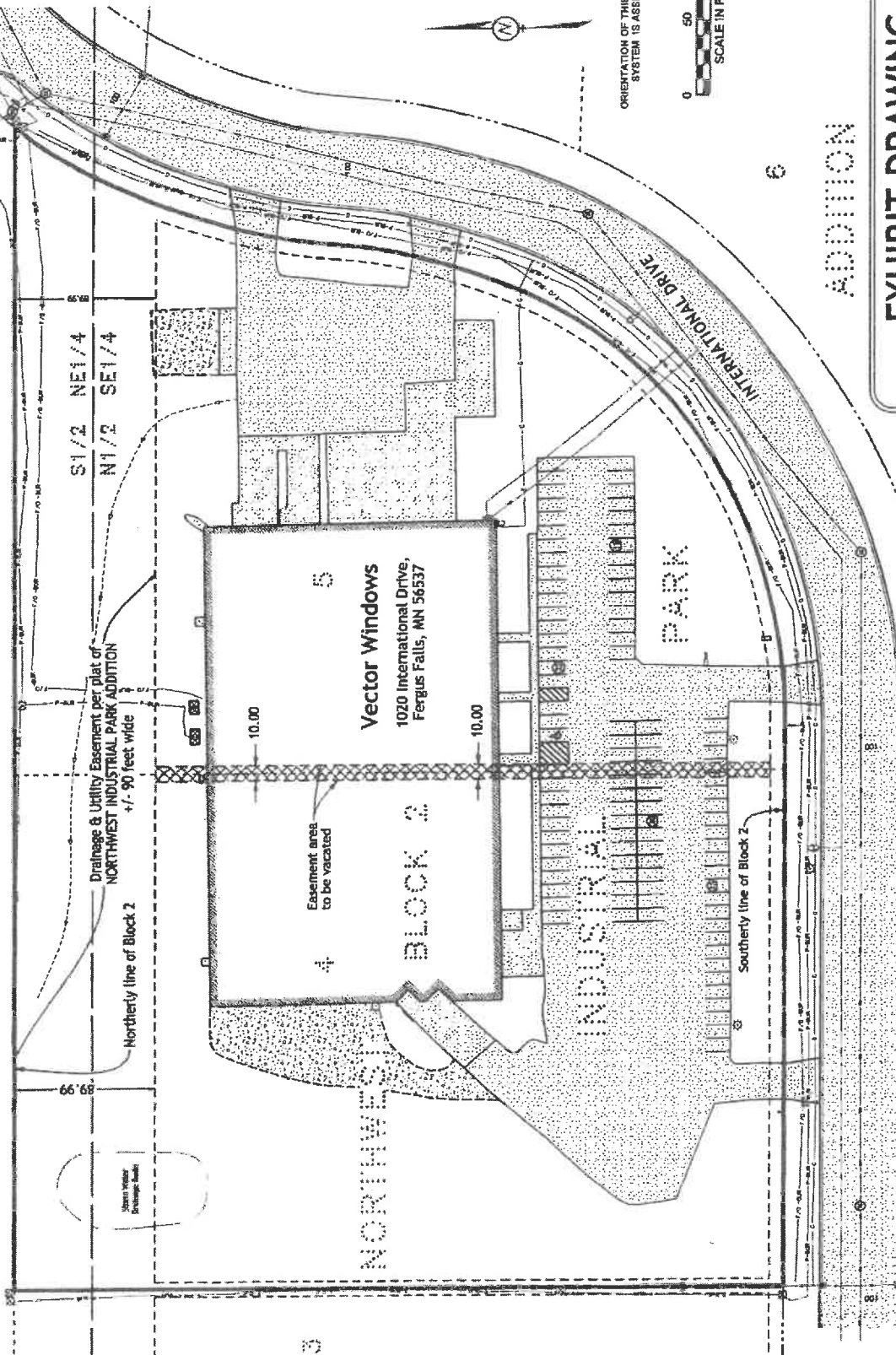
Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

Maps/Petition

SEC. 28, TWP. 133, RNG. 43



ADDITION

EXHIBIT DRAWING
Vynlite Windows, LLC

City of Fergus Falls, County of Otter Tail, State of Minnesota
 Located in Section 28, Township 133 North, Range 43 West
 11/06/2019
 (KLD Proj. No. VINTH1901)

BLOCK 1

5

4

Exhibit A

Legal Description for Easement Vacation

All that part of the 10 foot wide drainage and utility easement being centered on the line common to Lot 4 and Lot 5, Block 2, NORTHWEST INDUSTRIAL PARK ADDITION, Otter Tail County, Minnesota, lying northerly of a line distant 10.00 feet northerly of and parallel with the southerly line of said Block 2, and lying southerly of the existing drainage and utility easement being 90 feet wide, more or less, running in an east-west direction and abutting the northerly line of said Lot 4 and Lot 5, as is depicted on said plat of NORTHWEST INDUSTRIAL PARK ADDITION.

STATE OF MINNESOTA

COUNTY OF OTTER TAIL

Jeff Ackerson (Petitioner), being first
duly sworn on oath says that he or she is one of the petitioners who
signed the foregoing petition and that he or she circulated the petition
and personally states that the signatures on this petition, which appear
on page one, were made in his or her presence and that he or she
personally knows that each who signed the petition is, in fact, a petitioner
and that person signing the same was shown the petition and given an
opportunity to read the contents thereof, and that affiant has read the
foregoing petition and knows the contents thereof, and that the same
is true of his own knowledge except as to matters therein stated on
information and belief and as to those matters, he believes it to be true.

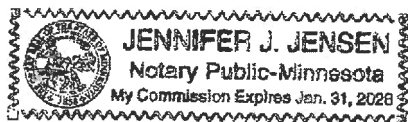
[Signature] (Petitioner Signature)

Subscribed and sworn to before me

this 15th day of March, 2023

[Signature] (Notary Signature)

My commission expires January 31, 2028



PETITION FOR VACATION OF PUBLIC GROUNDS OR STREETS

The UNDERSIGNED, being a majority of the owners of property abutting on the proposed vacation of public grounds or streets as described below and shown on the attached plat, and whose names, residences, and descriptions of the real estate are respectively as follows:

PETITIONER/PETITIONERS MUST INCLUDE \$500.00 PAYMENT ALONG WITH PETITION TO COVER COSTS INCURRED BY THE CITY.

NAME	RESIDENCE, STREET NO.	CITY
Jeff Ackerson	1020 International Dr	Fergus Falls

DO HEREBY PETITION the Council of the City of Fergus Falls, Minnesota, to vacate:

The platted 5 foot drainage and utility easement bewteen Lots 4 & 5 in Block 2, NORTHWEST INDUSTRIAL PARK ADDITION to the City of Fergus Falls

FOR THE FOLLOWING REASONS:

Said Drainage and Utility easement is not needed for public use.

Property abutting said requested vacation is as follows:

Registered Owner	Part Lot	Lot	Blk.	Frontages
	NORTHWEST INDUSTRIAL PARK ADD	4	2	
	NORTHWEST INDUSTRIAL PARK ADD	5	2	

OTTER TAIL COUNTY ASSESSOR

Assessor Hub provided by Vanguard Appraisals, Inc

Parcel Number:
71-003-99-1554-000

Deed Holder:
VECTOR WINDOWS INC

Property Address:
0

Mailing Address:
1020 INTERNATIONAL DR

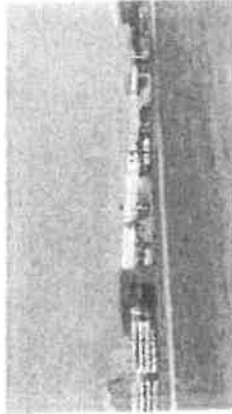
FERGUS FALLS, MN 56537-4302 USA

PDF Name:
FERGUS FALLS CITY

Subdivision:
01916-NORTHWEST INDUSTRIAL PARK ADDN

Sec-Twp-Rng:
28-133-043

Legal Description:
LOT 4 BLK 2



Year	Prior Year Value Information		Total Value
	Land Value	Improvement Value	
2023	\$0	\$0	
2022	\$0	\$0	
2021	\$0	\$0	

Lot Type	Land Information		Acres
	Square Feet	Acres	
Sq. Ft x Rate	105,000	2.410	
Sq. Ft x Rate	75,358	1.730	
Total	180,358	4.140	

Commercial Building Information

OTTER TAIL COUNTY ASSESSOR

Assessor Hub provided by
Vanguard Appraisals, Inc

Parcel Number: 71-003-99-1555-000
 Deed Holder: VECTOR WINDOWS INC
 Property Address: 1020 INTERNATIONAL DR
 FERGUS FALLS, MN 56537-0000 MAP THIS ADDRESS
 Mailing Address: 1020 INTERNATIONAL DR
 FERGUS FALLS, MN 56537-4302 USA
 PDF Name: FERGUS FALLS CITY
 Subdivision: 01916-NORTHWEST INDUSTRIAL PARK ADDN
 Sec-Twp-Rng: 28-133-043
 Legal Description: LOT 5 BLK 2



		Prior Year Value Information			Total Value
Year	Land Value	Dwelling Value	Improvement Value		
2023		\$0			
2022		\$0			
2021		\$0			

		Land Information	
Lot Type	Square Feet	Acres	
Sq. Ft x Rate	90,000	2.070	
Sq. Ft x Rate	77,101	1.770	
Total	167,101	3.840	

		Commercial Building Information	
Occupancy	Year Built	Building Area	
Metal Warehouse - Steel Frame	1994	13,000	
Metal Light Mfg - Steel	1994	9,000	
Metal Office	1994	3,000	

ORDINANCE NO. 36, EIGHTH SERIES

AN ORDINANCE AMENDING CITY CODE TABLE OF SPECIAL ORDINANCES VI VACATIONS, BY ORDERING VACATION OF DRAINAGE AND UTILITY EASEMENTS TO LOTS 4 AND 5, BLOCK 2, NORTHWEST INDUSTRIAL PARK ADDITION, ALL LOCATED IN THE CITY OF FERGUS FALLS, MINNESOTA.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Pursuant to due notice, the hearing was held on April _____, 2023, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

Section 2. That the following drainage and utility easement should be and is hereby vacated:

All that part of the 10 foot wide drainage and utility easement being centered on the line common to Lot 4 and Lot 5, Block 2, Northwest Industrial Park Addition, Otter Tail County, Minnesota, lying northerly of a line distant 10.00 feet northerly of and parallel with the southerly line of said Block 2, and lying southerly of the existing drainage and utility easement being 90 feet wide, more or less, running in an east-west direction and abutting the northerly line of said Lot 4 and Lot 5, as is depicted on said plat of Northwest Industrial Park Addition.

Section 3. Duties of Abutting Property Owners. That after such vacation goes into force and effect, the abutting property owner shall assume and be responsible for the care of said area vacated consistent herein, and it is hereby made their bounden duty to fill any depression contained in said vacated area and remove any and all hazards therefrom, and in the event an action is brought against the City of Fergus Falls for damages or injuries regarding any matter involving said vacated area, the property owner or owners shall indemnify and hold harmless and be liable to the City of Fergus Falls for any damages suffered by it from any causes of action involving the vacated right-of-way safe from anyone who might be using same or traveling thereon. That the owner of said vacated right-of-way shall be responsible for all costs incidental to the closing of the vacated right-of-way.

Section 4. Recording. After all of the conditions and requirements of this ordinance have been fulfilled, the City Administrator of the City of Fergus Falls is hereby ordered to file for record in the office of the County Recorder of Otter Tail County, Minnesota, a certified copy of the within ordinance after the same has been published according to the correct copy of the original and in addition thereto setting forth in such certificate the date and newspaper in which

said ordinance was published and the above filing shall be performed by the City Administrator when the benefited parties have paid the expenses of this proceeding.

Section 5. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2023.

THIS ORDINANCE was introduced on _____, 2023, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 2023, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on _____, 2023.

barb/clients/city/ordnacs/8th series/ord36



BDFF Action Recommendation

Page 1 of 2

Meeting Date:

March 20, 2023

Subject:

Business Subsidy to I-94 Properties LLC Public Hearing Request

Recommendation:

Publish sufficient public notice and adopt a resolution calling for a public hearing on April 3, 2023 in consideration of a business subsidy in the amount of a \$250,000 IRP loan to I-94 Properties LLC.

Background/Key Points:

I-94 Properties LLC purchased the strip mall in front of Walmart (formally known as Ottertail Plaza) in August 2022. The property is located 3302 State Hwy 210 East. Funding for the purchase of the building and current remodeling cost to date were financed through Bremer Bank of Fergus Falls and I-94 Properties LLC.

Bremer Bank is unable to provide further financing on the real estate. Due to the rising cost of materials and labor, I-94 Properties LLC is requesting gap financing of \$250,000 through the City of Fergus Falls IRP loan program to complete the remodeling of the property. The loan request has been initially approved by Business Development for Fergus Falls and is being forwarded to Council for final approval at the April 3 Council meeting.

Per Minnesota Statute 116J.994 Subd. 5, business loans of \$75,000 or more are considered a business subsidy and require a public hearing before final approval.

Budgetary Impact:

The city will receive interest on the IRP loan.

Respectfully Submitted:

Community Development Department

Attachment:

Public Hearing Notice for Daily Journal

Public Hearing Notice

Approval of Intermediary Relending Program Loan

Notice is hereby given that the City Council of the City of Fergus Falls, Minnesota, will meet in regular meeting in Council Chambers at City Hall, 112 W Washington Ave, Fergus Falls, MN, 56537 at 5:30 PM on Monday, April 3, 2023, to approve an Intermediary Relending Program Loan to I-94 Properties LLC in the amount of \$250,000. The loan will be used for remodeling of real estate located at 3302 State Hwy 210 East, Fergus Falls, MN 56537.

All inquiries may be answered by the Community Development Department at City Hall, 218- 332-5459. Interested parties may file written comments or questions by e-mailing commdev@ci.fergus-falls.mn.us. If you have special needs for accommodations, please call 739-2251 or TDD 1-800-627-3529 TTY, ASCII (Minnesota Relay Service).

Klara Beck

Community Development Manager

City of Fergus Falls

LOAN AGREEMENT

THIS AGREEMENT is entered into this **1st** day of **May, 2023**, by and between **I94 Properties, LLC**, 2306 Southview Drive, Fergus Falls, Minnesota, County of Otter Tail and State of Minnesota, (hereinafter "Borrower") and the **City of Fergus Falls**, a municipal corporation, 112 West Washington, Fergus Falls, MN 56537 (hereinafter "Lender").

This Agreement is made as a result of Borrower's desire to borrow from Lender the sum of **Two Hundred Fifty Thousand and no/100ths (\$250,000) Dollars** to renovate a retail strip mall located at 3302 State Hwy 210 East, Fergus Falls, MN.

Borrower has agreed to repay this loan by making monthly principal and interest payments in the amount of **\$1,662.00** commencing **June 1, 2023** and continuing until **May 1, 2033** when a balloon payment for all remaining principal and interest are due. Interest shall accrue on the outstanding balance from the date of advancement of funds at the rate of **five percent (5.00%)**.

NOW, THEREFORE, IT IS AGREED:

I.

AMOUNT AND TERMS OF LOAN

A. LOAN: Subject to and upon the terms and conditions herein set forth, Lender shall lend to Borrower the sum of **\$250,000**.

B. NOTE: The loan of Lender to Borrower shall be evidenced by a Promissory Note of even date herewith to be executed by the Borrower(s). If the Borrower is a partnership or corporation, the Note shall be executed by all of its partners or by its appropriate corporate officers as evidenced by a corporate authorization resolution of the Borrower-corporation.

C. INTEREST: The Note shall bear interest at the rate of **5.00 percent** from the date thereof and shall be due and payable as more specifically set forth in said Note.

II.

PREPAYMENT

A. PREPAYMENT PERMITTED: Borrower shall have the right to prepay said Note at any time without penalty as more specifically set forth in the Note.

B. PREPAYMENT FROM INSURANCE PROCEEDS: The Borrower(s) shall, until payment in full of the Note, immediately upon receipt by it of any payment of proceeds of any insurance required to be made pursuant to this Agreement, on account of each separate loss, damage, or injury to property subject to a mortgage or security interest in favor of Lender, apply an amount equal to such proceeds to the prepayment of the Note.

III.

SECURITY AND GUARANTY

As security for and to guaranty full entire payment of the principal and interest on the Note:

A. SECURITY AGREEMENT AND UCC FINANCING STATEMENT: Not Applicable.

B. REAL ESTATE MORTGAGE: Borrower shall, simultaneously with the execution of this Agreement, execute and deliver to Lender a Mortgage Deed which shall grant Lender a **second** mortgage lien upon Borrower's real property located at 3302 State Hwy 210 East in the City of Fergus Falls, County of Otter Tail, and State of Minnesota, as more specifically set forth in said Mortgage.

C. PERSONAL AND CORPORATE GUARANTIES: In the event the Borrower is a corporation, the obligations of the Borrower to Lender as specified herein and in the related loan documents shall be personally guaranteed by Lonnie Ballweg. Furthermore, a corporate guaranty from I94 Properties, LLC shall be obtained for the full amount of the loan. The Guaranties shall be executed by said Guarantors simultaneously with the execution of this Loan Agreement.

D. ADDITIONAL SECURITY: If at any time or times in the opinion of Lender the prospect of payment or performance hereunder is impaired, the Borrower shall furnish to Lender within ten days of Lenders' demand therefor, such further security as may be satisfactory to Lender and shall duly execute and deliver such instruments and documents as in the opinion of Lender are necessary or desirable in connection therewith.

E. LOAN ORIGATION AND FILING FEES: Borrower shall, simultaneously with the execution of this Agreement, pay to Lender an origination fee which shall equal **1.5%** of the original principal amount of the loan to be made pursuant to this Agreement.

Borrower shall, at its cost and expense, cause all instruments and documents given as security pursuant to this Agreement to be filed in all places necessary in the opinion of Lender to perfect the collateral interest of Lender in the property covered thereby. The Borrower hereby authorizes Lender to file any financing statements in respect to any security interest created pursuant to this Agreement.

F. RELEASE: Upon payment in full by Borrower to Lender of all amounts due and payable to Lender under this Agreement, Lender shall release all mortgage and security interests acquired or to be acquired by it hereunder including any mortgages, assignments, security agreements, or guaranties.

IV.

AFFIRMATIVE COVENANTS

The Borrower covenants and agrees that until the Note together with interest and all other indebtedness to Lender under this Agreement or otherwise are paid in full, that the Borrower shall comply with the following provisions in this Section IV. unless specifically waived by Lender in writing:

A. FINANCIAL STATEMENTS AND OTHER INFORMATION: The Borrower shall furnish or cause to be furnished to Lender quarterly financial statements including balance sheet and income statement of I94 Properties, LLC. Borrower shall use its best efforts to deliver to Lender quarterly financial statements within 20 days after the end of the quarter and annual statements within 60 days after the end of each fiscal year. In addition the Borrower shall furnish an annual tax return of I94 Properties, LLC. Borrower shall furnish additional financial information if requested.

B. TAXES AND CLAIMS: The Borrower shall duly pay and discharge all taxes, assessments and governmental charges upon or against the Borrower or any of the Borrower's property which serves as collateral for the loan being made pursuant to this Agreement and shall pay the same prior to the date on which penalties attach thereto. The Borrower shall also cause to be paid all lawful claims which might or could if unpaid become a lien or charge upon the properties or assets of the Borrower, unless and to the extent only that the same are being diligently contested in good faith and by appropriate proceedings.

C. MAINTAINING CORPORATE EXISTENCE: If the Borrower is a corporation, the Borrower shall at all times maintain its corporation in good standing with respect to compliance with Wyoming Statutes and the rules and regulations of the office of the Wyoming Secretary of State.

D. INSURANCE: The Borrower shall at all times keep its interests in the properties which are the subject of the mortgages, assignments and security agreements to be provided herein at all times adequately insured with responsible insurance carriers against loss or damage by fire and hazards and maintain adequate insurance at all times with responsible insurance carriers against liability on account of damage to the persons and properties of others under all applicable worker's compensation laws and maintain adequate insurance covering such other risks as Lender may reasonably request from time to time. All insurance covering the property subject to the mortgages, assignments, and security interests provided herein in favor of Lender granted pursuant to the Agreement shall provide that in the case of each separate loss in excess of **ONE THOUSAND DOLLARS (\$1,000)** the full amount of the insurance proceeds with respect thereto shall be payable to the Lender. To the extent of any insurance policies upon assets which are collateral for Lender pursuant to the terms of this Loan Agreement, Borrower shall provide that such insurance contains a loss payable clause in favor of Lender as to any insurance proceeds payable and shall further provide that Lender shall be entitled to at least thirty days' notice in advance of any non-renewal, cancellation, or change in coverage. The insurance coverage upon the collateral shall not be less than the lesser of the depreciated replacement value of the property being insured or the amount of the loan balance. Borrower shall provide to Lender satisfactory proof of premium payment within thirty days of premium due date.

Borrower shall provide proof of life insurance, which may be decreasing term life insurance upon the life of Lonnie Ballweg for the full amount of the loan, in the amount of \$250,000 each. The proceeds of said insurance policy shall be assigned or pledged to Lender.

Borrower shall provide proof of appropriate worker's compensation insurance covering employees of Borrower as required by the laws of the State of Minnesota and shall provide Lender satisfactory proof of premium payment within thirty days of premium due date.

E. BOOKS AND RECORDS: The Borrower shall maintain at all times true and complete books, records and account in which true and correct entries shall be made of its transactions in accordance with generally accepted accounting principles consistently applied.

F. INSPECTION BY LENDER: The Borrower shall allow any representative of Lender to visit and inspect any of the properties of the Borrower, to examine the books of accounts and other records and files of the Borrower and make available all balance sheets, income statements and any other financial or operational documentation or material requested by Lender. The availability of inspection of documentation shall be made as often as Lender may request and any inspection shall be at reasonable times with reasonable advance notice to Borrower.

G. USE OF LOAN PROCEEDS: The Borrower shall invest the entire proceeds of the loan evidenced hereby into the real estate identified in the Mortgage document and into inventory/equipment for the Borrower's business and shall not intermingle the funds of the loan with funds of other business or projects of Borrower.

H. COMPLIANCE WITH LAWS: The Borrower shall fully and completely comply with all laws, rules, regulations, ordinances, and the like affecting the operations of the Borrower and the property interest held by Borrower.

I. MAINTENANCE AND REPAIR OF COLLATERAL: The Borrower shall at all times maintain, keep, and preserve all of the properties of Borrower (real, personal, tangible, and intangible) necessary or useful in the proper conduct of its business in good working order and condition, ordinary wear and tear excepted.

J. APPLICATION OF PROCEEDS FROM SALES OF COLLATERAL ASSETS: In the event of the sale of any assets of the Borrower which by this Loan Agreement and related documents serve as collateral for the subject loan, the net proceeds resulting from such sale or sales shall be fully applied towards the Borrower's obligation on the Note.

K. FURTHER ASSURANCES: The Borrower shall, at its cost and expense, upon request of Lender, duly execute and deliver to Lender such further instruments, and cause to be done such further acts as may be necessary or proper in the opinion of Lender to carry out more effectively the provisions and purposes of this Agreement.

L. NOTICE OF LITIGATION: Promptly after the commencement thereof Borrower shall provide Lender with notice of all actions, suits, and proceedings before any court or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, affecting the Borrower which, if determined adversely to the Borrower, could have a material adverse affect on the financial condition of properties or the operation of the Borrower.

V.

NEGATIVE COVENANTS

The Borrower covenants and agrees that, until the Note, together with interest and all other indebtedness to Lender under this Agreement or otherwise are paid in full, the Borrower shall not, without the prior written consent of Lender, which consent shall not be unreasonably withheld:

A. Create, incur, assume, or suffer to exist any mortgage, security interest or encumbrance of any kind upon any of the Borrower's property which is subject to the mortgages, assignments, or security interests of Lender pursuant to the terms of this Agreement, whether owned at the date hereof or hereafter acquired except liens and security interests in favor of Lender or any liens or security interest existing on the date hereof.

B. Lend or advance money, credit or property to any person or invest in or purchase all or a part of the assets or properties of any person or guarantee, assume, endorse, or otherwise become responsible for the indebtedness or obligations of any person except to endorse negotiable instruments for deposit or collection in the ordinary course of business or invest in readily marketable direct obligations of the government of the United States of America, or to make investments representing the indebtedness of any person owing the Borrower as a result of a sale by the Borrower in the ordinary course of business of products or services of the Borrower.

C. Enter into any transaction or merger or consolidations or transfer, sell, assign, or otherwise dispose of all or a substantial part of their property or assets or any of its accounts receivable or any assets or properties necessary for the proper conduct of its business, or change the nature of its business or wind up, liquidate or dissolve or agree to do any of the foregoing.

D. Pay or prepay or allow the payment or prepayment of any obligations of the Borrower in favor of any parties other than Lender.

E. Declare or pay any dividends on any shares of stock or any class of stock of the Borrower now or hereafter outstanding or purchase, redeem, or otherwise retire any shares of stock or apply or set apart any of its assets therefore or make any other distribution in respect of any such shares.

F. Sell, lease, assign, transfer, or otherwise dispose of any of Borrower's now owned or hereafter acquired assets except for the sale or other disposition of assets no longer used or useful in the conduct of the business of Borrower.

G. Assume, guarantee, endorse, or otherwise be or become directly or contingently responsible or liable (including, but not limited to, an agreement to purchase any obligations, stock, assets, goods, or services or to supply or advance any funds, assets, goods, or services) for the obligations of any person, partnership corporation, or any other entity, except guaranties by endorsement of negotiable instruments for deposit or collection or similar transactions in the ordinary course of business.

VI.

DEFAULT AND REMEDIES

A. EVENTS OF DEFAULT: If any one or more of the following events, herein called "events of default", shall occur for any reason whatsoever, whether voluntarily or involuntarily:

a. If default shall be made in the due and punctual payment of the amounts of principal or interest due under the Note as such principal and/or interest installments shall become due and payable.

b. If default shall be made in the performance or observance of any covenant or agreement or other provision of this Agreement or in any instrument or documents delivered to Lender in connection with this Agreement or otherwise.

c. If any representation or warranty or any other statement of fact herein or in any writings, certificate, report or statement at any time furnished to Lender in this Agreement pursuant to or in connection with this Agreement or otherwise shall be false or misleading in any material respect.

d. If the Borrower shall admit in writing its inability to pay its debts generally as they become due, file a Petition in Bankruptcy or petition to take advantage of any insolvency act, make

an assignment for the benefit of its creditors; or commence a proceeding for the appointment of a receiver, liquidator, or conservator.

e. If the Borrower shall be adjudged bankrupt or a court of competent jurisdiction shall enter any order, judgment or decree appointing a receiver, trustee, liquidator or conservator of the Borrower.

f. If any judgment against the Borrower or any attachment or execution against any of their respective properties, in such amount which in the opinion of the Lender substantially impairs Borrower's performance of this Agreement, remains unpaid for a period of more than ten (10) days, or if at any time Lender shall consider the indebtedness of the Borrower to Lender insecure or any part as the collateral thereof unsafe.

g. The Borrower shall (a) fail to pay any indebtedness for borrowed money (other than the Note) of the Borrower or any interest or premium thereon, when due (whether by scheduled maturity, required prepayment, acceleration, demand, or otherwise), or (b) fail to perform or observe any term, covenant, or condition on its part to be performed or observed under any agreement or instrument relating to any such indebtedness when required to be performed or observed, if the effect of such failure to perform or observe is to accelerate, or to permit the acceleration after the giving of notice or passage of time, or both, of the maturity of such indebtedness, or if any such indebtedness shall be declared to be due and payable, or required to be prepaid (other than by a regularly scheduled required prepayment), prior to the stated maturity thereof.

h. In the event of litigation actions, suits or proceedings are brought against the Borrower before any court or governmental department, commission board, bureau agency or instrumentality which, if determined adversely to the Borrower could, in the opinion of Lender, have a material adverse effect on the financial condition of properties or operation of the Borrowers.

i. If any or all of the assets of the Borrower are condemned by any governmental authority or agency.

j. Lender reasonably deems itself insecure.

Then, and in any such event, at any time thereafter if any or such other event of default shall then be continuing Lender may, by thirty (30) days notice to the Borrower, declare all obligations under this Agreement forthwith due and payable in full, whereupon all such obligations shall become and be forthwith due and payable without presentment, demand, protest, or further notice of any kind, all of which are hereby expressly waived by the Borrowers, anything contained herein or in the Note to the contrary notwithstanding.

B. RIGHT AND REMEDIES CUMULATIVE: In case of any one or more of the events of default Lender may proceed to protect and enforce its rights and remedies either by suit in equity or by action at law or both, whether for the specific performance of any covenant or agreement or other provisions contained herein, in the Note, or in any document or instrument delivered in connection with or pursuant to this agreement, or to enforce the payment of the Note by any other legal or equitable right or remedy. No right or remedy herein conferred upon Lender is intended to be exclusive or any other right or remedy contained herein and every such right or remedy shall be cumulative herein. No course of dealing between the Borrower and Lender or failure or delay on the part of Lender in exercising any rights or remedies of Lender, or a single or partial exercise of any rights or remedies hereunder shall operate as a waiver or preclude the exercise of any other rights or remedies hereunder.

VII.

REPRESENTATIONS AND WARRANTIES

In order to induce Lender to enter into this Agreement and to make the loan herein provided for, the Borrower makes the following representations and warranties which shall survive the execution and delivery of this Agreement and the Note and other loan documents and any inspection or examination at any time made by or on behalf of Lender.

A. INCORPORATION, GOOD STANDING, AND DUE QUALIFICATIONS: If the Borrower is a corporation, the Borrower warrants and represents that the corporation is duly incorporated, validly existing, and in good standing under the laws of the State of Minnesota; has the corporate power and authority to own its respective assets and to transact the business in which it is now engaged or is proposing to be engaged in and is duly qualified as a foreign corporation and in good standing under the laws of each other jurisdiction in which such qualification is required.

B. CORPORATE POWER AND AUTHORITY: The execution, delivery and performance by the corporate Borrower of the documents to be executed in accordance with this Agreement to which it is a party has been duly authorized by all necessary corporate action and does not and will not (1) contravene the Borrower's charters or bylaws; (2) violate any provision of any law, rule, regulation, order, writ, judgment, injunction, decree, determination, or award presently in effect having applicability to the Borrower; (3) result in a breach of or constitute a default under any indenture or loan or credit agreement or any other agreement, lease, or instrument to which the Borrower is a party or by which it or its properties may be bound or affected; (4) result in, or require, the creation or imposition of any law, rule, regulation, order, writ, judgment, injunction, decree, determination, or award of any indenture, agreement, lease, or instrument.

C. LEGALLY ENFORCEABLE AGREEMENT: This Agreement is, and each of the other documents executed in accordance herewith, when delivered pursuant to this Agreement will be, legal, valid, and binding obligations of the Borrower, enforceable against the Borrower in accordance with their respective terms, except to the extent that such enforcement may be limited by applicable bankruptcy, insolvency, and other similar laws affecting creditors' rights generally.

D. FINANCIAL STATEMENTS: No information, exhibit, or report furnished by the Borrower to Lender with regard to projected financial statements and in connection with the negotiation of this Agreement contain any material misstatement of fact or omitted to state a material fact or any fact necessary to make the statement contained therein not materially misleading.

E. OTHER AGREEMENTS: The Borrower is not a party to any indenture, loan, or credit agreement, or to any other lease or other agreement or instrument, or subject to any charter or corporate restriction which could have a material adverse effect on the ability of the Borrower to carry out its obligations under this Agreement and the documents to be executed pursuant hereto. The Borrower is not in default in any respect in the performance, observance, or fulfillment of any of the obligations, covenants, or conditions, contained in any agreement or instrument material to its business to which it may be a party.

F. LITIGATION: There is no pending or threatened action or proceeding against or affecting the Borrower before any court, governmental agency, or arbitrator, which may, in any one case or in the aggregate, materially adversely affect the financial condition, operations, properties, or business of the Borrower or the ability of the Borrower to perform its obligations under this Agreement or under the documents pursuant hereto to which they are a party.

G. NO DEFAULTS ON OUTSTANDING JUDGEMENTS OR ORDERS: The Borrower has satisfied all judgments, and the Borrower is not in default with respect to any judgments, and the Borrower is not in default with respect to any judgment, writ, injunction, decree, rule, or regulation of any court, arbitrator, or federal, state, municipal, or other governmental authority, commission, board, bureau, agency, or instrumentality, domestic or foreign.

H. OWNERSHIP AND LIENS: The Borrower has title to, or valid leasehold interests in, all of its respective properties and assets, real and personal, as represented in the documents to be executed in accordance with this Agreement, including the properties and assets and leasehold interests reflected in the financial statements previously referred to herein (other than any properties and assets disposed of in the ordinary course of business).

I. OPERATION OF BUSINESS: The Borrower possesses all licenses, permits, franchises, patents, copyrights, trademarks, and trade names, or rights thereto, to conduct its respective businesses substantially as now conducted and as presently proposed to be conducted, and the Borrower is not in violation of any valid rights of others with respect to any of the foregoing.

J. TAXES: The Borrower has filed all tax returns (Federal, State and Local) required to be filed and have paid all taxes, assessments, and governmental charges and levies thereon to be due, including interest and penalties.

VIII.

MISCELLANEOUS

A. COSTS OF COLLECTION: In the event Lender shall retain or engage in attorney or attorneys to collect or enforce or protect its interests with respect to this Agreement, the Note or any other instrument or document delivered pursuant to this Agreement, the Borrower (and the Guarantor if a Personal Guaranty is executed pursuant to this Agreement), shall be responsible for and shall pay all of the costs and expenses of such collection, enforcement or protection including reasonable attorney's fees and may take judgment for all such amounts in addition to the unpaid principal balance of the Note and the accrued interest thereon. Any such costs, expenses, or attorney's fees so incurred shall bear interest at the Note rate from the date that such expenses, costs, or fees are paid by Lender.

B. MODIFICATION OR WAIVER: No modification or waiver of any provision of the Note or of this Agreement and no consent by any of the parties to this Agreement to any departure therefrom by the Borrower shall be effective unless such modification or waiver shall be in writing and signed by duly authorized officers of the parties hereto.

C. GOVERNING LAW: This Agreement, the Note, and any instrument or document delivered pursuant to this Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

D. NOTICES: All notices, requests, demands or other communications provided for herein shall be in writing and shall be deemed to have been given when sent by certified mail/return receipt requested, addressed as the case may be to:

Lender at: 112 West Washington Avenue, Fergus Falls, MN 56537
Attention: Community Development Director

Borrower at: 2306 Southview Drive, Fergus Falls, MN 56537

Personal Guarantor(s) at: 2306 Southview Drive, Fergus Falls, MN 56537

Corporate Guarantor(s) at: 2306 Southview Drive, Fergus Falls, MN 56537

E. BINDING AGREEMENT: This Agreement shall be binding upon and inured to the benefit of the parties hereto and their respective heirs, representatives, successors and assigns, and all subsequent holders of the Note and other instruments to be delivered as referred to herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the respective officers duly authorized as of the day and year first above written.

LENDER

BY: _____
Ben Schierer, Mayor

BY: _____
Andrew Bremseth, City Administrator

BORROWER(S)

BY: _____
Lonnie L. Ballweg, Controlling Member
I94 Properties LLC

PERSONAL GUARANTOR(S)

BY: _____
Lonnie L. Ballweg

**BUSINESS SUBSIDY AGREEMENT
I-94 Properties LLC**

DATE: April 3, 2023

GRANTOR NAME AND ADDRESS:

City of Fergus Falls
112 West Washington
Fergus Falls, MN 56537

RECIPIENT NAME AND ADDRESS:

I-94 Properties LLC
2306 Southview Drive
Fergus Falls, MN 56537

Description of Project: I-94 Properties LLC, had requested financing for remodeling of the retail strip mall in front of Walmart (formerly known as Ottertail Plaza) which they purchased in August 2022. The property is located at 3302 State Hwy 210 East, Fergus Falls, MN (Parcel #71003991541000). The renovation to this property would update leasable space for multiple businesses and provide needed HVAC, electrical, and facade updates to the property for all tenants.

Subsidy Description:

Amount: \$250,000 Intermediary Relending Program (IRP) Revolving Loan Fund

Type of Subsidy: X Loan Grant

Type of District (if tax increment financing): N/A

Public Purpose: The enhancement of economic diversity, attraction of new businesses, provide needed services, an increased tax base, and help to stabilize the community.

Why is the Business Subsidy Needed? The renovation to this property will bring a new restaurant franchise and laundromat to Fergus Falls and will provide needed updates to the strip mall to help retain the businesses currently located in building. Without this subsidy, the funding gap realized by the property owner would make it unlikely for the project to move forward.

Wage and Job Goals: The creation and retention of jobs is not identified as a project goal. While I-94 Properties, LLC is the owner of the building, I-94 Properties, LLC is not a staffing entity. The job and wage goals will therefore be set at 0 for reporting purposes.

Job Goals To Be Attained in Two Years: 0

Wage Goals To Be Attained in Two Years: 0

Name and Address of Parent Corporation (if applicable): N/A

List all financial assistance by all Grantors for the project:

Bremer Bank of Fergus Falls at \$1,517,600 – First Position Property

City of Fergus Falls IRP Revolving Loan at \$250,000 – Second Position Property

West Central Initiative at \$100,000 – Third Position Property (Pending application approval)

Does the business subsidy benefit more than one recipient? Yes ___ No X

By signing below, the recipient of the business subsidy agrees:

1. To continue operation of their business in the vicinity of Fergus Falls for at least five years after the benefit date*.
2. That a written payment agreement will be completed between the Grantor and Recipient if a default in this agreement occurs.

The Recipient also understands that if they fail to meet the terms of this Subsidy Agreement they may not receive a business subsidy from any Grantor** for a period of five years from the date of failure or until the Recipient satisfies its repayment obligation, whichever occurs first.

GRANTOR

RECIPIENT

Title: Mayor

I-94 Properties LLC
President /Owner – Lonnie Ballweg

Title: City Administrator

* Benefit date means the date the recipient receives the business subsidy. If the subsidy involves the purchase, lease or donation of physical equipment, the benefit date begins when the recipient puts the equipment into service. If the business subsidy involves the purchase of property/building(s), the benefit date begins when the closing on the property/building(s) takes place. If the business subsidy is for improvements to property and/or construction, the benefit date refers to when the improvements are finished for the entire project or when a business occupies the property, whichever is earliest.

**Grantor means any state or local government agency with the authority to grant a business subsidy.

City Council Minutes
March 20, 2023

The Fergus Falls City Council held a regular meeting on Monday March 20, 2023 at 5:30 pm in the City Council Chambers. Bill Sonmor gave the invocation, and the Pledge of Allegiance was recited. Mayor Schierer gave the invocation and the following council members in attendance: Job, Kvamme, Rufer, Kremeier, Thompson, and Hicks. Rachels and Fish were absent.

Approval of Agenda

A motion and second were made by Hicks and Job to approve tonight's agenda with Kvamme's request to remove the library policies from the consent agenda and Kremeier's request to add old and new business to the agenda and the motion carried. Mayor Schierer commented he would like to address how items are added to the agenda at a future council retreat.

Sloane Petersen was introduced as an intern working in the Kennedy Secondary School work based learning program. She is a senior considering a career in Environmental or Conservation Law and she spoke about her experiences in the Community Development department.

Consent Agenda

The following items were approved under **Resolution #49-2023** by Thompson: Motion approving the following licenses: Minnesota Lawful Gambling Fergus Falls Hockey Association selling pull-tabs, electronic pull-tabs and electronic linked BINGO at Little Chief Outpost; Fergus Falls Area Youth Association dba: Otter Golf for raffle on May 3 at the Pebble Lake Golf Course; Church of Our Lady of Victory for raffle on April 15, 2023 at the Church, 426 W Cavour Ave; THC Product Sales Lincoln Vapors. **Resolution #50-2013** setting a public hearing for a vacation easement as requested by Vector Windows on April 3, 2023 and directing the City Attorney to draft the ordinance language. **Resolution #51-2123** setting a public hearing for April 3, 2023 to consider a business subsidy in the amount of \$250,000 IRP loan to I-94 Properties LLC as recommended by Business Development for Fergus Falls. **Resolution #52-2023** approving budget adjustments. **Resolution #53-2023** accepting the donation of a sound system from the Otter Dugout Club and Fergus Falls Youth Baseball to be permanently installed at the American Legion Baseball Field. The resolution was seconded by Rufer and was adopted.

Minutes

Kremeier asked for a clarification in the minutes and motion and second were made by Kremeier and Hicks to approve the amended minutes from the March 6, 2023, City Council meeting and the motion carried.

Library Policies

Kvamme asked to have the library policies pulled from the consent agenda to comment on the positive impact the library has on many of our community members and to give Library Director Gail Hedstrom the opportunity to promote some of their programs. Hedstrom spoke about the new building and opportunities to provides to all members of the community. She talked about the summer reading and tutoring programs, their art, CD's, vinyl record, cake pan and seed collections that are available for the community to enjoy. The Library Board has been reviewing policies to remain relevant and current noting the council will be asked to act on these recommendations over the upcoming months. Rufer commented on the free audiobook opportunities and thanked both Hedstrom and her predecessor Erin Smith for their enthusiasm and dedication to the Public Library. Kvamme offered **Resolution #54-2023** approving library policies as recommended by the Library Board, which was seconded by Rufer and was adopted.

Bicycle Friendly Community

It has been four years since the city was given a Silver Status as a Bicycle Friendly Community. Wayne Hurley of West Central Initiative and Pedal Fergus Falls has offered to work on the submission of an updated application which is due in August with the assistance of some staff time. There is no fee or requirements of the city to submit the application. The city's work to improve infrastructure, bike lanes, trails and the adoption of a bicycle/pedestrian master plan will be highlighted in the application. Hicks offered [Resolution #55-2023](#) authorizing the submission of a Bicycle Friendly Community application, which was seconded by Thompson and was adopted.

Job Creation Fund

The Job Creation Fund is a Minnesota Department of Employment and Economic Development program that provides financial incentives to new and expanding businesses that meet certain job creation and capital investment improvements. SCR Solutions (SCR) is a local business intending to expand by doubling their current building square footage and adding 8 new full-time staff members within their first 2-3 years of expanded operations. They requested the city adopt a resolution of support for their project that will be submitted along with their DEED application. Rufer offered [Resolution #56-2023](#) adopting a resolution of support for a Job Creation Fund application for SCR Solutions Inc., which was seconded by Kvamme and was adopted.

Reassignment of Tax Abatement Agreement

Northstar Behavioral Health has been providing mental health and chemical health programming in Fergus Falls since 2019. They are undergoing a change in ownership with NBH Fergus Falls, LLC which necessitates a reassignment of the tax abatement agreement from the original ownership entity. The county board also recently consented to the reassignment. All costs of this reassignment will be borne by NBH Fergus Falls, LLC. Hicks offered [Resolution #57-2023](#) approving the reassignment of a tax abatement agreement with Northstar Behavioral Health, LLC to NBH Fergus Falls, LLC, which was seconded by Thompson and was adopted.

Resolution of Accounts

A resolution was offered and seconded by Hicks and Rufer authorizing the payments and claims in the amount of \$1,213,945.86. Kvamme inquired about a professional services bill for the Union Avenue bridge project and railroad crossing easement payment. Hicks asked about furniture for the children's department at the library and the new office space for Visit Fergus Falls. After answering these questions, the resolution was adopted.

Old Business

Council member Kremeier was given the floor to clarify comments from the March 6, 2023, City Council meeting. He referenced the investigation that was brought forward to a council member regarding a private citizen in Ward 2 and a private citizen in ward 3. The private citizen in Ward 2 filed that grievance on his own and he (Kremeier) brought forward the concern from the private citizen in Ward 3 since he serves as a council member in that ward. He said this is not an issue between two council members, but rather between a private citizen and the council member. As the investigation went on in the Ward Three matter, the resident involved wanted to provide his testimony under oath. He was not sure why the testimony was not taken under oath, but since it was not done in that manner, the investigation was closed. He read the following statement, "Honor guides Marines to exemplify the ultimate in ethical and moral behavior, never lie, never cheat or steal, abide by an uncompromising code of integrity, respect human dignity and respect others. I'm going to say his name who that was because it was said by Councilman Rachels at the last meeting. That is Mike Mortenson. I've known Mike for quite a while. Mike is not only a business owner in Fergus Falls, he's a doctor a chiropractic

that treats veterans. He is also a Marine combat veteran who served in a part of the world who the bad guys thought it was okay to drag dead servicemen through the streets. Marine squad leader Mortenson went door to door in that country saving the friendlies allowing us to have our freedoms and one of those is freedom of speech. He has earned the right to speak and show he is not the bad guy.” He asked the mayor to allow Mr. Mortenson the opportunity to address the council. Mayor Schierer invited Mr. Mortenson to the podium.

The following comments were taken by transcription from the March 20, 2023, City Council meeting shown on the city’s YouTube channel.

Dr. Mike Mortenson stated “my address is 911 N Vine Street in Fergus Falls and I am a resident of the third ward. Thank you Mr. Kremeier, for recognizing my service to our country and thank you for being a council member in the third ward. This city is better because of you and how hard you are working for the residents of this ward. I am not represented by the Department of Veterans Affairs tonight or the federal government in my responses, but I am here as a private citizen with my own private views of what happened during the 2020 election. My remarks will be brief and Mayor, you will know when I am finished because my final comments will be directed towards you. Council Member Rachels is not present tonight, but I want to address his comments from the March 6 council meeting when Rachels felt he had to bring my name up and say my name to either be the “Big Man on Campus” or to disparage who I was. As Mr. Kremeier said I live my life by honor and integrity of who I am, and my reputation means everything to me and for me to stand out here today is quite a task in front of you. Everything I'm going to say today I don't take lightly everything is serious and it means a lot to me. Mr. Rachel's brought up my name in what I thought was still a closed investigation within the city at the time. He brought up my name. I was not able to get the transcript from the investigation that was done so to me he exposed my name to the community and that's why I'm here. Tonight, I'm here because he said my name and the mayor said my name and my name was said ten times over the course of that council meeting. I'm here tonight to set the record straight. I'm here tonight to say what happened during that 2022 election in entirety so there'd be no misconception to where it was at. I assure you might not answer the investigation was not out of fear or worry I have a legal team that advises me the same way and they advised me to give my testimony under oath. The discriminatory and the egregious things that were said needed to be under oath, so my name was solid. However, I said the word subpoena which was inappropriate, and they closed the case. I assure you that I was not afraid to make a statement about that. Tonight, I stand before you with an under-oath statement of what I was going to say to that investigation committee before it was closed. This statement can be used to the council at any time. I'll provide it to you once it's the right moment or used by the victim in this case. This is where we've gotten to you. Expose me now I'm here to talk about the case in an open forum for everyone to see everyone to watch all over the world.

Saturday, I had lunch with the victim. It's the first time I've met her. I called her up and I said that this investigation can no longer be held inside the city, and you deserve the right to know what happened and what's been going on. She agreed to meet me for lunch, and I will say for the record, she's a very nice kind person that didn't need to have this happen to her. As we were sitting there having lunch, I told her about a picture of her and a statement that she had written in her past that had been shown to me by a council member during the 2020 election. She sat there and said more I told her that I had been approached by the perpetrator to show this particular picture and the statements that she had written about race. As we sat there, and I talked about that with her I could see her just kind of sob. This is a woman. A black African American woman that sat before me and just kind of sobbed. I could see in her eyes the pain but what I had just said to her and what happened to her in 2020. I told her more, which is in the statement, but the thing that really bothered her the most was that a council member in the city of Fergus Falls felt he had to show her picture along with a statement where she was defending herself as a black woman. He felt he had to show that picture to constituents in the

ward and that's what bothered her when we talked about that he said do you know how many people he'd shown it to. I said it's not confirmed by me, but I know he's shown it to quite a few. She sat there and I sat with her as a real human being. You could feel that she had had her soul ripped out of her chest. When she had heard that to her being a black African American in our city and a council member feeling he had to show that to people just absolutely blew her away and why it blew her away is because it showed who she was. It showed the color of her skin. It showed her writings about how she was defending being a black person and that's what hurt the most to her. As I sat there and we were talking I thought, ladies and gentlemen, this is definitely a time where a picture is worth more than a thousand words. That picture meant one thing to her one thing. That the perpetrator had to show that she was a woman of color for one reason or another. He had to show who she was so people would be taken back and afraid to possibly vote for her. We are better than this in this community. I'll tell you what, this is a community of people that love each other, care about each other and this is not how we function as a council. This is not how we function as a community. This is not how we should be. I asked the council this, I would like you to go back into that statement from the investigation and I'd like you to read in there the perpetrator's remarks of how this picture was displayed throughout the ward. This African American black woman and I want to ask yourselves in all of your political careers have you ever had to go to a door and show someone a picture of your competitor have you ever done that the answer is no."

Council Member Rufer asked Mr. Mortenson to pause. "I'm sorry your honor, but what are we doing here. I don't really understand what's going on and I feel like we're litigating a case of some kind and is this furthering the public good right now?" The mayor asked Mr. Mortenson to continue. He responded "the council has brought me into this into the public forum so I am here today to clear the air of the public forum of what this is. I encourage the council to read this and look at this over the next few weeks and look at it if this is something that you would have done. I asked the council to look at it and consider what would be the appropriate action against this perpetrator. One would be censure. One would be reprimand and one would be removal. I am not going to suggest any of that. I am at a point where this is egregious to this person and it bothers me so much. So, what I would say at the end here Mayor, as I would say this, I would say this I've known you a long time Ben. I have and I've had a lot of respect for you over the years and I know you said something down here a few months ago where you said I am part of a political party because I care about people, and I know you meant that. I know you meant it what I'd ask you to do is care about this person and at least look at this and not see that this is ridiculous. This is about a human life of a person that had her picture showing around because of who she was and I'd ask you to do that please do that for her.

Mayor Schierer thanked Mr. Mortenson for his comments and service and said "I just want to make it very clear. I know this individual. I'm not going to bring her name into this I have spoken with this individual on multiple occasions about this and other issues that she deals with in our community. I certainly have compassion for this individual and I will continue to have a friendship with her. I will continue to discuss this in any other matter that she brings forward to me so this is part of an investigation." He again thanked Mr. Mortenson for his time and service.

New Business

Kremeier commented on last week's town hall meeting. He thanked staff, council members and the public that attended and touched on the topics addressed at the meeting including: Lake Alice, speed zones around the old Eisenhower School, Greater Fergus Falls, the RTC, TIF, small business loans, the location of the upcoming aquatics center and the open forum policy. He talked his plans to continue holding these types of meetings. City Administrator Andrew Bremseth said the city's Communication's Manager captured the questions from this event and the city's responses will soon be posted on social media and the city's website. Mayor Schierer congratulated Kremeier on the town hall event and suggested it would be beneficial for the council to discuss the best times and locations

for these events, staff's commitment to the meetings and making sure everyone has the same expectations going forward.

Bremseth informed the council that the US Fish and Wildlife Service has changed the status of the northern long-eared bat from threatened to endangered. This status change restricts the removal of trees they may be inhabiting from April 1 to October 31 unless the city wants to conduct a study to determine if the bats live in these trees. He recommended proceeding with the necessary tree removal for Phase II of the Downtown Riverfront Project next week to avoid the cost of another study. During this time approximately half of the public park lot in this area will be closed to conduct the work. Staff and representatives from Bolton & Menk will be going to each business to relay the message this week. Hicks thanked the anonymous person who paid for a family member's meal recently and the meeting adjourned at 6:22 pm.

Lynne Olson

DRAFT

Committee of the Whole Meeting
March 29, 2023

The Fergus Falls City Council held a Committee of the Whole meeting on Wednesday March 29, 2023 at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order and council members in attendance were Job, Kvamme, Rufer, Kremeier, Rachels and Fish. Thompson and Hicks were absent.

Neighborhood Impact Program

Gate City Bank presented a symbolic check to kick off their Neighborhood Impact Program. The program provides homeowners with loans for home improvement projects that improve the housing stock and neighborhoods within the community.

Community Service Officers and Tuition Reimbursement Program

Police Chief Kile Bergren spoke about the difficulties in recruiting police officers. He is seeking authorization to hire up to four Community Service Officers (CSO's) for this summer. The candidates in this role will be local students pursuing a career in law enforcement. The department will be able to observe their abilities and potential for future employment after completing their degree. The cost to hire the CSO's would be made up from attrition and a retirement within the department this year. A motion and second were made by Fish and Rufer to recommend the council approve the hiring of up to four part-time/temporary community service officers and the motion carried.

Bergren advocated the council include part-time or temporary Community Service Officers in the city's tuition reimbursement program as a part of the recruiting process. If an officer is hired and agrees to provide a certain number of years of service to the Fergus Falls Police Department, they can be reimbursed for a portion of their tuition expenses. A motion and second were made by Kremeier and Rachels to recommend the council support the Pathways to Policing and amendment to the city's tuition reimbursement policy and the motion carried.

Police Wellness Plan and Policy

The League of Minnesota Cities Insurance Trust has been instrumental in developing a wellness plan to support public safety officers. The plan will emphasize officer wellness through physical and mental health, financial and spiritual well-being and bring the city into compliance with pending legislation pertaining to public safety officer health. Bergren requested the ability to change this living document as needed as it will require amendments. A motion and second were offered by Kvamme and Fish to recommend the council approve the Public Safety Officer Wellness Plan and Policy and the motion carried.

Surplus Property

A motion and second were made by Rufer and Rachels to recommend the council declare three squad cars and miscellaneous office chairs as surplus equipment and authorize their disposal or trade-in value and the motion carried. Rufer asked Chief Bergren about his thoughts on switching to electric vehicles in the future and encouraged moving in that direction when the technology evolves for uses of police squad cars.

Surface Water Assessment

Dan Disrud of the Department of Health presented information on the source water assessment of public water systems. The department is working with the city and numerous state and local partners to create a Surface Water Intake Protection Plan (SWIPP). The study will determine the activities undertaken to protect the surface water derived sources for drinking water for the city. Disrud commented on the priority areas, emergency procedures to keep water safe and long-term health impacts of keeping pollution out of the drinking water. Once the plan is implemented, state and federal grants may be available for the city to access. Kvamme asked questions about the various project partnerships and felt the language pertaining to increasing temperatures in the watershed be labeled differently. Rufer offered a counterpoint to expect more extreme weather patterns with climate change and to plan for these changes accordingly. A motion and second were made by Rufer and Kvamme to recommend the council adopt the updated Source Water Assessment plan and the motion carried.

Oak Grove Cemetery

The Oak Grove Cemetery Board of Trustees has been working with the city regarding expanding their cemetery footprint. They have officially requested the city gift them five acres of land north of their current location as they are running out of plots. The cemetery has agreed to take on the costs of the development and there would be no cost to the city. They have also offered a land swap, but the land they are willing to give up has no value to the city. Council members commented on the long term needs of this historic non-denominational cemetery and the long-term partnership with the city. A motion and second were made by Rufer and Fish to recommend the council consider gifting five acres of city owned land to Oak Grove Cemetery and the motion carried.

Other Business

City Administrator Andrew Bremseth said Council Member Rufer is requesting the council consider amending the City Code to allow contractors to begin working prior to the current start time of 9 am. The proposed amendment will be placed on the April 12 Committee of the Whole meeting agenda.

The meeting adjourned at 7:49 am

Lynne Olson

FOR COUNCIL MEETING — APRIL 03, 2023

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

Mechanical

Mission Mechanical

Excavator

Paul Haarstad Excavating

Food Truck Permit

Peney Cakes

Big J's Smokehouse LLC

Tobacco License

Fergus Falls Municipal Liquor Store #2



Council Action Recommendation

Page 1 of 1

Meeting Date: March 29, 2023

Subject: Hiring of Community Service Officers

Recommendation: Approve the hiring of up to four part-time / temporary community service officers.

Background/Key Points: We feel that this program will be an effective recruiting tool for hiring future police officers.

Budgetary Impact: \$20,000

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Council Action Recommendation

Page 1 of 1

Meeting Date: March 29, 2023

Subject: Resolution supporting Pathways to Policing and amendment to city's tuition reimbursement policy.

Recommendation: Resolution supporting Pathways to Policing program. Program would allow for tuition reimbursement for newly hired police officers who sign a service commitment. It would also add part-time / temporary employees serving in the capacity of Community Service Officer to be eligible for participation in the city's tuition reimbursement program.

Background/Key Points: We feel that this program will be an effective recruiting tool for hiring future police officers.

Budgetary Impact: Participation in the program would follow the limits currently outlined in the policy.

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Council Action Recommendation

Page 1 of 1

Meeting Date: March 29, 2023

Subject: Public Safety Officer Wellness Plan and Policy

Recommendation: Resolution of support for Wellness Plan and Policy.

Background/Key Points: A renewed emphasis is being placed on officer wellness. This new plan is to better address all aspects of wellness from physical and mental health to financial and spiritual well-being. The League of MN Cities Insurance Trust is also pushing for agencies to develop a wellness plan to support public safety officers and also reduce risks being assumed by the Insurance Trust. The wellness plan will also bring us into compliance with pending legislation specifically regarding public safety officers wellness.

Budgetary Impact: Any budget impact would fall within the normal operating budget of the agency.

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Kile Bergren
City of Fergus Falls
112 W Washington Ave
Fergus Falls, MN 56537-2568

February 2, 2023

Dear Kile:

I'm asking for your help. We share a goal of keeping our public safety professionals healthy and able to show up for their communities. Minnesota's public safety community is facing a mental health crisis. Here are the facts:

- 1) The number of Minnesota public safety professionals struggling with mental wellness is at an all-time high. In fact, the League of Minnesota Cities Insurance Trust (LMCIT) has received 380 public safety PTSD claims since 2013. That doesn't include those who work for counties, the state, or self-insured cities.
- 2) PTSD is now the largest projected source of workers' compensation claims across all jobs covered by the Trust. LMCIT has incurred more than \$43 million in costs associated with these claims.
- 3) Retirements due to PTSD are contributing to public safety workforce shortages, exacerbating recruitment and retention challenges, and hurting city budgets.

The good news: PTSD is treatable and often preventable. And you can make a difference. A recent study shows that Minnesota cities with established wellness programs experience a "strong benefit in reducing both liability and workers' compensation claims." The study concluded that cities that invest in proactive wellness programs save more than \$50,000 in claims every three years.

Please join us in making a culture of wellness a priority for your organization in 2023. I've enclosed a step-by-step **Public Safety Mental Health Action Guide** for city leaders. I ask that you make this a priority in 2023. If you have questions about how to implement this guide, my colleague Lora Setter is ready to help. Lora is a former Minnesota police officer and understands best practices for mental health prevention strategies. You can reach her at (612) 248-9551 or lsetter@lmc.org.

We've also created an online public safety PTSD and Mental Health Toolkit where you'll find information about prevention, programs, therapies, human resource considerations, and much more. Visit lmc.org/ptsd.

We're committed to confronting the challenge of PTSD, but we can't do it alone. You play a critical role in preventing, identifying, and addressing PTSD and other public safety mental health issues. Together, we can promote excellence in public safety and strengthen our communities by making mental health a priority.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Greensweig', is written over a light blue horizontal line.

Dan Greensweig
LMCIT Administrator



Introduction

Because of the nature of their job duties, public safety employees are exposed to traumas that can create opportunities for mental injuries. But there are strategies every city can put in place to help mitigate this risk. This guide will walk you through steps and considerations for addressing public safety mental health.

Creating a public safety mental health program is an organization's responsibility. It can build a culture of wellness that will give employees permission to talk openly about mental health injuries and seek treatment for them before they become chronic conditions. The entire organization is responsible for creating this supportive work environment where employees feel "it's OK to not be OK." Providing a wellness program can also support morale, resiliency, retention, and job satisfaction.

REMEMBER: One in five adults will suffer from a mental illness, according to the National Alliance on Mental Illness.



Step 1: It starts with leadership!

Creating a successful public safety mental health culture starts with city leadership and public safety leadership working together to normalize the conversation regarding mental illness.

Start by considering your personal feelings about mental illness. It may help to think about mental illness as a mental injury. People heal from injuries, and mental injuries are treatable.

Consider asking some or all of the following questions:

- Why is mental illness tough to talk about? How do you feel about mental illness?
- How can we as leaders normalize the conversation about mental illness? Do we model and support wellness practices?
- Do we have an environment where people with mental illness will seek the internal and external help they need? If not, how can we create it?
- Do our public safety employees feel like valued members of our city government and community?
- What wellness strategies are currently in place? Do we know what mental health resources are available for our public safety team? Do we encourage use of them? How do we know they are working?
- Do we promote “positive gossip” about achievements and remind public safety personnel about their important purpose?

REMEMBER: Organizational wellness is not a program; it’s a philosophy.

PTSD AND MENTAL HEALTH TOOLKIT:

Prior to the meeting have all group members review the League of Minnesota Cities PTSD and Mental Health Toolkit for public safety, focusing on the Leadership Philosophy section.



Step 2: Form a team

Form a public safety wellness team that can help inform, design, or evaluate your organizational wellness strategy.

It’s important to think about creating a culture that supports wellness from the bottom up, with strong support from leaders. Consider including team members who will champion your work: line-level officers, firefighters, civilian staff, union rep(s), training officers, supervisors, informal organizational leaders, and members of your human resource team.

1. Begin by discussing these questions:
2. Create a mental health survey for public safety employees. Questions should allow for employees to reflect on their perception of their own mental health, as well as their perception of the organization’s wellness culture.

- Why do we want to start a program to support mental health?
- How will we know if our efforts are successful?
- Who will be offered our program?

- Do we have strong leadership support to start this?
- Do we want to use in-house resources or a vendor?
- What is our budget?

- Do we want participation to be required or voluntary?
- Are we willing to change our department culture?
- Can we live with the consequences if we don’t establish a program?

REMEMBER: Be mindful of language about mental health; avoid using words like “crazy” or “insane.”

PTSD AND MENTAL HEALTH TOOLKIT:

Encourage team members to review the toolkit wellness materials.





Step 3: Draft a plan

Using information from your employee mental health survey, your wellness team can now design a plan to create or enhance a culture that supports the mental health of public safety employees.

Define the vision, goals, objectives, and action steps

Here are some things to do when creating your plan:

- Review policies and practices surrounding mental health treatment and recovery, such as leave policies, medication policies, and fitness for duty practices, with a goal to remove treatment barriers whenever possible.
- Review scheduling of shift workers to ensure there is adequate opportunity for rest and sleep.
- Include opportunities for family members to learn about trauma-related mental health issues and how to support their public safety professionals.
- Incorporate training of supervisors on how to provide emotional support, and how to speak with employees experiencing mental health issues.

of your plan. It may be necessary to phase in your program elements over time.

Research internal and external resources such as program models, community partners, and grants.

Think about framing the wellness plan as a way to care for the whole employee by including the following components into your program. *Adapted from Dr. Daniel G. Amen, "The End of Mental Illness"*



Purpose: Find ways to help keep employees focused on their mission. Having a strong sense of purpose builds resilience.



Physical: Provide information and scheduling that allows employees to get adequate sleep, nutrition, and exercise.



Emotional: Establish peer support programs, yearly mental health check-ins, mental health counseling sessions, trauma debriefs, etc.



Social: Promote connection through involvement in civic clubs, organizations, sports teams, hobbies, creative endeavors, and other activities outside of work.



Inner Self: Remind people of the value of activities such as meditation, tai chi, and prayer that can restore a sense of calm, and support healing.



Financial: Offer financial wellness advice and education through webinars, workshops, department training and one-on-one financial counseling.

REMEMBER: Remind people often that mental illness is treatable and doesn't have to define a life or end a career.

PTSD AND MENTAL HEALTH TOOLKIT:

Review more detail about program options such as peer support, mental health checkups, and family support.





Step 4: Put your plan into action

Deliberate and consistent communication with all stakeholders will be important to the success of your program. Use roll calls, briefings, memos, emails, and other means of communication. Ensure everyone

understands the importance and the need for the mental health program. Provide opportunities for people to get their questions answered.

Ideas to kick off your program include:

- Design department training specifically about mental health, and the process for how mental health injuries will be handled in the organization.
- Host a family event and invite a speaker to discuss the signs and symptoms of trauma-related mental injuries.
- Hold a wellness fair that includes things like health screenings, employee assistance program representatives, civic organizations, health clubs, yoga studios, nutrition information.

REMEMBER: Leaders can support mental health by modeling healthy behaviors and creating a work culture that is both accountable and compassionate.

PTSD AND MENTAL HEALTH TOOLKIT:
Review the Creating Supportive Work Environments section for tips on supporting your employees and communicating effectively.



Step 5: Measure for success

Measuring the overall success of your wellness program should happen on a regular schedule and when your wellness team identifies a need to revisit an element of your plan. More frequent reviews can be a mix of

quick check-ins with supervisors as well as more formal reviews and surveys. These questions can help your team evaluate the success of your program.

Short term

- Do employees use the program?
- Are employees interested in enhancing the program?
- Do employees recommend the program?

Long term

- Has employee satisfaction improved overall?
- Have sick days and absenteeism decreased?
- Have health insurance and workers' compensation costs decreased?

REMEMBER: Keep mental health information and help resources visible in your break rooms, locker rooms, and other areas of your department.

PTSD AND MENTAL HEALTH TOOLKIT:
Pocket wellness guides for public safety are available to print and share.



www.lmc.org/ActionGuide

For more information:

Contact Lora Setter, Public Safety Program Coordinator
(651) 248-9551 • lsetter@lmc.org

Fergus Falls Police Department

Wellness and Leave Programs

Origination date: November 15, 2021

Revisions: March 21, 2023

Purpose:

The Fergus Falls Police Department recognizes the inherent dangers and stressors associated exclusively with police work and the physical, emotional, and psychological toll that it takes on our employees. The agency is committed to maintain a healthy work-life balance for all sworn officers and offer amenities to include work out room, peer support, safety and wellness training, psychological counseling, and an array of services offered through the employee's assistance program. In addition, the department will offer wellness leave to officers to use throughout the course of their career. The agency recognizes that the law enforcement work environment puts both acute and chronic stressors on the employees that may have a negative impact on their physical and emotional wellbeing and that providing a break can be an essential part in the healing process and continued longevity of the employee.

Much of a police officer's job is making critical decisions under high stress circumstances. Research has shown that officers who are mentally and physically healthy are less likely to make judgement errors in critical situations. They are also more apt to receive fewer complaints, have a higher level of morale, and work towards positive organizational goals. An officer in good emotional, physical and spiritual health will also be more successful in their personal and family life.

The agency also recognizes the growing trend in policing of disability claims associated with PTSD, anxiety, and depression and feels a wellness leave program will help offset potential losses of good employees. Undue pressures of the media, some societal groups as well as increased penalties for early retirements have made it far easier for employees to take a disability leave from the agency. These costs are not sustainable over the short or long term, and alternative measures need to be put in place to ensure that good employees have options to navigate through their career until retirement. A wellness leave program shows that the agency cares for and values the employee and assists them through their journey until retirement.

Wellness Leave:

All sworn law enforcement officers of the Fergus Falls Police Department will be allowed to use a cumulative total of up to six (6) months of wellness leave through the course of their career.

Officers on probation will not be allowed participation in the program. An officer who uses Wellness Leave in excess of two weeks will not be allowed to use Wellness Leave again until three (3) years has elapsed from the conclusion of the past leave, or upon approval of the Chief.

Officers will have to make written application to the Chief of Public Safety or designee requesting leave with sufficient purpose or need to be granted Wellness Leave. The Chief or the City Administrator shall have the final say in all matters related to the granting of Wellness Leave. All leave will be used in consecutive days, weeks or months.

Officers with 1 to 6 years of employment with the Fergus Falls Police Department will be allowed up to two weeks of Wellness Leave.

Officers with 7 to 13 years will be allowed up to one month of Wellness Leave.

Officers with 14 to 20 years will be allowed up to three months of Wellness Leave.

Officers with 21 or more years will be allowed up to six months of Wellness Leave.

Officers granted Wellness Leave may use vacation, sick, holiday, or compensatory or any combination of time for part or all of the leave. Officers may also choose to take all or a portion of the time as unpaid leave.

In all circumstances the city will continue to make normal contributions towards the employee's health and PERA contributions, as well as all other normal pay roll deductions. The employee will continue to be responsible for the employee's normal cost share of all benefits, employee portion of health care premiums and for life insurance premiums, if they choose to continue those benefits. An employee taking paid Wellness Leave shall retain all seniority, service credits and job assignment / classification as they had prior to the leave.

Employees taking unpaid leave will follow the contract language regarding Unpaid Leave of Absences. Employees taking unpaid leave will not be credited for seniority or service credits during the leave and will not be guaranteed job assignment upon return. An employee opting to use unpaid time will be responsible for making acceptable payments for all employee responsible portions of benefits.

An employee who fails to return to work from Wellness Leave shall be treated as a voluntary quit. The agency will provide the employee written notice of this intended personnel action. If the employee fails to respond within three days of the notice being sent, the personnel action will be final.

Employees on Wellness Leave will be required to make all court appearances and may be subject to call back based on the needs of the agency. Every effort will be made by the agency to avoid call back, but in the cases, it is required, the employee will receive credit for any unused leave time or allowed to continue unused leave time at the end of the call back.

Employees intending to terminate employment upon conclusion of their leave shall make notice of their intentions at the time of the leave request. In all cases, the employee shall give the agency no less than two weeks' notice of their intended termination in order to leave in good standing. No vacation, sick, or holiday time will be accumulated during this period. Wellness leave will need to be used to include all time taken off including holidays.

Physical Wellness and Fitness Time:

The agency recognizes the importance physical wellness plays in the fitness and health of its employees and the role it plays in reducing stress. The agency encourages all employees to participate in annual physicals and health screenings for the early detection of illnesses. In addition, the agency encourages employees to explore the benefits of healthy dietary habits, like plant strong diets, that can help reduce the risks of heart disease and diabetes. The agency will promote, when available, resources on healthy eating habits.

Physical fitness and strength training is also an important part of employee wellness. The agency will allow an employee to work out during their assigned shift for up to one hour, with supervisor approval. Employees can utilize the fitness times up to two days per week.

The officer shall seek approval from their supervisor prior to working out and the supervisor shall ensure adequate staffing is available to handle call volume. Officers who leave the premises for their workout, such as for running or biking, shall have a means of communication with them in cases where the supervisor needs to contact them. Use of the department's work out space is highly encouraged.

In addition to the benefit of workout time, the agency will also allow staff to voluntarily participate in a wellness challenge biannually. The challenge will consist of passing each category in the areas of bench press, mile and half run, sit-ups, and push-ups for their designated age range. Each employee who passes the challenge will be allowed to convert one day of sick leave into a regular day off of discretionary time. The day off must be used before the next fitness challenge. The run time will be adjusted for each group by 1 minute to give each participant an advantage. An officer who fails to meet the criteria for their age bracket, but successfully meets the criteria for the next age group will be given one half day off.

Males	Bench Press	Sit-up	Push-Up	1.5 Mile
20-29	1.06	40	33	11:58
30-39	.93	36	27	12:25
40-49	.84	31	21	13:11
50-55	.75	26	15	14:16
Females				
20-29	.65	35	18	14:07
30-39	.57	27	14	14:34
40-49	.52	22	11	15:24
50-55	.46	17	0	17:13

EAP and Counseling Services:

The city offers every employee access to the Employee Assistance Program through Lakeland Mental Health. The program allows employees access to family counseling, financial counseling, mental health, and other related services. The programs are offered free of charge to the employee and their immediate family, up to three visits, and they may contact Lakeland Mental Health (218-736-6987) directly to schedule an appointment. The agency is aware of the specific stressors and issues associated to policing and the need to offer specialized counseling services from licensed practitioners who understand the dynamics of policing. Each employee is allowed to directly contact Dr. Jay Phillippi at Positive Psychological Solutions (701)866-3641 and schedule an appointment. The agency will pay for the initial consultation, but any further services will be handled on a case-by-case basis at the discretion of the Chief.

Peer Support:

The agency recognizes the acute and accumulated stressors that an officer encounters during their career and the negative impact it may have on the employee’s wellbeing, as well as other issues encountered during one’s daily personal life. It is important for officers to be able to talk with peers about their experiences and get support. The agency encourages officers to reach out to their co-workers, even in an informal setting and discuss issues.

The agency also recognizes that a structured peer support program may offer the same type of support, but also include privacy advantages that may be needed immediately following a critical incident. The agency will offer training to those who wish to become certified as peer support

counselors and follow the requirements outlined in Minnesota State Statute 181.9731 referring formal public safety peer support programs.

Regardless of the setting, the agency strongly encourages officers to reach out for support from the peers when dealing with difficult times in their personal and professional lives.

Financial Planning and Wellness:

Often times, financial stressor within an employee's personal life can start to effect performance at work. Having a plan in place to help mitigate some of these burdens is advantageous to both the employer and employee. The city offers a number of financial planning tools and programs that are available to all employees. These programs include a traditional 457b deferred compensation savings plans, Roth 457 savings plan, post-employment Health Care Savings accounts, Health Care Savings attached to current insurance plan options, and flexible spending accounts for day-care and health care costs. Employees are encouraged to learn more about these options and participate accordingly. In addition, the representatives from each of these accounts are available for consultation via phone and occasionally in person. Employees are encouraged to use these resources, or other privately offered services, to their advantage.

Spiritual and Mindful Wellness:

Spiritual wellbeing can be accomplished through a number of avenues to include religious, faith, meditation, establishing connections with community or nature, and mindfulness. While these are personal choices and some need to have clear boundaries with official work, the agency encourages all employees to consider the importance of spiritual health and wellbeing.

Meditation and mindfulness are two tools that can be used during the course of an employee's day to help reduce stress and anxiety and improve an employee's outlook and performance. Mindfulness is the basic human ability to be fully present, aware of where we are and what we're doing, and not overly reactive or overwhelmed by what's going on around us. Mindfulness is a quality that every person already possesses, it's not something you have to conjure up, you just have to learn how to access it. When we are mindful, we reduce stress, enhance performance, gain insight and awareness through observing our own mind and increase our attention to other's wellbeing. It is the concept of removing other thoughts from our mind that create stress, confusion, anxiety or other conflicted thoughts. It is a way, in other words, to clear our minds and become mentally prepared for work and also clearing our thoughts and actions of the workday as we prepare to return to our personal lives at the end of our shift.



Council Action Recommendation

Page 1 of 1

Meeting Date: March 29, 2023

Subject: Declaration of Surplus Property

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

Unit 2068	2013 Ford Police Interceptor	1FM5K8ARXDGB84741
Unit 2088	2019 Ford Police Interceptor	1FM5K8AR3KGA31728
Unit 2089	2019 Ford Police Interceptor	1FM5K8AR5KGA31729

Miscellaneous office chairs as surplus to be sold at public sale.

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

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

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Council Action Recommendation

Page 1 of 1

Meeting Date: March 29, 2023

Subject:

Source Water Assessment (SWA) plan and Source Water Intake Protection Plan (SWIPP)

Recommendation:

Adopt the updated the SWA

Background/Key Points:

This is an update to a plan that was done in 1996. With more data available and better methods to characterize water quality, and with a shift in framework of resource management in MN, the MDH dedicated resources to update the Fergus Falls SWA to update the SWA and create the SWIPP.

Budgetary Impact:

None

Originating Department:

Public Works/Water Purification Div.

Respectfully Submitted:

Len Taylor

Attachments:

2022 Source Water Assessment

FERGUS FALLS PUBLIC SERVICE PUBLIC WATER SYSTEM

PWS ID # 1560014

**2022 Source Water Assessment – Fergus Falls Public Service
Public Water Supply ID: 1560014**

Chad Lindgren
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Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

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

Signature: _____ Date: _____

Printed Name: Jim Walsh License Number: _____

DRAFT

Glossary

Appropriations – The total amount of water approved for use from an aquifer, stream, lake, or reservoir by the Minnesota Department of Natural Resources.

Aquatic consumption – A standard that is applied to a body of water by the Minnesota Pollution Control Agency that differentiates whether fish caught in that waterbody should be consumed by people or not.

Aquatic life use – A standard that is applied to a body of water by the Minnesota Pollution Control Agency that describes whether the waterbody supports a healthy aquatic ecosystem or not.

Aquatic recreation use – A standard that is applied to a body of water by the Minnesota Pollution Control Agency that describes whether the waterbody supports or is impaired for recreational (i.e., swimming, boating, fishing, etc.) purposes.

Biochemical oxygen demand (BOD) – represents the amount of oxygen consumed by bacteria and other microorganisms while they decompose organic matter under aerobic (oxygen is present) conditions at a specified temperature.

Buffer – An area of equal width on either side of a stream.

Catchment – The area that collects water, especially the collection of rainfall over a natural drainage area

Centerline – The center of a stream.

Concentrations – The abundance of an element or compound within a volume of water.

Contaminant – A chemical or pollutant, either natural or man-made, that degrades water quality.

Delineated area – A watershed area that has been outlined as contributing to a downstream waterbody that serves as a public water supply source. The ERA, SMA, and DWSMA are all delineated areas.

Dilution – The action in which a chemical, biological, or contaminant concentration is reduced in water by increasing the amount of water present.

Disinfectant – Any oxidant, including but not limited to chlorine dioxide, chloramines, and ozone added to water in any part of the treatment or distribution process, which is intended to kill or inactivate pathogenic microorganisms.

Disinfection byproduct (DBP) – A chemical that is formed from a reaction between a disinfectant and organic matter that is present in water.

DNR Division of Waters Lake Number (DOWLKNUM) – The DNR Division of Waters Lake Number (DOWLKNUM) is the primary identifier used to catalog lake and wetland basins in Minnesota.

Drainage Area - the land area where precipitation falls off into creeks, streams, rivers, lakes, and reservoirs

Geography – Physical features of a described land area.

Haloacetic acids – are a group of disinfection byproducts that form when chlorine compounds that are used to disinfect water react with other naturally-occurring chemicals in the water

Infrastructure – The physical structures and facilities that are needed for a public water supply's operation.

Inorganic chemical – Metals, salts, or other compounds that typically do not contain carbon.

Intake – A pipe located in a waterbody from which a public water supplier put their raw water for treatment.

Microorganism – An organism that can only be seen with the use of a microscope.

Mitigate – Decrease in severity.

Organic chemical – A compound that contains carbon.

Radionuclides – An element that decays radioactively, emitting radiation as a result.

Toxin – Poison from plant or animal origin.

Watershed – An area of land that drains all the streams and rainfall to a common outlet such as the outflow of a reservoir, mouth of a bay, or any point along a stream channel.

Abbreviations

BOD – Biochemical oxygen demand

DBPs – Disinfection By-Products

DNR – Department of Natural Resources

DWSMA-SW – Drinking Water Source Management Area – Surface Water

EPA – U.S. Environmental Protection Agency

ERA – Emergency Response Area

HAA – Haloacetic acids

HAB – Harmful Algal Bloom

HUC – Hydrologic Unit Code

MCL – Maximum Contaminant Level

MDH – Minnesota Department of Health

FFWTP – Fergus Falls Water Treatment Plant

mg/L – milligrams per liter

MN – Minnesota

MDA – Minnesota Department of Agriculture

MGY – millions of gallons per year

MNDWIS – Minnesota Drinking Water Information System

MnGEO – Minnesota Geospatial Information Office

MPCA – Minnesota Pollution Control Agency

MPN/100 mL – Most probable number of organisms per 100 milliliters of solution

NRCS – Natural Resource Conservation Services

NTU – Nephelometric Turbidity Units

PCSI – Potential Contaminant Source Inventory

ppb – parts per billion

ppm – parts per million

PWS – Public Water System

SDWA – Safe Drinking Water Act

SMA – Spill Management Area

SWA – Source Water Assessment

SWIPP – Surface Water Intake Protection Plan

TOC – Total Organic Carbon

TP – Total Phosphorus

TSS – Total Suspended Solids

TT – Treatment Technique

TTHM – total trihalomethanes

ug/L – micrograms per liter

uS/cm – Micro Siemens per centimeter

USGS – United State Geological Survey

WWTP – Wastewater Treatment Plant

Introduction to the Source Water Assessment

Background

The 1996 amendments to the federal Safe Drinking Water Act (SDWA) required the Minnesota Department of Health (MDH) to complete source water assessments (SWAs) for public water systems (PWS).

Since the first SWAs were completed, much has changed in the processes used to develop source water protection plans, as well as with the data and tools to support these efforts. For example, we now have more data available and use a more sophisticated method to characterize water quality. Also, the water resource management framework in Minnesota has changed substantially, most notably with a shift towards watershed-based comprehensive local water planning.

MDH has dedicated resources to update the Fergus Falls SWA and to work with the PWS, Fergus Falls Water Treatment Plant (FFWTP), to create a Surface Water Intake Protection Plan (SWIPP). These documents will be used to drive implementation of activities to protect the surface water-derived source of drinking water for the city of Fergus Falls for the next ten years. After the 10 years have elapsed MDH will reassess the PWS source water assessment area. This updated SWA will then guide the amended SWIPP.

Contributors to the SWA

MDH, in partnership with the City of Fergus Falls, assembled a team of staff from Minnesota Pollution Control Agency (MPCA), Minnesota Department of Natural Resources (DNR), Minnesota Board of Water and Soil Resources (BWSR), Minnesota Department of Agriculture (MDA), Otter Tail County, West Otter Tail Soil and Conservation District, East Otter Tail Soil and Conservation District, 1W1P partnerships, city of Fergus Falls staff, and Braun Intertec Corporation to develop and review this SWA.

Purpose of the SWA

The information from this updated and enhanced assessment can be used to expand upon activities to prevent or mitigate contamination of Fergus Falls' surface water-derived source of drinking water. The SWA provides information regarding the drinking water sources for public water systems. This SWA includes information on the following: identification of the resource(s) used as a drinking water source, its physical setting, public water system intake and treatment, contaminants of concern, and known threats.

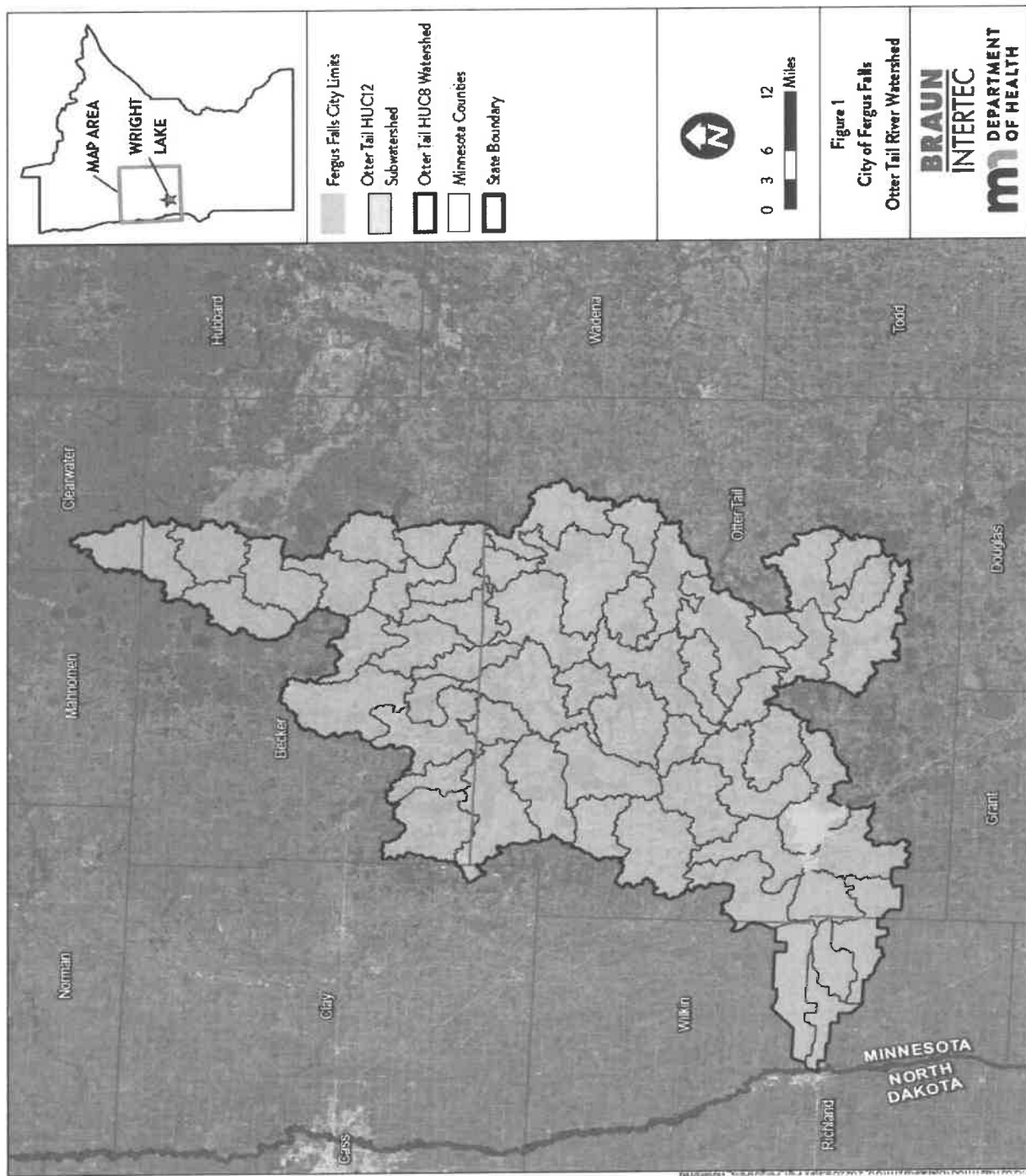
Source Water Characteristics

Fergus Falls obtains their drinking water from Wright Lake (Figure 3) and blends with one city well (Well #3, unique #763320). The drainage area to Wright Lake encompasses portions of two different HUC12 watersheds which in totality drain approximately 58,034 acres. The contributing watershed is the Otter Tail River Watershed (HUC8: 09020103) within west-central Minnesota.

According to the 2021 Otter Tail River Watershed Restoration and Protection Strategy (WRAPS) Report, the Otter Tail River Watershed generally has very good to excellent water quality. Some concerns in the watershed include stressors to aquatic life, the impact of the 32 dams within the watershed, and the presence of developed urban areas (and resulting developed shorelines and stormwater runoff from impervious surfaces). Most of the impaired lakes in the watershed are shallow lakes with elevated total phosphorus (TP) nutrient concentrations. There is an extensive network of drainage ditches that drain into the Otter Tail River. These drainage ditches were created to improve agricultural production and reduce flooding in the Lower Ottertail River Subwatershed. There is a dam diversion system coming from the Otter Tail River that is connected to Hoot Lake (located directly north of Wright Lake). Hoot Lake and Wright Lake are connected via a mostly open channel that flows under a portion of the Otter Tail Scenic Byway which bisects Hoot and Wright Lakes. Hoot Lake is approximately 161 acres in size with a maximum depth of 20 feet. Wright Lake is approximately 66 acres in size with a maximum depth of 32 feet.

Infrastructure Characteristics

The following list describes the key infrastructure components and permit capacity to provide safe and reliable water for residents and businesses in the city of Fergus Falls. The city operates and blends two drinking water sources the surface water intake on Wright Lake, and a groundwater system consisting of one 396-foot-deep city well (Well #3, unique #763320) that draws water from a Quaternary buried artesian aquifer. When necessary, a backup Emergency Use Well (unique #147218) is used to combat drought and low lake level conditions by pumping water directly into Wright Lake. The emergency well was installed in the 1970s and has not been used. It is run annually for maintenance purposes.



- Fergus Falls City Limits
- Otter Tail HUC12 Subwatershed
- Otter Tail HUC8 Watershed
- Minnesota Counties
- State Boundary



0 3 6 12
Miles

Figure 1
City of Fergus Falls
Otter Tail River Watershed



Figure 1 – Otter Tail River Watershed Catchments

Public Water System Characteristics

Intake Location and Method:	West side of Wright Lake.
Treatment Facility:	One treatment facility approximately 100 yards west of the Wright Lake intake.
Treatment Methods:	Particulate removal by coagulation/ferric sulfate, filtration (gravity)/rapid sand, and sedimentation/upward flow; softening by chemical precipitation/lime and stabilization/inhibitors/carbon dioxide; disinfection via ammonization/ammonia compound and chlorine gas; calcium/magnesium sequestration via stabilization/inhibitors/blended phosphates; taste/odor control adsorption/powdered carbon; and fluoridation.
Production:	Max daily production of (up to) 4.2 million gallons per day (MGD), average daily production of 1 MGD (Minnesota Drinking Water Information System (MNDWIS)).
Storage Capacity:	1.5 million gallons elevated (2 structures); 2.25 million gallons ground (2 structures).
Backup Water Sources:	Groundwater from an Emergency Use Well (unique #147218) located on the east side of Wright Lake. The well draws water from the Quaternary Buried Artesian aquifer. This well is primarily used to combat drought/low lake level conditions by pumping directly into Wright Lake.
DNR Appropriations Permit:	Surface water (Permit 85-1082): 2,000 gallons per minute and 700 million gallons per year (MGY) permitted. Groundwater (Permit 1977-1978): 190.0 MGY from wells (unique numbers 147218 and 763320) permitted.

The blending ratios of surface water to well water typically vary between 90/10 to 65/35, depending on seasonal surface water conditions. Table 1 shows the water volumes pumped from the FFWTP's surface water intake and wells from 2021, which was the only reference data that was provided. Due to drought conditions in 2021, the amount of groundwater blending was higher than average.

Table 1 – 2021 Volume of Water Used from Surface Water Intake and Water Supply Wells

Intake or Well Name (Unique Number)	Wright Lake Intake	Well #3 (763320)
Amount Used (gallons)	334,000,000	156,000,000

Source Water Protection Areas

Four nested protection areas are presented below in the SWA. Three (ERA, DWSMA-SW, and SWAA) of these areas are shown in Figure 2 and the ERA, SMA, and DWSMA-SW are shown on Figure 3.

Historical aerial photos dating back to 1939 were reviewed for changes (river meandering, ditch reconstruction, etc.) to surface water features in the region. The review showed very little change in the surface water features. The water measurement data used to delineate source water protection areas was collected from the MN DNR.

Emergency Response Area

The Emergency Response Area (ERA) is designed to help FFWTP, and the city, address potential contaminant sources and contaminant releases that present an immediate health concern to water users. The ERA highlights possible point source contamination issues that could impact the water supply. The ERA geographic area is defined by the amount of notification time FFWTP needs to close the surface intake, plus some additional time to accommodate unanticipated delays in notification and shut down.

Traditionally, the defined time of travel for the ERA is eight hours. However, as the primary source of water for Fergus Falls is Hoot and Wright Lakes, as a conservative approach, the ERA is defined as the entire catchment boundaries for these lakes. This boundary accommodates the risks associated with point sources released into the lakes that have the potential to impact the drinking water from the lake.

The land use in the ERA is mostly open water and developed land (residential), with some forested, recreational (park) and agricultural land.

Spill Management Area

The Spill Management Area (SMA) is designed to focus source water protection activities on potential contaminant sources within 500 feet of either 1) the centerline of a public stream, or 2) the shoreline of a lake contributing flow to a PWS's source waterbody. Like the ERA, the SMA is designed to highlight point source contamination issues of immediate concern that could impact the water supply but at longer (24-hour) time of travel.

Traditionally, the SMA is delineated for all perennial public stream tributaries, ditches and lakes within 25 river miles upstream of the intake outside of the ERA or 24 hours time of travel, whichever is greater. As a practical approach, because of the ability to control the surface water flow, the SMA includes an upstream portion of the Otter Tail River that encompasses the reach between Hoot Lake and the Otter Tail Power Company control structure. This control structure is located approximately eight miles upstream from where the Otter Tail River discharges into Hoot Lake. This structure has the capability to be temporarily closed with a response time of about 30 minutes. Due to the presence and capabilities of the control structure, it is acceptable to terminate the SMA at this point rather than the typical 25 river miles upstream (Figure 3).

The land use in the SMA is mostly agricultural and wetland, with some forested land and open water.

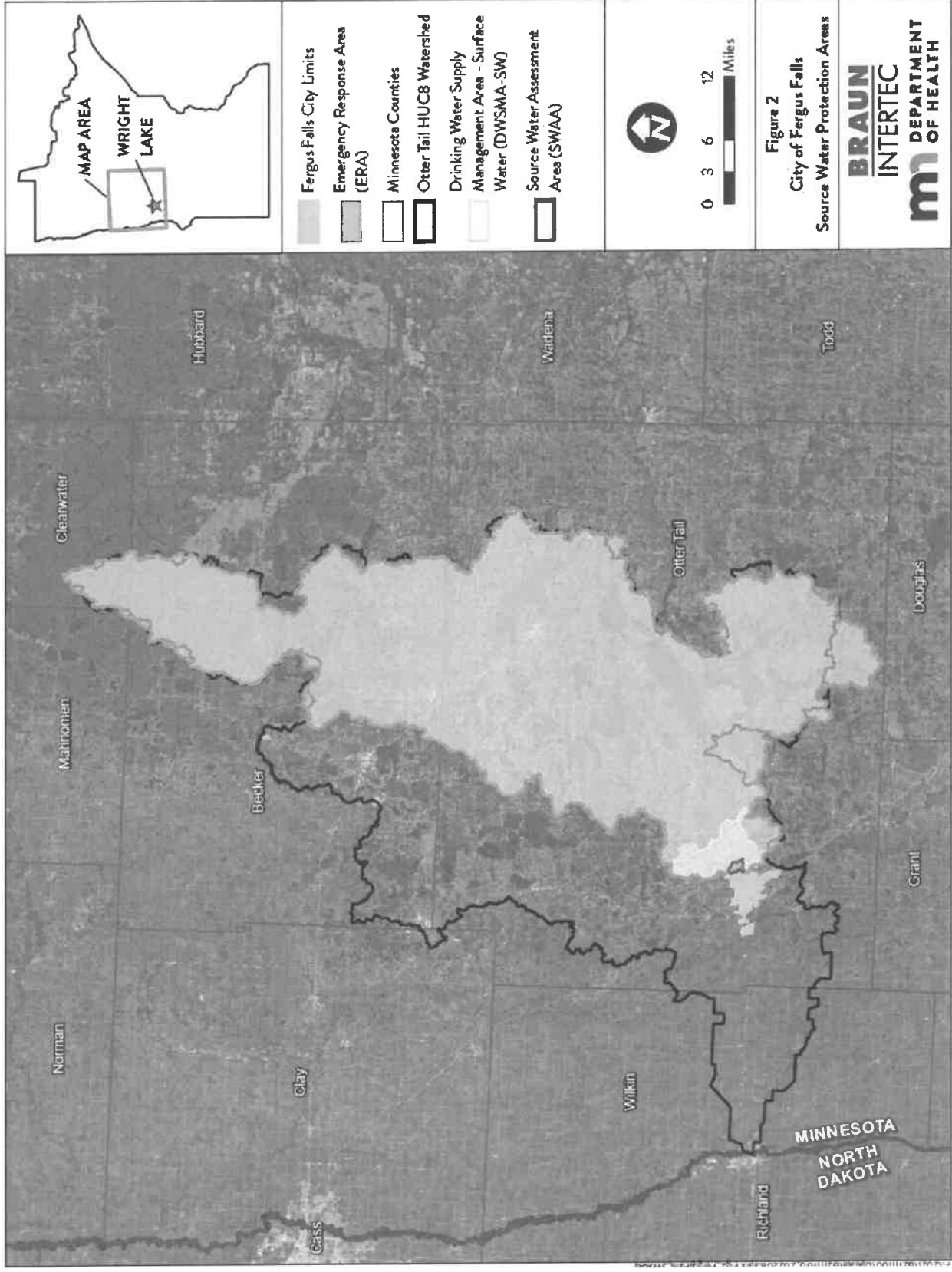


Figure 2 – Surface Water Features Delineations

Drinking Water Supply Management Area – Surface Water

The Drinking Water Supply Management Area – Surface Water (DWSMA-SW) is designed to protect water users from long-term health effects related to low levels of contamination that originate from diffuse, widespread sources. These contaminant sources, known as non-point contaminants, can pose a high-level threat when the combined concentration of the contaminant from across the watershed is substantially high. The DWSMA-SW also incorporates areas where future land use development may influence the source water quality. These future development issues are addressed below.

The DWSMA-SW is typically defined as using HUC 12 watershed boundary data from the U.S. Natural Resources Conservation Service (NRCS), the DWSMA-SW was further refined by using the Minnesota Department of Natural Resources (DNR) surface water auto-catchment dataset, we utilized modeling capabilities from the ESRI Arc Hydro tool. The Arc Hydro tool utilized the 2010 MN Topo 2-foot digital elevation model to delineate the DWSMA-SW boundary. Additionally, particle tracing was conducted to verify the integrity of the established boundary and to remove river catchments that were downstream of Fergus Falls, the DWSMA-SW encompasses portions of two HUC 12 watersheds upstream from the city.

The resulting DWSMA-SW includes portions of watersheds listed in Table 2. The streams within the DWSMA- SW drain from land represented by agricultural, forested, wetland, and developed uses. Historical aerial photos from the USGS and MnGEO dating back several decades show that the current dataset of streams that are considered perennial is accurate.

Table 2 – Watersheds included in the Fergus Falls DWSMA-SW

HUC12 Watershed Name	HUC12 Code	DWSMA-SA Watershed (acres)
City of Fergus Falls – Otter Tail River	090201030904	3,260
West Lost Lake – Otter Tail River	090201030903	14,990

Source Water Assessment Area

The Source Water Assessment Area (SWAA) includes portions Otter Tail River watershed (HUC8: 09020103), as wells portions of the West Lost Lake – Otter Tail River watershed boundary as determined by the same Arc Hydro Tool modeling to include the delineated drainage area that are upgradient of the FFWTP’s intake on Wright Lake. The final SWAA is shown in Figure 2. Typically, the SWAA is defined by the HUC 8 boundary, however those boundaries are based upon older lower resolution data, therefore for this plan we have defined the SWAA based upon newer higher resolution data, and that is why the SWAA boundaries do not necessarily line up with the historical HUC 8 boundaries.

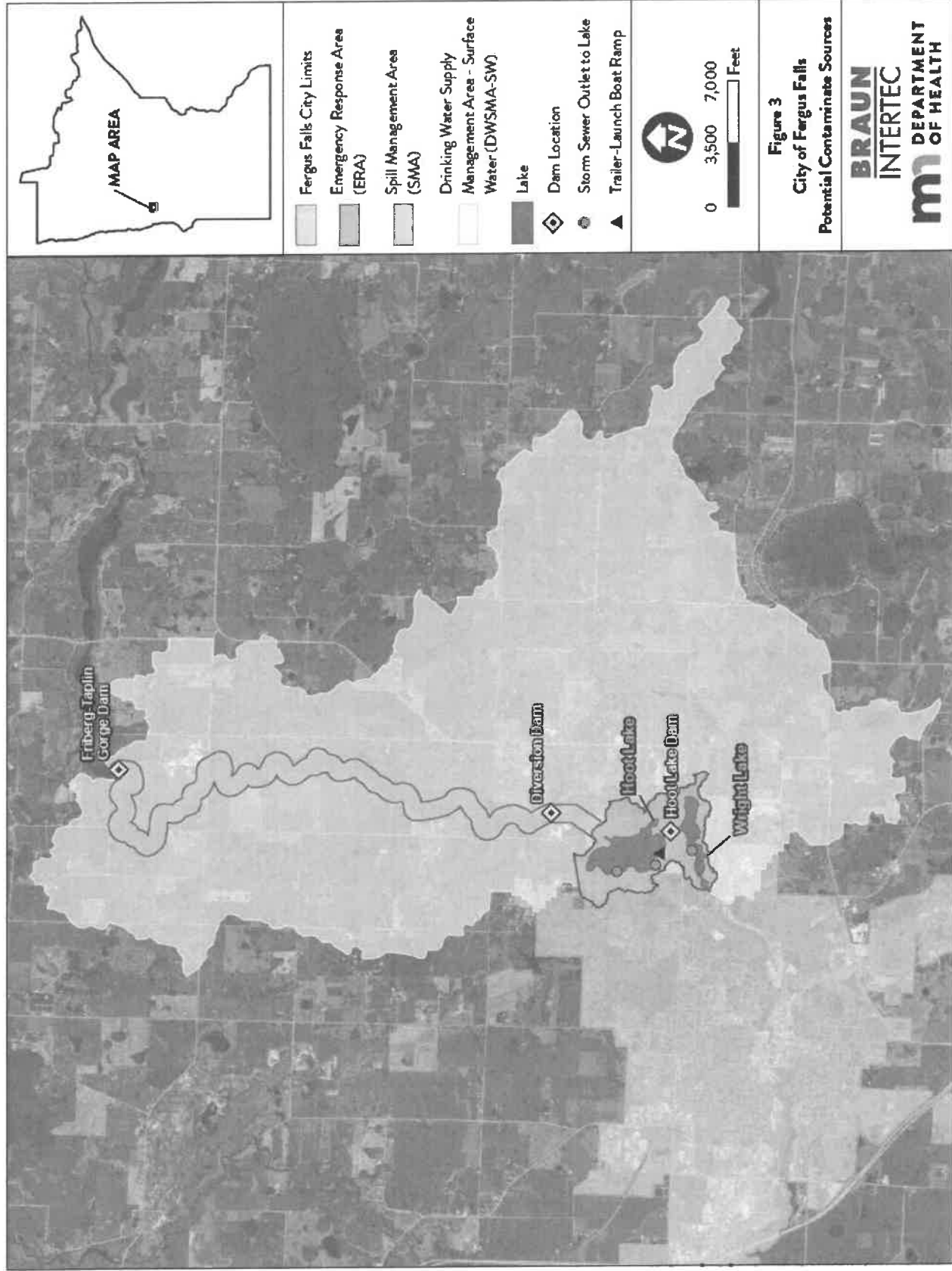


Figure 3 – Fergus Falls Source Water Protection Areas

SWA Area Statistics for Fergus Falls

Emergency Response Area:	1,569 Acres
Spill Management Area:	2,033 acres
Drinking Water Supply Management Area – Surface Water:	18,254 acres
Source Water Assessment Area:	1,628,005 acres

Contaminants of Concern

The federal Safe Drinking Water Act (SDWA) regulates primary contaminants related to public health, which are listed on the National Primary Drinking Water Regulations website (<https://www.epa.gov/ground-water-and-drinking-water/national-primary-drinking-water-regulations>). They are divided into categories of microorganisms, organic chemicals, inorganic chemicals, radionuclides, disinfectants, and disinfection byproducts. The drinking water system is required to meet these water quality standards and that these standards are used to regulate discharges into upstream Class 1 waters.

Surface water quality indicators are used to determine watershed health based on fishable, swimmable standards of the federal Clean Water Act. Maintaining source water quality over time ensures that treatment processes remain effective and efficient for consumers based on existing surface water quality. While there may not be federal drinking water standards or limits for some indicators like total organic carbon (TOC) or total suspended solids, they can lead to creation of disinfection byproducts (DBPs) within drinking water treatment and distribution systems. DBPs are not usually found in source water and can be avoided by managing TOC level in the source water or by using conventional treatment to remove a significant percentage of total organic carbon prior to chlorination.

In addition to the contaminants regulated by the SDWA, some emerging contaminants are also of concern. Emerging contaminants are chemicals about which we are gaining new understanding and awareness regarding their public health or environmental impacts. These emerging contaminants do not yet have SDWA regulated maximum contaminant levels (MCLs) but may have health-based guidance values developed by the U.S. Environmental Protection Agency (EPA) or MDH.

Table 4 summarizes important raw water quality detection data for FFWTP. The detections are contaminants that can be a result of failing sanitary and septic systems, animal fecal waste, residential fertilizer, erosion and sedimentation from construction sites, and pollution associated with watercraft use on the lake and traffic on roads within the lake's watershed. FFWTP treatment processes are able to remove these contaminants prior to distribution for public consumption.

Table 3 – Raw Water Quality Summary

Water Quality Parameters and Measurement Units	Date Range of Samples	Total Samples	Total Detections
Cryptosporidium (oocysts/L)	04/2008 to 06/2018	97	12
Giardia (cysts/L)	07/2016 to 06/2018	45	5
Microcystin (ug/L)	09/2012 to 10/2012	2	1
MPN E coli QT Colilert (MPN/100)	04/2008 to 06/2018	95	62

Table 5 summarizes important water quality detection data for the Otter Tail River Watershed. The detections are either from raw source water (i.e., turbidity, total organic carbon, E. coli) or from post-treatment entry or distribution point samples (i.e., organic compounds, nitrate, disinfection by-products and harmful algal bloom toxins).

Table 5 highlights the:

- Drinking water quality information for Fergus Falls,
- Violations and significant detections of contamination in the raw (untreated) or finished (treated) water, and
- Potential or probable sources of contamination if the samples are from the source water.

Table 4 – Drinking Water Quality Results

Water Quality Parameters and Measurement Units	Violations	Detections and water quality concerns	Data Source	Potential Source(s) and comments
Turbidity (NTU) ^{1,2}	None	Up to 2.74 NTU's in raw water and up to 0.2 NTU's during treatment.	MDH-MNDWIS	Source water turbidity is usually due to erosion in watershed
Total Organic Carbon (mg/L) ^{1,2}	None	Detected in intake water <10 mg/L. Detected in treated water usually <5 mg/L.	MDH-MNDWIS	Can lead to increased production of disinfection by-products
Disinfection By-Products Haloacetic Acids (HAAs, ug/L) ²	None	Detected at concentrations of 14.60-23.80 ppb in 2021.	MDH-MNDWIS	By-products of disinfection
Disinfection By-Products Total trihalomethanes (TTHM, ug/L) ²	None	Detected at concentrations of 11.10-20.60 ppb in 2021.	MDH-MNDWIS	By-products of disinfection
Disinfection By-Products Total Chlorine (mg/L) ²	None	Detected at concentrations of 1.53-2.04 ppm in 2021.	MDH-MNDWIS	Water additive used to control microbes
Nitrate (as Nitrogen) (mg/L or ppm) ²	None	Treated water maximum of 0.11 mg/L (2006).	MDH-MNDWIS	Seasonal cycling may occur in raw intake water

•¹Raw Water

•²Treated Water

The Minnesota Pollution Control Agency (MPCA) has established that, for the lakes and stream segments investigated in the Ottertail watershed, most are not impaired for aquatic recreation, consumption and/or life uses. Of the impaired water bodies (Hoot and Wright Lakes are not currently listed as impaired) in the watershed, the detections include excess E. coli, elevated suspended sediment concentration, and reduced fish and macroinvertebrate biological assemblages. Aquatic recreation use, aquatic life use, and aquatic consumption use definitions can be found at Guidance Manual for Assessing the Quality of Minnesota Surface Waters for Determination of Impairment: 305(b) Report and 303(d) List (<https://www.pca.state.mn.us/sites/default/files/wq-iw1-04i.pdf>). Water use classes are summarized on the Water Quality Standards site (<https://www.pca.state.mn.us/water/water-quality-standards>). The ERA and SMA do not have any impaired lakes or streams that were assess for Class 1 waters, Aquatic Life, or Aquatic Recreation.

While these issues do not directly pertain to drinking water, they do further underscore the water quality

issues observed in the watershed. Therefore, while the impairments in other lakes within the watershed may not relate to drinking water, the general water quality of the source is important to the PWS because poor quality increases the treatment burden, and costs, for the system. It should be noted that while the city's drinking water treatment system protects against turbidity, fecal coliform, and E. coli bacteria, there are some contaminants that, while not a problem historically, may not be addressed by current treatment practices should they be found at levels of concern. These include substances such as nitrate and per- and polyfluoroalkyl substances (PFAS). These contaminants are particularly difficult to treat, so prevention to maintain water quality is key. There should be a focus on maintaining and improving the existing water quality, which will be beneficial to Fergus Falls' drinking water quality as a higher quality source water is easier and more cost effective to treat.

Parasites and Bacteria

Based on raw water data from within the Otter Tail River Watershed, various parasites and bacteria associated with human and animal fecal waste or excess nutrients from fertilizer or wastewater, have been detected in surface waters of the watershed. Contaminants in this category include cryptosporidium, giardia lamblia, microcystin, and E. coli. Both cryptosporidium and giardia lamblia have an EPA Treatment Technique (TT). EPA's surface water treatment rules require systems using surface water or ground water under the direct influence of surface water to (1) disinfect their water, and (2) filter their water or meet criteria for avoiding filtration so that the included contaminants are controlled at their respective levels. Cryptosporidium has a TT of 99% removal for systems that filter. Unfiltered systems are required to include Cryptosporidium in their existing watershed control provisions. Giardia lamblia has a TT of 99.9% removal/inactivation. E. coli has a Maximum Contaminant Level (MCL), which is the highest level of a contaminant that is allowed in drinking water. In general, the Fergus Falls Water Plant treatment process addresses these concerns, however additional filtration and/or reverse osmosis may be necessary to fully address microcystins.

Inorganic Chemicals

There have been very few detections of inorganic chemicals in the available water data collected from the treatment plant. However, historical detections of inorganic chemicals have included chromium-6 and mercury. The detections of mercury and chromium-6 were from samples of the post treatment water. The detection of chromium-6 corresponded with detections of total chromium during sampling performed in 2013 and 2014. The analytical results for total chromium, and specifically Chromium -6, were well below the MCL for Chromium-6. The detection for mercury was from a post treatment sample collected in 2005, subsequent samples were non-detect for mercury. In addition, fluoride has also been detected in the raw water according to the available data; however, small amounts of fluoride in drinking water are beneficial to public health, and therefore levels of fluoride in water systems are adjusted to stay within the recommended range of 0.5 to 0.9 ppm. Fergus Falls brings the fluoride level to 0.7 ppm before it is distributed to its citizens.

Disinfection By-Products

Disinfection rids drinking water of microbiological organisms that can cause and spread diseases. The most common disinfection method is the addition of chlorine to drinking water supplies. However, chlorine also

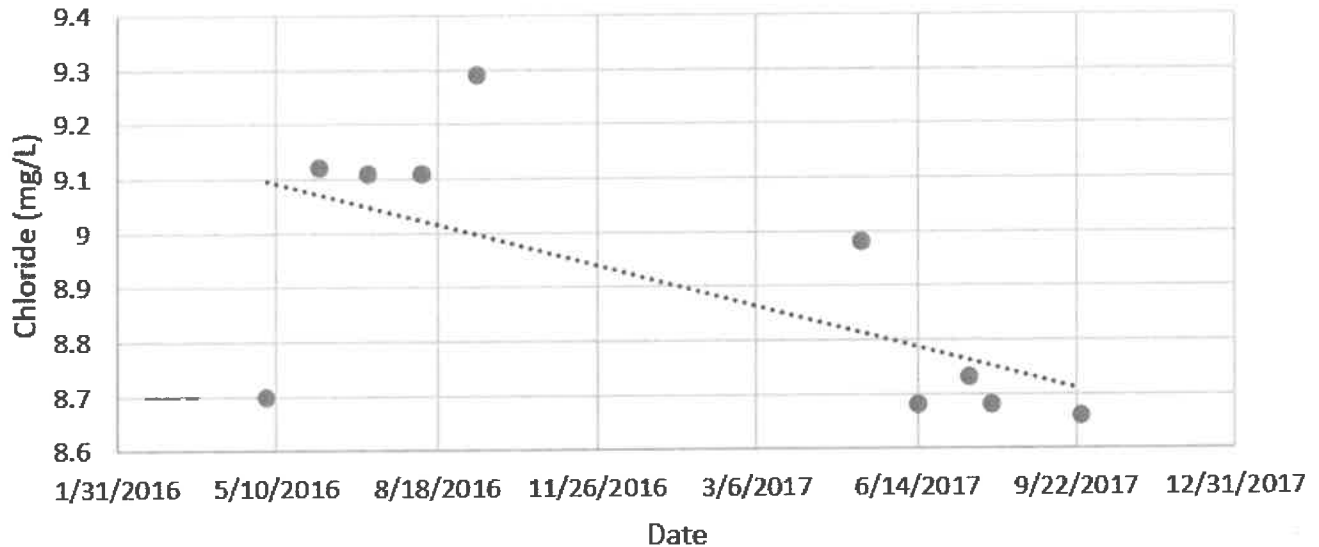


Figure 5 - Wright Lake Chloride Concentration

Potential Contaminant Source Inventory

MDH, FFWTP, and the city of Fergus Falls conducted a Potential Contaminant Source Inventory (PCSI) to evaluate the different types of contaminants found in the watershed that threaten the quality of the city's source water. These identified potential sources can have a direct or indirect threat to public health and the drinking water quality. The PCSI is organized by threats and potential risks closest to the intake (i.e., ERA), potential contaminants along contributing water bodies (i.e., SMA), and land use management within the DWSMA-SW. The data in the tables was collected from various state and local databases and discussed in detail with the city.

The following source summaries document the diverse types of contaminant sources within the ERA and SMA. Certain types of contaminants are indicated as being high priority due to the fact that they can have a significant impact on surface water quality and public health. Each identified contaminant source went through a detailed analysis; MDH can provide the criteria for these analyses on request.

In general, there are two types of pollutant sources to a waterbody: nonpoint sources and point sources. Point sources of pollutants are discrete identifiable conveyance source such as a pipe, channel, ditch etc. Nonpoint pollution refers to sources such as run off, aerial deposition, drainage, and/or hydrologic modification.

Point Source Contaminants in the ERA and SMA

Point Sources in the Otter tail watershed may include Waste Water Treatment Plants (WWTPs), permitted construction and industrial stormwater sites, and conveyance owned by a state, city, town, village, or other public entity that discharges to surface water.

There is one active point source identified by the MPCA What's in my Neighborhood database in the ERA

and SMA. There is a single feedlot in the SMA, 2.5 river miles south of the Otter Tail River damn. This feedlot is under 10 animal units and doesn't require to be registered. In addition, there are storm sewer lines that drain into the source water bodies. There are currently two storm water outfalls on Hoot Lake and one outfall on Wright Lake. The outfalls into Hoot Lake drain surface water from a length of approximately 1.3 miles along Connell Dr. (west of Hoot Lake) and south of Hoot Lake along East Fir Ave (Highway 1). The outlet into Wright Lake drains from a length of approximately 0.3 miles along Lakeview Dr. (north of Wright Lake). Furthermore, septic systems can leach into the surrounding waterbodies. Wright and Hoot Lake are surrounded by many homes, but all these homes are all connected to the city sewer system.

Non-Point Source Contaminants in the ERA and SMA

Non-point sources in the Otter Tail River Watershed may include feedlots, agriculture sources, lakeshore development, cropland, and pastures. The primary nonpoint pollutants within the Watershed include TP, TSS, and E. coli bacteria. In total there are 725 acres of cropland and 597 acres hay/pasture, this encompasses 27% and 17% of the ERA and SMA respectively.

The following summary documents the non-point sources identified within the ERA and SMA:

Table 5 - Non-Point Source in the ERA and SMA

Non-Point Source	Amount and location
Roads/Bridges over Surface Water:	3: 1 ERA, 2 SMA
Streets/Roads Near Surface Water:	3: 2 ERA, 1 SMA
Other Spaces (baseball fields, parks, cemeteries, etc.):	1: ERA

There are three roads or bridges that cross over a stream or ditch in the ERA and SMA, with one bridge crossing in the ERA and one bridge crossing and one road crossing within the SMA. The time of travel and dilution factor are much higher for roads outside of the ERA.

Three wastewater treatment facilities in the watershed are designated as major NPDES/SDS permits: Detroit Lakes Water Reclamation Facility, Fergus Falls WWTP and the Otter Tail Power Co – Hoot Lake Plant.

As mentioned above, large green spaces can be a source of nutrient runoff and contamination, therefore encouraging proper best management practices for application of amendments is important to reducing potential harmful run off from these areas. There is one park in the ERA (Godel Park), which consists of a large natural green space and a boat landing.

Septic systems can be a source of bacteria and other impediments to the source water bodies. Therefore, encouraging proper best management practices such as inspections and maintenance are important to reduce harmful release from these systems.

Additionally, one trailer-launch boat landing is included as potential non-point source of contamination as

shown on Figure 3.

Drinking Water Supply Management Area – Surface Water

Point source contaminants are not considered for management within the DWSMA-SW by definition, except where those contaminant locations are also within the ERA and SMA. Non-point source management through analysis of land use, existence of drain tile, and nutrient and pesticide sourcing within the DWSMA-SW is addressed below.

Results of Surface Water Monitoring

As mentioned, the primary non-point source concern is total phosphorus (TP) nutrient concentrations. Per the Otter Tail River Watershed Restoration and Protection Strategy Report, September 2021, 40% of the land around Hoot Lake has been disturbed. The recent Total Phosphorus concentration in Hoot Lake was at 22 ug/l, just above the target goal of 21 ug/l. Similarly, 37% of the land around Wright Lake has been disturbed. The recent Total Phosphorus concentration in Wright Lake as at 21 ug/l, just above the target goal of 19 ug/l.

Large scale water quality trends within the Otter Tail River Watershed have been analyzed for the surface water bodies within the watershed, however direct measurement from Wright and Hoot Lakes were not identified during this study. Within the streams measured, in general the water quality has been improving for biochemical oxygen demand (BOD), E. coli concentration, TP concentration, and TSS. Historically, chloride concentration and inorganic nitrogen concentration had a degrading water quality trend overall. Recent water quality trends generally show degrading water quality with noticeable declines in dissolved oxygen concentration, increases in inorganic nitrogen, TP, and TSS concentrations. However, BOD was still decreasing, which is a positive water quality trend.

The lakes in the Otter Tail River Watershed historically have shown improving water quality trends in chloride concentrations, Secchi depth transparencies, and TP concentrations, and degrading water quality trends of dissolved oxygen and inorganic nitrogen concentrations. Recent water quality trends degrading water quality trends for chloride concentrations and improving water quality trends for dissolved oxygen and inorganic nitrogen. Neither Hoot nor Wright Lakes are currently listed on the MPCA Minnesota's 2022 Impaired Waters List.

The DNR assessed the overall ecological health of the watershed using the Watershed Health Assessment Framework (WHAF), scoring hydrology, geomorphology, biology, connectivity, and water quality from 0 to 100 (0 = low and 100 = high). The Otter Tail River Watershed collectively received a score of 58. These results indicate that cultivated watersheds are the most degraded due to the loss of perennial cover, hydrologic storage, terrestrial habitat quality, terrestrial habitat connectivity, and riparian connectivity as well as pollution from non-point sources. Headwater watersheds that "export" water and are not recipients of sediment and contaminants, tend to have higher health scores than their downstream watersheds. A score of 58 falls in the middle of the scale and improvement can be made.

Susceptibility of the Source Water to Contamination

Susceptibility is defined as the likelihood that a contaminant will enter a public water supply at a level which may result in an adverse human health impact. The determination of susceptibility by the Environmental Protection Agency is on a scale of low, medium, and high. The susceptibility of any surface water source, such as Wright and Hoot Lakes, is determined to be high because there are no practical means of preventing all potential contaminant releases into surface waters. The federal SDWA recognizes the susceptibility of the surface waters and requires filtration to remove pathogens and particulate contaminants. The susceptibility of the Fergus Falls surface water intake to contamination is classified as high.

While it has been determined that Fergus Falls source water is highly susceptible to contaminants found in the Wright Lake, historically the city's water plant has effectively treated this source water to meet safe drinking water standards. In addition, we water quality data shows that Wright Lake is meeting the Minnesota's water quality standards. However, water suppliers are being increasingly challenged to comply with new and changing standards and to respond to changing land uses and conditions within their source water assessment areas. Therefore, maintaining a healthy watershed and vegetative cover to the extent practical, can assist in preventing or reducing potential pressures from row crop farming, development and climate impacts that may lead to more erosion and sedimentation issues on the river and in the watershed.

Land Use

Land use plays an important role in water quality and directing implementation activities in the ERA, SMA and DWSMA-SW. The following section describes land uses documented in the 2019 National Land Cover Database (USGS, 2021), and land use-associated impacts to surface water quality and drinking water.

Land use overall varies from urban development (predominantly the city of Fergus Falls) to cultivated crops to forested land. The SWAA is comprised of 35% agricultural, dedicated to cultivated crops or hay/pasture lands. The remaining land use is 30% water and wetland, 27% forest, and 1% herbaceous.

Residential development is concentrated in the urban centers. Fergus Falls is the largest city in the area and manages storm water through local ordinance and state statutes. Typically, storm water is managed by impounding and discharging storm water runoff to the river through a well-developed storm water conveyance system. Several smaller cities are located up stream of the city of Fergus Falls drinking water intake. It appears that there are varying levels of storm water management in these areas.

Emergency Response Area

The ERA contains Hoot Lake and Wright Lake, which are connected by a channel. Almost a third of the land in the ERA is open water (29%). The rest of the land is predominantly development (22%), forest (17%), and agricultural (15% hay and pasture; 14% cultivated crops).

Spill Management Area

The SMA encompasses the stretch of the Otter Tail River between the Friberg-Taplin Gorge Hydroelectric Dam and Hoot Lake. The majority of the SMA is agricultural land (25% cultivated crops: 18% hay and pasture), with wetlands (22%), forest (17%), and open water (12%) making up most of the remaining land. A detailed breakdown of the land use is provided in Table 3.

Drinking Water Supply Management Area – Surface Water

The DWSMA-SW encompasses approximately 58,000 acres of land around Fergus Falls. Over half of the land is agricultural (48% cultivated crops: 16% hay and pasture). The remaining land is mostly forest (14%), woody or emergent wetland (8%), development (7%), open water (5%) and barren or shrub/scrub land (1%). Developed land is comprised of impervious surfaces such as roads, buildings, and other infrastructure. There are 69 lakes in the DWSMA-SW, but many of the lakes are shallow basins and do not have a DNR Division of Waters Lake Number (DOWLKNUM). There are 55 lakes that do not have DOWLKNUM and some lakes that are inside the DWSMA-SW that are not defined at all. This is due to the large amount of a manipulated agricultural landscape within the DWSMA-SW.

The following table describes land uses within the ERA, SMA, DWSMA-SW, and the SWAA.

Table 6 – Land Uses Within Delineated Protection and Watershed Areas

Type of Area (Unit size)	Emergency Response Area	Spill Management Area	Drinking Water Supply Management Area – Surface Water	Source Water Assessment Area
Area (acres)	1569	2033	18,254	1,628,005 ¹
Lake area in acres (# of lakes)	228 (Two Lakes)	0 (No Lakes)	399 (69 Lakes, Ponds, and Reservoirs)	125,585 (2,781 Lakes, Ponds, and Reservoirs)
Stream length in miles (# of stream segments ²)	0.38 (2 segments)	8.43 (10 segments)	12.67 (9 segments)	467.8 (1166 segments)
Barren Land (acres)	0 (0%)	1 (<1%)	50 (<1%)	2,616 (<1%)
Cultivated Crops (acres)	227 (14%)	498 (25%)	8,832 (48%)	412,736 (25%)
Development (acres)	353 (22%)	104 (5%)	1,257 (7%)	78,863 (5%)
Forest (acres)	265 (17%)	354 (17%)	2,577 (14%)	436,057 (27%)
Hay/Pasture (acres)	237 (15%)	360 (18%)	2,996 (16%)	176,669 (11%)
Herbaceous (acres)	10 (1%)	29 (1%)	204 (1%)	20,154 (1%)
Open Water (acres)	455 (29%)	238 (12%)	922 (5%)	262,252 (16%)
Shrub land (acres)	2 (<1%)	4 (<1%)	30 (<1%)	8,061 (<1%)
Wetlands (acres)	19 (1%)	444 (22%)	1,386 (8%)	230,597 (14%)

¹Area includes the ERA, SMA, and DWSMA-SW, and encompasses the delineated portions of the Otter Tail River Watershed

²Streams are based on the MN DNR's streams and surface water bodies data

Buffer Law Compliance

The Minnesota buffer law was established in November 2017 for all public waters and November 2018 for public ditches. The law provides flexibility to all landowners to comply with the law by using practices that are outlined in the Natural Resources Conservation Service Field Office Technical Guide. Otter Tail County, which contains both the ERA and SMA, has reached 100% compliance. Buffered waterbodies that are in compliance are low priority for Source Water Assessment and planning purposes.

Climate Change Impact

Minnesota has become measurably warmer, particularly in the last few decades, and precipitation patterns have become more erratic, resulting in changes in air, weather, water, and ecosystems. These changes have impacts on Minnesota's public water suppliers. The surface water systems are more vulnerable to these extremes events due to the immediate impacts of surface water contributions. Variability in systems geography will effect on how they become resilient to the changing weather

patterns.

In 2021, climate issues affected Fergus Falls in the form of drought. Drought was widespread over Minnesota during the summer months. During the height of summer’s drought, Ottertail Power Company, who controls the flow of water diverted through Hoot and Wright lakes by the control of diversion dam, was forced to stop diverting river water through the lakes due to low water levels and permit issues. This significantly increased algae growth in the bay where the intake is located. It created conditions that increased filamentous algae and the taste and odor compounds (Geosmin and MIB) associated with that gave Fergus Falls PWS a very challenging couple of months trying to provide aesthetically pleasing water to consumers.

Fergus Falls PWS is located in the Otter Tail River watershed. The Minnesota Department of Natural Resources has a large database of climate data (1895-2021) for this watershed. Figure 6 is based on historical precipitation data, on average 24.12 inches of rain fall annually. The watershed has gained 0.18 inches of rain per decade and from 1990 more than 65% of the time the region received over the annual precipitation.

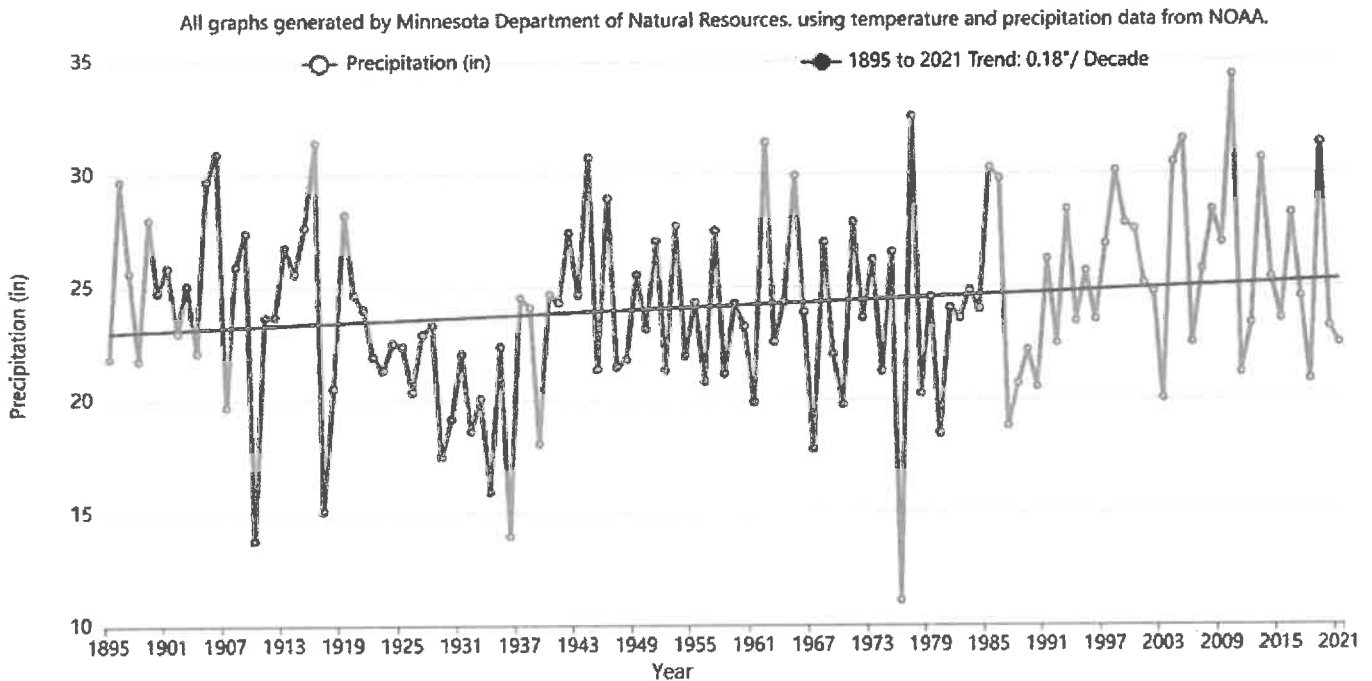


Figure 6 – Observed annual precipitation trend for Otter Tail River watershed.

During the same timeframe (1895-2021) figure 7 is the Palmer Drought Severity Index (PDSI) which uses readily available temperature and precipitation data to estimate relative dryness shows increased wetter conditions. There are only six years since 1990 where the PDSI showed dryer conditions.

2022 SOURCE WATER ASSESSMENT – FERGUS FALLS PUBLIC SERVICE

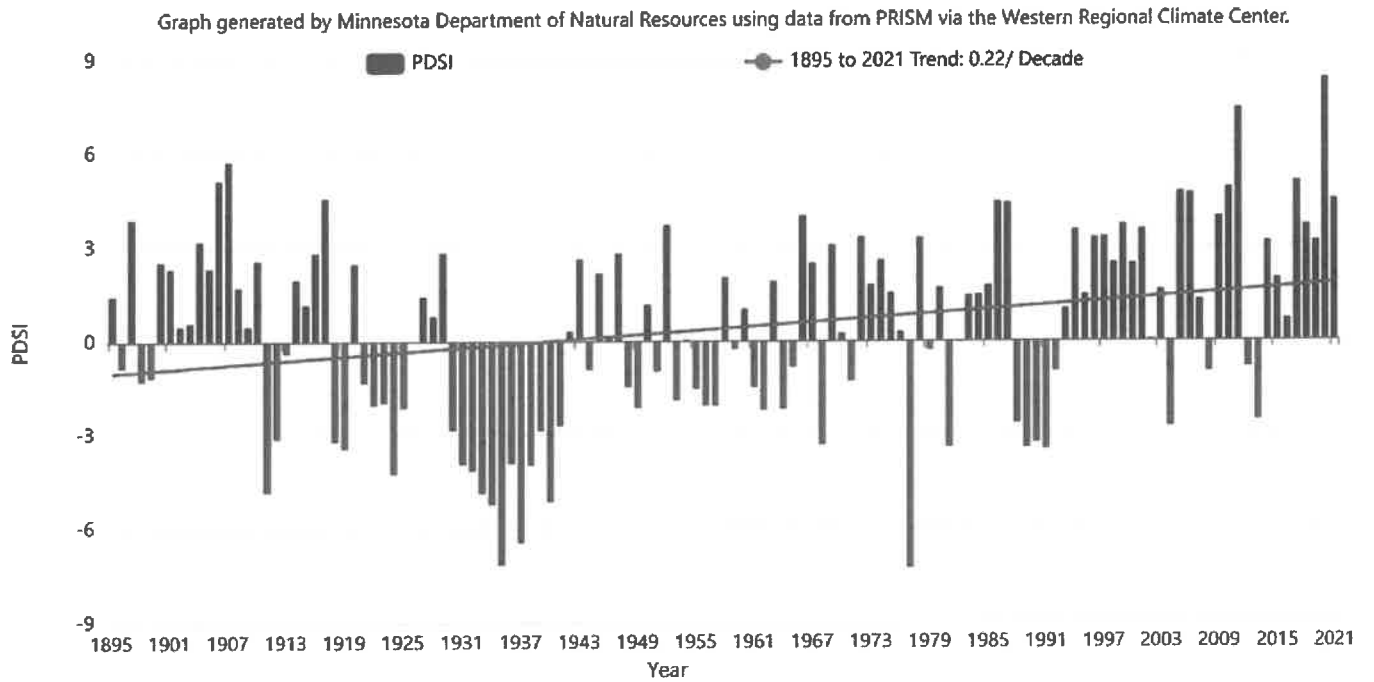


Figure 7 – Observed Palmer Drought Severity Index (PDSI) trend for Otter Tail River watershed.

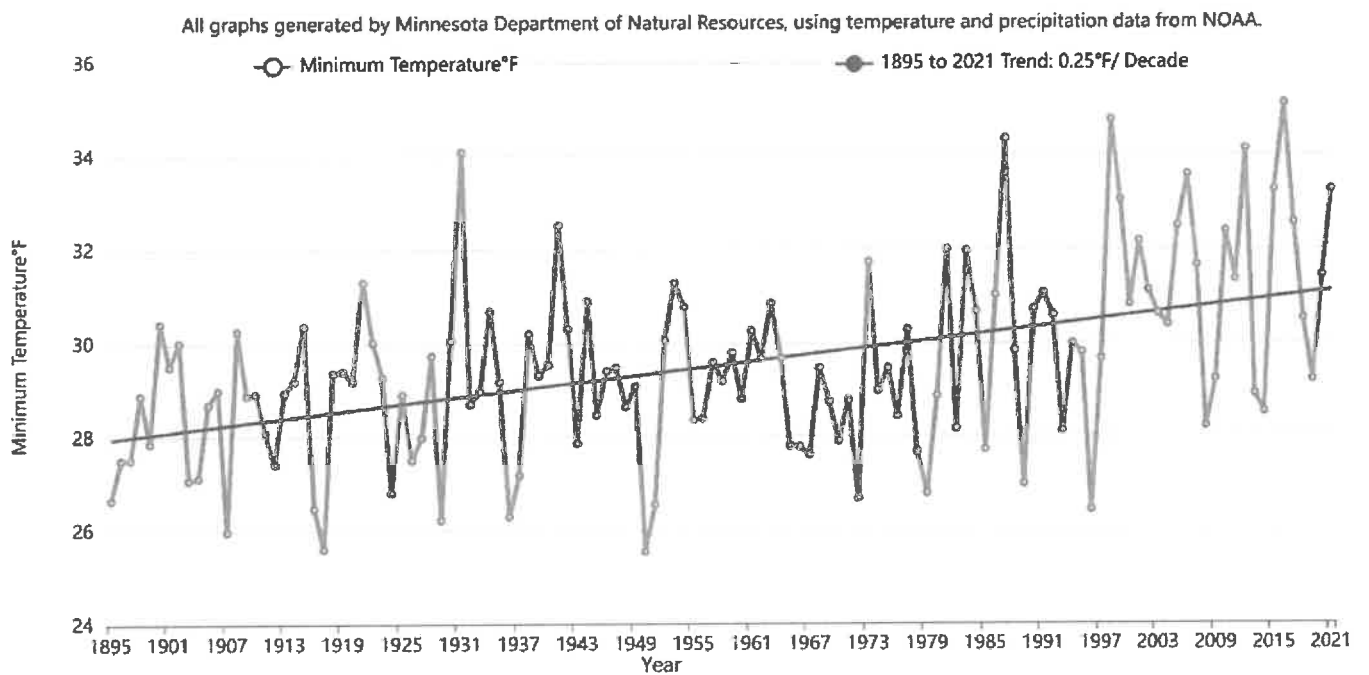


Figure 8 – Observed minimum temperature trend) trend for Otter Tail River watershed.

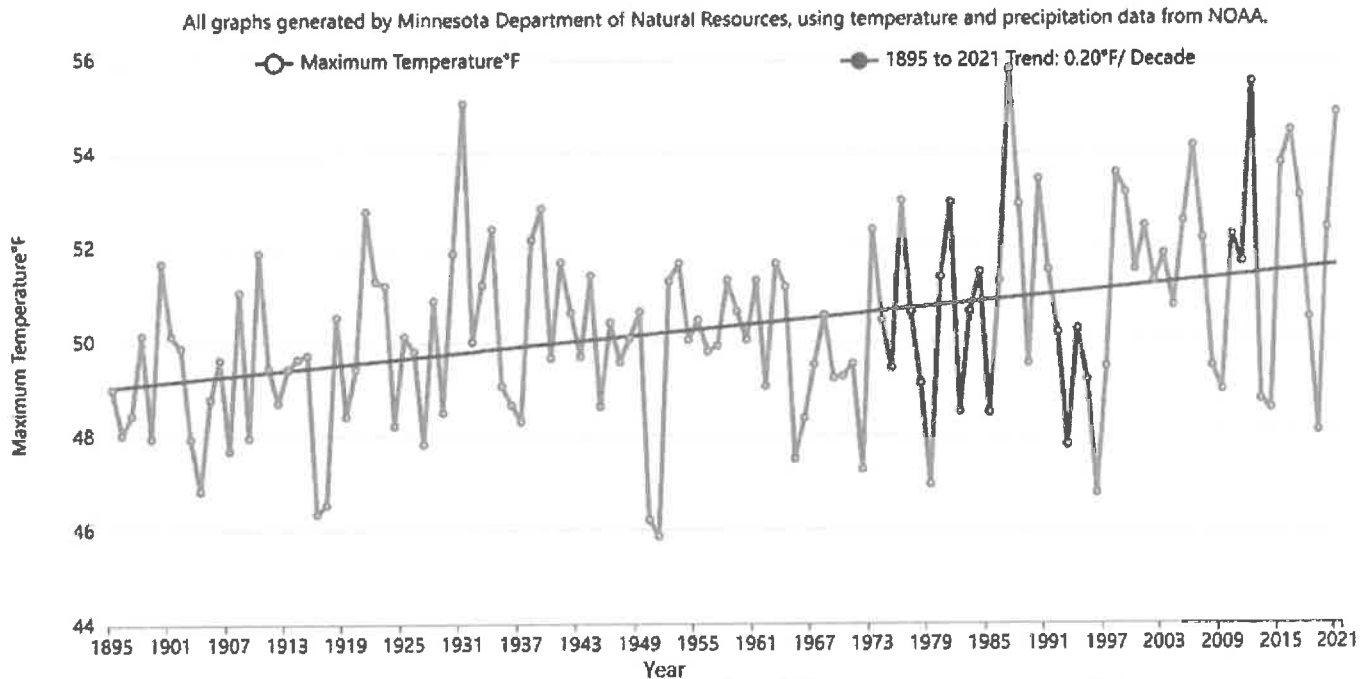


Figure 9 – Observed maximum temperature trend for Otter Tail River watershed.

Annual precipitation totals have increased over time and are expected to continue to increase as climate change progresses through the 21st century (Minnesota Department of Natural Resources, 2021). Figure 10 features data collected from the Minnesota Climate Explorer tool, which shows the annual precipitation trend for the Ottertail River watershed, and the annual mean climate projections of precipitation for the middle and late 21st century. The ranges shown represent an average of the most commonly used climate model calculations, which in turn use the most plausible IPCC greenhouse gas emissions scenarios, including a mid-century reduction best case scenario in blue (RCP 4.5, where greenhouse gas emissions begin to drop by 2045), and a worst-case scenario where emissions continue at current levels in red (RCP 8.5, where emissions continue to increase throughout the 21st century). The projections averages (means of all downscale model runs, represented by the longer line at the middle of the shaded ranges) of the two time points (mid- and late-century) highlight the range in uncertainty of all IPCC evaluated models. The projected precipitation ranges are quite large, but illustrate what climate scientists have hypothesized about how climate change is expected to affect annual precipitation trends. Average annual precipitation is expected to increase by about an inch and half by mid-century, and if CO₂ emissions continue at current rates, average annual precipitation is expected to increase by an additional two and a half inches by the year 2100. The plotted ranges shown indicate that annual precipitation amounts could be far greater or far less, as precipitation events are also projected to become more extreme as well.

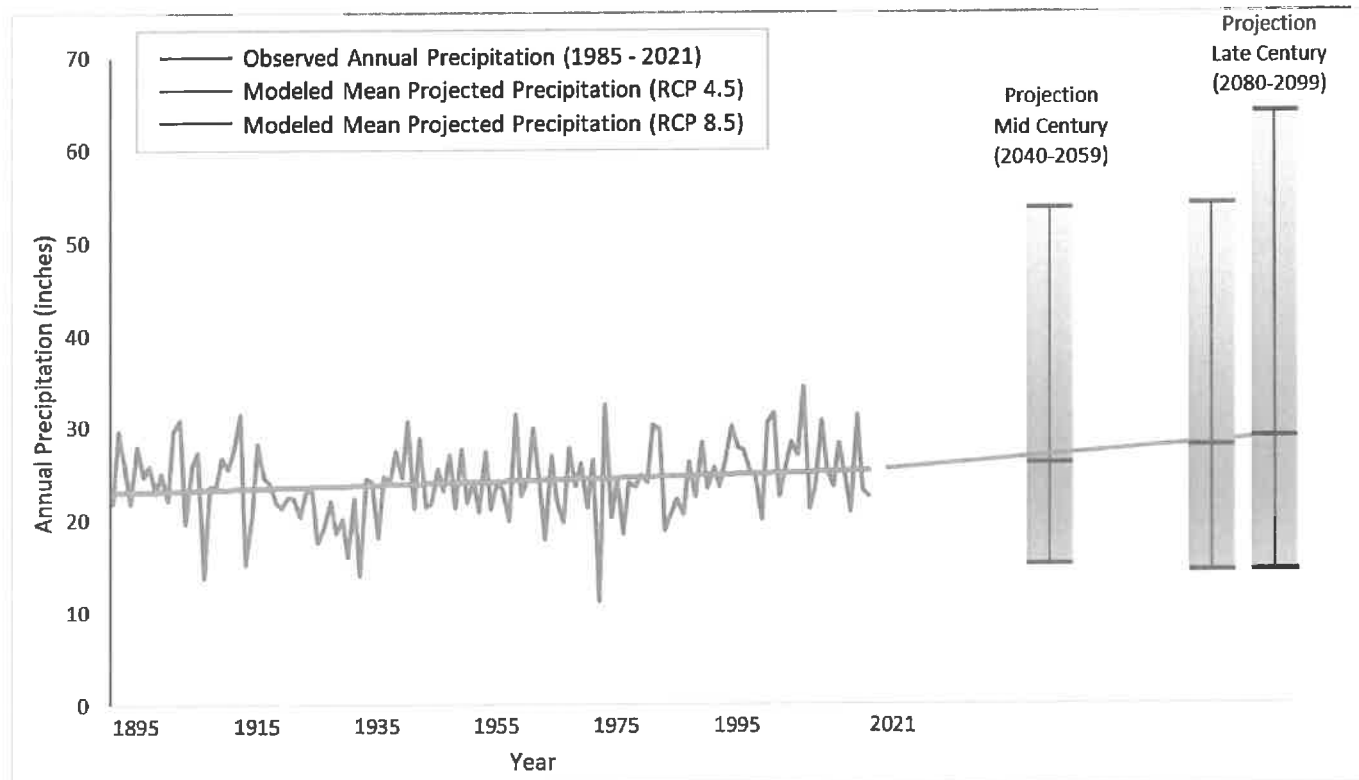


Figure 10— Observed annual precipitation trend and average modeled climate change projections for the mid and late 21st century based on models simulating the RCP 4.5 reduced CO2 emissions scenario and the “worst-case” continued CO2 emissions scenario.

Another factor in model trends is that increasing temperatures in the watershed could actually mean that the region experiences more droughts, even with increased precipitation. Figure 8 shows annual low temperatures have increased 0.25°F per decade and figure 9 show the annual high temperatures have increased 0.20°F per decade. Future model means for the two scenarios indicate average annual temperature increases of six to 10 degrees. Fahrenheit for RCP 4.5 and RCP 8.5, respectively. These higher temperatures will drive increased evaporation rates and could lead to less flow available for supply. There will always be variability in weather, but over time the increases in precipitation, PDSI, low and high temperatures will continue.

Summary of High-Priority Issues

High priority issues for this watershed and SWA should focus on maintaining a healthy watershed that aids in the protection of the city of Fergus Falls drinking water. Bacterial contamination is indicative of human and agricultural related impacts in the watershed. Reducing sediment and run-off, maintaining perennial vegetation, advocating for soil health and agricultural bmp’s are all things to focus on in the watershed. Fergus Falls’ surface source water has been impacted by bacterial contamination, which includes cryptosporidium, giardia lamblia, microcystin, and E. coli. The issues below are the highest priority for action within the delineated Source Water Assessment areas for the city of Fergus Falls.

Emergency Response Area and Spill Management Area: FFWTP and the city should ensure that their emergency management plan is updated to address any potential contamination events. The most

prevalent issues that could impact the city's drinking water are agricultural runoff, transportation spills, and municipal stormwater from Fergus Falls.

Also present in the ERA and SMA are roads adjacent to and bridges over the river and lakes, which could impact water quality during transportation route spills or via stormwater flushing. Boat landings are also potential spill sources in the ERA and SMA. These infrastructure locations can quickly contaminate the source water and should be a focus in an emergency spill management plan.

Drinking Water Supply Management Area – Surface Water: The DWSMA-SW is primarily dominated by agriculture, with some area devoted to urban land uses including portions of the Fergus Falls city limits. The long-term health of the watershed can be improved by focusing on urban planning as it relates to impacts on surface water quality, best management practices for erosion prevention, land use, fertilizer, and runoff, all of which can have negative impacts on water quality.

Recommended Actions

The SWA is a tool for the PWS and local partners. The PWS and local partners should consider implementing the activities below to protect the source water and its surrounding watershed. The activities should also be included in Fergus Falls Surface Water Intake Protection Plan (SWIPP) when it is developed.

Monitoring Source Water

Continued monitoring of source water quality is needed to determine on-going best practices needed to maintain and improve water quality in the watershed, and potentially identify and then mitigate sources negatively affecting water quality. Reaches within the ERA and SMA should be the main focus for implementation of measures that address point source contamination. Monitoring of bacteria should be a priority due to regular detections of cryptosporidium, giardia lamblia, microcystin, and E. coli in the surface water of the watershed.

Emergency Preparedness

Emergency spill prevention within the ERA and SWA and response preparedness is a vital aspect of protecting the source water. The annual PWS emergency plan is necessary and should be updated to include the SWA and coordinated with the MPCA Emergency Response unit, first responders, city planners, Otter Tail County Emergency Management, and local government staff. The initial priority should be Hoot and Wright lakes and the transportation infrastructure that is located adjacent and in-between Hoot and Wright lakes.

Potential Contaminant Source Management

Point and non-point source contamination is a high priority for protecting source waters and public health. As discussed in the PSCI section there are no known points that are identified in the MPCA What's in my Neighborhood database, but there are stormwater outlets on both Hoot Lake and Wright Lake. These

outlets should be a focus for Fergus Falls. Outreach to the public regarding stormwater management and fertilizer application should be a priority. There are a total of 289 feedlots in the DWSMA-SW and continued communication with MPCA feedlot and county feedlot staff should be addressed to ensure that high water quality is maintained. Non-point sources are discussed below.

Contaminant Conveyances and Potential Releases

As discussed in the PCSI section above, stormwater in the ERA is a major concern. Any direct runoff and stormwater conveyance structures that are closest to FFWTP's intake are of greatest concern (see Figure 3). Understanding the directional flow and contributing surfaces to the stormwater system is key to understanding how to mitigate any potential contamination. Additionally, investigation should be completed to determine if fueling stations near the ERA and SWA have stormwater conveyances that could rapidly move a large fuel spill to the surface water. It should be noted that there were no fueling stations identified within the ERA during this assessment, however consideration should be made for future development. This information should be added to emergency response plans so that first responders can block flow to these input points or capture materials at their source. The stormwater conveyances may also need to be included in future SWA delineations, based upon any stormwater system modeling data that may be available at that future time.

Non-Point Source Pollution and Land Management

Contaminants from non-point sources are a concern for the city's drinking water. There is a risk of contamination through spills along roads (Highway 1, etc.) with storm sewers flowing directly into Hoot and Wright Lakes. If a spill occurs along these roads, extra monitoring of surface water should be conducted to determine whether contamination occurred. This would also include any boat landings that allow quick access to the ERA waterbodies.

Alternative Water Supply

Alternative and emergency water sources are an important factor in source water protection planning. Fergus Falls has an Emergency Use well that is used to supplement Wright Lake during drought or low water level condition. However long-term additional wells may be considered in order to lessen the need for surface water as the city's primary source of drinking water.

The Public Water System Characteristics summary above states that FFWTP has water storage capacity of between three and four days. Though the existing wells can provide backup for the water supply, there is a concern for the impact on nearby private wells that draw from the same aquifer if they are used for extended periods of time, particularly during drought conditions when aquifer recharge has been diminished. Exploring and possibly establishing additional backup capacity should be considered to ensure that Fergus Falls water supply is more resilient during times that Wright Lake is flooded, at low volume, or is of poor quality.

Source Water Protection Planning

FFWTP and the city of Fergus Falls should develop a Surface Water Intake Protection Plan (SWIPP) that will

lay out strategies for protecting and improving source water quality. FFWTP and the City may receive assistance from the MDH Surface Water Planner and Hydrologist to complete the planning document if needed. Additionally, upon completion of the SWIPP, FFWTP and the City may be eligible for MDH plan implementation grants to fund documented plan activities. The SWIPP will also guide the FFWTP and local planning partners by documenting other potential complementary watershed-level activities to protect drinking water on a larger scale than can be accomplished by FFWTP alone.

This SWA is designed to provide guidance for planning purposes for the next 10 years. After the 10 years have elapsed MDH will reassess the PWS source water area. Any updated SWA will then guide the amended SWIPP.

DRAFT

References

Bayer Water Resources (2009; amended in 2014), Otter Tail County Local Water Management Plan.

<https://ottertailcountymn.us/wp-content/uploads/2018/09/Local-Water-Management-Plan.pdf>

City of Fergus Falls (2021), Annual Water Quality Report.

<https://www.ci.fergus-falls.mn.us/home/showpublisheddocument/1576/637534936533200000>

Minnesota Department of Health (2022), Fergus Falls Source Water Assessment.

https://swareport.web.health.state.mn.us/SWA_Factsheet.html?pwsid=1560014

Minnesota Department of Health (2022), Minnesota Drinking Water Annual Report for 2021.

<https://www.health.state.mn.us/communities/environment/water/docs/report21.pdf>

Minnesota Pollution Control Agency (2021), Otter Tail River Watershed Restoration and Protection Strategy (WRAPS) Report.

<https://www.pca.state.mn.us/sites/default/files/wq-ws4-82a.pdf>

United States Environmental Protection Agency, (2021) National Safe Drinking Water Act Contaminants National Primary Drinking Water Regulations.

<https://www.epa.gov/ground-water-and-drinking-water/national-primary-drinking-water-regulations>

United States Geological Survey (2021), 2019 National Land Cover Database (NLCD).

<https://www.mrlc.gov/data/nlcd-2019-land-cover-conus>



Council Action Recommendation

Meeting Date:

March 6, 2023 – City Council

Subject:

CP No. 5960 – 2023 Street and Utility Improvement Project No. 1: Preliminary Project Hearing

Recommendation:

- Resolution ordering the project plans and specifications

Background/Key Points:

Legal publications along with individual mailed notices have been sent to all benefitting properties. The preliminary project data as follows:

Type of Project:

Reconstruct Sanitary Sewer, Water Main, Storm Sewer, Sewer & Water Services and Bituminous Street, etc.

Location:

P.I. No. 5347, etc.: Summit Avenue – Broadway to Oak Street
 P.I. No. 5348, etc.: Linden Street – Broadway to Oak Street
 P.I. No. 5349, etc.: Laurel Street – First Avenue to Broadway

Legal Description:

Lots 3 – 11, Block 1 and Lots A, B, C & D: McLane’s Addition
 Lots 5 - 6 & 16 – 24, Block 3: McLane’s 2nd Addition
 Lots 13 – 22, Block 5: McLane’s 2nd Addition
 Lots 1 - 2 & 7 – 15, Block 6: McLane’s 2nd Addition
 Lots 3 – 22, Block 8: McLane’s 2nd Addition
 Parts of Sublot 2 of SW1/4 Section 34, T133N, R43W; including Lots 1- 5 and Lots S, V & W of Sublot 2.
 All located within the City of Fergus Falls

Hearing Date:

March 6, 2023

Interest Rate:

Not to exceed 7%

Assessment:

15 years

Estimated Special Assessments Rates:

Bituminous Street w/Curb & Gutter (5 Ton Design) = \$ 84.28/LF

Cost Breakout:

Special Assess. Bituminous St. – 5 Ton (3,832.9 LF)	= \$ 323,000.00
City Share Bituminous Street – 5 Ton (571.5 LF)	= 48,000.00
City Share Bituminous Street – (Removals & Const.)	= 451,000.00
City Share – Sanitary Sewer & Services	= 631,000.00
City Share – Water Main & Services	= 692,000.00
City Share - Storm Sewer	= <u>144,000.00</u>

Total Project Cost = \$2,289,000.00

Financing:

PIR 429 Bonds (Special Assessment Street - Active)	= \$ 323,000.00 (14.1%)#1
PIR 429 Bonds – City Share (Street)	= 499,000.00 (21.8%)
Sanitary Sewer Fund	= 631,000.00 (27.6%)
Water Fund	= 692,000.00 (30.2%)
Storm Water Fund	= <u>144,000.00 (6.3%)</u>

TOTAL = \$ 2,289,000.00(100%)

Note: Some of the above items may be included in an increased PIR Bond for funding at the recommendation of the Finance Director.

#1: The percentage of the project being special assessed must be **at least 20%** of the PIR 429 Bond total. This project as proposed is **39.29 %** of the PIR 429 Bond total.
 $(\$323,000/\$822,000) = 39.29\%$

If acceptable, staff will finish the plans and specifications and be requesting authorization to advertise for bids in the coming weeks. Although the project schedule has not been determined, I will be recommending holding the Final Cost Hearing after bids are accepted.

Budgetary Impact:

See above.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

PI 5960 – Preliminary Assessment Notices

 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA

Project No. 59-60 Type of Public Improvement STREET & UTILITY REPLACEMENT PRELIMINARY
 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

29748
 BRUCE A & MARTHA M AUSTAD

71003500120000 708 W LAUREL ST

Sect-34 Twp-133 Range-043 .25 AC W1/2 OF S1/2 OF LOT V OF SUB LOT
 2

27748 BREKKE LAKE RD
 FERGUS FALLS MN 56537 8026

Assessed	Project Rate	Amount Assessed	Comment	Project Total
52.80	84.28000 L.F.	4,449.98	BITUM STREET UNIT COST	4,449.98

100144
 DAVID J & EMALENE A ENGELSTAD

71003500121000 705 W LAUREL ST

Sect-34 Twp-133 Range-043 .16 AC LOT W OF SUB LOT 2

705 W LAUREL ST
 FERGUS FALLS MN 56537 1832

Assessed	Project Rate	Amount Assessed	Comment	Project Total
50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

138297
 JOSHUA JAMES CASPER

71003500124000 701 W LAUREL ST

Sect-34 Twp-133 Range-043 .16 AC PT SL 2 SW 1/4 SEC 34. COMM SW C
 OR RES 1 SAWBRIDGE & LOWRY'S ADDN, N 299.5', S 89D E 350.03' BEI
 NG PT BG, S 89D E 50.12', S 151.04', N 88D W 50.55', N 150.59' TO
 BG

701 W LAUREL ST
 FERGUS FALLS MN 56537 1832

Assessed	Project Rate	Amount Assessed	Comment	Project Total
50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

158503
 JESSICA R LOPEZ

71003500127000 709 W LAUREL ST

Sect-34 Twp-133 Range-043 .16 AC LOT 1 OF SUB LOT 2

15715 CROOKED RD
 BATTLE LAKE MN 56515 9510

Assessed	Project Rate	Amount Assessed	Comment	Project Total
50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

198219
 JONATHAN & EMILY STRINGHAM

71003500128000 711 W LAUREL ST

Sect-34 Twp-133 Range-043 LOT 2 OF SUB LOT 2

711 W LAUREL ST
 FERGUS FALLS MN 56537 1832

Assessed	Project Rate	Amount Assessed	Comment	Project Total

CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA				

Project No. 59-60			Type of Public Improvement STREET & UTILITY REPLACEMENT	PRELIMINARY
Public Improvement No. 59-60 000			Location SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST			To OAK/OAK/BROADWAY	

50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
173253	71003500129000	713 W LAUREL ST		
TASHA ANN KORBY				
		Sect-34 Twp-133 Range-043 .16 AC LOT 3 OF SUB LOT 2		
713 W LAUREL ST				
FERGUS FALLS MN 56537 1832				

Assessed	Project Rate	Amount Assessed	Comment	Project Total
50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA

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 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

MCLANE'S

181750
 RANDALL S FIELD

71003990861000 525 W SUMMIT AVE
 Lot 7 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOT 7 BLK 1

525 W SUMMIT AVE
 FERGUS FALLS MN 56537 2014

Assessed	Project Rate	Amount Assessed	Comment	Project Total
50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA

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 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

MCLANE'S ADDN

155220
 JUSTIN ADKINS

71003990857000 511 W SUMMIT AVE
 Lot 3 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOT 3 BLK 1

511 W SUMMIT AVE
 FERGUS FALLS MN 56537 2014

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

156421
 KERRI HOLM

71003990858000 515 W SUMMIT AVE
 Lot 4 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOT 4 BLK 1

515 W SUMMIT AVE
 FERGUS FALLS MN 56537 2014

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

141136
 FRANCIS J JOHNSON

71003990859000 517 W SUMMIT AVE
 Lot 5 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOT 5 BLK 1

517 W SUMMIT AVE
 FERGUS FALLS MN 56537 2014

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

41851
 DAVID D SPIES

71003990860000 521 W SUMMIT AVE
 Lot 6 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOT 6 BLK 1

36408 AUGUSTANA DR
 BATTLE LAKE MN 56515 9303

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

166238
 CHARLES E & KRISTY L WICKLUND

71003990862000 531 W SUMMIT AVE
 Block 1

Sect-34 Twp-133 Range-043 MCLANE'S ADDN LOTS 8 & 9 BLK 1

531 W SUMMIT AVE
 FERGUS FALLS MN 56537 2014

Assessed	Project Rate	Amount Assessed	Comment	Project Total
***** CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA *****				
Project No. 59-60			Type of Public Improvement STREET & UTILITY REPLACEMENT	PRELIMINARY
Public Improvement No. 59-60 000			Location SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST			To OAK/OAK/BROADWAY	

MCLANE'S ADDN

100.00	84.28000 L.F.	8,428.00	BITUM STREET UNIT COST	8,428.00
169343	71003990863000	220 N BROADWAY		
CHAD G & KATHRYN M LANDMANN		Block 1		
		Sect-34 Twp-133 Range-043 MCLANE'S ADDN N 90' OF LOTS 10 & 11 BLK		
		1		
23136 BIRCHWOOD ESTATES RD				
FERGUS FALLS MN 56537 4516				

Assessed	Project Rate	Amount Assessed	Comment	Project Total
138.00	84.28000 L.F.	11,630.64	BITUM STREET UNIT COST	11,630.64

 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA

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MCLANE'S 2ND

143861
 STEVEN C LEE & SANDRA SHEARER

71003991048000 638 W LAUREL ST
 Block 3

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN E 12 1/2' OF LOT 16 &
 ALL LOT 17 BLK 3 LIFE ESTATE WESLEY & ARLENE LEE

638 W LAUREL ST
 FERGUS FALLS MN 56537 1938

Assessed	Project Rate		Amount Assessed	Comment	Project Total
72.50	84.28000	L.F.	6,110.30	BITUM STREET UNIT COST	6,110.30

159352
 RODNEY C & ROSE M SELL ET AL

71003991052000 630 W LAUREL ST
 Lot 21 Block 3

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 21 BLK 3

10167 95TH ST SE
 OAKES ND 58474 9186

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

175037
 EMPIRE CAPITAL LLC

71003991090000 402 N BROADWAY
 Block 5

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN S 75' OF LOT 13, 14 &
 15 EX E 5' LOT 15 ALL IN BLK 5

110 N MILL ST
 FERGUS FALLS MN 56537 2135

Assessed	Project Rate		Amount Assessed	Comment	Project Total
75.00	84.28000	L.F.	6,321.00	BITUM STREET UNIT COST	6,321.00

60373
 DONNA SOLIN

71003991148000 523 W LINDEN ST
 Lot 6 Block 8

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 6 BLK 8

523 W LINDEN ST
 FERGUS FALLS MN 56537 2028

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

175713
 DONAVIN MARCZAK

71003991149000 527 W LINDEN ST
 Lot 7 Block 8

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 7 BLK 8

527 W LINDEN ST
 FERGUS FALLS MN 56537 2028

Assessed	Project Rate	Amount Assessed	Comment	Project Total

CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA				

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Public Improvement No. 59-60 000			Location SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST			To OAK/OAK/BROADWAY	

MCLANE'S 2ND

50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
194713	71003991150000		531 W LINDEN ST		
COREVIS INVESTMENTS LLC			Lot 8 Block 8		
			Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 8 BLK 8		

PO BOX 548
ALEXANDRIA MN 56308 0548

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
189108	71003991152000		537 W LINDEN ST		
SUNNIE HEDSTROM BERG			Lot 10 Block 8		
			Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 10 & E 3' EX S 60' LOT 11 BLK 8		

537 W LINDEN ST
FERGUS FALLS MN 56537 2028

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
53.00	84.28000	L.F.	4,466.84	BITUM STREET UNIT COST	4,466.84
57784	71003991153000		320 N BROADWAY		
MARYJANE WESTRA			Block 8		
			Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN EX S 60' & EX E 3' AL L LOT 11 & 12 BLK 8		

1220 N TOWER RD
FERGUS FALLS MN 56537 4813

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
90.00	84.28000	L.F.	7,585.20	BITUM STREET UNIT COST	7,585.20

Assessed	Project Rate	Amount Assessed	Comment	Project Total
***** CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA *****				
Project No. 59-60			Type of Public Improvement STREET & UTILITY REPLACEMENT	PRELIMINARY
Public Improvement No. 59-60 000			Location SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST			To OAK/OAK/BROADWAY	

MCLANE'S 2ND ADDN

50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
131791	71003991053000	628 W LAUREL ST			
MICHAEL J & VANESSA SWEDENBURG		Lot 22 Block 3			
		Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 22 BLK 3			
628 W LAUREL ST		FERGUS FALLS MN 56537 1938			

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
29871	71003991054000	616 W LAUREL ST			
TODD A WHALEY & LOUISE HIXSON		Block 3			
		Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 23 & W 40' OF LOT 24 BLK 3			
616 W LAUREL ST		FERGUS FALLS MN 56537 1938			

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
90.00	84.28000	L.F.	7,585.20	BITUM STREET UNIT COST	7,585.20
161322	71003991092000	536 W LINDEN ST			
TIMOTHY JOHN MCCABE					
		Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN E 5' OF LOT 15 & ALL LOT 16 BLK 5			
536 W LINDEN ST		FERGUS FALLS MN 56537 2029			

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
55.00	84.28000	L.F.	4,635.40	BITUM STREET UNIT COST	4,635.40
177746	71003991093000	532 W LINDEN ST			
MAURA G MORBERG		Lot 17 Block 5			
		Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 17 BLK 5			
532 W LINDEN ST		FERGUS FALLS MN 56537 2029			

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
160813	71003991094000	530 W LINDEN ST			
TEDD MUCHOW					
		Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 18 BLK 5			
530 W LINDEN ST		FERGUS FALLS MN 56537 2029			

Assessed Project Rate Amount Assessed Comment Project Total
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 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA
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Project No. 59-60 Type of Public Improvement STREET & UTILITY REPLACEMENT PRELIMINARY
 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

MCLANE'S 2ND ADDN

50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 195363 71003991111000 637 W LAUREL ST
 DOHERTY HOMES LLC
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 13 BLK 6

PO BOX 221
 ALEXANDRIA MN 56308 0221

Assessed Project Rate Amount Assessed Comment Project Total
 50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 198929 71003991112000 641 W LAUREL ST
 LISA A JOHNSON ET AL
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 14 BLK 6

641 W LAUREL ST
 FERGUS FALLS MN 56537 1937

Assessed Project Rate Amount Assessed Comment Project Total
 50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 18927 71003991113000 643 W LAUREL ST
 HARVEY C & SHIRLEY A MOEN Lot 15 Block 6
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 15 BLK 6

643 W LAUREL ST
 FERGUS FALLS MN 56537 1937

Assessed Project Rate Amount Assessed Comment Project Total
 56.80 84.28000 L.F. 4,787.10 BITUM STREET UNIT COST 4,787.10
 185091 71003991145000 513 W LINDEN ST
 EVAN BURKDOLL
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 3 BLK 8

513 W LINDEN ST
 FERGUS FALLS MN 56537 2028

Assessed Project Rate Amount Assessed Comment Project Total
 50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 168243 71003991146000 515 W LINDEN ST
 RAY & JAN WITTE
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 4 BLK 8

515 W LINDEN ST
 FERGUS FALLS MN 56537 2028

Assessed Project Rate Amount Assessed Comment Project Total
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 * * * * * CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA * * * * *
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Project No. 59-60 Type of Public Improvement STREET & UTILITY REPLACEMENT PRELIMINARY
 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

MCLANE'S 2ND ADDN

50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 165003 71003991158000 536 W SUMMIT AVE
 RUTH E ROSENGREN Block 8
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 16 & W 25' OF LOT
 17 BLK 8 & PT LOT "C" MCLANE'S ADDN S OF SAME
 536 W SUMMIT AVE
 FERGUS FALLS MN 56537 2015

Assessed Project Rate Amount Assessed Comment Project Total
 75.00 84.28000 L.F. 6,321.00 BITUM STREET UNIT COST 6,321.00
 96950 71003991159000 528 W SUMMIT AVE
 NATHAN L & LINDA M EIDE
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN E1/2 OF LOT 17 BLK 8
 & THAT PT LOT C MCLANE'S S OF E1/2 17, LOT 18 BLK 8 & PT OF LOTS
 B & C MCLANE'S ADDN S OF LOT 18
 528 W SUMMIT AVE
 FERGUS FALLS MN 56537 2015

Assessed Project Rate Amount Assessed Comment Project Total
 75.00 84.28000 L.F. 6,321.00 BITUM STREET UNIT COST 6,321.00
 98030 71003991162000 524 W SUMMIT AVE
 SANDRA KAY & JON JAY RICHARDS
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN PT OF "B" MCLANE'S AD
 DN S OF LOT 19 & LOT 19 BLK 8
 524 W SUMMIT AVE
 FERGUS FALLS MN 56537 2015

Assessed Project Rate Amount Assessed Comment Project Total
 50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 29463 71003991163000 516 W SUMMIT AVE
 KENNETH A & KATHLEEN M IRISH
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN PT OF "B" MCLANE'S AD
 DN S OF LOT 20 & LOT 20 BLK 8
 516 W SUMMIT AVE
 FERGUS FALLS MN 56537 2015

Assessed Project Rate Amount Assessed Comment Project Total
 50.00 84.28000 L.F. 4,214.00 BITUM STREET UNIT COST 4,214.00
 194491 71003991164000 512 W SUMMIT AVE
 KRISTEN M FOSTER
 Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN LOT 21 & PT "A" & "B"
 MCLANE'S ADDN S OF SAME LOT 21 BLK 8
 512 W SUMMIT AVE
 FERGUS FALLS MN 56537 2015

Assessed	Project Rate	Amount Assessed	Comment	Project Total

CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA				

Project No. 59-60	Type of Public Improvement	STREET & UTILITY REPLACEMENT	PRELIMINARY
Public Improvement No. 59-60 000	Location	SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST	To	OAK/OAK/BROADWAY	

MCLANE'S 2ND ADDN

50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
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110075
SARAH GULLICKSON

71003991165000 506 W SUMMIT AVE
Block 8

Sect-34 Twp-133 Range-043 MCLANE'S 2ND ADDN PT OF "A" MCLANE'S AD
DN S OF LOT 22 & 22 BLK 8

506 W SUMMIT AVE
FERGUS FALLS MN 56537 2015

Assessed	Project Rate	Amount Assessed	Comment	Project Total	
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

 CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA

Project No. 59-60 Type of Public Improvement STREET & UTILITY REPLACEMENT PRELIMINARY
 Public Improvement No. 59-60 000 Location SUMMIT/LINDEN/LAUREL
 From BROADWAY/BROADWAY/FIRST To OAK/OAK/BROADWAY

UNPLATTED 34 133 43

176380
 ROGER D SMITH SR

71003500117000 704 W LAUREL ST

Sect-34 Twp-133 Range-043 EX E 22 1/2' ALL S1/2 OF LOT S OF SUB L
 OT 2

704 W LAUREL ST
 FERGUS FALLS MN 56537 1833

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

199450
 DONALD MARTIN JR. & CHELSEA FRAZIER

71003500119000 706 W LAUREL ST

Sect-34 Twp-133 Range-043 .18 AC E1/2 OF S1/2 OF LOT V OF SUB LOT
 2 TR 52.8' X 150'

706 W LAUREL ST
 FERGUS FALLS MN 56537 1833

Assessed	Project Rate		Amount Assessed	Comment	Project Total
52.80	84.28000	L.F.	4,449.98	BITUM STREET UNIT COST	4,449.98

12300
 IND SCHOOL DIST 544

71003500120050 724 W LAUREL ST

Sect-34 Twp-133 Range-043 PT OF SUB LOT 2 N & W OF LOTS S & V (M
 CKINLEY SCHOOL)

601 RANDOLPH AVE
 FERGUS FALLS MN 56537 1669

Assessed	Project Rate		Amount Assessed	Comment	Project Total
250.00	84.28000	L.F.	21,070.00	BITUM STREET UNIT COST	21,070.00

144552
 BENJAMIN WEDLL & AMY BENNETT

71003500131000 717 W LAUREL ST

Sect-34 Twp-133 Range-043 LOT 5 OF SUB LOT 2

717 W LAUREL ST
 FERGUS FALLS MN 56537 1832

Assessed	Project Rate		Amount Assessed	Comment	Project Total
50.00	84.28000	L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00

173190
 AMANDA MUDFORD

71003500132000 721 W LAUREL ST

Sect-34 Twp-133 Range-043 .16 AC PT SUBLLOT 2 OF SW1/4 SEC 34 COM
 SW COR RES 1 SAWBRIDGE & LOWRY'S ADDN N 149.75' TO PT OF BG N 149
 .75' N 89° E 49.92' S 149.87' S 89° W 50.29' TO BG

721 W LAUREL ST
 FERGUS FALLS MN 56537 1832

Assessed	Project Rate	Amount Assessed	Comment	Project Total
***** CITY OF FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA *****				
Project No. 59-60			Type of Public Improvement STREET & UTILITY REPLACEMENT	PRELIMINARY
Public Improvement No. 59-60 000			Location SUMMIT/LINDEN/LAUREL	
From BROADWAY/BROADWAY/FIRST			To OAK/OAK/BROADWAY	

UNPLATTED 34 133 43

50.00	84.28000 L.F.	4,214.00	BITUM STREET UNIT COST	4,214.00
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March 15, 2023

TO: Mayor, Fergus Falls City Council members, and City Administrator
From: Steve Emerson, Oak Grove Cemetery Board President
RE: Transfer of Land to Oak Grove Cemetery

On behalf of the trustees of Oak Grove Cemetery, please know we appreciate your consideration for five acres of city-owned land being transferred to Oak Grove Cemetery for future expansion.

Over the past month, Buzz Lundeen or I have individually talked to each of you summarizing our concerns and detailing needs for this expansion.

We have consulted with City staff concerning this project. It is our understanding that the five acres are of no future use to the City and it does not conflict with the City infrastructure.

This five acre parcel of land is directly north of our existing cemetery. It is owned by the City and commonly called the Bergeson farm. All of the costs for the development of this expansion are the sole responsibility of the Cemetery, and no additional funding will be requested or needed for this project to be completed.

We thank you in advance for your consideration of this important matter.

Sincerely,

Steve Emerson
218-731-4675

Buzz Lundeen
218-770-0899

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

A-1 LOCK & KEY LLC	SERVICE/PICKED LOCK,RE-KEYED	88.00
ARC DOCUMENT SOLUTIONS LLC	MAINTENANCE GIS PRINTER	217.19
ADELSMAN PBBS	BOILER SERVICE-CITY HALL	922.50
ADMINISTRATOR'S CONTINGENCY FD	MARCH/MEAL-PARKING	13.10
ADMINISTRATOR'S CONTINGENCY FD	RECORD ANNEX W/FF TOWNSHIP	46.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/OVERPAY SPECIAL ASSESSM	130.30
AMERICAN TEST CENTER	MAR OVERHEAD/HOIST INSPECTIONS	280.00
SEAN ANDERSON	CLEANING WEEKS OF MARCH 13-20	417.12
ARENA WAREHOUSE LLC	ICE PAINTING SERVICE	1,176.25
AVESIS THIRD PARTY ADMIN INC	APRIL VISION INSURANCE	30.14
BANKCARD CENTER	APWA MEMBERSHIP	477.50
BANKCARD CENTER	BANNER RETURNED CREDIT	167.11-
BANKCARD CENTER	BERGREN CHIEF CONF HOTEL	312.18
BANKCARD CENTER	CDL COMPLIANCE CHECK	62.50
BANKCARD CENTER	CEDERBERG UNIFORM PURCHASE	19.73
BANKCARD CENTER	CITY HALL COFFEE	51.92
BANKCARD CENTER	FEB BACKPACK VACUUM CLEANER	316.47
BANKCARD CENTER	FEB BATTERY-FLOOR SCRUBBER	39.59
BANKCARD CENTER	FEB BRANCH CASH FORWARD BAGS	10.60
BANKCARD CENTER	FEB GOOD GRIPS DUSTING SYSTEM	53.68
BANKCARD CENTER	FEB LEXMARK TRANSFER ROLLER	83.16
BANKCARD CENTER	FEB PESTICIDE APPLICATOR LICEN	20.45
BANKCARD CENTER	FEB RETURN PROGRAM MAINT KIT	238.50
BANKCARD CENTER	FEB STOP SIGNS STANDS	51.82
BANKCARD CENTER	FEB TV STAND W/POWER OUTLET	100.18
BANKCARD CENTER	FEB VAC & BLOW FOR KEYBOARDS	188.94
BANKCARD CENTER	FEB WIRELESS HEADSET SYSTEM	147.08
BANKCARD CENTER	FEB 6-OUTLET POWER STRIP	9.02
BANKCARD CENTER	FEBRUARY ADOBE CREATIVE CLOUD	39.99
BANKCARD CENTER	FEBRUARY BP BAG FOR BACKPACK	12.00
BANKCARD CENTER	FEBRUARY CANVA.COM	14.60

General

BANKCARD CENTER	FEBRUARY CASE FOR CELL PHONE	24.98
BANKCARD CENTER	FEBRUARY DRUM UNIT REPLACEMENT	43.99
BANKCARD CENTER	FEBRUARY FLOWER POT BRACKETS	55.82
BANKCARD CENTER	FEBRUARY SCREWDRIVERS	10.98
BANKCARD CENTER	FEBRUARY SPADE SNOW SCOOP	29.96
BANKCARD CENTER	FEBRUARY STATION REPAIR-CONTRO	658.72
BANKCARD CENTER	FEBRUARY SUPPLIES-SHOE ,HOLDERS	45.95
BANKCARD CENTER	FEBRUARY SUPPLIES-STEEL	31.03
BANKCARD CENTER	FEBRUARY SUPPLIES-TRIPOD	27.91
BANKCARD CENTER	FEBRUARY SUPPLIES-WIRELESS MIC	40.68
BANKCARD CENTER	FURNACE FILTERS	99.88
BANKCARD CENTER	HAKEN RETURN POSTAGE	13.84
BANKCARD CENTER	HAKEN UNIFORM PURCHASE	77.85
BANKCARD CENTER	HAKEN/FOREMAN RETURN POSTAGE	13.87
BANKCARD CENTER	HANDS FREE BOTTLE FILLING STA.	1,112.00
BANKCARD CENTER	HOHRMAN UNIFORM PURCHASE	292.02
BANKCARD CENTER	HOHRMAN/SONSTEBO/SILBERNAGEL	60.00
BANKCARD CENTER	I.D. BADGES	30.21
BANKCARD CENTER	JAN TWIST-N-LOCK DRYWALL ANCHO	29.86
BANKCARD CENTER	JANUARY IPAD MOUNT FOR P16	44.99
BANKCARD CENTER	JANUARY POSTAGE	36.22
BANKCARD CENTER	JANUARY STATION REPAIR-HEATER	704.00
BANKCARD CENTER	MATTER CLASS FEE	615.82
BANKCARD CENTER	MENS LOCKER ROOM SUPPLIES	32.98
BANKCARD CENTER	MILLER CONFERENCE FEE	125.00
BANKCARD CENTER	MILLER/WEST LMC CLASS FEE	40.00
BANKCARD CENTER	MNIAAI REGISTRATION FEES	260.00
BANKCARD CENTER	MOBILE MOULTRIE MONTHLY FEE	9.99
BANKCARD CENTER	MONTHLYLY ADOBE MEMBERSHIP	10.73
BANKCARD CENTER	NUISANCE IMAGE STORAGE	9.99
BANKCARD CENTER	PITNEY BOWES LEASE	243.00
BANKCARD CENTER	SILBERNAGEL ACCIDENTAL USE	10.73
BANKCARD CENTER	SONSTEBO UNIFORM PURCHASE	472.18
BANKCARD CENTER	TRAINING S.HAUGE ,T.GARDING	858.06
BANKCARD CENTER	TRAVEL EXPENSE/LODGING	437.67
BANKCARD CENTER	WEST CONFERENCE HOTEL	277.02
BANKCARD CENTER	WEST CONFERENCE REGISTRATION	300.00
BANKCARD CENTER	2023 GFOA DUES	190.00
BANKCARD CENTER	2023 MIAMA MEMBERSHIP-JOHNSON	250.00
BANKCARD CENTER	2023 SAFETY & LOSS WORKSHOP	40.00
BEYER BODY SHOP, INC.	TOW BUICK LUCERNE/23008624	125.00
BEYER BODY SHOP, INC.	TOW CHEVY CAPRICE/23008364	125.00
BEYER BODY SHOP, INC.	TOW CHEVY IMPALA/23007342	175.00

General

BEYER BODY SHOP, INC.	TOW DODGE CARAVAN/23008396	125.00
A CENTER FOR THE ARTS	2ND QTR 2023 BUDGET ALLOCATION	1,875.00
CHARTER COMMUNICATIONS	CABLE 3/18-4/17	32.97
CHARTER COMMUNICATIONS	03/13-04/12/23 INTERNET	129.99
CHARTER COMMUNICATIONS	03/13-04/12/23 IP ADDRESS	19.99
CLIMATE CONTROL INC	REMOTE CONNECT,CHANGE OFFSET	150.00
CLIMATE CONTROL INC	TROUBLE SHOOT UNIT	600.00
COLE PAPERS INC	NS FS235 VAC HOSE, 35'	222.50
COMMISSIONER OF TRANSPORTATION	EQUIPMENT CALIBRATION-MAT INSP	328.31
COOPERS TECHNOLOGY GROUP	MARCH NOTE PADS,FILE FOLDERS	231.62
COSSETTE ELECTRIC LLC	LED BULBS	460.94
DACOTAH PAPER CO	CAN LINER,TISSUE,TOWEL,BLEACH	667.01
DACOTAH PAPER CO	FILTER TRUE HEPA CARTRIDGE	23.82
DACOTAH PAPER CO	SCOTT ROLL TOWEL	328.96
DACOTAH PAPER CO	TISSUE,TOWEL,BLEACH	334.99
E & L BINDERY	2020&2021 MINUTES & RESOLUTION	200.00
ELLINGSON PLUMBING, HEATING,	CAPPED DRAINS CITY HALL	736.06
EQUIPMENT FUND	APRIL EQUIPMENT RENT	114,157.90
FASTENAL COMPANY	MAR PARK SAFETY VENDING	38.56
FASTENAL COMPANY	MAR STREET SAFETY VENDING	38.55
GALLAGHER BENEFIT SERVICES INC	2023 JOB EVALUATION-ARENA MGR	500.00
GOODIN COMPANY	CLOSET PARTS KIT	61.42
GOODIN COMPANY	MAR GJ UNION	30.59
GOODIN COMPANY	ROUND FUNNEL ASSEMBLY	78.10
GOODIN COMPANY	TOILET SEATS	242.61
GOODIN COMPANY	2" PVC, C-C COP GJ UNION	80.94
GRAND FORKS FIRE EQUIPMENT LLC	MARCH SCBA COMPRESSOR REPAIR	2,256.16
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	492.75
HOME DEPOT CREDIT SERVICES	MAR DRYWALL MUD/KNIFE/SCRAPER	33.50
HOME DEPOT CREDIT SERVICES	MAR HOSE,TAPE MEASURE,SCREWDRI	77.89
HOME DEPOT CREDIT SERVICES	MARCH POTTING SOIL, FLOWERS	55.39
HOME DEPOT CREDIT SERVICES	MARCH WAX RINGS	14.32
JK SPORTS	MARCH 11" SLOWPITCH SOFTBALLS	799.50
JUST ADD WATER LANDSCAPE	STAINLESS STEEL SPRINKLERS-12	1,266.96
LAKE REGION HEALTHCARE CORP	FEB PRE-EMPLOY DRUG SCREEN	37.50
LEADING EDGE MECHANICAL	ICE RINK DAMPERS	733.57
LEAGUE OF MINNESOTA CITIES	SAFETY/LOSS CONT. M.JOHNSON	20.00
LEAGUE OF MINNESOTA CITIES	SAFETY/LOSS CONT. T.BJERKLIE	20.00
LOCATORS & SUPPLIES INC	MAR PINK FLAGGING TAPE	38.40
M-R SIGN COMPANY INC	MAR MANDATORY LANE USE SIGNS	501.42
M-R SIGN COMPANY INC	MAR SCHOOL ZONE SIGNS CHANNING	272.28
M-R SIGN COMPANY INC	MAR 10' SIGN POSTS (STOCK)	831.25
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 3/10-4/10	361.06

General

MEDTOX LABORATORIES INC	FEB PRE-EMPLOY DRUG SCREEN	33.40
METRO SALES, INC	02/18-03/17/23 COPIER RENT	152.97
METRO SALES, INC	02/18-03/17/23 COPIER USAGE	27.62
MIDWEST PRINTING COMPANY	MARCH #10 WINDOW ENVELOPES	465.00
MINNKOTA ENVIROSERVICES INC	FEBRUARY SHREDDING	41.30
TONY NEVILLE	NW REGIONAL MEETING & TRAINING	45.00
NYCKLEMOE & ELLIG, P.A.	APRIL RETAIN FEE/OFFICE ALLOW	7,245.83
OTTER ELECTRIC LLC	MAR LIGHTS ON MILL ST	585.00
OTTER ELECTRIC LLC	UNHOOK POLE LIGHT LINC./COURT	135.00
OTTER TAIL COUNTY HIGHWAY DEPT	JANUARY ROUNDABOUT LIGHTS	23.16
OTTER TAIL CO. HISTORICAL SOC.	2ND QTR 2023 BUDGET ALLOCATION	2,875.00
OTC HUMANE SOCIETY INC	FEB ANIMAL BOARDING	254.00
OTTERTAIL GLASS COMPANY	MAR 1/4" TEMPERED GLASS SIGN	118.00
POLICE DEPT CONTINGENCY FUND	SHIRKEY SUBPOENA HENNEPIN MEAL	5.38
POLICE DEPT CONTINGENCY FUND	SONSTEBO UNIFORM PURCHASE	258.54
POLICE DEPT CONTINGENCY FUND	YOUNG TRAINING MEALS	53.16
POLICE DEPT PETTY CASH	JOB FAIR-WEST/ESTEP LUNCH	16.40
POLICE DEPT PETTY CASH	TOBACCO COMPLIANCE CHECK	20.00
PRODUCTIVE ALTERNATIVES INC.	2ND QTR 2023 BUDGET ALLOCATION	12,500.00
SHERWIN WILLIAMS CO	MAR PAINT CITY HALL MARCIA	558.59
SHERWIN WILLIAMS CO	PAINT/CITY HALL	94.72
SHERWIN WILLIAMS CO	SCOREBOARD MATERIALS, PAINT	235.21
SIGELMAN STEEL & SALVAGE CO	WF BEAM, SCOREBOARD	7,554.00
SPEE*DEE DELIVERY SERVICE INC	SHIPPING FEES	60.50
CHRIS STOLL	INST. BASEBOARD,CARPET REPAIR	350.00
SWEDBERG NURSERY	46" WIRE BASKET,BURLAP LINER	45.00
UGSTAD PLUMBING INC	CITY HALL BOILER REPAIR	236.25
USABLE LIFE	APRIL LIFE INSURANCE	79.20
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	1,142.29
	F U N D T O T A L	178,214.63

P.A. General

ACCURATE CONTROLS INC	TECH SUPPORT CALL FOR CBHH	72.50
UGSTAD PLUMBING INC	APRIL RETAINER FEE	125.00
UGSTAD PLUMBING INC	BOILER/GEN CK 01/20/23	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 03/21/23	90.00
	F U N D T O T A L	377.50

Regional Treatment Center-City Operated

A-1 LOCK & KEY LLC	MARCH CONTROL KEY FOR EXTERIOR	57.50
BANKCARD CENTER	RTC CUDDEBACK DIGITAL	20.00
	F U N D T O T A L	77.50

P.A. T.I. #I-12/River Heights Estates

T.I.4-14 PRAIRIE VIEW DEVELOP	HOUSING DISTRICT LEGAL FEES	2,000.00
	F U N D T O T A L	2,000.00

Public Library

ARAMARK UNIFORM SERVICES	TOWELS AND MOPS	30.53
BAKER & TAYLOR INC	BOOKS	2,672.56
BAKER & TAYLOR INC	FREIGHT SURCHARGE	26.52
BAKER & TAYLOR INC	PROCESSING	188.83
BAKER & TAYLOR INC	03/01/23-02/29/24 BWI REVIEWS	434.50
BANKCARD CENTER	FEB GODADDY DOMAIN RENEWAL	31.16
BANKCARD CENTER	FEB GODADDY MEMBERSHIP RENEWAL	4.99
BANKCARD CENTER	FEB ROLLING STORAGE ORGAINIZER	43.99
BANKCARD CENTER	FEBRUARY BOOKS	965.49
BANKCARD CENTER	FEBRUARY DVD'S	1,005.69
BANKCARD CENTER	FEBRUARY OPERATING SUPPLIES	43.85
BANKCARD CENTER	FEBRUARY POSTAGE	88.20
BANKCARD CENTER	JAN TAPE, LAMINATING POUCHES	29.98
BANKCARD CENTER	JAN 3-PRONG CLEAR REPORT COVER	25.99
BANKCARD CENTER	JANUARY CIRCLE PAPER PUNCH	17.99
BANKCARD CENTER	MARCH-APRIL MEETING/AIRFARE	657.40
HOME DEPOT CREDIT SERVICES	MAR CAM LOCK/GLUE JUSTIN LIBRA	24.11
HOME DEPOT CREDIT SERVICES	MAR CLEANER/HARDWARE JUSTIN	45.44
HOME DEPOT CREDIT SERVICES	MAR MISC SUPPLIES JUSTIN LIBRA	85.86
HOME DEPOT CREDIT SERVICES	MAR SWITCH/CONNECTORS JUSTIN	24.25
HOOPLA	DIGITAL CONTENT	999.93
VIKING LIBRARY SYSTEM	BARCODES	27.00
VINCO INC	MARCH RECEPTACLE REPLACEMENT	97.43
	F U N D T O T A L	7,571.69

Bigwood Event Center

A-1 LOCK & KEY LLC	MARCH REPAIR FERGUS ROOM DOOR	260.98
ARAMARK	MARCH LINEN SUPPLY	450.58
BANKCARD CENTER	FE 3 45GAL WHEEL TRASH CANS	125.53
BANKCARD CENTER	FEBRUARY BEVERAGES	18.08
BANKCARD CENTER	FEBRUARY FOOD	38.94
BANKCARD CENTER	02/10/23-02/10/24 DISPLAYS	636.30
HERZOG ROOFING	BIGWOOD, ROOF MAINTENANCE	649.00
INNFORMATION SYSTEMS	INNFORMATION WEB BACKUP/HOSTING	210.00
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	540.00
JESSALYNN TORGERSON	MARCH BISSELL CARPET SWEEPERS	127.69
LOCATORS & SUPPLIES INC	MAR FIRST AID KIT (BIGWOOD)	27.99
MIDWEST PRINTING COMPANY	MARCH/BUSINESS CARDS-SOLHEIM	80.00
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	51.20
	F U N D T O T A L	3,216.29

Community Arena

MARK CHRISTOPHERSON	FEB OPERATION,MAINT. ARENA	1,600.00
MARK CHRISTOPHERSON	JAN OPERATION,MAINT. ARENA	1,600.00
	F U N D T O T A L	3,200.00

T.I. 4-14 Prairie View Development

TAFT STETTINIUS HOLLISTER LLP	TIF DISTRICT 4-14 (HOUSING)	2,000.00
T.I.4-14 PRAIRIE VIEW DEVELOP	HOUSING DISTRICT LEGAL FEES	2,000.00-

CDBG/HUD Revolving Loan

WEST CENTRAL ABSTRACTING	O&E REPORT -DANIEL ROSENDAHL	85.00
	F U N D T O T A L	85.00

Capital Improvement

Capital Improvement

BANKCARD CENTER	COURSE MATERIAL-T.HAUGE	150.00
BOLTON & MENK INC	AQUATIC CENTER TOPO SURVEY	13,885.50
BOLTON & MENK INC	DOWNTOWN RIVERFRONT PHASE 2	6,776.00
BOLTON & MENK INC	PROF SERV 1/21/23-2/17/23	8,715.00
BOLTON & MENK INC	PROF SERVICE, DELAGOON IMP.	390.50
BOLTON & MENK INC	UNION AVE MILL/OVERLAY PED.IMP	93.00
JOEL CARLSON INC.	2023 LEGISLATIVE SESSION	16,000.00
INTERSTATE ENGINEERING INC.	PROF SERV. 1/22/23-3/4/23	44,333.52
STANTEC CONSULTING SERVICE INC	RTC PHASE 3 EXT. STABILIZATION	2,090.10
TAFT STETTINIUS HOLLISTER LLP	SALES TAX LEGISLATION	5,500.00
	F U N D T O T A L	97,933.62

Liquor Store

THE AMERICAN BOTTLING COMPANY	MARCH/MIX	568.65
ARCTIC GLACIER USA INC	MARCH/FREIGHT #3603308301	15.00
ARCTIC GLACIER USA INC	MARCH/ICE #3603308301	127.50
ARTISAN BEER COMPANY	MARCH/BEER	617.55
ARTISAN BEER COMPANY	MARCH/MIX	110.70
BANKCARD CENTER	FEB BRANCH CASH FORWARD BAGS	21.20
BANKCARD CENTER	FEBRUARY MOOD PANDORA	53.90
BANKCARD CENTER	FEBRUARY SHIPPING LABELS	432.00
BELLBOY CORPORATION	MARCH/FREIGHT	101.05
BELLBOY CORPORATION	MARCH/LIQUOR	10,883.71
BELLBOY CORPORATION	MARCH/MIX	355.85
BEVERAGE WHOLESALERS INC	MARCH/BEER	46,548.72
BEVERAGE WHOLESALERS INC	MARCH/LIQUOR	2,269.00
BEVERAGE WHOLESALERS INC	MARCH/MIX	285.45
BEVERAGE WHOLESALERS INC	MARCH/WINE	3.44-
CAYAN	MAR 2023 MONTHLY SERVICE FEE	160.37
VIKING COCA-COLA BOTTLING CO	MARCH/MIX	253.25
COSSETTE ELECTRIC LLC	MOVE SWITCH-OUTSIDE LIGHTS	133.27
D-S BEVERAGES, INC.	MARCH/BEER	27,713.65
D-S BEVERAGES, INC.	MARCH/LIQUOR	1,184.20
D-S BEVERAGES, INC.	MARCH/MIX	124.55
D-S BEVERAGES, INC.	MARCH/WINE	256.50
EZ OPEN GARAGE DOOR	MAR OVERHEAD DOOR-REPLACE DBL	2,200.00
FERGUS BREWING COMPANY LLC	MARCH/BEER	452.00
HOME DEPOT CREDIT SERVICES	MAR GROUT BIT, SQUEEGEE, FASTENE	61.51

Liquor Store

HOME DEPOT CREDIT SERVICES	MAR SQUEEGEE, TAPEGUN, SHIPTAPE	49.72
HOME DEPOT CREDIT SERVICES	MARCH TRAY LINER, ROLLER COVER	47.58
JOHNSON BROTHERS LIQUOR CO	MARCH/FREIGHT	415.95
JOHNSON BROTHERS LIQUOR CO	MARCH/LIQUOR	11,807.70
JOHNSON BROTHERS LIQUOR CO	MARCH/MIX	83.95
JOHNSON BROTHERS LIQUOR CO	MARCH/WINE	7,966.97
JUNKYARD BREWING COMPANY LLC	MARCH/BEER	526.00
VICTOR LUNDEEN COMPANY	MARCH BLAIR PENS	435.37
MAVERICK WINE LLC	MARCH/FREIGHT	15.00
MAVERICK WINE LLC	MARCH/LIQUOR	769.02
MAVERICK WINE LLC	MARCH/WINE	120.00
MIDWEST PRINTING COMPANY	MARCH/BUSINESS CARDS-DENBROOK	60.00
OUTSTATE BREWING COMPANY	MARCH/BEER	850.00
PEPSI BEVERAGE COMPANY	MARCH/MIX	263.32
PHILLIPS WINE & SPIRITS CO	MARCH/FREIGHT	399.62
PHILLIPS WINE & SPIRITS CO	MARCH/LIQUOR	12,437.08
PHILLIPS WINE & SPIRITS CO	MARCH/MIX	385.00
PHILLIPS WINE & SPIRITS CO	MARCH/WINE	4,188.10
SOUTHERN GLAZER'S OF MN	MARCH/FREIGHT	158.78
SOUTHERN GLAZER'S OF MN	MARCH/LIQUOR	8,952.98
SOUTHERN GLAZER'S OF MN	MARCH/WINE	548.60
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	64.42
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	128.22
	F U N D T O T A L	145,599.52

Refuse Disposal

WASTE MANAGEMENT	03/01-03/15/23 PRO SERVICES	3,437.35
EQUIPMENT FUND	APRIL EQUIPMENT RENT	42,700.75
FASTENAL COMPANY	MAR REFUSE SAFETY VENDING	21.31
INTERSTATE ENGINEERING INC.	PROF SERV 10/14/22-12/24/22	1,443.40
JR OIL CO	MAR PICK UP USED FILTERS/ANTI	175.00
LEAGUE OF MN CITIES INS TRUST	FEBRUARY INDEMNITY-268132	5,246.30
METRO SALES, INC	02/18-03/17/23 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/23 COPIER USAGE	13.68
TANK HOLDING CORP	MAR GREEN 300 GAL 50/50 LIDS	2,490.81
TANK HOLDING CORP	MAR 300 GALLON BLUE LIDS	2,605.82
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	25.95
	F U N D T O T A L	58,176.93

Sewage Treatment

AMERICAN TEST CENTER	MAR OVERHEAD HOIST INSPECTIONS	550.00
BANKCARD CENTER	APWA MEMBERSHIP	238.75
BANKCARD CENTER	FEB CERT.EXAM T.LACHOWITZER	56.18
BANKCARD CENTER	FEB MINNESOTA RWA REGISTRATION	275.00
BANKCARD CENTER	FEB TRULINE CIRCULAR CHART	504.88
BANKCARD CENTER	FEBRUARY WATER & BAGS	27.42
BANKCARD CENTER	FEBRUARY 9" EMPIRE LEVEL	13.94
BERG-JOHNSON ASSOCIATES INC	MAR FLOW METER, COUPL.COMPOUND	3,339.00
EQUIPMENT FUND	APRIL EQUIPMENT RENT	12,335.41
HAWKINS INC	MAR CYLINDERS	50.00
MCMASTER-CARR SUPPLY CO	MAR CHECK VALVE	44.92
METRO SALES, INC	02/18-03/17/23 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/23 COPIER USAGE	13.67
QUALITY FLOW SYSTEMS, INC	MAR GRINDER PUMP-PRE TREATMENT	15,927.00
QUALITY FLOW SYSTEMS, INC	MAR ONYX DISCHRG GAUGE, SWITCH	2,697.00
QUALITY FLOW SYSTEMS, INC	ROTARY LOBE PUMP PRE TREATMENT	17,968.00
RMB ENVIRONMENTAL LABORATORIES	MAR ANALYSIS	864.24
SHERWIN WILLIAMS CO	MAR THICKSTER GLOVES SEWER DEP	116.94
SPEE*DEE DELIVERY SERVICE INC	MAR STANDARD SHIPPING	69.48
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	117.35
	F U N D T O T A L	55,225.74

Water

ADMINISTRATOR'S CONTINGENCY FD	MARCH EXCEL CLASS	25.00
ADMINISTRATOR'S CONTINGENCY FD	MARCH UTILITIES REFUND	117.38
AMERICAN TEST CENTER	MAR OVERHEAD HOIST INSPECTIONS	510.00
BANKCARD CENTER	APWA MEMBERSHIP	238.75
BANKCARD CENTER	FEB MEETING-LODGING	379.97
BANKCARD CENTER	FEB MINNESOTA RWA REGISTRATION	825.00
BANKCARD CENTER	FEB MONITOR-SECURITY CAMERA	99.00
BANKCARD CENTER	FEB TRAINING A.STEYN,T.LACHOW	858.06
BANKCARD CENTER	FEBRUARY LUBE-A-CYL 1.5OZ TUBE	282.40
BANKCARD CENTER	FEBRUARY RETURN LUBE-A-CYL	19.10-
BANKCARD CENTER	FEBRUARY SUPPLIES-STEEL	6.64
BANKCARD CENTER	FEBRUARY TOOL BOX	229.99
BANKCARD CENTER	2022 ANNUAL FEE 1977-1978	526.31
BANKCARD CENTER	2022 ANNUAL FEE 1985-1082	3,410.04
EQUIPMENT FUND	APRIL EQUIPMENT RENT	4,712.58

Water

FASTENAL COMPANY	MAR WATER SAFETY VENDING	21.28
FERGUSON WATERWORKS #1657	MAR 2" MACH 10 R900I USG METER	1,221.30
FERGUSON WATERWORKS #1657	MAR 2" MACH10 R900I USG METER	1,221.53
FERGUSON WATERWORKS #1657	MAR 3" MACH 10 R900I METER	2,958.50
FERGUSON WATERWORKS #1657	MAR 5/8" METER REGISTERS T10	4,263.66
GOODIN COMPANY	MAR BLIND FLG,RING GASKETS	54.71
GOODIN COMPANY	MAR GALV MALL CAP,PLUG,NIPPLE	64.73
GOODIN COMPANY	MAR PVC UNION, PFC ELL SOC	55.35
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	2,810.26
HAWKINS INC	MAR AMM.KIT, FABRICATE,FREIGHT	318.77
HAWKINS INC	MAR CYLINDERS	30.00
HAWKINS INC	MAR HYDROFLUOSILICIC ACID	2,128.50
HAWKINS INC	MAR LPC-5 1LB BULK	1,752.30
HOME DEPOT CREDIT SERVICES	MAR PAINT/PRIMER WATER PLANT	20.96
HOME DEPOT CREDIT SERVICES	MAR 1 1/8" IMPACT SOCKET	11.47
LAKE SHORE SERVICES, INC.	MAR INSTALL ROCK-BED, RIPWRAP	16,087.50
METRO SALES, INC	02/18-03/17/23 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/23 COPIER USAGE	13.68
RMB ENVIRONMENTAL LABORATORIES	MAR 2ND HALF BACT. MONITORING	150.28
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	290.03
WEX	MARCH-JUNE HSA ER CONTRIBUTION	166.68
	F U N D T O T A L	45,860.07

Storm Water

BANKCARD CENTER	2022 ANNUAL FEE 2003-1016	197.99
EQUIPMENT FUND	APRIL EQUIPMENT RENT	11,236.00
HOME DEPOT CREDIT SERVICES	MAR PW NOZZLE SET (TRAVIS)	30.77
LEAGUE OF MINNESOTA CITIES	STORMWATER COALITION CONTRIBUT	820.00
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	35.01
	F U N D T O T A L	12,319.77

Equipment

A-1 LOCK & KEY LLC	MARCH REPLACE 2 BRONZE CLOSERS	808.73
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Equipment

ADMINISTRATOR'S CONTINGENCY FD	MARCH MOTOR FUEL	41.84
AMERICAN TEST CENTER	MAR HOIST/CRANE INSPECTIONS	325.00
AMERICAN TEST CENTER	MAR OVERHEAD/HOIST INSPECTIONS	1,750.00
AMERICAN WELDING & GAS, INC	MAR .035 SUPERGLAZE (FAB SHOP)	66.03
AUTO VALUE - FERGUS FALLS	MAR A/C BELT UNIT 65	29.99
AUTO VALUE - FERGUS FALLS	MAR AIR FILTER UNIT 2073	9.91
AUTO VALUE - FERGUS FALLS	MAR AIR FILTER UNIT 263	25.34
AUTO VALUE - FERGUS FALLS	MAR AIR FILTERS UNIT 944	31.75
AUTO VALUE - FERGUS FALLS	MAR CAB AIR FILTER U-284	38.19
AUTO VALUE - FERGUS FALLS	MAR CHAIN LUBE (SHOP)	149.90
AUTO VALUE - FERGUS FALLS	MAR CHAIN LUBE (UNIT 296)	29.98
AUTO VALUE - FERGUS FALLS	MAR COOLANT FILTERS UNIT 242	115.10
AUTO VALUE - FERGUS FALLS	MAR DEF FLUID (SHOP)	13.29
AUTO VALUE - FERGUS FALLS	MAR FEMALE JIC 37 FLARE HYD FI	12.69
AUTO VALUE - FERGUS FALLS	MAR FUEL TANK CAP WITH TETHER	17.79
AUTO VALUE - FERGUS FALLS	MAR HYD FILTERS UNIT 493	55.41
AUTO VALUE - FERGUS FALLS	MAR H7 24 VOLT BULBS (STK)	21.98
AUTO VALUE - FERGUS FALLS	MAR OIL FILTER UNIT 242	30.23
AUTO VALUE - FERGUS FALLS	MAR PAINT MARKERS/BALL HITCH	39.46
AUTO VALUE - FERGUS FALLS	MAR SNOW PLOW OIL (SHOP)	19.98
AUTO VALUE - FERGUS FALLS	MAR STOCK FITTINGS	24.88
AUTO VALUE - FERGUS FALLS	MAR STOCK FUEL FILTER	15.76
AUTO VALUE - FERGUS FALLS	MAR STOCK FUEL FILTERS	140.28
AUTO VALUE - FERGUS FALLS	MAR STOCK OIL FILTER	4.41
AUTO VALUE - FERGUS FALLS	MAR STOCK OIL FILTERS	17.64
AUTO VALUE - FERGUS FALLS	MAR STOCK OIL/CAB FILTERS	44.84
AUTO VALUE - FERGUS FALLS	MAR STOCK PARTS ORDER	211.93
AUTO VALUE - FERGUS FALLS	MAR STOCK STOP/TAIL LIGHTS	35.98
AUTO VALUE - FERGUS FALLS	MAR STOP&TAIL LIGHT UNIT 266	37.98
AUTO VALUE - FERGUS FALLS	MAR TOWEL,MIST-N-SHINE (SHOP)	19.98
AUTO VALUE - FERGUS FALLS	MAR V-RIB BELT UNIT 65	18.99
AUTO VALUE - FERGUS FALLS	MAR 24OZ SLICK MIST (SHOP)	10.99
BANKCARD CENTER	FEB DRINKING FOUNTAIN FILTER	64.88
BANKCARD CENTER	FEB REGISTER-MIP INSPECTOR	220.00
BANKCARD CENTER	FEB SAFETY STAND,TRANSFER PUMP	176.97
BANKCARD CENTER	FEB 50 GALLON HYDRAULIC RESERV	639.22
BANKCARD CENTER	FEBRUARY ATV COVER	26.99
BANKCARD CENTER	FEBRUARY GARAGE FLOORING TILE	47.88
BANKCARD CENTER	FEBRUARY LED MINI LIGHT BARS	270.00
BANKCARD CENTER	FEBRUARY SAFETY GLOVES	9.98
BANKCARD CENTER	FEBRUARY SEAT COVERS UNIT #65	94.48
BANKCARD CENTER	FEBRUARY SVC BODY DRAWER UNITS	1,827.72
BANKCARD CENTER	FEBRUARY 6" CARGO HATCH #710	7.89

Equipment

BANKCARD CENTER	JANUARY CABIN FILTER UNIT 287	45.00
BANKCARD CENTER	2080 GAS	46.22
BANKCARD CENTER	2082 WINDSHIELD CHIP REPAIR	65.00
BANKCARD CENTER	2086 GAS FOR SWAT CALLOUT	94.21
BERTS TRUCK EQUIPMENT OF MHD	MAR TAILGATE KEYPLATES (STK)	797.18
COSSETTE ELECTRIC LLC	MAR TROUBLESHOT/REPAIR WELDING	209.11
CRYTEEL TRUCK EQUIPMENT INC	JAN CREDIT RETURNED SEAL KITS	312.32-
CRYTEEL TRUCK EQUIPMENT INC	MAR WING SEAL CYL UNIT 255	1,286.94
EMERGENCY AUTOMOTIVE	MAR STOP LIGHT LADDER TRUCK	49.00
EQUIPMENT FUND	APRIL EQUIPMENT RENT	1,666.69
EQUIPMENT FUND	RECEIPT APRIL EQUIPMENT RENT	114,157.90-
EQUIPMENT FUND	RECEIPT ARPIL EQUIPMENT RENT	72,651.43-
FARGO FREIGHTLINER	MAR BLOCK HEATER UNIT 242	27.78
FARGO FREIGHTLINER	MAR COOLANT SEALS UNIT 242	184.29
FARGO FREIGHTLINER	MAR CREDIT AIR HORN SUPPORT	7.58-
FARGO FREIGHTLINER	MAR CREDIT RETURNED GUIDE RAIL	31.21-
FARGO FREIGHTLINER	MAR CREDIT SPRING BRAKE VALVE	156.09-
FARGO FREIGHTLINER	MAR LEAF SPRING ASSY U-270	709.48
FARGO FREIGHTLINER	MAR LH DOOR CHECK UNIT 216	21.49
FARGO FREIGHTLINER	MAR OIL SEAL UNIT 263	71.85
FARGO FREIGHTLINER	MAR S-CAM/CHAMBER BRACKET U227	244.81
FARGO FREIGHTLINER	MAR STOCK BRAKE DRUMS	340.00
FARGO FREIGHTLINER	MAR U-BOLT NUT & WASHERS U-270	27.36
FARGO FREIGHTLINER	MAR U-BOLTS UNIT 270	80.10
FARGO FREIGHTLINER	MAR WATER PUMP UNIT 242	220.66
JOHN DEERE FINANCIAL	MAR BULK DEF FLUID 55GAL DRUM	164.45
FASTENAL COMPANY	MAR GRAY PRIMER (SHOP)	39.32
FASTENAL COMPANY	MAR STOCK HARDWARE ORDER	270.82
FASTENAL COMPANY	MAR VENDING MACHINE EAR PLUGS	3.14
FASTENAL COMPANY	MAR VENDING SHOP SUPPLIES	56.55
FASTENAL COMPANY	MAR VENDING SHOP SUPPLY	89.09
FASTENAL COMPANY	MAR WASHER CURTAIN MOUNTING	346.37
FASTENAL COMPANY	MAR 1.5" WASHERS (SHOP)	20.14
FASTENAL COMPANY	MAR 10-32 X3/4" BOLTS (BRENT)	1.01
FASTENAL COMPANY	MAR 3/16" WIRE ROPE/HARDWARE	1,036.75
FASTENAL COMPANY	MAR 5/8"-11 TOP LOCK NUTS SHOP	6.82
FASTENAL COMPANY	MAR 5/8"X2.25" PLOW BOLTS	209.51
FASTENAL COMPANY	MAR 5"&4" 5/8" PLOW BOLTS	182.56
DAN GAINES	REIMB. EXCEL BASIC,DEEPER	50.00
NAPA AUTO PARTS - FERGUS FALLS	MAR AIR FILTER UNIT 944	20.74
NAPA AUTO PARTS - FERGUS FALLS	MAR 862 BULBS UNIT 955	23.38
GRAINGER INC	MAR HOSE NOZZLES/ADAPTER SHOP	51.18
GRAINGER INC	MAR SEAT COVERS (STOCK)	92.25

Equipment

GRAINGER INC	MAR T2-1/2 BULB PACK	20.53
GRAINGER INC	MAR 90 DEGREE FITTING (SHOP)	14.89
HANSEN SERVICE	MAR ENGINE REPLACEMENT PARTS	44,342.65
HOME DEPOT CREDIT SERVICES	MAR J-B WELD/EPOXY SHOP MARCIA	16.16
HOME DEPOT CREDIT SERVICES	MAR WASH BAY HARDWARE (SHOP)	88.38
HOME DEPOT CREDIT SERVICES	MAR 10' X 1.5" CONDUIT (SHOP)	32.40
INTERSTATE POWER SYSTEMS INC	MAR ALLISON DRAIN PLUGS U-270	82.77
LAKEWAY EXPRESS LLC	MAR PREMIUM UNLEADED (RANGER)	18.68
M-B COMPANIES INC	MAR SWING ARM UNIT 955	300.06
MTI DISTRIBUTING INC	MAR BOLT ON SKID SHOE (STK)	118.44
MARCO TECHNOLOGIES LLC	MAR REPL.CAMERA SHOP FUEL AREA	540.00
NELSON AUTO CENTER	2023 FORD INTERCEPTOR #2101	37,920.00
NORTHWEST TIRE INC	2073 NEW TIRES	759.16
POLICE DEPT CONTINGENCY FUND	TITLE ONLY 2101	25.00
POLICE DEPT CONTINGENCY FUND	2068 GAS	40.13
PRODUCTIVITY PLUS ACCOUNT	MAR SNOW PUSHER STOCK ORDER	1,142.35
PRODUCTIVITY PLUS ACCOUNT	MAR TRANS TUBE/GSKT/DECAL U284	166.20
ROYAL TIRE INC	MAR CAP TIRES/REFURB WHEELS	738.62
ROYAL TIRE INC	MAR FA GI-378 385/65R22.5 TIRE	1,420.14
ROYAL TIRE INC	MAR SCRAP TIRE WITH CROWN CUTS	19.00
SANITATION PRODUCTS INC	MAR AIR CYLINDER UNIT 262	202.45
SOYSOLV BIOSOLVENTS LLC	MAR SOY SOLV AR (CITY SHOP)	475.00
SWANSTON EQUIPMENT CO	MAR MAINTENANCE PARTS TO GET	1,298.36
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	82.28
WALLWORK TRUCK CENTER F.F.	MAR ABS SENSOR/EXTN UNIT 803	83.54
WALLWORK TRUCK CENTER F.F.	MAR ABS VALVE UNIT 803	1,471.07
WALLWORK TRUCK CENTER F.F.	MAR BEARING SET UNIT 263	289.17
WALLWORK TRUCK CENTER F.F.	MAR BRAKE DRUM/SHOES U-225	611.82
WALLWORK TRUCK CENTER F.F.	MAR CHECK VALVE UNIT TOWER 4	176.62
WALLWORK TRUCK CENTER F.F.	MAR CREDIT BEARING KITS	139.85-
WALLWORK TRUCK CENTER F.F.	MAR CREDIT RETURNED AXLE PARTS	27.04-
WALLWORK TRUCK CENTER F.F.	MAR CREDIT RETURNED BEARINGS	67.32-
WALLWORK TRUCK CENTER F.F.	MAR CREDIT RETURNED SENSOR EXT	32.92-
WALLWORK TRUCK CENTER F.F.	MAR OIL SEAL UNIT 228	98.99
WALLWORK TRUCK CENTER F.F.	MAR STOCK 3636 BRAKE CHAMBER	200.76
WALLWORK TRUCK CENTER F.F.	MARCH CORE CREDIT ON VALVE	253.53-
ZIEGLER INC.	MAR BEARINGS/SLIDE ASSM U-296	3,034.47
ZIEGLER INC.	MAR REGULATOR/SEAL UNIT 270	54.31
	F U N D T O T A L	75,499.28-

Employees Insurance

Employees Insurance

LAKES COUNTRY SVC COOP	APRIL HEALTH INSURANCE	180,480.86
SUN LIFE FINANCIAL	APRIL LIFE INSURANCE	3,166.04
	F U N D T O T A L	183,646.90

Flexible Benefit Agency

MII LIFE INCORPORATED	2022 FLEX PLAN REIMB	117.36
WEX	2023 FLEX PLAN REIMB 03/15/23	32.38
WEX	2023 FLEX PLAN REIMB 03/17/23	229.00
WEX	2023 FLEX PLAN REIMB 03/18/23	95.12
WEX	2023 FLEX PLAN REIMB 03/20/23	45.00
WEX	2023 FLEX PLAN REIMB 3/20-3/26	140.57
	F U N D T O T A L	659.43

PEG Access

BCBS OF MN & BLUE PLUS	APRIL HEALTH INSURANCE	491.38
BCBS OF MN & BLUE PLUS	JUNE HEALTH INSURANCE	491.38
BCBS OF MN & BLUE PLUS	MAY HEALTH INSURANCE	491.38
CHARTER COMMUNICATIONS	02/26-03/25/23 CABLE	8.85
CHARTER COMMUNICATIONS	03/26-04/25/23 CABLE	8.85
CINCINNATI INSURANCE COMPANY	2023 COMMERCIAL PKG INSTALLMEN	390.00
CINCINNATI INSURANCE COMPANY	2023 WORKERS' COMP INSTALLMENT	111.00
DAILY JOURNAL	FEBRUARY/KIDS SCOOP-FFSP	100.00
DAILY JOURNAL	JANUARY/KIDS SCOOP-FFSP	100.00
	F U N D T O T A L	2,192.84

Fergus Falls Convention and Visitor's Bureau, Inc.

BANKCARD CENTER	FEB EXPLORE MN TOURISM REGISTR	99.00
GREENSPRING MEDIA GROUP	2023 ULTIMATE TRAVEL GUIDE	1,235.00

4/03/2023

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

Fergus Falls Convention and Visitor's Bureau, Inc.

HOUR MEDIA	JUNE/JULY/AUGUST ADVERTISING	4,443.00
S&G DISTRIBUTING	DELIVER 2023 GUIDES-13 SITES	255.00
	F U N D T O T A L	6,032.00
	T O T A L A L L F U N D S	726,890.15

BE IT FURTHER RESOLVED, THAT THE CITY ADMINISTRATOR BE, AND HE HEREBY IS AUTHORIZED AND DIRECTED TO DRAW WARRANTS FOR THE ABOVE CLAIMS FROM THE RESPECTIVE FUNDS AS HEREIN INDICATED, AND THAT THE MAYOR AND CITY ADMINISTRATOR BE, AND THEY HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER SUCH WARRANTS.

THE ABOVE AND FOREGOING RESOLUTION WAS OFFERED AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE 03 DAY OF APRIL 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

4/03/2023

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

COMMISSIONER OF TRANSPORTATION	328.31
OTTER TAIL COUNTY HIGHWAY DEPT	23.16
A-1 LOCK & KEY LLC	1,215.21
ARC DOCUMENT SOLUTIONS LLC	217.19
ACCURATE CONTROLS INC	72.50
ADELSMAN PBBS	922.50
ADMINISTRATOR'S CONTINGENCY FD	373.62
THE AMERICAN BOTTLING COMPANY	568.65
ARAMARK UNIFORM SERVICES	30.53
ARAMARK	450.58
AMERICAN TEST CENTER	3,415.00
AMERICAN WELDING & GAS, INC	66.03
SEAN ANDERSON	417.12
ARCTIC GLACIER USA INC	142.50
ARENA WAREHOUSE LLC	1,176.25
ARTISAN BEER COMPANY	728.25
AUTO VALUE - FERGUS FALLS	1,224.65
AVESIS THIRD PARTY ADMIN INC	30.14
BAKER & TAYLOR INC	3,322.41
BANKCARD CENTER	26,048.07
BELLBOY CORPORATION	11,340.61
BERG-JOHNSON ASSOCIATES INC	3,339.00
BERTS TRUCK EQUIPMENT OF MHD	797.18
BEVERAGE WHOLESALERS INC	49,099.73
BEYER BODY SHOP, INC.	550.00
BCBS OF MN & BLUE PLUS	1,474.14
BOLTON & MENK INC	29,860.00
JOEL CARLSON INC.	16,000.00
CAYAN	160.37
A CENTER FOR THE ARTS	1,875.00
CHARTER COMMUNICATIONS	200.65
MARK CHRISTOPHERSON	3,200.00
CINCINNATI INSURANCE COMPANY	501.00
CLIMATE CONTROL INC	750.00
VIKING COCA-COLA BOTTLING CO	253.25
COLE PAPERS INC	222.50
COOPERS TECHNOLOGY GROUP	231.62
COSSETTE ELECTRIC LLC	803.32
CRYSTEEL TRUCK EQUIPMENT INC	974.62
D-S BEVERAGES, INC.	29,278.90
DACOTAH PAPER CO	1,354.78
DAILY JOURNAL	200.00
WASTE MANAGEMENT	3,437.35
E & L BINDERY	200.00
ELLINGSON PLUMBING, HEATING,	736.06
EMERGENCY AUTOMOTIVE	49.00
EZ OPEN GARAGE DOOR	2,200.00

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

FARGO FREIGHTLINER	1,732.94
JOHN DEERE FINANCIAL	164.45
FASTENAL COMPANY	2,381.78
FERGUS BREWING COMPANY LLC	452.00
FERGUSON WATERWORKS #1657	9,664.99
DAN GAINES	50.00
GALLAGHER BENEFIT SERVICES INC	500.00
NAPA AUTO PARTS - FERGUS FALLS	44.12
GOODIN COMPANY	668.45
GRAINGER INC	178.85
GRAND FORKS FIRE EQUIPMENT LLC	2,256.16
GREAT PLAINS NATURAL GAS CO	3,303.01
GREENSPRING MEDIA GROUP	1,235.00
HANSEN SERVICE	44,342.65
HAWKINS INC	4,279.57
HERZOG ROOFING	649.00
HOME DEPOT CREDIT SERVICES	719.71
HOOPLA	999.93
HOURL MEDIA	4,443.00
INNFORMATION SYSTEMS	750.00
INTERSTATE ENGINEERING INC.	45,776.92
INTERSTATE POWER SYSTEMS INC	82.77
JK SPORTS	799.50
JR OIL CO	175.00
JOHNSON BROTHERS LIQUOR CO	20,274.57
JESSALYNN TORGERSON	127.69
JUNKYARD BREWING COMPANY LLC	526.00
JUST ADD WATER LANDSCAPE	1,266.96
LAKE REGION HEALTHCARE CORP	37.50
LAKE SHORE SERVICES, INC.	16,087.50
LAKES COUNTRY SVC COOP	180,480.86
LAKEWAY EXPRESS LLC	18.68
LEADING EDGE MECHANICAL	733.57
LEAGUE OF MINNESOTA CITIES	860.00
LEAGUE OF MN CITIES INS TRUST	5,246.30
LOCATORS & SUPPLIES INC	66.39
VICTOR LUNDEEN COMPANY	435.37
M-B COMPANIES INC	300.06
MII LIFE INCORPORATED	117.36
M-R SIGN COMPANY INC	1,604.95
MTI DISTRIBUTING INC	118.44
MARCO TECHNOLOGIES LLC	901.06
MAVERICK WINE LLC	904.02
MCMASTER-CARR SUPPLY CO	44.92
MEDTOX LABORATORIES INC	33.40
METRO SALES, INC	271.30
MIDWEST PRINTING COMPANY	605.00

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MINNKOTA ENVIROSERVICES INC	41.30
NELSON AUTO CENTER	37,920.00
TONY NEVILLE	45.00
NORTHWEST TIRE INC	759.16
NYCKLEMOE & ELLIG, P.A.	7,245.83
OTTER ELECTRIC LLC	720.00
OTTER TAIL CO. HISTORICAL SOC.	2,875.00
OTC HUMANE SOCIETY INC	254.00
OTTERTAIL GLASS COMPANY	118.00
OUTSTATE BREWING COMPANY	850.00
PEPSI BEVERAGE COMPANY	263.32
PHILLIPS WINE & SPIRITS CO	17,409.80
POLICE DEPT CONTINGENCY FUND	382.21
POLICE DEPT PETTY CASH	36.40
PRODUCTIVE ALTERNATIVES INC.	12,500.00
PRODUCTIVITY PLUS ACCOUNT	1,308.55
QUALITY FLOW SYSTEMS, INC	36,592.00
RMB ENVIRONMENTAL LABORATORIES	1,014.52
ROYAL TIRE INC	2,177.76
S&G DISTRIBUTING	255.00
SANITATION PRODUCTS INC	202.45
SHERWIN WILLIAMS CO	1,005.46
SIGELMAN STEEL & SALVAGE CO	7,554.00
SOUTHERN GLAZER'S OF MN	9,660.36
SOYSOLV BIOSOLVENTS LLC	475.00
SPEE*DEE DELIVERY SERVICE INC	129.98
STANTEC CONSULTING SERVICE INC	2,090.10
CHRIS STOLL	350.00
SUN LIFE FINANCIAL	3,166.04
SWANSTON EQUIPMENT CO	1,298.36
SWEDBERG NURSERY	45.00
TAFT STETTINIUS HOLLISTER LLP	7,500.00
TANK HOLDING CORP	5,096.63
TOTAL REGISTER SYSTEMS	64.42
UGSTAD PLUMBING INC	541.25
USABLE LIFE	79.20
VERIZON WIRELESS	1,872.33
VIKING LIBRARY SYSTEM	27.00
VINCO INC	97.43
WALLWORK TRUCK CENTER F.F.	2,411.31
WEST CENTRAL ABSTRACTING	85.00
WEX	708.75
TOTAL OTHER GOVERNMENT	351.47
TOTAL OTHER VENDORS	726,538.68

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

TOTAL ALL VENDORS

726,890.15