



**City Council Agenda**  
**June 20, 2023**  
**5:30 pm in the City Council Chambers**

Invocation – Pastor Lee Kantonen, Grace United Methodist Church  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
- F. Petitions, Communications and Open Forum
  - 1. Resolution acknowledging the retirement and 43 years of service from Tony Neville
  - 2. Open forum
- G. Consent Agenda
  - 1. Motion approving the minutes from the June 5, 2023 City Council meeting and the May 28, 2023 Committee of the Whole meeting
  - 2. Motion approving licenses
  - 3. Resolution accepting the project plans and specifications authorize the advertising of bids for City Project 5959, the Stanton Avenue reconstruction project
  - 4. Resolution accepting the project plans and specifications and authorize the advertising of bids for PI 5364, the 2023 mill and overlay improvement project
  - 5. Resolution authorizing the Mayor and City Administrator to sign a contract with TrailSource to expand the Ferber Park trail system and construct a skills area within the park
- H. Ordinance and Resolutions
  - 1. Second reading of Ordinance 38, Eighth Series, Amending Chapter 36.01, Local Lodging Tax
  - 2. Second reading of Ordinance 39, Eighth Series, An Ordinance of the City of Fergus Falls Imposing a Local Sales and Use Tax
  - 3. Resolution approving the donor recognition request for “The Warren and Jannette Lowe Arts, Culture & Travel Collection” at the Fergus Falls Public Library
- I. Presentation of Claims \$2,026,651.83
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
  - 1. Update on downtown riverfront project phase II bonds

L. Old Business/Unfinished Business

M. New Business

1. Motion directing the City Attorney to place a moratorium in effect until January 1, 2025, regarding this issuance of license(s) for the sale of recreational THC, or marijuana

O. Miscellaneous Announcements

June 28 7:00 am Committee of the Whole meeting

July 3 5:30 pm City Council meeting

July 4 Most city offices and facilities closed in observation of Independence Day  
Garbage and recycling normally picked up on Tuesday will be picked up on  
Wednesday July 5

P. Adjournment

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

RESOLUTION #\_\_-2023  
RETIREMENT OF TONY NEVILLE

WHEREAS, Tony Neville has submitted his intent to retire effective June 30, 2023, and,

WHEREAS, Tony was hired as the Information Systems Manager on May 12, 1980 and he has remained in that position until his retirement and,

WHEREAS, Tony's creativity and ingenuity drove him to procure, build and connect the systems, platforms and networks that have kept the City operating smoothly for over four decades and,

WHEREAS, Tony's passion and commitment to keep our technology operating as efficiently and effectively as possible 7 days a week, 24 hours a day during his tenure has made him an indispensable resource to the City and to his fellow employees,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, to accept the resignation of Tony Neville and thank him for 43 years of dedicated service as an employee to the City of Fergus Falls.

The above and foregoing resolution was offered at a regular meeting of the City Council held on June 20, 2023 by Council Member \_\_\_\_\_ who moved its adoption, was seconded by Council Member \_\_\_\_\_ and adopted by the following vote:

AYES:

NAYS:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor

City Council Minutes  
June 5, 2023

The Fergus Falls City Council held a regular meeting on June 5, 2023 at 5:30 pm in the City Council Chambers. Pastor Eric Uggerud gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm and the following council members were in attendance: Rachels, Fish, Job, Kvamme, Rufer, Kremeier, and Thompson. Hicks was absent.

**Approval of Agenda**

A motion and second were made by Rachels and Thompson to approve tonight's agenda with the removal of the conditional use permit from the consent agenda and moving the retirement recognition to the first item of business.

**Retirement of Jim Neigel**

Fish offered **Resolution #105-2023** acknowledging the retirement and 36 years of service from Jim Neigel, which was seconded by Kvamme and was adopted.

**City Project 5960 Final Cost Hearing**

Tonight, is the final cost hearing for City Project 5960 Summit Avenue: Broadway to Oak; Linden Street: Broadway to Oak; Laurel Street: First Ave to Broadway. Individual assessment notices were mailed to affected property owners and no written objections have been received since the preliminary cost hearing. The project will address the reconstruction of the sanitary sewer, water main, storm sewer, sewer and water services and bituminous streets. The total estimated project cost is \$2,072,357.90 of which \$318,000 will be specially assessed at \$82.97 per lineal foot. The special assessments will be payable over 15 years at a 5.25% interest rate. The city will finance the special assessments and the city's share of the street projects with a PIR 429 bond. The special assessments will be due annually and the proceeds will pay for the bonds. The city will likely add another street reconstruction project into the bond to save financing costs. The city will be paying cash from the sanitary sewer, water and storm water enterprise funds for CP 5960. The final cost hearing was opened at 5:41 pm. As no one appeared, the hearing was closed. Thompson offered **Resolution #106-2023** adopting the final cost assessment for City Project 5960 contingent upon awarding the construction contract, which was seconded by Kremeier and was adopted.

**City Project 5960 Award Bid**

Kremeier offered **Resolution #107-2023** awarding the construction services contract to Joe Riley Construction in the amount of \$1,657,886.32, which was seconded by Fish and was adopted.

**Public Art Contracts for Phase II Downtown Riverfront Project**

The city secured a \$100,000 grant from the National Endowment for the Arts for public art in Phase II of the downtown riverfront project. The Dell Trust provided an additional \$100,000 for public art. The Public Arts Commission released a call for artists to submit proposals and recommend the work of both local artists Carl and Jeff Zachmann be incorporated into the project. One piece will be placed at the new park entrance off Court Street and the other in the upper plaza. The pieces will feature regional significant kinetic work and the artists will each be provided with \$20,000 for the upfront cost of the materials and the remainder of the contract (up to \$75,000 each) will be paid upon completion. Unused funds will be set aside for other public art as determined by the Public Arts Commission. Fish offered **Resolution #108-2023** approving the agreements with Jeffrey Zachmann and Carl Zachmann

for public art to be included in Phase II of the downtown riverfront improvements, which was seconded by Thompson and was adopted.

### **Consent Agenda**

The following items were approved under **Resolution #109-2023** by Rufer: Motion approving the minutes from the May 15, 2023 City Council meeting and the May 31, 2023 Committee of the Whole meeting. Motion approving the following licenses: Excavator Diversified Foundations, LLC, Outdoor Renovations Landscaping & Nursery; Fireworks Display SummerFest on June 10, 2023 at the RTC grounds; Fireworks Sales Walmart/TNT Fireworks, Otter Tail Plaza/TNT Fireworks; Food Truck Permit Jonny's, Cooler Treats, This Little Piggy Catering, JoCo's Food Truck; Minnesota Lawful Gambling Permit to the Elizabeth Lions Club for BINGO at the West Otter Tail County Fair July 19-22. **Resolution #110-2023** amending the city's open forum policy. **Resolution #111-2023** accepting the State of Minnesota Airport Maintenance Operations Grant for state fiscal years 2024 and 2025. **Resolution #112-2023** accepting a vacation petition on Oak Street and setting the public hearing date for July 3, 2023, at 5:30 pm in the City Council Chambers. **Resolution #113-2023** initiating PI 5364, the 2023 mill and overlay improvement project and ordering the project plans and specifications. **Resolution #114-2023** initiating PI 5365, the 2023 seal coat improvement project and ordering the project plans and specifications. **Resolution #115-2023** authorizing an agreement for the transfer of entitlement funds between the City of Fergus Falls and the Red Wing Regional Airport. **Resolution #116-2023** renewing the Otter Tail County Fire Department's Joint Cooperative Agreement for the use of emergency operations personnel and equipment. **Resolution #117-2023** accepting the 2022 city audit. The resolution was seconded by Fish and was adopted.

### **Conditional Use Permit for Sugar High**

On May 22, the Planning Commission considered a Conditional Use Permit (CUP) from Emily McCune representing Sugar High LLC to allow hemp processing or manufacturing in a B-3 General Business District at 116 S Union Avenue. They held a public hearing with no one appearing in opposition. The Planning Commission unanimously recommended the council approve the CUP without conditions. Rufer offered a **resolution** approving the Conditional Use Permit for hemp processing or manufacturing in a B-3 General Business District at 116 S Union Avenue without conditions, which was seconded by Fish. Thompson felt the issue needs more discussion. After clarifying the correct verbiage in Robert's Rules of Order, a motion and second were made by Rachels and Thompson to table this item until another date as they would like additional discussion on the request. City Attorney Rolf Nycklemoe explained the city has by law, 60 days to approve or deny a written land use application. This application was received on April 25, 2023 and the 60 day expiration date is June 24. The city does have the ability to extend the time period for an additional 60 days if the motion to table the discussion is adopted and he recommended the council direct staff to provide written notice of the council's intent to extend the deadline and the reasons for the extension request. If the council does not extend the deadline and fails to act within 60 days, the application is approved as submitted.

Rufer did not feel there was a need to delay the decision as the business owner followed the city's process and was concerned this would set a precedence that businesses follow local laws and still be denied a CUP. He encouraged the council to not pick and choose what and what types of business they would allow and asked if the same concerns would be had if a brewery or distillery applied for a permit. Mayor Schierer agreed and said the city has adopted an ordinance allowing THC product sales and the state has approved the legalization of marijuana. By denying the CUP, the council would

adversely affect businesses operating within the community. Klara Beck clarified the Conditional Use Permit satisfies the city's requirements and the city has no legal basis for a denial. Fish asked if the original resolution is still active and asked to call for the vote to approve the Planning Commission's recommendation to approve the CUP. Nycklemoe recommended the council act on the motion to postpone the discussion first and if the motion is denied, then the council move to the original resolution of approving the CUP. Kremeier spoke about his conversation with the Public Health Department, his concerns for the health of young children and felt the public has the right to know if THC products are manufactured in a kitchen they are consuming from. He was opposed to the idea of a shared kitchen and felt these products should be manufactured in their own kitchen. Rufer disagreed and said there are sanitizing procedures in place for shared space. The council can impose conditions such as signage identifying THC edible products are manufactured on the premises. The motion to postpone the discussion to a later date was called and it carried. Voting in favor were Rachels, Job, Kvamme, Kremeier and Thompson. Voting in opposition were Fish and Rufer. A motion and second were made by Rufer and Rachels to extend the 60-day period for this Conditional Use Permit from Sugar High to allow hemp processing or manufacturing in a B-3 General Business District at 116 S Union Avenue and the motion carried. Staff will place this item on the June 14 Committee of the Whole meeting for continued discussion.

#### **Ordinance 38, Eighth Series**

Fish introduced Ordinance 38, Eighth Series, Amending Chapter 36.01, Local Lodging Tax, and it was declared to have its first reading.

#### **PI 9504, Aquatics Center Professional Services Proposal**

In November of 2022 local voters approved a ballot question to implement a local option sales tax for \$10.8 million to fund an aquatics center in Roosevelt Park. At that time the city had legislative authority for a \$7.8 million project with a request ready for the 2023 legislative session for an additional \$3 million to fully fund the project through a sales tax. Upon successful passage of the ballot question the city accepted a professional services proposal for PI 9504, the Aquatics Center improvement project from JLG Architects in the amount of \$681,200 or 8.7% of the total estimated project cost of \$7.8 million. The legislative request for an additional \$3 million was approved last week requiring the contract with JLG be adjusted to 8.7% of the \$10.8 million project or \$939,600. Kvamme offered **Resolution #118-2023** accepting JLG Architect's professional services proposal for design development, final design, and construction administration in the amount of \$939,600, which was seconded by Rachels. Kremeier felt the petition to change the location of the aquatics center be considered and he asked for projection of annual costs before the city spends nearly \$1 million on this contract. Finance Director Bill Sonmor said Bolton & Menk was retained to update the US Aquatics study and projections. They anticipate annual expenses of \$278,000 and \$150,000 in revenue. The city is planning for the projected annual operational shortfall of \$128,000 into the 2025 budget. The City of Fergus Falls is not unique in expecting aquatic centers will require they are subsidized within the city budget. He stated this information was widely disbursed to the public prior to the November 2022 General Election and 60% of the voters still choose to vote in favor of the city constructing the aquatics center. Rachels agreed this information was readily available prior to the election and still is accessible on the city's website. Rufer felt the issue had been settled. Voters were aware of the city's intentions to construct the aquatics center in Roosevelt Park. He has heard for years that young families want amenities such as a water park in Fergus Falls rather than driving to neighboring communities to use a public swimming pool. The location was determined after an exhaustive process including public input and studies spanning several years. The City Attorney agreed the public agreed

to construct the park in this location and any petition to change the location would need to be reviewed by the city's bond counsel. The City Council cannot ignore a ballot question that specifically provided the project's location.

Mark Leighton, no address provided, alleged the city was not transparent about the location of the aquatics park. He believed Roosevelt was chosen at the last minute and voters were unaware what project they were voting for. Mayor Schierer took exception to Mr. Leighton's comments that the city has been anything but transparent and said comments contrary to this are misleading to the public. He felt the information was clearly stated within the ballot question last November and 60% of the community voted in favor of the project. Leighton asked the city for specific information on the project costs, bond issuance and sales tax issues. He heard the public pool in Wahpeton is considering closing as the operational costs are too high and felt it was important the voters should have been aware of the operating costs prior to the election. Sonmor explained the aquatics center is a \$10.8 million project and the improvements at DeLagoon are \$5.2 million or approximately \$16 million total. Including the cost of the bond issuance, brings the project estimate to \$16.2 million. At 3.5% interest, this leads to approximately \$21.9 million of sales tax collected over the life of the bond. The bonds will be paid by the local option sales tax. Sonmor is planning for the sales tax collection to begin in October of 2023 and expects it will conclude on December 31, 2037. Leighton claimed the city did not gather enough in their last sales tax collection. Sonmor disagreed stating the city only collected sales tax for the library project through the third quarter of 2022 because the sales tax ended on September 30, 2022. He noted the sales tax collections came in 7-10% higher than the collections in 2021.

City Administrator Andrew Bremseth read the ballot question language from the November 2022 General Election. "Shall the City of Fergus Falls impose a sales and use tax of one-half of one percent (0.50%) until December 31, 2037, or until \$10,800,000, plus an amount equal to interest and the costs of issuance of any bonds, is collected to finance an aquatics center in Roosevelt Park? The total sales and use tax approved by voters at this election to finance this project and any other project will not exceed one-half of one percent (0.50%)." He said the City Council hired a Communications Manager prior to the election and this information was widely dispersed prior to the election. He felt the community knew what they were voting for, and the confusion came from Mr. Leighton continuing to represent himself as a representative of the city and spreading misinformation. He said he was looking forward to working with the council in building a good project that 60% of the voters of the city voted in favor of. Kvamme said the amount of the project does not matter as the project will be paid by the sales tax, not property taxes. He expressed his frustration that Mr. Leighton's use of "big numbers" was being used to sound scary and this tactic is not helpful. The \$150,000 annual impact to operate a community asset such as a public aquatics center was a small portion of the city's overall budget. The resolution accepting the professional services proposal for PI 9504 was called to a vote and was adopted with Rachels, Fish, Job, Kvamme, Rufer, Thompson and Rachels voting in favor and Kremeier voting in opposition.

### **Local Option Sales Tax for DeLagoon and Aquatics**

The Minnesota State Legislature originally authorized the city to seek voter approval of a local option sales tax to fund an aquatics center for \$7,800,000 and improvements to DeLagoon Park for \$5,200,000. The estimated cost of the aquatics center increased to \$10,800,000 and the voters approved a \$10.8 million aquatics center and the \$5.2 million DeLagoon project in November of 2022. During the 2023 legislative session, the state approved the city's request of a \$3,000,000 increase to

the aquatic center. The city was authorized to collect a 0.50% local option sales tax through December of 2037 to provide the funding for both projects. The City Council must approve the Minnesota Session Law and submit a resolution and Certificate of Approval to the Secretary of State's office. The city must implement the local option sales tax by ordinance to begin collecting the tax on October 1, 2023. The state requires a 90-day period prior to the sales tax collection beginning. Rufer offered **Resolution #119-2023** approving Minnesota Session Laws 2023 Regular Session, Chapter 64, Article 10, Sections 18 & 19, which was seconded by Thompson and was adopted.

### **Ordinance 39, Eighth Series**

Fish introduced Ordinance 39, Eighth Series, Approving Minnesota Session Laws, 2023 Regular Session, Chapter 64, Article 10, Sections 18 & 19 (Local Option Sales Tax) and it was declared to have its first reading.

### **Resolution of Accounts**

Fish offered a resolution authorizing the payments and claims in the amount of \$1,330,669.09, which was seconded by Rufer and was adopted.

### **Legislative Recap**

2023 was a productive legislative session for Fergus Falls. The city received \$4 million in the bonding bill (cash) for dairy property. \$1.2 million will be used for acquisition costs to transfer the property from the Port Authority to the city for the 11.68-acre river buffer parcel. \$1.6 million will be used for two rail crossings at Broadway and St Andrews Street. \$700,000 will be used for the river buffer trail and \$500,000 will be used for public amenities/public parking area on the river buffer trail. The city also received the additional \$3 million request for the aquatics center project, \$75,000 for the 3D water quality project on Lake Alice, an increase of \$576,845 in LGA funding (15.03%) and one-time public safety aid of \$614,465. The city will monitor the impacts and implications of the passage of paid family and medical leave bills and legalization of marijuana. The city is seeking clarification if they qualify for aid under the electric generation transition aid from the closure of Hoot Lake Power Plant. The historic tax credit was extended for an additional 8 hours which is beneficial to the mill project. Bremseth credited the Investment Committee, lobbyist Joel Carlson and local legislators Backer and Rasmussen for their work in the session.

The meeting adjourned at 6:32 pm

*Lynne Olson*



Committee of the Whole Meeting  
June 14, 2023

The Fergus Falls City Council met as a Committee of the Whole on Wednesday June 14, 2023 at 7:00 am in the City Council Chambers. Acting Mayor Scott Kvamme called the meeting to order, and the following council members were in attendance: Rachels, Hicks, Fish, Job, Kvamme, Rufer, Kremeier and Thompson. Mayor Schierer was absent.

**City Project 5959**

Plans and specifications for City Project 5959, Stanton Avenue: Union to Broadway are substantially complete. The total estimated project cost is \$1,940,000 and the city will have a final cost hearing prior to awarding a contract. A trail was originally intended to run along the entire project length but has been shortened to Union to S Vine Street. A motion and second were made by Fish and Rufer to recommend the council accept the project plans and specifications and authorize the advertising of bids for City Project 5959, and the motion carried.

**Public Improvement 5364**

Public Improvement 5364 is the 2023 mill and overlay improvement project comprised of Park: Fir Avenue to Skogmo Boulevard; Skogmo Boulevard: Park Street to Cleveland Avenue; Hillside Avenue: Park Street to East termini; Union Avenue: Union to Fir Avenue. The estimated cost is \$276,700. A motion and second were made by Thompson and Hicks to recommend the council accept the project plans and specifications and authorize the advertising of bids for PI 5364, the 2023 mill and overlay improvement project and the motion carried.

**Bicycle Lanes on Union Avenue**

Mallory Jarvi, the Chair of the Bicycle and Pedestrian Advisory Committee asked the council to consider adding bike lanes on Union Avenue between Lincoln Avenue and Church Street. The addition of the bike lanes would take away a few parking spaces and add to the city's striping budget. Rachels, Hicks, Kremeier and Thompson expressed concerns about the impacts on traffic, alternate routes, safety, and increased costs and Rufer spoke in support. A motion and second were made by Rufer and Hicks to recommend the council authorize city staff to evaluate the feasibility of installing bike lanes on Union Avenue and to add the project to the city's striping project list in 2024. The motion was defeated with Rufer and Job voting in favor and Rachels, Hicks, Fish, Kvamme, Kremeier and Thompson voting in opposition.

**Ferber Park Mountain Bike Trail Contract**

Pedal Fergus Falls, on behalf of the city, applied for and received a grant from the Minnesota DNR to expand the mountain bike trails in Ferber Park and add a skills area. They provided the matching grant funds for the \$104,000 project. Rufer expressed his support of the project and Kvamme thanked Dave Sanderson for his efforts and noted the \$100,000 addition to a city asset without additional city funding is appreciated. A motion and second were made by Fish and Rachels to recommend the council authorize the Mayor and City Administrator to sign a contract with TrailSource to expand the trail system and construct a skills area within Ferber Park and the motion carried.

**Library Annual Report**

Library Director Gail Hedstrom provided an annual report of the Fergus Falls Public Library. In 2022 the facility welcomed 102,995 visitors, checked out 196,500 physical and 29,000 digital items,

held nearly 600 programs with over 15,000 participants and the library was the beneficiary of 1,784 volunteer hours. Over 1,200 people have registered for the summer reading program to date. She spoke about the demand for hot spots, the varied activities the volunteers provide, the library's success in the recent legislative session and the increased visitors due to the construction of the new playground across the street.

### **Conditional Use Permit- Sugar High**

On May 24 the Planning Commission considered a Conditional Use Permit (CUP) request from Sugar High LLC for hemp processing or manufacturing in a B-3 General Business District at 116 S Union Avenue. They held a public hearing with no opposition to the request. The Planning Commission unanimously offered a recommendation the council approve the conditional use permit request without conditions as this proposed use is allowed under City Code 154.038. A written request for a CUP is subject to the state's 60-day rule where it must be approved or denied within 60 days from the time it was submitted to the city. The city may extend the period for an additional 60 days which they requested on June 5 for additional discussion and study of the request. Community Development Director Klara Beck explained by August 23, 2023, the council must either: approve the CUP; approve the CUP with conditions; deny the CUP with the reasons for denial in writing or negotiate an additional extension with the applicant. A motion and second were made by Rufer and Fish to recommend the council approve the conditional use permit without conditions at their next meeting.

Rachels asked about hemp manufacturing in a restaurant, the city's licensing process and the impact of the state's legalization of marijuana. Hicks asked about the lifespan of a conditional use permit. A CUP runs in perpetuity with the parcel, not the person it is attached to. He also asked about the safeguards to protect patrons of the kitchens who share this space, controlling minors from entering the kitchen space, food labeling, and concerns with cross contamination. Kvamme reminded the council they are being asked to consider the conditional use permit as it relates to zoning and the council could add conditions to the permit if they chose. Thompson expressed his concerns about food allergies and the public's right to know what is being processed on site and asked about the new state legislation. Kremeier spoke about his conversations with a member of the Planning Commission and Public Health, the city's choice to not join the county's moratorium and said although he is in favor of business, he was not in favor of using shared kitchen space and the potential liability. Rufer felt the issue with cross contamination is a moot point as it would take significant measures to notice the effects of this product and asked how this would differ for products made with alcoholic beverages.

Emily McCune, owner of Sugar High asked to address the council. She said received proper written notice from the city within 48 hours of the city's decision to extend the period for 60 days but felt the city's reasons for the extension request did not constitute a legal basis for an extension. She cited the lack of opposition at the public hearing and said her application met all the conditions set forth in City Code. She shared her opinion the council is taking discriminatory actions against her business and application by delaying their approval. McCune announced she was officially withdrawing her application as she found space in an industrial zone to manufacture her hemp products which is allowed without a CUP. Rufer and Fish retracted their motion to approve the request and the motion carried. A motion and second were offered by Hicks and Job to direct staff to review City Code Chapter 154.038 and the motion carried.

The meeting adjourned at 8:00 am

*Lynne Olson*

FOR COUNCIL MEETING — JUNE 20, 2023

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

Demo/Hauler of Building Waste

TNA Junk Removal LLC

Chicken

Livvy Ness - 2140 Northwood Ln (New)

Food Truck Permit

Up From the Ashes LLC (dba Bossy Babes BBQ)



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

June 14, 2023 – Committee of the Whole

June 20, 2023 – City Council

**Subject:**

City Project CP No. 5959 – 2023 Street and Utility Improvement Project No. 2

Stanton Avenue Reconstruction Improvement Project

**Recommendation:**

- Resolution Accepting project plans and specifications
- Resolution Authorization to Advertise for Bids

**Background/Key Points:**

Moore Engineering, Inc. has substantially completed the project plans and specifications for the above reference project. The Estimated Probable Construction Cost is \$1,940,000. The City must publicly advertise for bids pursuant to the “Competitive Bidding Requirements” monetary thresholds for a minimum 21-day publication.

Although the actual bid date is not established, primary because MnDOT District 4 needs to complete their review, the overall project delivery schedule will account for holding the Final Assessment Hearing prior to awarding the construction services contract like the recent PI 5960 process. If favorable bids are received, the lowest responsible bidder’s itemized costs will be utilized to revise the final assessment roles. I will then be requesting the Council to set the final cost assessment hearing date. Individual assessment notices along with a publication will be issued prior to the final cost hearing. A recommendation to award the construction contract will be contingent on potential objections at this final hearing.

**Budgetary Impact:**

As presented at the preliminary cost hearing, this project is proposed to be funded by a combination of PIR 429 Bonds (Special Assessment Street), Municipal State Aid Street Funds (Construction), Sanitary Sewer Enterprise Fund, Water Enterprise Fund, and the Storm Water Enterprise Fund.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. - City Engineer

**Attachments:**

Exhibit - Title Sheet

Exhibit – Multi-Use Trail Limits

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# MINNESOTA DEPARTMENT OF TRANSPORTATION CITY OF FERGUS FALLS, OTTER TAIL COUNTY

CONSTRUCTION PLAN FOR UTILITIES, MULTI-USE PATH, CURB & GUTTER, & BITUMINOUS PAVEMENT.  
LOCATED ON STANTON AVE FROM S UNION AVE TO S BROADWAY & S OAK ST FROM STANTON AVE TO W LINCOLN AVE  
SECTION 34, TWP. 133N, R. 43W

## GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS DATED SEPTEMBER 2022 SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE LATEST VERSION OF THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MNMUTCD) AND PART VI, "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.

### INDEX

SHEET NO.	SHEET DESCRIPTION
1	TITLE SHEET
2	GENERAL NOTES
3-9	STATEMENT OF ESTIMATED QUANTITIES & TABULATIONS
10	STRUCTURE TABLES
11-13	SWPPP
14	TYPICAL SECTIONS
15-17	TYPICAL DETAILS & EARTHWORK SCHEDULE
18-35	MNDOT STANDARD PLAN(S)
36-37	EXISTING CONDITIONS & REMOVALS
38-40	PLAN & PROFILE - UNDERGROUND
41-44	PLAN & PROFILE - ROADWAY
45	EROSION & SEDIMENT CONTROL
46	TRAFFIC CONTROL PLAN
47-73	CROSS SECTIONS

THIS PLAN CONTAINS 73 SHEETS



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINTED NAME: JOSIAH C. ROSTAD LICENSE NO. 66526

DATE: \_\_\_\_\_ SIGNATURE: PRELIMINARY

DESIGN TEAM: JCR & ARM PROJECT MANAGER: JON PAUNA

APPROVED \_\_\_\_\_ 20\_\_\_\_ DATE  
BRIAN YAVAROW, PE CITY OF FERGUS FALLS ENGINEER

REVIEWED FOR COMPLIANCE \_\_\_\_\_ 20\_\_\_\_ DATE  
WITH STATE AID RULES/POLICY DISTRICT STATE AID ENGINEER

APPROVED FOR STATE AID FUNDING \_\_\_\_\_ 20\_\_\_\_ DATE  
STATE AID ENGINEER

### LEGEND

- ⊙ EXISTING UTILITY MANHOLE
- ⊕ EXISTING UTILITY PEDESTAL
- ⊙ EXISTING UTILITY VAULT
- ☀ EXISTING LIGHT POLE
- ⌚ EXISTING POWER POLE
- ↖ EXISTING GUIDE WIRE
- ⊥ EXISTING SIGN
- EXISTING BOLLARD
- ☀ EXISTING CONIFEROUS TREE
- 🌳 EXISTING DECIDUOUS TREE
- EXISTING SHRUB
- ⊕ EXISTING WATER HYDRANT
- ⊕ EXISTING GATE VALVE
- EXISTING CURBSTOP
- ⊙ EXISTING SANITARY SEWER MANHOLE
- ⊕ EXISTING SANITARY SEWER CLEANOUT
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM CATCH BASIN
- ⊕ EXISTING SIDEWALK ADA
- ▨ EXISTING CONCRETE SURFACE
- ▨ EXISTING BITUMINOUS SURFACE
- ▨ EXISTING GRAVEL SURFACE
- ▨ EXISTING LANDSCAPE SURFACE
- ▨ EXISTING BUILDING
- ===== EXISTING CURB & GUTTER
- OHP — EXISTING OVERHEAD POWER LINE
- F — EXISTING UNDERGROUND FIBER LINE
- E — EXISTING UNDERGROUND ELECTRIC LINE
- G — EXISTING UNDERGROUND GAS LINE
- x — EXISTING FENCE
- SS → EXISTING SANITARY SEWER LINE
- ST → EXISTING STORM SEWER LINE
- W — EXISTING WATER LINE
- EXISTING WATER SERVICE LINE
- EXISTING SANITARY SEWER SERVICE LINE

S.A.P. 126-113-002

GROSS LENGTH: 1,486.18 FEET 0.281 MILES

BRIDGES - LENGTH: \_\_\_\_\_ FEET \_\_\_\_\_ MILES

EXCEPTIONS - LENGTH: \_\_\_\_\_ FEET \_\_\_\_\_ MILES

NET LENGTH: 1,486.18 FEET 0.281 MILES

P.I. 5959

GROSS LENGTH: 301.47 FEET 0.057 MILES

BRIDGES - LENGTH: \_\_\_\_\_ FEET \_\_\_\_\_ MILES

EXCEPTIONS - LENGTH: \_\_\_\_\_ FEET \_\_\_\_\_ MILES

NET LENGTH: 301.47 FEET 0.057 MILES

END CONSTRUCTION  
S OAK ST  
P.I. 5959

STATION 24+26.28

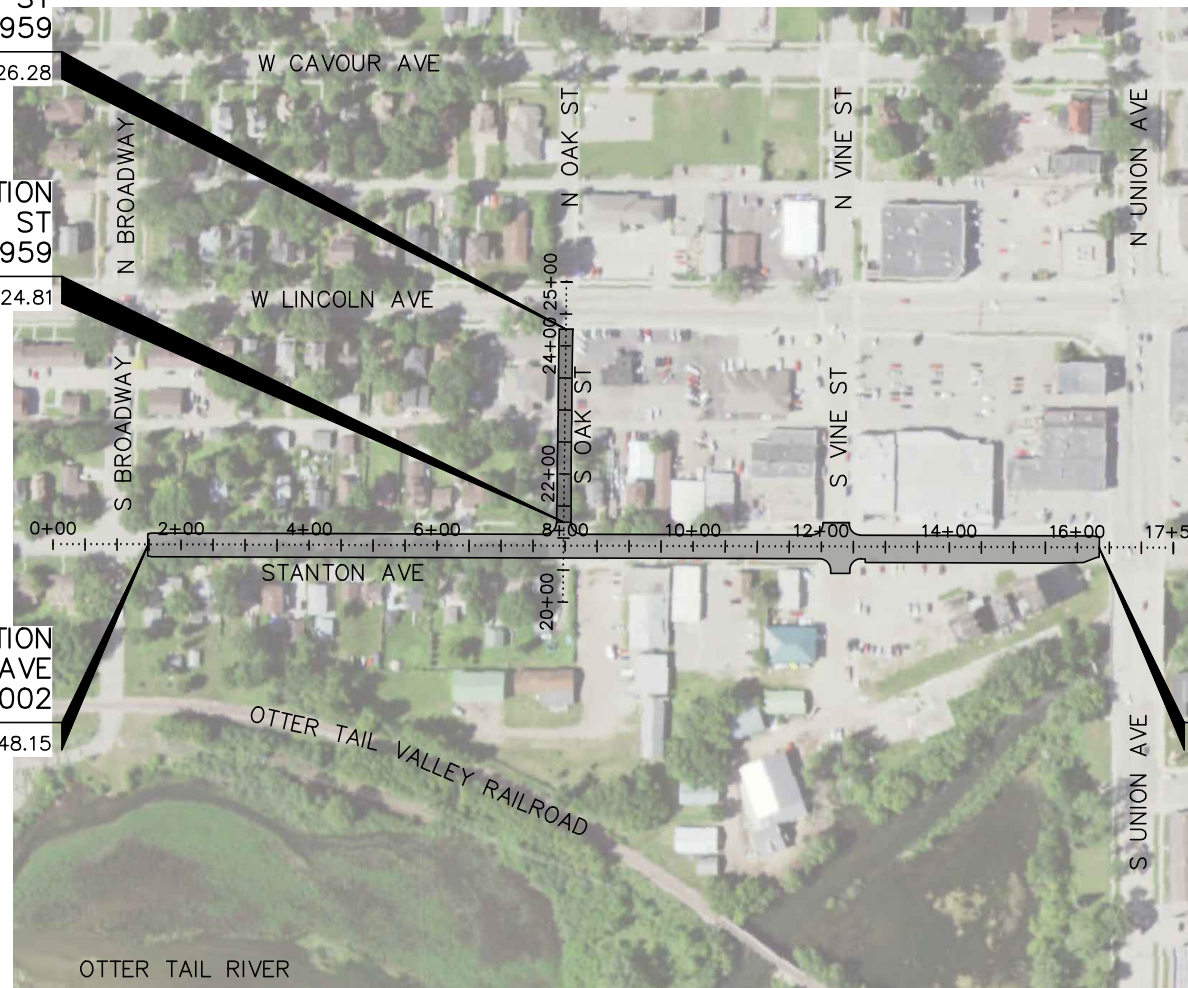
BEGIN CONSTRUCTION  
S OAK ST  
P.I. 5959

STATION 21+24.81

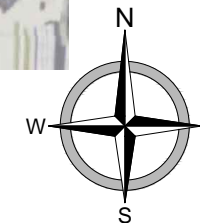
BEGIN CONSTRUCTION  
STANTON AVE  
S.A.P. 126-113-002

STATION 1+48.15

### VICINITY MAP



▬ = PROJECT LOCATION



### SCALES

- \* PLAN 0' \_\_\_\_\_ 40'
- \* PROFILE 40' HORZ. \_\_\_\_\_ 10' VERT.
- INDEX MAP 0' \_\_\_\_\_ 300'
- CROSS SECTIONS 20' HORZ. \_\_\_\_\_ 20' VERT.
- \* TYPICAL - SEE PLAN SHEETS

### DESIGN DESIGNATION

S.A.P. 126-113-002 - LOCAL CLASSIFICATION

ADT (Current Year): 2023 = 455-2550

ADT (Future Year): 2043 = 500-2805

STRUCTURAL DESIGN STRENGTH: 10 TON

R - VALUE: 40

PROJECTED HCADT (XXXX): \_\_\_\_\_

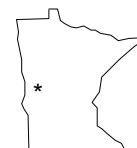
NO. OF TRAFFIC LANES: 2

NO. OF PARKING LANES: 2

DESIGN SPEED: 30 MPH

BASED ON: STOPPING SIGHT DISTANCE

HEIGHT OF EYE: 3.5 FT HEIGHT OF OBJECT: 2.0 FT



PROJECT LOCATION

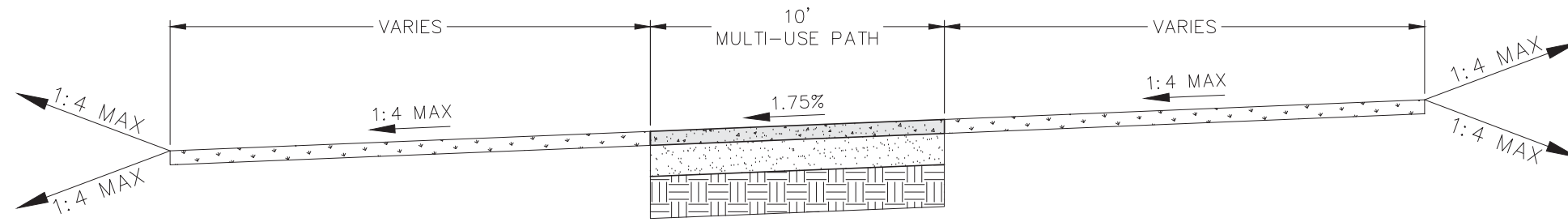
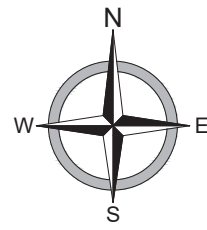
COUNTY: OTTER TAIL

DISTRICT: 4

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

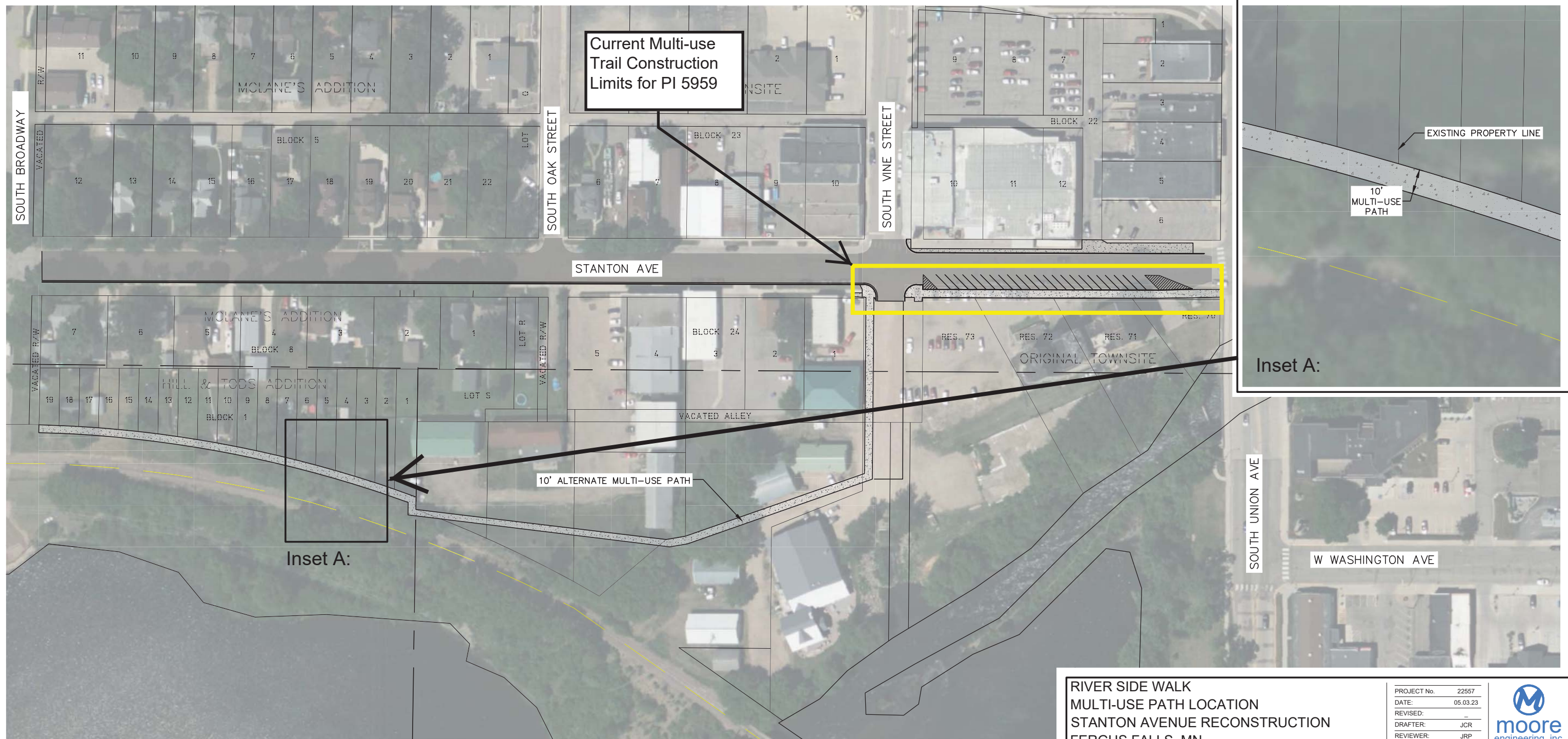
S.A.P. 126-113-002 (STANTON AVE)

SHEET NO. 1 OF 73 SHEETS



### TYPICAL 10' CONCRETE MULTI-USE PATH

NO SCALE



RIVER SIDE WALK  
MULTI-USE PATH LOCATION  
STANTON AVENUE RECONSTRUCTION  
FERGUS FALLS, MN

PROJECT No. 22557  
DATE: 05.03.23  
REVISED:  
DRAFTER: JCR  
REVIEWER: JRP





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

June 14, 2023 – Committee of the Whole

June 20, 2023 – City Council

**Subject:**

PI 5364 – 2023 Mill & Overlay Improvement Project

**Recommendation:**

- 1) Accept the project plans and specifications for PI 5364
- 2) Authorize the Advertisement for Bids for PI 5364

**Background/Key Points:**

City staff has substantially completed the project plans and specifications for the above referenced project. The proposed 2023 street candidates are:

- Park Street: Fir Avenue to Skogmo Boulevard
- Skogmo Boulevard: Park Street to Cleveland Avenue
- Hillside Avenue: Park Street to East Termini
- Union Avenue: Union Avenue to Fir Avenue

Please refer the attached project location map for the proposed street locations.

The Estimated Probable Construction Cost is \$276,700. Therefore, the City must publicly advertise for bids pursuant to the “Competitive Bidding Requirements” monetary thresholds. The bid opening date is not schedule however, I anticipate opening bids in late June.

If the City receives favorable bid prices, additional street segments will be evaluated. I will prepare a recommendation for this Council to consider if this occurs. This work is scheduled to be completed by this fall.

**Budgetary Impact:**

The City’s 2023 budget levy amounts for bituminous mill & overlay is \$296,140. This budgeted amount includes general engineering and contingency costs. I may be requesting a budget adjustment from the annual seal coat levy funds once actual bid prices are determined.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Exhibit – Title Sheet

# CITY OF FERGUS FALLS, MINNESOTA

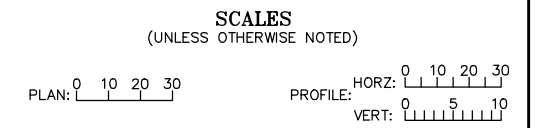
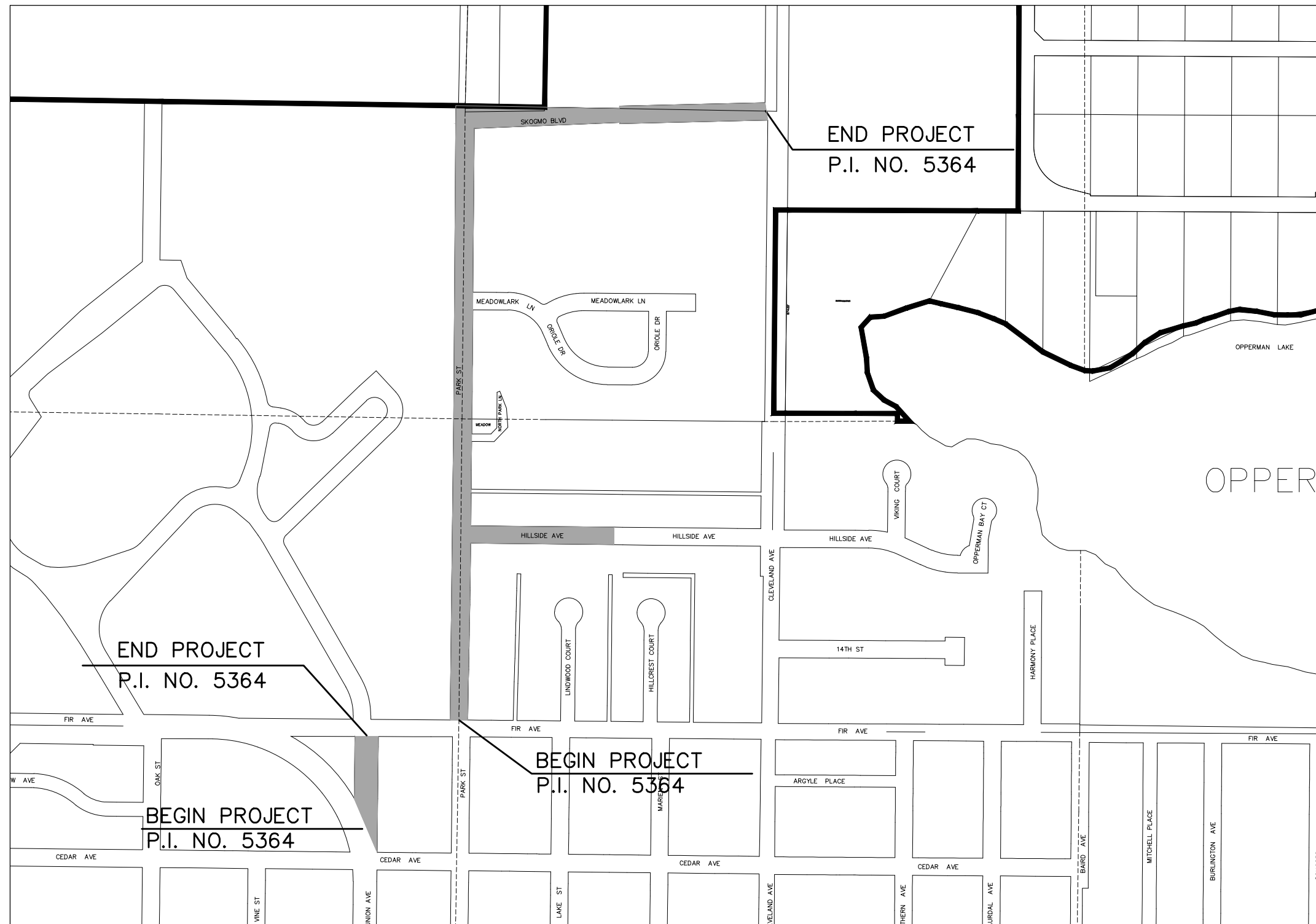
## 2023 MILL AND BITUMINOUS OVERLAY PROJECT

### ENGINEERING DEPARTMENT CONSTRUCTION PLANS FOR MILL & BITUMINOUS PUBLIC IMPROVEMENT NO. 5364

#### SPECIFICATIONS REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

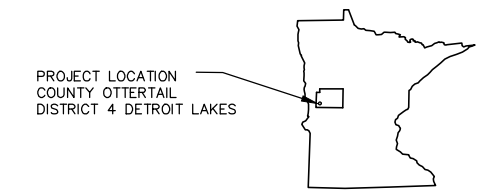
CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATION 2018 EDITION, SHALL GOVERN THE CONTRACT.



INDEX OF SHEETS		
P.I. NO.	DESCRIPTION	SHEET
5364	TITLE SHEET	1
5364	ESTIMATED QUANTITIES & STANDARD PLATES	2
5364	TYPICAL SECTION & TRAFFIC CONTROL SCHEDULE	3
5364	SWPPP NOTES & SHEETS	4
5364	MILL & OVERLAY PLAN SHEET	5-6

#### CONVENTIONAL SYMBOLS

- RIGHT OF WAY LINE
- PROPERTY LINE
- VACATED PROPERTY
- RAILROAD
- R.R. RIGHT OF WAY
- POWER POLE
- TELEPHONE POLE
- WATER VALVE BOX
- WIRE FENCE
- HEDGE
- WATER MAIN
- SANITARY SEWER IN PLACE
- STORM SEWER IN PLACE
- TREES
- MANHOLE
- FIRE HYDRANT
- STREET LIGHT
- GAS MAIN
- UNDERGROUND TELEPHONE
- UNDERGROUND POWER
- UNDERGROUND TELEVISION



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
CITY ENGINEER

DATE \_\_\_\_\_ 20\_\_\_\_ REG. NO. 48363





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** June 14, 2023

**Subject:** Ferber Park Mountain Bike Trail Expansion

**Recommendation:** Authorize the Mayor and City Administrator to sign a contract with “TrailSource” to expand the trail system and construct a “skills” area within Ferber Park.

**Background/Key Points:** Pedal Fergus Falls on behalf of the city, applied for, and received a grant from the MN DNR to expand the Mountain Bike Trails in Ferber Park. The required match for the grant was put up by Pedal Fergus Falls. It is projected that the work will be completed by the end of August.

**Budgetary Impact:** This expansion of the trail system and “skills” area will cost \$104,000.00 and is fully funded by the grant and the Pedal Fergus Falls match.

**Originating Department:** Public Works

**Respectfully Submitted:** Len Taylor

**Attachments:**

# FEBER PARK MOUNTAIN BIKE TRAILS



ICE MARGIN RECREATIONAL TRAIL

OUTPOST A

2.92 Total Miles of Trail

Skills Training Area = 2.50 Acres

### Legend

#### Ferber Park Trails

-  All New Intermediate Difficulty
-  All New More Difficult Flow Trail
-  Easy Combo New & Existing Trails
-  Existing Trail Minor Reroutes
-  Skills Training Area

NO SCALE  
2/15/22

**ORDINANCE NO. 38, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS  
FALLS, MINNESOTA, AMENDING CITY CODE  
CHAPTER 36.01 MUNICIPAL TAX AND  
REPEALING CHAPTERS 36.02 THROUGH 36.15**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Amendment. The Fergus Falls City Code Chapter 36.01 is hereby amended to read as follows:

**36.01 LOCAL LODGING TAX**

**A. Local Lodging Tax Purposes and Definitions.**

1. Purpose. In order to fund a local convention and visitors bureau for the purpose of marketing and promoting the City of Fergus Falls as a tourist and convention center, it is in the best interest of the City to impose a local lodging tax in accordance with Minn. Stat. § 469.190.
2. Definitions. As used in this Section 36.01, the following terms shall have the following meanings ascribed to them:

**LODGING:** The furnishing for consideration of lodging at a hotel, motel, rooming house, tourist court, resort, municipal campground, private vacation home rental, or rental using platforms like Airbnb, VRBO, and/or Craigslist, other than the renting or leasing of it for a continuous period of thirty (30) days or more.

**OPERATOR:** Any person, corporation, partnership, or association who provides lodging to others.

**RENT:** The total consideration valued in money charged for lodging whether paid in money or otherwise but shall not include any charges for services rendered in connection with such lodging.

- B. Imposition and Collection of Tax.** All operators shall impose and collect a tax of three percent (3%) on the gross receipts from the furnishing of lodging at the time lodging charges are paid. The amount of tax shall be separately stated from the lodging charges and held in trust for the city until remitted.

**C. Payment and Returns**

1. The operator shall remit all taxes collected hereunder to the City not later than twenty (20) days after the end of the month in which taxes were collected. When payment is made to the City, the operator shall also file a

tax return on a form provided by the City containing the following information and such other information as the City may require:

- a. The total amount of gross receipts for lodging during the tax return period.
  - b. The amount of tax imposed and collected as required for the tax return period.
  - c. The signature of the person filing the tax return, or their designee.
  - d. The period covered by the tax return.
  - e. The amount of uncollectible rent subject to the lodging tax.
2. The operator may offset the amount of taxes imposed by this Section previously paid hereunder as a result of any transaction, the consideration for which became uncollectible during such reporting period, against the taxes due and payable with respect to any reporting period, but only in proportion to the portion of such consideration which became uncollectible.

D. Examination of Return Adjustments, Notices, and Demands. After a return is filed, the City shall examine it and may make any investigation for examination of the records and accounts of the operator making the return as deemed necessary for determining its correctness. If requested, the operator shall provide its records and accounts to the City for inspection and examination within fifteen (15) days of the City's request. If, after any investigation or examination, it is determined that the tax due is greater than that paid, such excess shall be paid to the City within ten (10) days after the City has given notice either personally or sent by mail to the address shown on the return. If the tax paid is greater than the tax found to be due, the excess shall be refunded within ten (10) days after determination of such refund. Whenever any tax due has a ten percent (10%) or more discrepancy, the operator shall reimburse the City for any costs incurred by the City in reviewing the operator's return, including administrative costs and attorneys' fees.

E. Refunds. Any operator may apply to the City for a refund of taxes paid in excess of the amount legally due for that period, provided that it is filed within one year after such tax was paid, or within one year from the filing of the return, whichever period is longer. The Finance Director shall review the request and may approve or deny the request in whole or in part and shall issue written findings of such decision. The City shall notify the operator of its decision by sending notice by mail to the address stated upon the refund claim application. If such claim is approved in whole or in part the City shall credit the amount of the refund against any taxes due and owing hereunder by the operator. Any balance of the refund shall promptly be paid by the City to the operator.

F. Failure to File a Return. Any operator who fails to file a return as required, or who files an incorrect, false, or fraudulent return, then upon written notice and demand by the City, shall file a return or corrected return together with any tax due

within five (5) days of the City sending the written notice. Whenever any person fails to file the appropriate return under this provision or fails to pay the tax due after such notice and demand, the City may determine the appropriate tax from such knowledge and information as the city is able to obtain and assess such tax accordingly. Any tax determined to be due and owing under this provision shall be paid by the operator within five (5) days after written notice and demand for such payment is sent by the City. Any assessment made by the City shall be prima facie correct and valid; and the operator shall have the burden of establishing the assessment is incorrect or invalid. Late payments shall be subject to interest at the rate of ten percent (10%) per annum.

G. Failure to Remit Tax Payment. If any portion of a tax and penalties is not paid within thirty (30) days after it is required to be paid, the City may institute such legal action as it, in its sole discretion, may deem appropriate to cover the amount due plus interest penalties, the costs and disbursements of any action.

H. Penalties and Interest

1. If any tax required is not paid within the time specified, the operator shall pay a penalty equal to ten percent (10%) of the amount unpaid, in addition to the tax due and payable.
2. Any tax not paid within twenty (20) days after the end of the month in which the taxes were collected by the operator, together with any penalty provided herein, shall bear interest at a rate ten percent (10%) per annum and shall begin to accrue at the time the tax was required to be paid. Any interest and penalty shall be added to the tax and be collected as part thereof.

I. Violations. Any operator who willfully fails to make a return required, or who fails to pay the tax after written demand for payment, or who fails to remit the taxes collected or any penalty or interest imposed after written demand for such payment, or who refuses to permit the City to examine the books, records, and papers under the operator's control, or who willfully makes any incomplete, false, or fraudulent return shall be guilty of a misdemeanor.

J. Use of Proceeds. Ninety-Five percent (95%) of the proceeds obtained from the collection of taxes shall be used in accordance with Minn. Stat. §469.190 to fund a local convention or tourism bureau for the purpose of marketing and promoting the City as a tourist or convention center.

K. Appeals

1. Petition Required. Any operator who is aggrieved by any notice, order, or determination made by the City, may file a petition for administrative review within thirty (30) days after the notice, order, or determination has been sent to the operator. The petition shall contain the following:
  - a. A detailed account of the operator's reasons for contesting the order, notice, or determination.

- b. The name of the operator, the operator's address, and the location of the lodging establishment subject to the order, notice, or determination.
2. Hearing. Upon receipt of the petition, the City Administrator, or the Administrator's designee, shall set a date for a hearing and give the operator at least fourteen (14) days prior written notice of the date, time, and place of the hearing. At the hearing, the operator has the burden to prove that the notice, order, or determination is in error. The operator may be represented by counsel at operator's own expense. The hearing shall be conducted by the City Administrator or Administrator's designee, provided that the person conducting the hearing shall not have participated in the decision in the notice, order, or determination for which review is sought. The notice, order, or determination may be affirmed, reversed, or modified. Any decision by the City Administrator shall be supported by written findings of fact based upon the applicable provisions of this Section and the evidence presented.
3. Appeal to the City Council. The operator may appeal the decision of the City Administrator or the Administrator's designee to the City Council by filing a written notice of appeal with the city clerk within ten (10) days after the decision has been sent to the operator. The matter will be set before the City Council as soon as is practical, and the operator shall be given fourteen (14) days notice of the Council hearing. The Council's standard of review of the Administrator's decision shall be based on the record and the operator shall have the burden to prove the City's notice, order, or determination is in error. The Council may modify, reverse, or affirm the decision of the City Administrator.

L. Alternate Method of Collection. The City may agree with the State of Minnesota Commissioner of Revenue that the tax imposed by this Section shall be collected by the Commissioner together with the sales tax imposed by Minn. Stat., Chap. 297A and subject to the same interest, penalties, and other rules, and that the proceeds, less the cost of collection, shall be remitted to the City. If the City makes such an agreement pursuant to Minn. Stat. §469.190, subd. 7 with the Commissioner of Revenue, then the interest, penalties, and other rules applicable to the collection of the sales tax under Minn. Stat., Chap. 297A shall also be applicable to the lodging tax imposed by this section, in lieu of the interest, penalties, and collection rules set forth in this Section.

Section 2 Repeal. Fergus Falls City Code Sections 36.02 through 36.15 are repealed.

Section 3 Summary Publication. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the

following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

Ordinance No. 38 adopted by the Fergus Falls City Council on the 19th day of June, 2023, modifies City Code 36.01, Local Lodging Tax, by adopting a local lodging tax of 3 percent on all lodging charges in the City and repeals City Code Sections 36.02 through 36.15.

Section 4. Effective date. The effective date of this ordinance shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

THIS ORDINANCE was introduced on the 5<sup>th</sup> day of June, 2023, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the 19<sup>th</sup> day of June 2023, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor

Published in the Fergus Falls Daily Journal on \_\_\_\_\_.

barb/acityoffergusfalls/ords/8thseries/Ord38

**CHARTER**

**ORDINANCE NO. 39, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,  
IMPOSING LOCAL SALES AND USE TAX**

The City of Fergus Falls does ordain:

**Section 1. - LOCAL SALES AND USE TAX.**

(A) *Authority.* At the general election held on November 8, 2022, the voters of the City of Fergus Falls approved the imposition of a one-half of one percent (0.5%) sales and use tax to finance (i) the Aquatics Center Project (defined below) in an amount of \$10,800,000, plus an amount equal to interest and the costs of issuance of any bonds issued to finance the project and (ii) the DeLagoon Improvement Project (defined below) in amount of \$5,200,000, plus an amount equal to interest and the costs of issuance of any bonds issued to finance the project.

Pursuant to Minnesota Session Laws, 2021, 1st Special Session, Chapter 14, Article 8, Section 6, as amended by Minnesota Session Laws, 2023, Regular Session, Chapter 64, Article 10, Sections 18 and 19 (collectively, the “Special Law”), the Minnesota Legislature has authorized the City of Fergus Falls, Minnesota (the “City”), to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the Commissioner (defined below) and to finance (i) up to \$10,800,000, plus an amount needed for securing and paying debt service any bonds, including capitalized interest and the costs of issuing the bonds, for the payment of costs related to the funding of the Aquatics Center Project (defined below) and (ii) up to \$5,200,000, plus an amount needed for securing and paying debt service any bonds, including capitalized interest and the costs of issuing the bonds, for the payment of costs related to the funding of the DeLagoon Improvement Project (defined below).

(B) *Definitions.* For purposes of this section, the following words, terms, and phrases have the following meanings given them unless the language or context clearly indicates a different meaning is intended.

(1) ***AQUATICS CENTER PROJECT.*** The acquisition, construction, improvement, and equipping of an aquatics center in the City, as authorized by the Minnesota Legislature in the Special Law and approved by the voters at the November 8, 2022, referendum.

(2) ***CITY.*** The City of Fergus Falls, Minnesota.

(3) ***COMMISSIONER.*** The Commissioner of Revenue of the State of Minnesota or a person to whom the Commissioner of Revenue has delegated functions.

(4) ***DELAGOON IMPROVEMENTS PROJECT.*** The construction, improvement, betterment and equipping of the DeLagoon Improvements Project in the City, as authorized by the Minnesota Legislature in the Special Law and approved by the voters at the November 8, 2022, referendum.



(5) **DESIGNATED PROJECTS.** The Aquatics Center Project and the DeLagoon Improvement Project.

(6) **SPECIAL LAW.** Minnesota Session Laws, 2021, 1st Special Session, Chapter 14, Article 8, Section 6, as amended by Minnesota Session Laws, 2023, Regular Session, Chapter 64, Article 10, Sections 18 and 19.

(7) **STATE SALES AND USE TAX LAWS AND RULES.** Those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, Chapters 270C, 289A, and 297A, and Minnesota Rules, Chapter 8130, as amended from time to time.

(C) *Local sales and use tax imposed; amount of tax; coordination with State Sales and Use Tax Laws and Rules.* A local sales tax is imposed in the amount of one-half of one percent (0.50%) on the gross receipts from sales at retail sourced within city limits of the City that are taxable under the State Sales and Use Tax Laws and Rules. A local use tax is imposed in the amount of one-half of one percent (0.50%) on the storage, use, distribution or consumption of goods or services sourced within the city limits of the City that are taxable under the State Sales and Use Tax Laws and Rules. All of the provisions of the state sales- and use tax laws and rules apply to the local sales and use tax imposed by this section. The local sales and use tax imposed by this section shall be collected and remitted to the Commissioner on any sale or purchase when the state sales tax must be collected and remitted to the Commissioner under the State Sales and Use Tax Laws and Rules and is in addition to the state sales and use tax.

(D) *Effective date of tax; transitional sales.* Except as otherwise provided herein, the local sales and use tax imposed by this section shall apply to sales and purchases made on or after October 1, 2023. The local sales and use tax imposed by this section shall not apply to:

(1) The gross receipts from retail sales or leases of tangible personal property made pursuant to a bona fide written contract, which unconditionally vests the rights and obligations of the parties thereto, provided that such contract was enforceable prior to October 1, 2023, and that delivery of the tangible personal property subject thereto is made on or before October 1, 2023.

(2) The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price construction contract, which unconditionally vests the rights and obligations of the parties thereto and which does not make provision or allocation of future taxes, provided that such contract was enforceable prior to October 1, 2023, and that delivery of the tangible personal property used in performing such construction contract is made before April 1, 2024.

(3) The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after October 1, 2023, but the local sales and use tax imposed by this section shall apply on the first billing period not including charges for services furnished before October 1, 2023.

(4) Lease payments for tangible personal property and motor vehicles that includes a period before and after October 1, 2023, but the local sales and use tax imposed by this section shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease

payment period on or after October 1, 2023 and on the entire lease payment for all lease payment periods thereafter.

(E) *Tax clearance; issuance of licenses.*

(1) The City may not issue or renew a license for the conduct of a trade or business within the City if the Commissioner notified the licensing division of the City that the applicant owes delinquent taxes of the City as provided in this section, or penalties or interest due on such City taxes. City taxes include sales and use taxes provided in this section. Penalties and interest are penalties and interest due on taxes included in this definition.

(2) Delinquent taxes does not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.

(3) Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.

(4) A copy of the notice of delinquent taxes given to the licensing division of the City shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minn. Stat. 270A for the state sales and use tax imposed under Minnesota Statutes, Chapter 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

(F) *Deposit of revenues; costs of administration; termination of tax.*

(1) All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this section collected by the Commissioner and remitted to the City shall be deposited in the City treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this section and to finance the capital and administrative costs directly related to completing the Designated Projects.

(2) The local sales and use tax imposed by this section shall terminate at the earlier of: (1) December 31, 2037; or (2) when the City Council determines that \$10,800,000 for the Aquatics Center Project, plus \$5,200,000 for the DeLagoon Improvements Project, plus an amount equal to interest and the costs of issuance of any bonds issued to finance the Aquatics Center Project and/or the DeLagoon Improvements Project, including capitalized interest and the costs of issuing the bonds, has been received from the local sales and use tax imposed by this section to pay for all the capital and administrative costs directly related to completing the Designated Projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the City. The local sales and use tax imposed by this section may terminate at an earlier time if the City Council so determines by ordinance. In any event, the local sales and use tax imposed under this section may only terminate on the last day of a calendar quarter upon 90 days' notice to the Commissioner.

(G) *Agreement with the Commissioner.* The City may enter into an agreement with the Commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this section. Any such agreement shall not abrogate, alter, or otherwise conflict with the State Sales and Use Tax Laws and Rules, this ordinance, or the Special Law.

(H) *Summary publication.* The following summary is approved by the City Council and, if this Ordinance has been enacted by at least a four-fifths majority of all of the members of the City Council, this summary shall be published in the City's official newspaper for at least two successive weeks in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

Pursuant to a voter-approved referendum, the City is authorized to and will impose a local sales and use tax of one-half of one percent (0.50%) on retail sales made after October 1, 2023, to be used to fund the costs of collecting and administering the tax and the finance the costs of certain Designated Projects related to the construction of an aquatics center and the DeLagoon Improvement Project in the City.

If the Ordinance was enacted by less than a four-fifths majority of all of the members of the City Council, then the full text of the ordinance shall be published in the City's official newspaper.

EFFECTIVE DATE. This ordinance of the City of Fergus Falls shall be effective upon its approval and second publication.

ADOPTED by the City Council this, this \_\_\_\_ day of \_\_\_\_\_, 2023.

Ayes:

Nays:

---

Ben Schierer, Mayor

ATTEST:

---

Andrew Bremseth  
City Administrator

Published in the City's official newspaper, the *Fergus Falls Daily Journal*, on June \_\_, 2023.



# Council Action Recommendation

**Meeting Date:** June 20, 2023

**Subject:** Request that the City of Fergus Falls approve the donor recognition request for a named materials collection made possible by a gift from the Jannette and Warren Lowe estate. The collection will be named, “The Warren and Jannette Lowe Arts, Cultural, & Travel Collection.”

**Recommendation:**

The recommendation is that the City of Fergus Falls allow the Fergus Falls Public Library to officially name a collection of materials “The Warren and Jannette Lowe Arts, Cultural, & Travel collection.”

**Background/Key Points:**

The Fergus Falls Public Library Foundation was the recipient of a financial gift of over \$200,000 from the Warren and Jannette Lowe Estate. It was suggested by the estate’s executors that a portion of the funds be used towards honoring the memory of the Lowe’s. During a meeting with the executors, the creation of a special collection was deemed appropriate.

The guidelines of the named collection will follow the library’s “Donor Recognition Policy. Please see the sample of the policy below. The collection’s development and disposition will follow the libraries polices regarding an “active circulating collections.”

*The named collection may be named by the Library Board in recognition of the donor when the funding is sufficient to create and maintain the collection, and it meets the library’s needs and other criteria.*

*Donations made towards the purchase of books, artifacts, art prints, furniture and equipment will be recognized in an appropriate manner; e.g. bookplates, furniture plaques, etc.*

**Budgetary Impact:**

The library will receive funding from the FFPL Foundation as follows”

2023 the amount of \$8,000.00	2024 the amount of \$5,000.00
2025 the amount of \$5,000.00	2026 the amount of \$3,000.00
2027 the amount of \$3,000.00	

After the fifth year, the collection needs will be reassessed. The funding will be used by FFPL Librarians to create, process, and promote the collection.

There is no budgetary cost impact. Time for submitting invoices and that of the finance department would be considered an in-kind contribution.

**Originating Department:** Fergus Falls Public Library

**Respectfully Submitted:**

Gail Hedstrom / Library Director

**Attachments:**

## Named Collections

Special named collections may be curated by others and donated to the library, may be curated by others and purchased by or for the library, or may be assembled by librarians with public, or private donations, or endowed funds.

1. Catalog records will make special and named collections, circulating and non-circulating findable in the library's catalog.
  - a. Materials will contain a cataloging subject heading identifying the collection.
  - b. Materials will contain a cataloging series name.
2. Signage may be used to identify named collections.
  - a. Printed materials about the collection may be created.
  - b. A sign, not to exceed 8.5" x 11" may identify the collection and donor if deemed appropriate.
3. The library's collection development policy is applicable to all named collections.
  - a. Collection development purchases for named collections are at discretion of librarian(s) responsible for collection development.
  - b. Items will be added and weeded from the collection in a manner consistent with the library's collection development policy.
4. Acceptance of curated collections is at the discretion of one or all of the following:
  - a. The library director.
  - b. The librarian, responsible for purchasing in that category.
  - c. Depending on the nature and value of the collection the library advisory board.
  - d. Depending on the nature and value of the collection the city council.
5. A donated, named, curated collection
  - a. May be denoted by:
    - i. A printed document (bookmark, or brochure) may be used to provide information about the collection and donor if deemed appropriate.
    - ii. A press release may be employed to announce the donation and collection.
  - b. Deaccession of a named, curated collection will
    - i. Depending on the nature and value of the collection, be sold to an individual or institution.

- ii. Depending on the nature and value of the collection, be donated to an institution.
- 6. Circulating special and named collections
  - a. A printed document (bookmark, or brochure) may be used to provide information about the collection and donor if deemed appropriate.
  - b. A press release may be employed to announce the donation and collection.
- 7. Circulating non-growing collection
  - a. Will have finite number of materials based on
    - i. Amount of donation.
    - ii. Number of pieces donated.
  - b. Library signage may be used to create awareness to the collection.
  - c. A printed document (bookmark, or brochure) may be used to provide information about the collection and donor if deemed appropriate.
  - d. A press release may be employed to announce the donation and collection.
- 8. Active collection
  - a. based on continued monetary donation or availability of funds
  - b. Specified amount of money will be spent on the collection annually for specified length of time or indefinitely.
  - c. A printed document (bookmark, or brochure) may be used to provide information about the collection and donor if deemed appropriate.
  - d. A press release may be employed to announce the donation and collection.
- 9. Non-Circulating Collection
  - a. Depending on item, may or may not have affixed markings
    - i. If no permanent markings are added
      - 1. Barcode will be affixed to an index card and not the material itself.
      - 2. Will contain a name plate / not affixed to the item.
      - 3. Will be cataloged.
  - b. A printed document (bookmark, or brochure) may be used to provide information about the collection and donor if deemed appropriate.
  - c. A press release may be employed to announce the donation and collection.

## **Fergus Falls Public Library**

### **Donor Recognition/Naming Policy**

Approved by the Fergus Falls City Council February 1, 2016

Approved by the Fergus Falls Public Library Board February 8, 2016

Donors who make gifts to the Fergus Falls Public Library, Fergus Falls Public Library Foundation or Friends of the Fergus Falls Public Library may be recognized for their financial contributions.

The donor recognition/naming policy of the Fergus Falls Public Library is as follows:

#### Purpose:

In order to effectively leverage private resources, to provide the citizens of the Fergus Falls area with the highest quality library services, and to provide citizens, organizations, and businesses with opportunities to participate actively in the growth of the Fergus Falls Public Library, the Fergus Falls Public Library Board has adopted the following policy concerning the granting of naming rights of library facilities:

#### Policy:

- The Fergus Falls Public Library Board, with the approval of the Fergus Falls City Council, has authority for the naming of library service areas, rooms, spaces, outdoor areas and all library facilities. The naming or name recognition of library facilities, specialized collections and endowments is set forth in this policy to insure that such naming is consistent with the mission of the Fergus Falls Public Library and its reputation as a public entity.
- While the Library Board is grateful for and encourages donations from all individuals, businesses and organizations, the library has the right to decline any gift to the library and/or to reject naming proposals.
- Naming rights will only be granted for monetary as opposed to in-kind donations.
- Naming rights conferred in recognition of a pledge will be approved upon fulfillment of the pledge and is approved on this condition.
- All contract documents must be finalized before the library issues final approval for a naming opportunity.
- The Library Board will approve a list of monetary values assigned to specific naming rights associated with the construction, expansion, or renovation of the library.
- As determined by the discretion of the Library Board, the naming of the library building may be considered in the event of an extraordinary contribution for a library building project. The entity known as Fergus Falls Public Library is not subject to naming but the

building housing the library may be so named. Such naming will only be considered for an individual or family.

- Rooms, areas, outdoor and other library spaces will be named for the function of the area; e.g. the “Children’s Room”, “Fireplace Lounge”, “Outdoor Garden”, or similar designation preceded or followed by the name of an individual, family, corporation, etc. as approved by the Library Board.
- Signage for named spaces will be prominent and readily identifiable, while also being scaled appropriately to the aesthetics of the room or area named and will be uniform in style throughout the library.
- The library reserves the right to demolish, retrofit, add to or maintain the named area.
- A collection may be named by the Library Board in recognition of a donor when the funding is sufficient to create and maintain the collection, and it meets the library’s needs and other criteria.
- Donations made towards the purchase of books, artifacts, art prints, furniture and equipment will be recognized in an appropriate manner; e.g. bookplates, furniture plaques, etc.
- All donors who contribute at a level to be determined by the Library Board to the library capital campaign will be recognized with a name plate or wall plaque in the library building.

#### Guidelines for Corporate Naming and Name Recognition:

Corporations that are compatible with the library’s mission and purpose and, in the opinion of the Library Board, reflect positively on the library and City of Fergus Falls may be eligible for naming or name recognition for all naming opportunities, except for the naming of the library building. Such corporations must have a high ethical standard of business practice, as determined by the Library Board.

All signage and placards for corporate name recognition will follow the same standards as signs and placards for individuals. Corporate logos will be excluded from such signs and placards to avoid the appearance of commercial influence.

#### Duration of Naming or Name Recognition:

The naming or name recognition of library facilities, collections, etc. will end under the following circumstances unless the Library Board determines otherwise:

- A building, room, special use area, or collection is to be demolished or eliminated.
- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.



- If the individual or corporation is engaged in activities that are in conflict with the library's or city's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Fergus Falls Public Library and City of Fergus Falls.
- The Library may entertain a donor's request to change the original recognition in naming when there has been a change in ownership, changes in business name, or cessation of business. All costs associated with changing from the original name will be paid by the person or business requesting the change.

Procedure:

- The Library Director will review and make recommendations to the Library Board for naming opportunities.
- Proposals for naming rights should be submitted to the Library Director and contain supporting information. If endorsed by the Library Director, the proposal will be forwarded to the Fergus Falls Public Library Board for approval.
- Negotiations for the naming rights for a particular room, area or space may be initiated by the Library Director or a designee of the Capital Campaign Steering Committee.
- No publicity shall be given to the recommendation for naming until it is approved by the Fergus Falls Public Library Board.

**The Fergus Falls Public Library  
Agreement for Naming Rights**

For the (insert name here) Room

In recognition of the efforts being made by the Fergus Falls Public Library Board to obtain private funds to develop and improve the Fergus Falls Public Library, the undersigned intends to establish by a gift of (insert the amount of gift commitment), payable over (insert number) years, as a naming opportunity to be known as:

The (insert name here)

It is the donor's wish that the room located (insert room description) be named (insert name) and marked with an appropriate plaque.

Naming rights will not extend beyond the normal life of the room.

The Fergus Falls Public Library Board and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Fergus Falls Public Library

\_\_\_\_\_  
Printed Name of Donor

\_\_\_\_\_  
Chair, Fergus Falls Public Library Board

\_\_\_\_\_  
Signature of Donor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## RESOLUTION ALLOWING CLAIMS &amp; ORDERING PAYMENT THEREOF

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

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

## General

A-1 LOCK & KEY LLC	REPAIR VETERANS PARK FLAG	112.38
A-1 LOCK & KEY LLC	SERVICE, LABOR CITY HALL DOOR	107.50
ARC DOCUMENT SOLUTIONS LLC	MAINTENANCE GIS PRINTER	217.19
AT&T MOBILITY	DATA PLANS/FIRE CHIEF PHONE	49.67
AT&T MOBILITY	DATA PLANS/PREVENTION CHIEF	44.65
AT&T MOBILITY	DATA PLANS/TRAINING CHIEF	44.65
AT&T MOBILITY	IPADS & CELL PHONE DATA	356.91
ADMINISTRATOR'S CONTINGENCY FD	PARK SHELTER CANCEL/SHUCK	40.00
ADMINISTRATOR'S CONTINGENCY FD	PICNIC TABLES REFUND/LINDGREN	45.00
ADMINISTRATOR'S CONTINGENCY FD	PLPS CANCELLATION-WATKINS	145.00
ADMINISTRATOR'S CONTINGENCY FD	RABIES VACCINATION CLINIC CASH	100.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND PLPS DEPOSIT-KUBELA	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND PLPS DEPOSIT-REED	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND PLPS DEPOSIT-WANDERSEE	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND PLPS DEPOSIT-WOODARD	25.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND YOUTH BASEBALL	560.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND YOUTH T-BALL	32.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PAVILION DEPOSIT-DANIEL	100.00
ADMINISTRATOR'S CONTINGENCY FD	REFUND/PAVILION DEPOSIT-EMERY	100.00
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	1,027.22
ARAMARK	APRIL FINANCE CHARGE/1742790	2.00
ARAMARK	APRIL LINEN SUPPLY	65.76
ARAMARK	FEBRUARY LINEN SUPPLY	65.76
ARAMARK	JANUARY LINEN SUPPLY	70.98
ARAMARK	MARCH FINANCE CHARGE/1724218	2.10
ARAMARK	MARCH LINEN SUPPLY	65.76
ARAMARK	MAY FINANCE CHARGE/1760513	2.10
AMERICAN PLANNING ASSOCIATION	AMERICAN PLANNING ASSOC DUES	109.00
SEAN ANDERSON	CLEANING WEEKS OF MAY 22-29	436.08
ANYTIME PLUMBING LLC	NEW HOT WATER HEATER	10,160.00
AUTO VALUE - FERGUS FALLS	JUNE 25LB OPTISORB DE FLO	67.96

## General

BANKCARD CENTER	ANTI-SLIP RUG GRIP	8.99
BANKCARD CENTER	APR HEAVY DUTY EXTENTION CORD	73.85
BANKCARD CENTER	APRIL ADOBE CREATIVE CLOUD	39.99
BANKCARD CENTER	APRIL TENT,SIDEWALLS,WEIGHTS	149.36
BANKCARD CENTER	BERGREN UNIFORM PURCHASE	88.99
BANKCARD CENTER	CANVA PRO MEMBERSHIP	419.39
BANKCARD CENTER	CCB TONER	225.55
BANKCARD CENTER	CITY HALL COFFEE	31.94
BANKCARD CENTER	CLASS LUNCH FEE	9.68
BANKCARD CENTER	CONCESSION SUPPLIES	1,547.41
BANKCARD CENTER	CR1-3N BATTERIES	38.08
BANKCARD CENTER	CR2032 BATTERIES	7.59
BANKCARD CENTER	CSO UNIFORMS	255.91
BANKCARD CENTER	EAR CUSHIONS REPLACEMENT	6.75
BANKCARD CENTER	EAR PROTECTION	33.27
BANKCARD CENTER	EVIDENCE SUPPLIES	25.19
BANKCARD CENTER	EVIDENCE TABLE	49.99
BANKCARD CENTER	FLASH DRIVE	20.99
BANKCARD CENTER	FLASH DRIVES	86.93
BANKCARD CENTER	FURNACE FILTERS	64.88
BANKCARD CENTER	HANDHELD ANEMOMETER	30.05
BANKCARD CENTER	KITCHEN SUPPLIES	25.73
BANKCARD CENTER	KITZMAN CLASS FEE	749.00
BANKCARD CENTER	KITZMAN UNIFORM PURCHASE	43.93
BANKCARD CENTER	MAY AIR FILTERS	33.78
BANKCARD CENTER	MAY BANK BAGS	159.00
BANKCARD CENTER	MAY BROTHER DRUM UNIT	159.99
BANKCARD CENTER	MAY CANOPY	244.80
BANKCARD CENTER	MAY CASUALITY RESPONSE SUPPLIE	362.88
BANKCARD CENTER	MAY CONSTANT CONTACT	35.00
BANKCARD CENTER	MAY CREDIT POSTAGE FROM APRIL	39.00-
BANKCARD CENTER	MAY DVD DRIVE,USB SERIAL CABLE	40.66
BANKCARD CENTER	MAY ESPRESSO MACHINE CLEANER	42.92
BANKCARD CENTER	MAY FIRE MONITORING ANNUAL FEE	368.00
BANKCARD CENTER	MAY HDX 1GAL SPRAYERS	23.94
BANKCARD CENTER	MAY IBM CLEANING CARTRIDGE	244.41
BANKCARD CENTER	MAY INSECT REPELLENT	43.95
BANKCARD CENTER	MAY MALE TO MALE CHARGER	12.98
BANKCARD CENTER	MAY MULTI-TECH FAX/MODEM	59.20
BANKCARD CENTER	MAY NAME PATCHES HOOK FASTENER	7.99
BANKCARD CENTER	MAY POSTAGE-BURNING WARNING	8.13
BANKCARD CENTER	MAY RETURN SIDEWALLS	105.00-
BANKCARD CENTER	MAY RETURN 10' FIBERGLASS	267.36-

## General

BANKCARD CENTER	MAY SLOANNE INTERN GOING AWAY	44.94
BANKCARD CENTER	MAY UNIFORMS	131.20
BANKCARD CENTER	MAY 4-PACK TONER CARTRIDGE	395.99
BANKCARD CENTER	MAY 4'X6' CUSTOM BANNER	125.00
BANKCARD CENTER	MAY 5 GALLONS DISH SOAP-PAINT	49.59
BANKCARD CENTER	MAY 8' TENT	128.84
BANKCARD CENTER	MILLER UNIFORM PURCHASE	25.99
BANKCARD CENTER	MNGFOA 2023 MEMBERSHIP	70.00
BANKCARD CENTER	MOBILE MOULTRIE MONTHLY	9.99
BANKCARD CENTER	MONTHLY ADOBE MEMBERSHIP	10.73
BANKCARD CENTER	NUISANCE IMAGE STORAGE	9.99
BANKCARD CENTER	OFFICE SUPPLIES	37.02
BANKCARD CENTER	OPEN HOUSE SNACKS	32.97
BANKCARD CENTER	OPEN HOUSE SUPPLIES	11.94
BANKCARD CENTER	PD COFFEE	19.96
BANKCARD CENTER	POLICE CAR CUT OUTS FOR EVENTS	216.90
BANKCARD CENTER	POLICE HATS FOR EVENTS	305.55
BANKCARD CENTER	POWER LIMITED LICENSE FEE	43.00
BANKCARD CENTER	SONSTEBO DMT REFRESH CLASS FEE	75.00
BANKCARD CENTER	SONSTEBO RETURN UNIFORM ITEM	190.96-
BANKCARD CENTER	SUPPLIES FOR SEARCH PARTY	48.22
BANKCARD CENTER	SUPPLIES RETURNED	5.94-
BANKCARD CENTER	TVHH BATTERY COVER	21.66
BANKCARD CENTER	WEST ALICE CLASS FEE	749.00
BANKCARD CENTER	WRAPFEST SUPPLIES	228.08
BANKCARD CENTER	WRKDBF SHAREWARE	499.00
BANKCARD CENTER	YOUNG CELL REPAIR	10.00
BARRY CONST OF FERGUS FALLS	OTC TAX	.22-
BARRY CONST OF FERGUS FALLS	STATE TAX	2.93-
BECKER ARENA PRODUCTS INC	JUNE FREIGHT	387.05
BECKER ARENA PRODUCTS INC	MAY FREIGHT	410.00
BECKER ARENA PRODUCTS INC	1/2" ROUND CORNER TEMPER GLASS	828.75
BECKER ARENA PRODUCTS INC	10' R28 EQ GATE THRESHOLD	3,000.00
BEYER BODY SHOP, INC.	TOW CHEVY IMPALA/23017672	125.00
BEYER BODY SHOP, INC.	TOW FORD ESCAPE/23017708	150.00
BUSE TOWNSHIP	2023 ANNEXATION PAYMENT	3,190.28
CHARTER COMMUNICATIONS	06/02-07/01/23 CABLE	44.88
CHARTER COMMUNICATIONS	06/04-07/03/23 CABLE	52.62
COLE PAPERS INC	OFFICE SUPPLIES	493.88
COMMISSIONER OF REVENUE	2023 JUNE ESTIMATED SALES TAX	58,500.00
COMMISSIONER OF REVENUE	2023 MAY SALES TAX	68,729.00
COOPERS TECHNOLOGY GROUP	APRIL CREDIT-PAID TWICE	8.91-
COOPERS TECHNOLOGY GROUP	INSTALL ADJUST HEIGHTS DESKS	910.00

## General

COOPERS TECHNOLOGY GROUP	JUNE BINDER CLIPS, STAPLES	8.50
COOPERS TECHNOLOGY GROUP	JUNE REDI-SEAL ENVELOPES	15.91
COOPERS TECHNOLOGY GROUP	MAY PAIR OF FROST GUSSETS-HR	48.74
COSSETTE ELECTRIC LLC	JUN DISCONNECT/CAP WIRE LIGHT	93.00
DIAMOND VOGEL PAINTS	JUN GLASS BEADS STOCK ORDER	1,460.00
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	106,364.46
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	2,826.01
EQUIPMENT FUND	ADVANCE-GOLF CRS BOBCAT 5600T	12,746.73
EQUIPMENT FUND	FAB/BEND/CUT REBAR HOLD DOWN S	55.59
EQUIPMENT FUND	MAY FUEL CHARGES #3002	106.90
EQUIPMENT FUND	MAY FUEL CHARGES #3004	38.13
EQUIPMENT FUND	MAY FUEL CHARGES #3006	78.05
EQUIPMENT FUND	MAY FUEL CHARGES #3013	94.58
EQUIPMENT FUND	MAY FUEL CHARGES #3022	35.54
EQUIPMENT FUND	MAY FUEL CHARGES #3041	117.53
EQUIPMENT FUND	MAY REPAIRS/SERVICE #0951	747.35
EQUIPMENT FUND	MAY REPAIRS/SERVICE #3005	156.72
EQUIPMENT FUND	MAY REPAIRS/SERVICE #3006	521.66
EQUIPMENT FUND	MAY REPAIRS/SERVICE #3009	73.39
EQUIPMENT FUND	MAY REPAIRS/SERVICE #3042	185.30
FASTENAL COMPANY	JUN PARK SAFETY VENDING	22.59
FASTENAL COMPANY	JUN STREET SAFETY VENDING	22.59
FERGUS FALLS CONVENTION &	APR 2023 LODGING TAX	10,372.13
FERGUS FALLS CONVENTION &	APR 2023 LODGING TAX ADMIN	311.16-
FERGUS FALLS TOWNSHIP	2023 ANNEX PMT 71003500190000	59.54
FERGUS HOME & HARDWARE	JUN TORDON RTU QUARTS	95.96
GALLAGHER BENEFIT SERVICES INC	PROF SERVICE FEE ARENA MGR	500.00
GALLS LLC	MATTER UNIFORM PURCHASE	154.15
GALLS LLC	RENNER UNIFORM PURCHASE	77.10
GENERAL FUND	MAY COPIER USE	298.06
GENERAL FUND	MAY LONG DISTANCE CHARGES	68.43-
GENERAL FUND	MAY POSTAGE USE	309.42
GENERAL FUND	TRANSFER MAY COPIER USE	422.24-
GENERAL FUND	TRANSFER MAY POSTAGE USE	655.97-
GOODIN COMPANY	CPVC COUP	7.92
GOODIN COMPANY	DELAGOON PARTS, PARK PARTS	280.17
GOODIN COMPANY	RETUN TOILET SEATS	105.99-
GOODIN COMPANY	VACUUM BREAKER	54.47
GRAND FORKS FIRE EQUIPMENT LLC	JUNE BACH STRUCTURE BOOT	566.75
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	519.94
HIGH POINT NETWORKS LLC	HIGH POINT SERVICES FIX 0365	506.25
HIGH POINT NETWORKS LLC	HPN MONTHLY M365/GSUITE BACKUP	228.00
HIRERIGHT LLC	JUN BACKROUND CHECK GEIHSLER	23.50

## General

HOME DEPOT CREDIT SERVICES	JUN TUBE CUTTER/MARKER JUSTIN	34.15
HOME DEPOT CREDIT SERVICES	JUN 1" BIT SET/SCREWDRIVER JUS	19.94
HOME DEPOT CREDIT SERVICES	JUNE #2 PRIME WOOD, ANGLE, ANCHO	38.67
HOME DEPOT CREDIT SERVICES	JUNE LIQUOR DEER REPELLENT	27.97
HOME DEPOT CREDIT SERVICES	JUNE PIPE, CEMENT, BRASS SLEEVES	17.82
HOME DEPOT CREDIT SERVICES	JUNE PVC BUSHING SPGXS, PIPE	31.77
HOME DEPOT CREDIT SERVICES	JUNE RAGS, BLEACH, CLEANER	72.46
HOME DEPOT CREDIT SERVICES	JUNE SPRINKLER, HOSE, BOX FAN	82.91
HOME DEPOT CREDIT SERVICES	JUNE THERMOMETERS	35.18
HOME DEPOT CREDIT SERVICES	MAY MISC MAINT SUPPLIES C HALL	41.54
HOME DEPOT CREDIT SERVICES	MAY TOWSMART TRIBALL MOUNT	99.96
JONAH HOVE	JUNE MEETING-MEALS, FUEL	126.39
JK SPORTS	JUNE BASEBALL JERSEY	34.67
JOE'S HEATING & A/C LLC	REPAIR A/C MAIN TERM. BUILDING	387.00
JUST ADD WATER LANDSCAPE	SERVICE CALL, SPRINKLER HEADS	79.90
KNUTSON ELECTRIC REBUILDING	ARENA, BEARINGS, SHOP SUPPLIES	885.00
KNUTSON LAWN SERVICE	CONTRACT MOWING / RR PROPERTY	545.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 1022 CLEVELAND	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 128 S TOWER RD	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 215 W ALCOTT	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 515 E CHERRY	195.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 524 WESTERN AV	175.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 528 WESTERN	240.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 634 W STANTON	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 638 W STANTON	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING 804 AURDAL	110.00
KNUTSON LAWN SERVICE	CONTRACT MOWING/RR PROPERTY	785.00
TOM LACHOWITZER	REIMBURSEMENT, SAW BLADES	25.74
LAKE REGION ELECTRIC COOP	MAY ELECTRICITY EXPENSE	1,977.41
LAKE REGION ELECTRIC COOP	MAY/SNOW REMOVAL/EQUIP BLDG	114.59
LAKEWAY EXPRESS LLC	FUEL/PARK EQUIPMENT	49.20
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 AUTO INSURANCE	51,121.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 DATA SECURITY	6,224.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 EMPLOYMENT LIABIL	27,185.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 EQUIPMENT BREAKDN	20,562.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 GENERAL LIABILITY	47,995.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 MUNICIPALITY INS	14,275.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 POLICE DEPT LIAB	50,515.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 PROPERTY INSURAN	181,869.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 SEWER BACKUP	11,301.00-
LEAGUE OF MN CITIES INS. TRUST	RECEIPT 2023 WORKERS' COMP	523,308.00-
LEAGUE OF MN CITIES INS. TRUST	2023 AUTO INSURANCE	4,433.00
LEAGUE OF MN CITIES INS. TRUST	2023 BOND INSURANCE	2,255.00

## General

LEAGUE OF MN CITIES INS. TRUST	2023 DATA SECURITY COVERAGE	1,244.80
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	16,595.76
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	7,779.67
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	16,020.71
LEAGUE OF MN CITIES INS. TRUST	2023 POLICE DEPT LIABILITY	50,515.00
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	93,347.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	394,195.39
LEAGUE OF MN CITIES INS. TRUST	3RD QTR 2023 WORKERS' COMP	130,827.00
VICTOR LUNDEEN COMPANY	JUNE 32# TEXT COPY PAPER	99.80
M-R SIGN COMPANY INC	JUN YIELD SIGN FACES	154.80
M-R SIGN COMPANY INC	JUN 28" ORANGE TRAFFIC CONES	975.00
MTI DISTRIBUTING INC	JUN 3" IRRIGATION PARTS SOFTBA	67.59
MARCO TECHNOLOGIES LLC	05/27-06/27/23 COPIER RENT	318.88
MARK SAND AND GRAVEL COMPANY	SAND 51.7 TN	263.67
MARK SAND AND GRAVEL COMPANY	SAND 56.66 TN	288.97
MARK SAND AND GRAVEL COMPANY	SAND 63.55 TN	324.11
MIDWEST PRINTING COMPANY	BUSINESS CARDS B.SCHLESKE	60.00
MN DEPT OF NATURAL RESOURCES	JUNE WILDLAND PPE	209.04
MINNKOTA ENVIROSERVICES INC	SHREDDING FEE MAY	47.20
RYAN MUCHOW	JUNE PICTURE FRAME REPAIRS	145.50
NEO ELECTRICAL SOLUTIONS LLC	JUNE INSPECTION, LAMPS	6,504.77
NYCKLEMOE & ELLIG, P.A.	JUNE PROSECUTING SERVICES	9,492.50
OFFICE OF MNIT SERVICES	JUNE INTERNET USAGE	274.48
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	38,277.82
OTTER TAIL POWER COMPANY	APRIL UTILITY BILL INSERT	264.34
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	2,389.28
OTTER TAIL TELCOM	JUNE ADDITIONAL LISTING	10.00
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	780.49
OTTER TAIL TELCOM	JUNE TELEPHONE LINES	270.85
OTTER TAIL TELCOM	MAY LONG DISTANCE	8.22
PITNEY BOWES CREDIT CORP	03/30-06/29/23 METER RENT	705.00
POLICE DEPT CONTINGENCY FUND	HEINEN, WEST, CEDERBERG	525.00
POLICE DEPT CONTINGENCY FUND	PENS FOR JOB FAIRS	322.90
POLICE DEPT CONTINGENCY FUND	POSTAGE REFILL CK#3873	500.00
POLICE DEPT CONTINGENCY FUND	TITLE HEHN AVALANCHE/FORF	35.00
POLICE DEPT PETTY CASH	TOBACCO COMPLIANCE CHECK DECOY	20.00
PRINCIPAL CUSTODY SOLUTIONS	1ST QTR SERVICE FEE	1,559.22
REDSTONE TECHNOLOGIES INC	POWER 10 FOLLOW UP SUPPORT	6,000.00
SKY CREW SERVICES, LLC	JULY MANAGEMENT FEES	3,500.00
SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION	939.78
SUMMIT COMPANIES	SEMI-ANNUAL SVC/FIRST CYLINDER	197.00
TAMI'S MAPS	DESIGN DOWNTOWN PARKING MAP	240.00
TAPCO	MARCH CABINET BRACKET	194.47



## General

TAPCO	MAY REFUND/DOUBLE PAYMENT	90.00-
VERIZON WIRELESS	CELL/AIR CARDS MAY 2-JUN 1	1,035.67
WADENA ASPHALT INC	JUN BIT MIX LINCOLN AVE	420.00
WADENA ASPHALT INC	JUN BIT MIX LINCOLN/FRIBERG/MI	420.00
WADENA ASPHALT INC	JUN BIT MIX WEST SIDE DR	2,100.00
WEX	MAY FLEX/HSA PART FEE	142.45
WHITE CAP LP	JUN 12.5X432' WOVEN GEOTEXTILE	634.14
	F U N D   T O T A L	168,189.82

## P.A. General

AL'S REFRIGERATION, INC.	MAINT -ICE MACHINE & FOUNTAIN	526.50
ATLAS OUTDOOR SERVICES LLC	JUNE/SBHH SNOW/LAWN CARE	1,000.00
COMSTOCK CONSTRUCTION INC	MOLD MITIGATION -RM 170	7,988.00
COMSTOCK CONSTRUCTION INC	SHADE SAIL INSTALLATION -CBHH	539.32
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	1,182.42
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	8.11
GENERAL FUND	MAY COPIER USE	14.46
GENERAL FUND	MAY LONG DISTANCE CHARGES	1.48
JOHNSON CONTROLS INC	REPAIRED HEATER UNIT RM 120	382.36
JOHNSON CONTROLS INC	REPAIRS TO AC UNIT #1	1,700.55
JOHNSON CONTROLS INC	REPAIRS TO DUCT WORK IN RM 181	435.20
JOHNSON CONTROLS INC	REPLACED EXHAUST FAN MOTOR #7	539.90
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	243.63
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	767.96
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	441.87
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	8,138.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	643.62
MARCO TECHNOLOGIES LLC	05/27-06/27/23 COPIER RENT	51.89
NATURES GARDEN WORLD	SPRINKLER SYSTEM STARTUP CBHH	574.97
OTTER ELECTRIC LLC	REPLACE /INSTALL 20 LED LIGHTS	5,000.00
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	6.35
SUMMIT COMPANIES	MONTHLY MONITORING -JUN	34.00
UGSTAD PLUMBING INC	BOILER/GEN CK 05/03/23	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 05/12/23	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 05/16/23	90.00
WEX	MAY FLEX/HSA PART FEE	3.30
	F U N D   T O T A L	30,493.89

## Regional Treatment Center-City Operated

BANKCARD CENTER	RTC CUUDEBACK DIGITAL	20.00
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	10.24
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	155.00
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	225.35
	F U N D   T O T A L	410.59

## Public Library

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	6.55
BAKER & TAYLOR INC	BOOK	700.34
BAKER & TAYLOR INC	BOOKS	878.76
BAKER & TAYLOR INC	FREIGHT SURCHARGE	15.79
BAKER & TAYLOR INC	PROCESSING	107.06
BANKCARD CENTER	ANNUAL CANVA PRO SUBSCRIPTION	119.40
BANKCARD CENTER	MAY BOOKS	622.84
BANKCARD CENTER	MAY DIGITAL MATERIALS	452.66
BANKCARD CENTER	MAY DVD'S	574.41
BANKCARD CENTER	MAY OPERATING SUPPLIES	301.35
BANKCARD CENTER	MAY RENEW LIBRARY JOURNALS	188.00
BANKCARD CENTER	RENEWAL CONSUMER REPORTS	39.00
DEMCO EDUCATIONAL CORP	PROCESSING SUPPLIES	445.13
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	6,748.72
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	54.42
GENERAL FUND	MAY LONG DISTANCE CHARGES	29.59
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	23.00
HOOPLA	DIGITAL BOOKS	999.91
JUST ADD WATER LANDSCAPE	JUNE SERVICE,REPL SPRINKLER PT	94.90
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	1,482.08
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	1,267.84
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	1,105.26
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	11,924.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	6,067.48
LIBRARY PETTY CASH FUND	BOOKS	9.50
VICTOR LUNDEEN COMPANY	PAPER	579.95
VICTOR LUNDEEN COMPANY	TAPE	40.05
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,776.95
OTTER TAIL POWER COMPANY	APRIL UTILITY BILL INSERT	352.43
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	76.15
OTTER TAIL TELCOM	JUNE LIBRARY FAX LINE	35.15

## Public Library

OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	146.20
US BANK EQUIPMENT FINANCE	PROPERTY DAMAGE SURCHARGE	69.53
US BANK EQUIPMENT FINANCE	05/20-06/20/23 COPIER LEASE	544.87
VIKING LIBRARY SYSTEM	BARCODES	66.00
WEX	MAY FLEX/HSA PART FEE	15.26
	F U N D   T O T A L	37,960.53

## Bigwood Event Center

ARAMARK	JUNE LINEN SUPPLY	490.54
BANKCARD CENTER	APRIL LARGE DRY ERASE CALENDAR	17.17
BANKCARD CENTER	MAY BEVERAGES	25.87
BANKCARD CENTER	MAY FOOD	431.68
CARDCONNECT	MAY CREDIT CARD FEES	57.58
VIKING COCA-COLA BOTTLING CO	MAY BEVERAGES	388.85
COMMISSIONER OF REVENUE	2023 MAY SALES TAX	261.36
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	689.24
INNFORMATION SYSTEMS	INNFORMATION WEB BACKUP/HOSTING	210.00
INNFORMATION SYSTEMS	INNFORMATION WEB SUBSCRIPTION	540.00
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	203.02
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	704.77
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	308.01
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	6,437.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	1,834.97
MARCO TECHNOLOGIES LLC	05/29-06/29/23 COPIER RENT	126.20
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,818.70
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	198.44
OTTER TAIL TELCOM	JUNE INTERNET ACCESS	91.64
TWEETON REFRIGERATION	MAY ICE MACHINE RENTAL	180.00
WEX	MAY FLEX/HSA PART FEE	2.75
	F U N D   T O T A L	15,017.79

## T.I. #IV-10/CDS Development, LLC

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	5.80
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## T.I. 4-14 Prairie View Development

BAKER TILLY MUNICIPAL	04/14/2023 ANALYSIS	1,397.50
	F U N D   T O T A L	1,397.50

## Tax Abatement - Housing Rebate Program

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	60.66
	F U N D   T O T A L	60.66

## T.I. 4-16 FM Bank

BAKER TILLY MUNICIPAL	TIF 4-16 FM BANK TIF PLAN DEVE	8,132.50
	F U N D   T O T A L	8,132.50

## T.I. #IV-7/Kaddatz Hotel

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	5.93
	F U N D   T O T A L	5.93

## MIF/Small Cities Grant

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	4.60
	F U N D   T O T A L	4.60

## IRP Revolving Loan

## IRP Revolving Loan

GENERAL FUND	MAY COPIER USE	7.44
GENERAL FUND	MAY POSTAGE USE	1.20
I94 PROPERTIES LLC	IRP LOAN	250,000.00
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	6.13
	F U N D   T O T A L	250,014.77

## Small Cities Development Program

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	225.23
	F U N D   T O T A L	225.23

## CDBG/HUD Revolving Loan

ADMINISTRATOR'S CONTINGENCY FD	MORTGAGE TAX/I94 PROPERTIES	575.00
ADMINISTRATOR'S CONTINGENCY FD	REGISTRATION TAX/I94 PROPERTIE	46.00
GENERAL FUND	MAY COPIER USE	4.02
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	34.37
TREMLOLO DESIGNS	RENOVATIONS/HOTEL 8-LOAN #509	11,096.49
	F U N D   T O T A L	11,755.88

## G.O. Sales Tax Rev. Bonds, Series 2017

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	40.99
	F U N D   T O T A L	40.99

## Port Authority Bonds, Series 2019A

## Port Authority Bonds, Series 2019A

NORTHLAND TRUST SERVICES, INC.	ANNUAL PAYMENT/FEES	495.00
NORTHLAND TRUST SERVICES, INC.	SEMI-ANNUAL PAYMENT/INTEREST	40,125.00
NORTHLAND TRUST SERVICES, INC.	SEMI-ANNUAL PAYMENT/PRINCIPAL	60,000.00
	F U N D   T O T A L	100,620.00

## G.O. Equipment Certificates, Series 2020A

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	11.79
	F U N D   T O T A L	11.79

## Capital Improvement

BANKCARD CENTER	M.HARRINGTON RECERTIFICATION	250.00
BOLTON & MENK INC	PROF SERV/DELAGOON PARK IMP.	5,315.00
COMSTOCK CONSTRUCTION INC	PAY REQUEST NO 5	487,279.02
FORUM COMMUNICATIONS	LEGAL AD FOR BIDS 5/3/2023	233.28
HOUSTON ENGINEERING INC	PROF SERV AND WELL SAMPLING	3,496.00
JLG ARCHITECTS	PROF SERVICE ENDING 5/31/2023	237,034.26
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	12,120.26
STANTEC CONSULTING SERVICE INC	RTC PHASE 3 EXT.STABILIZATION	1,935.27
TAFT STETTINIUS HOLLISTER LLP	2022 CONTRACT MATTER	7,907.51
WADENA ASPHALT INC	JUN BIT MIX BEHIND SR CENTER	1,518.00
	F U N D   T O T A L	757,088.60

## Airport Capital Improvement

LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	2,029.75
	F U N D   T O T A L	2,029.75

## Liquor Store

AL'S REFRIGERATION, INC.	MAY INSTALL NEW DOOR LATCH	142.50
THE AMERICAN BOTTLING COMPANY	JUNE/MIX	832.10
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	409.57
ARCTIC GLACIER USA INC	JUNE/FREIGHT #3603315802	15.00
ARCTIC GLACIER USA INC	JUNE/FREIGHT #3603315810	25.00
ARCTIC GLACIER USA INC	JUNE/ICE #3603315802	1,032.85
ARCTIC GLACIER USA INC	JUNE/ICE #3603315810	654.33
ARTISAN BEER COMPANY	JUNE/BEER	4,193.06
ARTISAN BEER COMPANY	JUNE/MIX	71.50
BANKCARD CENTER	MAY EXTERIOR VIEW OF BUILDING	170.00
BANKCARD CENTER	MAY LIQUOR STORE SUPPLIES	462.82
BANKCARD CENTER	MAY MOOD PANDORA	57.86
BELLBOY CORPORATION	JUNE/FREIGHT	162.10
BELLBOY CORPORATION	JUNE/LIQUOR	4,005.05
BELLBOY CORPORATION	JUNE/MIX	334.59
BELLBOY CORPORATION	JUNE/WINE	1,440.00
BELLBOY CORPORATION	MARCH/FREIGHT	1.65-
BELLBOY CORPORATION	MARCH/LIQUOR	665.00-
BEVERAGE WHOLESALERS INC	JUNE/BEER	50,407.29
BEVERAGE WHOLESALERS INC	JUNE/LIQUOR	2,826.00
BEVERAGE WHOLESALERS INC	JUNE/MIX	444.25
BEVERAGE WHOLESALERS INC	JUNE/WINE	627.20
BRAUN VENDING INC	JUNE WATER COOLER RENT	16.00
BRAUN VENDING INC	MAY SUPPLIES-WATER	56.00
BREAKTHRU BEVERAGE MINNESOTA	JUNE/FREIGHT	100.42
BREAKTHRU BEVERAGE MINNESOTA	JUNE/LIQUOR	11,984.98
BREAKTHRU BEVERAGE MINNESOTA	JUNE/MIX	2.01-
BREAKTHRU BEVERAGE MINNESOTA	JUNE/WINE	518.00-
CARLOS CREEK WINERY	JUNE/WINE	3,255.00
CAYAN	MAY 2023 CR CD FEES	17,263.32
VIKING COCA-COLA BOTTLING CO	JUNE/MIX	747.00
COMMISSIONER OF REVENUE	2023 MAY SALES TAX	28.24
COPPER TRAIL BREWING CO	JUNE/BEER	294.00
D-S BEVERAGES, INC.	JUNE/BEER	30,797.65
D-S BEVERAGES, INC.	JUNE/LIQUOR	3,263.10
D-S BEVERAGES, INC.	JUNE/MIX	625.85
D-S BEVERAGES, INC.	MAY/BEER	22.50
DACOTAH PAPER CO	JUNE BAGS, ROLL THERMAL	183.60
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	8,617.22
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	23.33
FERGUS BREWING COMPANY LLC	JUNE/BEER	104.00
GENERAL FUND	MAY LONG DISTANCE CHARGES	.85
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	94.20



## Liquor Store

HOME DEPOT CREDIT SERVICES	JUNE CLOROX WIPES,EXTN CORD	65.29
JOHNSON BROTHERS LIQUOR CO	JUNE/FREIGHT	449.94
JOHNSON BROTHERS LIQUOR CO	JUNE/LIQUOR	15,941.15
JOHNSON BROTHERS LIQUOR CO	JUNE/MIX	195.95
JOHNSON BROTHERS LIQUOR CO	JUNE/WINE	6,620.47
LEAGUE OF MN CITIES INS. TRUST	2023 DATA SECURITY COVERAGE	1,244.80
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	2,624.09
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	722.91
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	7,008.19
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	7,627.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	27,559.59
LEIGHTON BROADCASTING	MAY 2023 SWAG BAG SPONSORSHIP	1,500.00
LIQUOR STORE	RECEIPT JUNE RENT	358.00-
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	3,806.11
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	83.46
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	310.85
PAUSTIS WINE COMPANY	JUNE/FREIGHT	147.60
PAUSTIS WINE COMPANY	JUNE/WINE	9,160.83
PEPSI BEVERAGE COMPANY	JUNE/MIX	147.05
PHILLIPS WINE & SPIRITS CO	JUNE/FREIGHT	871.48
PHILLIPS WINE & SPIRITS CO	JUNE/LIQUOR	24,983.55
PHILLIPS WINE & SPIRITS CO	JUNE/MIX	705.50
PHILLIPS WINE & SPIRITS CO	JUNE/WINE	9,760.08
SOUTHERN GLAZER'S OF MN	JUNE/FREIGHT	189.77
SOUTHERN GLAZER'S OF MN	JUNE/LIQUOR	6,975.06
SOUTHERN GLAZER'S OF MN	JUNE/MIX	27.00
SOUTHERN GLAZER'S OF MN	JUNE/WINE	1,144.00
SUMMIT COMPANIES	06/01-08/31/23 MONITORING SVC	79.00
TALKING WATERS BREWING CO LLC	JUNE/BEER	260.00
VINOCOPIA INC	JUNE/FREIGHT	25.50
VINOCOPIA INC	JUNE/MIX	240.00
VINOCOPIA INC	JUNE/WINE	304.00
WEX	MAY FLEX/HSA PART FEE	20.49
WINE MERCHANTS INC	JUNE/FREIGHT	79.98
WINE MERCHANTS INC	JUNE/WINE	5,541.46
	F U N D   T O T A L	280,667.82

## Refuse Disposal

## Refuse Disposal

ALBANY RECYCLING CENTER INC	MAY RECYCLING TV/COMPUTERS	1,867.38
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	328.36
BANKCARD CENTER	MAY INSECT REPELLENT	7.99
BJORN'S HEATING & AIR COND INC	MAY REPLACE RUSTED PIPING	427.50
COMMISSIONER OF REVENUE	2023 MAY SALES TAX	10.38
COMMISSIONER OF REVENUE	2023 MAY SWMT	32,057.00
WASTE MANAGEMENT	05/16-05/31/23 PRO SERVICES	6,637.03
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	15,180.25
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	64.21
FASTENAL COMPANY	JUN REFUSE SAFETY VENDING	22.59
GENERAL FUND	MAY LONG DISTANCE CHARGES	1.07
HOUSTON ENGINEERING INC	2023 SPRING GW SE 572 MONTOR	905.00
HOUSTON ENGINEERING INC	2023 SPRING GW SW 184 MONITOR	313.52
HOUSTON ENGINEERING INC	2023 SPRING GW SW 184 PROFSERV	9,958.50
HOUSTON ENGINEERING INC	2023 SPRING GW SW 572 MONITOR	1,790.25
LEAGUE OF MN CITIES INS. TRUST	2023 DATA SECURITY COVERAGE	1,244.80
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	2,116.03
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	196.94
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	3,696.06
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	1,386.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	46,418.89
LIBERTY TIRE SERVICES LLC	MAY TIRE RECYCLING	926.30
MARCO TECHNOLOGIES LLC	05/27-06/27/23 COPIER RENT	122.81
OTTER TAIL COUNTY TREASURER	MAY TIPPING FEES	103,180.96
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	172.47
OTTER TAIL POWER COMPANY	APRIL SERVICE-MAIL BILLS	77.16
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	25.38
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	142.65
REVTRAK INC	MAY 2023 CR CD FEES	3,391.10
SIGELMAN STEEL & SALVAGE CO	JUN 4X8 16 GA DUMPSTER BOTTOM	428.20
SIGELMAN STEEL & SALVAGE CO	JUN 4X8 16 GAUGE DUMPSTER BOTT	420.00
SIGELMAN STEEL & SALVAGE CO	JUN 4X8 16/12GAUGE DUMPSTER BO	492.70
WASTEWATER TREATMENT FUND	MAY DEMO CELL LEACHATE 78,000	3,510.00
WEX	MAY FLEX/HSA PART FEE	16.50
	F U N D   T O T A L	237,535.98

## Sewage Treatment

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	276.51
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## Sewage Treatment

BANKCARD CENTER	APR ADAPTERS, VALVE, BUSHING	30.35
BANKCARD CENTER	APR OIL, DET.	36.98
BANKCARD CENTER	MAY ADAPTER, ELBOW	2.18
BANKCARD CENTER	MAY BUSHING, NIP POLY,	5.42
BANKCARD CENTER	MAY CUT OFF DISC/15 PK	48.32
BANKCARD CENTER	MAY DAMPER ACTUATOR	108.27
BANKCARD CENTER	MAY FITTING, PVC PIPE, PLUG	91.94
BANKCARD CENTER	MAY FLOOR/WALLMOUNT FAN	96.63
BANKCARD CENTER	MAY HAMMER, RIVETS	37.25
BANKCARD CENTER	MAY LITHONIA REPL. BATTERY	161.99
BANKCARD CENTER	MAY PADDLE SWITCH, GRINDER, HAMM	58.33
BANKCARD CENTER	MAY PVC40-DWV PIPE, FITTINGS	58.16
BANKCARD CENTER	MAY SHIPPING	172.42
BANKCARD CENTER	MAY WASHERS, NOZZLE, HOSE	84.98
BANKCARD CENTER	MAY 5" VALVE ACTUATOR	212.96
BERG-JOHNSON ASSOCIATES INC	MAY SUPPLY MODULE	298.37
BILL'S VIDEO & TV SERVICE INC	MAY SONDE TRANSMITTER, CIRCUIT	500.00
COSSETTE ELECTRIC LLC	JUNE SITEWORK AERATOR MOTORS	985.40
COSSETTE ELECTRIC LLC	JUNE SITEWORK BAR SCREEN MOTOR	138.00
COSSETTE ELECTRIC LLC	JUNE SITEWORK WIRE NEW MOTOR	689.66
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	11,009.06
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	43.94
ENVIRONMENTAL RESOURCE ASSOC	MAY TESTING	430.77
EQUIPMENT FUND	CUT/GRIND/WELD NEW BRACKET	333.54
RYAN GARVIN	APR REIMBURSE SEWER WORK	212.00
GENERAL FUND	MAY LONG DISTANCE CHARGES	8.88
GOIN' POSTAL FERGUS FALLS	JUN RETURN LOANER SEWER CAMERA	20.00
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	117.45
LAKE REGION ELECTRIC COOP	MAY ELECTRICITY EXPENSE	185.58
LEAGUE OF MN CITIES INS. TRUST	2023 DATA SECURITY COVERAGE	1,244.80
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	1,610.49
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	5,592.06
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	2,594.87
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	27,876.00
LEAGUE OF MN CITIES INS. TRUST	2023 SEWER CONNECTIONS/BACKUP	11,301.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	19,613.29
LOBEPRO ROTARY PUMPS INC	JUNE REPLACEMENT LOBES	1,156.25
LOCATORS & SUPPLIES INC	JUN BLUE/RED MARKING PAINT	323.94
MARCO TECHNOLOGIES LLC	05/27-06/27/23 COPIER RENT	122.82
MCMASTER-CARR SUPPLY CO	MAR SS SCREWS,	385.36
MN VALLEY TESTING LABS INC	JUNE TESTING	930.60
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	9,145.50
OTTER TAIL POWER COMPANY	APRIL SERVICE-MAIL BILLS	77.17

## Sewage Treatment

OTTER TAIL TELCOM	JUN. TELEPHONE LINES	25.38
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	139.67
PLUNKETT'S PEST CONTROL INC.	JUNE SPRING/FALL EXTERIOR	21.40
RMB ENVIRONMENTAL LABORATORIES	JUNE ANALYSIS	2,550.86
RMB ENVIRONMENTAL LABORATORIES	MAY ANALYSIS	346.74
REVTRAK INC	MAY 2023 CR CD FEES	3,391.09
SPEE*DEE DELIVERY SERVICE INC	MAY SHIPPING	34.49
SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION	389.54
USA BLUEBOOK	MAY PH BUFFERS,NITRILE GLOVES	595.15
WASTEWATER TREATMENT FUND	RECEIPT TO MAY LEACHATE	3,510.00-
WEX	MAY FLEX/HSA PART FEE	13.75
	F U N D   T O T A L	102,427.56

## Water

ADMINISTRATOR'S CONTINGENCY FD	JUNE UTILITIES REFUND	506.67
ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	128.62
BANKCARD CENTER	APRIL PHONE HOLDER	14.99
BANKCARD CENTER	MAY PADDLE SWITCH,GRINDER,HAMM	58.33
BANKCARD CENTER	MAY WEED KILLER,BRUSH,PITCHER	98.21
BARRY CONST OF FERGUS FALLS	2,900 GAL WATER	10.82-
BARRY CONST OF FERGUS FALLS	3" TEMP HD METER RENT(9 DAYS)	31.77-
BARRY CONST OF FERGUS FALLS	3" TEMP HYD METER DEPOSIT	260.00
COOPERS TECHNOLOGY GROUP	APRIL CREDIT-PAID TWICE	36.30-
CORE & MAIN LP	JUN 2" COUPLING/STIFFENER	145.69
CORE & MAIN LP	JUN 6X2 MJ TAPT PLUG	223.48
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	8,010.15
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	57.46
EQUIPMENT FUND	FAB/WELD PIPE STANDS	166.77
JOHN DEERE FINANCIAL	JUN SS 5/8" BOLTS CTY 1 BOOSTE	51.26
FASTENAL COMPANY	JUN WATER SAFETY VENDING	22.59
FASTENAL COMPANY	MAY S/S TRUBOLT ANCHORS	22.87
FERGUSON WATERWORKS #1657	JUN AMR 360 ADVANCED CLOUD BAS	3,950.00
FERGUSON WATERWORKS #1657	JUN HYMAX REPAIR COUPLERS	2,208.84
FERGUSON WATERWORKS #1657	JUN 1.5" MACH 10 R900I USG MET	985.00
FERGUSON WATERWORKS #1657	JUN 6X20 SS REPAIR CLAMPS	1,030.68
FERGUSON WATERWORKS #1657	JUN 6X24 SS REPAIR CLAMPS	784.05
GENERAL FUND	MAY COPIER USE	98.26
GENERAL FUND	MAY LONG DISTANCE CHARGES	9.73

## Water

GENERAL FUND	MAY POSTAGE USE	338.45
GOIN' POSTAL FERGUS FALLS	JUNE SHIPPING	14.34
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	117.45
GRAYMONT (WI) LLC	MAY HIGH CALCIUM QUICKLIME	8,243.80
HAWKINS INC	JUNE AMMONIA ANHYDROUS	411.60
HAWKINS INC	JUNE FERRIC SULFATE+SHIPPING	2,059.27
HAWKINS INC	JUNE HYDROFLUOSILICIC ACID	844.95
HAWKINS INC	JUNE LPC-5 123/1 LB BLK	1,826.55
HOME DEPOT CREDIT SERVICES	JUN ADAPTER/TUBE WTP CHAD L	20.55
KODRU-MOONEY	MAY FILTER #1 BACKWASH VALVE	11,416.64
LEAGUE OF MN CITIES INS. TRUST	2023 DATA SECURITY COVERAGE	1,244.80
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	1,411.52
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	2,737.14
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	1,799.01
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	15,677.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	16,219.25
MARCO TECHNOLOGIES LLC	05/27-06/27/23 COPIER RENT	122.83
MINNESOTA PUMP WORKS	MAY CO.1 BOOSTER OVERHAUL	7,450.28
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	5,526.02
OTTER TAIL POWER COMPANY	APRIL SERVICE-MAIL BILLS	77.16
OTTER TAIL POWER COMPANY	APRIL UTILITY BILL INSERT	88.12
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	25.38
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	160.62
RMB ENVIRONMENTAL LABORATORIES	JUNE 1ST HALF BACT. MONITORING	150.28
REVTRAK INC	MAY 2023 CR CD FEES	3,391.09
SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION	432.08
WADENA ASPHALT INC	JUN BIT MIX SUMMIT AVE	1,050.00
WEX	MAY FLEX/HSA PART FEE	22.00
	F U N D   T O T A L	101,632.94

## Storm Water

BANKCARD CENTER	MAY PADDLE SWITCH,GRINDER,HAMM	58.33
BANKCARD CENTER	MAY TRAINING DEREK SHOL	40.00
BANKCARD CENTER	MAY TRAINING STEPHEN ANDERSON	40.00
GOPHER STATE ONE CALL	MAY BILLABLE TICKETS	117.45
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	90.50
LEAGUE OF MN CITIES INS. TRUST	2023 GENERAL LIABILITY	386.79
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	462.00

## Storm Water

OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	433.05
	F U N D   T O T A L	1,628.12

## Equipment

ARAMARK UNIFORM SERVICES	MAY LINEN SUPPLY	338.96
ASHBY EQUITY ASSOCIATION	JUN ISO 46 DRUM	672.10
AUTO VALUE - FERGUS FALLS	JUN HEATER HOSE	2.49
AUTO VALUE - FERGUS FALLS	JUN M2T HYD HOSE BULK ROLL	414.00
AUTO VALUE - FERGUS FALLS	JUN STOCK AIR FILTER	30.76
AUTO VALUE - FERGUS FALLS	JUN STOCK GREASE FITTINGS	15.48
AUTO VALUE - FERGUS FALLS	JUN STOCK PARTS ORDER	92.64
AUTO VALUE - FERGUS FALLS	JUN STOCK 10 AMP ATM FUSES	21.93
BANKCARD CENTER	APRIL AIRPORT PARKING	120.00
BANKCARD CENTER	MARCH EQUIPMENT PARTS	494.95-
BANKCARD CENTER	MAY ALUMINUM FUEL TANK	987.62
BANKCARD CENTER	MAY DIESEL BLOCK HEATER CORD	36.09
BANKCARD CENTER	MAY ELBOW, PIPE	34.97
BANKCARD CENTER	MAY FUEL UNIT #3013	25.29
BANKCARD CENTER	MAY FUEL UNIT #484	89.19
BANKCARD CENTER	MAY FUSE HOLDER CARB UNIT 484	35.21
BANKCARD CENTER	MAY MOTOR GRADER UNIT 294	4,040.00
BANKCARD CENTER	MAY REAR DISC BRAKE ROTOR-FABR	30.46
BANKCARD CENTER	PARK-SHOP BATHROOM PARTS	198.27
BANKCARD CENTER	2068 GAS	45.37
BANKCARD CENTER	2094 GAS	27.88
BANKCARD CENTER	2098 GAS	27.10
BANKCARD CENTER	2099 GAS	69.59
COMMISSIONER OF REVENUE	2023 MAY SPECIAL FUEL TAX	864.69
COMMISSIONER OF REVENUE	2023 MAY SALES TAX	79.02
COSSETTE ELECTRIC LLC	JUN DIAG/REPAIR BAND SAW SHOP	115.92
EMPLOYEES INSURANCE TRUST FUND	JUNE HEALTH INSURANCE	5,127.62
EMPLOYEES INSURANCE TRUST FUND	JUNE LIFE INSURANCE	20.28
EQUIPMENT FUND	ADVANCE-GOLF CRS BOBCAT 5600T	12,746.73-
EQUIPMENT FUND	MAY FUEL USAGE	470.73-
EQUIPMENT FUND	MAY REPAIRS/SERVICE	2,240.32-
FARGO FREIGHTLINER	JUN A/C COMPRESSOR/GSKTS U-216	271.22
FARGO FREIGHTLINER	MAY CREDIT RETURNED CHECK VALV	13.50-
FARGO FREIGHTLINER	MAY CREDIT RETURNED OIL SEAL	71.85-

## Equipment

FARGO FREIGHTLINER	MAY CREDIT RETURNED PARTS	184.29-
JOHN DEERE FINANCIAL	JUN PARTS ORDER UNIT 955	564.95
FASTENAL COMPANY	JUN M16-1.5 THREADED NUT	14.66
FASTENAL COMPANY	JUN SHOP SUPPLY VENDING	61.96
GENERAL FUND	MAY LONG DISTANCE CHARGES	16.01
GRAINGER INC	JUN PRESS WAND COUPLINGS U-262	22.97
GRAINGER INC	JUN 1" QUICK COUPLER CAP U-241	24.22
GREAT PLAINS NATURAL GAS CO	MAY NATURAL GAS EXPENSE	495.72
INTERSTATE BATTERY SYSTEM	JUN STOCK BATTERY ORDER	293.90
LAWSON PRODUCTS INC	JUN STOCK SHOP SUPPLY ORDER	462.03
LEAGUE OF MN CITIES INS. TRUST	2023 AUTO INSURANCE	46,688.00
LEAGUE OF MN CITIES INS. TRUST	2023 EMPLOYMENT LIABILITY	898.38
LEAGUE OF MN CITIES INS. TRUST	2023 EQUIPMENT BREAKDOWN	691.97
LEAGUE OF MN CITIES INS. TRUST	2023 MOBILE PROPERTY INSURANCE	12,020.00
LEAGUE OF MN CITIES INS. TRUST	2023 PROPERTY INSURANCE	8,840.00
LEAGUE OF MN CITIES INS. TRUST	2023 WORKERS' COMP INSURANCE	10,755.52
MTI DISTRIBUTING INC	JUN BRAKE PEDAL SWITCH U-1190	67.64
MTI DISTRIBUTING INC	JUN CONE LOCK NUT UNIT 957	97.26
MTI DISTRIBUTING INC	JUN LIFT ACTUATOR UNIT 1189	1,094.05
MTI DISTRIBUTING INC	JUN STOCK TORO FUEL FILTERS	123.08
MTI DISTRIBUTING INC	JUN TIRE TUBE TORO DECK WHEELS	68.08
MCMASTER-CARR SUPPLY CO	JUN PLUMBING PARTS UNIT 83	75.40
MINNESOTA MOTOR COMPANY	MAY CAR WASH	18.00
MINNESOTA MOTOR COMPANY	MAY CAR WASHES	40.00
JARED OLSON	2023 SAFETY BOOT REIMBURSEMENT	161.90
OLYMPIC SALES INC	JUN CONSOLE SWITCHES U-226	185.21
OLYMPIC SALES INC	JUN RUBBER BUMPER ONE ARMS	142.45
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	1,313.84
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	57.12
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	35.75
POMP'S TIRE SERVICE INC	JUN FOAM FILL 410/3.50-4 TIRES	180.00
POMP'S TIRE SERVICE INC	JUN STOCK TIRE ORDER	866.00
PRODUCTIVITY PLUS ACCOUNT	JUN ACS COUPLER REBUILD PARTS	5,025.35
WALLWORK TRUCK CENTER F.F.	JUN 1.5" RAD HOSE U-3013	57.24
WEX	MAY FLEX/HSA PART FEE	5.50
	F U N D   T O T A L	89,075.94

## Employees Insurance

## Employees Insurance

EMPLOYEES INSURANCE TRUST FUND	RECEIPT JUNE HEALTH INSURANCE	162,929.14-
EMPLOYEES INSURANCE TRUST FUND	RECEIPT JUNE LIFE INSURANCE	3,097.76-
	F U N D   T O T A L	166,026.90-

## Flexible Benefit Agency

WEX	2023 FLEX PLAN REIMB	876.25
	F U N D   T O T A L	876.25

## PEG Access

AL'S REFRIGERATION, INC.	MAY START UP A/C-NEW BATTERIES	142.50
BANKCARD CENTER	FORM 990 ONLINE FILING FEE	41.00
CHARTER COMMUNICATIONS	04/26-05/25/23 CABLE	8.85
CHARTER COMMUNICATIONS	05/26-06/25/23 CABLE	8.85
CHARTER COMMUNICATIONS	06/26-07/25/23 CABLE	8.85
DAILY JOURNAL	APRIL/KIDS SCOOP-FFSP	100.00
DAILY JOURNAL	MARCH/KIDS SCOOP-FFSP	125.00
DAILY JOURNAL	MAY/KIDS SCOOP-FFSP	100.00
LIQUOR STORE	JUNE RENT	358.00
OTTER TAIL POWER COMPANY	MAY ELECTRICITY EXPENSE	93.91
OTTER TAIL TELCOM	JUNE TELEPHONE EXPENSE	221.65
SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION	148.50
SUMMIT COMPANIES	06/01-08/31/23 MONITORING SVC	79.00
	F U N D   T O T A L	1,436.11

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

ADVENTURE CYCLING ASSOCIATION	MAY-JUNE AD/ADVENTURE CYCLIST	1,048.00
AVENUE RIGHT	06/01-06/30/23 ADVERTISING	1,700.00
BANKCARD CENTER	APRIL - MAY INTERNET	98.93



6/20/2023

R E S O L U T I O N   R E C O R D

Fergus Falls Convention and Visitor's Bureau, Inc.

BANKCARD CENTER	APRIL POSTAGE	108.00
BANKCARD CENTER	FORM 990 ONLINE FILING FEE	41.00
BANKCARD CENTER	MAY INTERNET ON TABLET	5.55
BANKCARD CENTER	MAY OFFICE SUPPLIES	172.12
BANKCARD CENTER	THE EVENTS CAL PLUGINS SUBSCRI	106.31
BANKCARD CENTER	VISITFERGUSFALLS WEBSITE RENEW	71.97
FERGUS FALLS CONVENTION &	APR 2023 LODGING TAX	10,372.13-
FERGUS FALLS CONVENTION &	APR 2023 LODGING TAX ADMIN	311.16
GENERAL FUND	MAY LONG DISTANCE CHARGES	.82
GENERAL FUND	MAY POSTAGE USE	6.90
OTTER TAIL TELCOM	JUN. TELEPHONE LINES	19.04
RICHES PROPERTIES LLC	JULY RENT	525.00
	F U N D   T O T A L	6,157.33-
	T O T A L   A L L   F U N D S	2,026,651.83

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 20 DAY OF JUNE 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

6/20/2023

R E S O L U T I O N   R E C O R D

BUSE TOWNSHIP	3,190.28
COMMISSIONER OF REVENUE	160,529.69
FERGUS FALLS TOWNSHIP	59.54
MN DEPT OF NATURAL RESOURCES	209.04
OTTER TAIL COUNTY TREASURER	103,180.96
A-1 LOCK & KEY LLC	219.88
ARC DOCUMENT SOLUTIONS LLC	217.19
AT&T MOBILITY	495.88
ADMINISTRATOR'S CONTINGENCY FD	2,349.67
ADVENTURE CYCLING ASSOCIATION	1,048.00
ALBANY RECYCLING CENTER INC	1,867.38
AL'S REFRIGERATION, INC.	811.50
THE AMERICAN BOTTLING COMPANY	832.10
ARAMARK UNIFORM SERVICES	2,515.79
ARAMARK	765.00
AMERICAN PLANNING ASSOCIATION	109.00
SEAN ANDERSON	436.08
ANYTIME PLUMBING LLC	10,160.00
ARCTIC GLACIER USA INC	1,727.18
ARTISAN BEER COMPANY	4,264.56
ASHBY EQUITY ASSOCIATION	672.10
ATLAS OUTDOOR SERVICES LLC	1,000.00
AUTO VALUE - FERGUS FALLS	645.26
AVENUE RIGHT	1,700.00
BAKER & TAYLOR INC	1,701.95
BAKER TILLY MUNICIPAL	9,530.00
BANKCARD CENTER	19,747.43
BARRY CONST OF FERGUS FALLS	214.26
BECKER ARENA PRODUCTS INC	4,625.80
BELLBOY CORPORATION	5,275.09
BERG-JOHNSON ASSOCIATES INC	298.37
BEVERAGE WHOLESALERS INC	54,304.74
BEYER BODY SHOP, INC.	275.00
BILL'S VIDEO & TV SERVICE INC	500.00
BJORN'S HEATING & AIR COND INC	427.50
BOLTON & MENK INC	5,315.00
BRAUN VENDING INC	72.00
BREAKTHRU BEVERAGE MINNESOTA	11,565.39
CARDCONNECT	57.58
CARLOS CREEK WINERY	3,255.00
CAYAN	17,263.32
CHARTER COMMUNICATIONS	124.05
VIKING COCA-COLA BOTTLING CO	1,135.85
COLE PAPERS INC	493.88
COMSTOCK CONSTRUCTION INC	495,806.34
COOPERS TECHNOLOGY GROUP	937.94
COPPER TRAIL BREWING CO	294.00

6/20/2023

R E S O L U T I O N   R E C O R D

CORE & MAIN LP	369.17
COSSETTE ELECTRIC LLC	2,021.98
D-S BEVERAGES, INC.	34,709.10
DACOTAH PAPER CO	183.60
DAILY JOURNAL	325.00
WASTE MANAGEMENT	6,637.03
DEMCO EDUCATIONAL CORP	445.13
DIAMOND VOGEL PAINTS	1,460.00
ENVIRONMENTAL RESOURCE ASSOC	430.77
FARGO FREIGHTLINER	1.58
JOHN DEERE FINANCIAL	616.21
FASTENAL COMPANY	189.85
FERGUS BREWING COMPANY LLC	104.00
FERGUS HOME & HARDWARE	95.96
FERGUSON WATERWORKS #1657	8,958.57
FORUM COMMUNICATIONS	233.28
GALLAGHER BENEFIT SERVICES INC	500.00
GALLS LLC	231.25
RYAN GARVIN	212.00
GOIN' POSTAL FERGUS FALLS	34.34
GOODIN COMPANY	236.57
GOPHER STATE ONE CALL	352.35
GRAINGER INC	47.19
GRAND FORKS FIRE EQUIPMENT LLC	566.75
GRAYMONT (WI) LLC	8,243.80
GREAT PLAINS NATURAL GAS CO	1,132.86
HAWKINS INC	5,142.37
HIGH POINT NETWORKS LLC	734.25
HIRERIGHT LLC	23.50
HOME DEPOT CREDIT SERVICES	588.21
HOOPLA	999.91
HOUSTON ENGINEERING INC	16,463.27
JONAH HOVE	126.39
I94 PROPERTIES LLC	250,000.00
INNFORMATION SYSTEMS	750.00
INTERSTATE BATTERY SYSTEM	293.90
JK SPORTS	34.67
JLG ARCHITECTS	237,034.26
JOE'S HEATING & A/C LLC	387.00
JOHNSON BROTHERS LIQUOR CO	23,207.51
JOHNSON CONTROLS INC	3,058.01
JUST ADD WATER LANDSCAPE	174.80
KNUTSON ELECTRIC REBUILDING	885.00
KNUTSON LAWN SERVICE	2,600.00
KODRU-MOONEY	11,416.64
TOM LACHOWITZER	25.74
LAKE REGION ELECTRIC COOP	2,277.58

6/20/2023

R E S O L U T I O N   R E C O R D

LAKEWAY EXPRESS LLC	49.20
LAWSON PRODUCTS INC	462.03
LEAGUE OF MN CITIES INS. TRUST	130,827.00
LEIGHTON BROADCASTING	1,500.00
LIBERTY TIRE SERVICES LLC	926.30
LIBRARY PETTY CASH FUND	9.50
LOBEPRO ROTARY PUMPS INC	1,156.25
LOCATORS & SUPPLIES INC	323.94
VICTOR LUNDEEN COMPANY	719.80
M-R SIGN COMPANY INC	1,129.80
MTI DISTRIBUTING INC	1,517.70
MARCO TECHNOLOGIES LLC	865.43
MARK SAND AND GRAVEL COMPANY	876.75
MCMASTER-CARR SUPPLY CO	460.76
MIDWEST PRINTING COMPANY	60.00
MINNESOTA MOTOR COMPANY	58.00
MINNESOTA PUMP WORKS	7,450.28
MN VALLEY TESTING LABS INC	930.60
MINNKOTA ENVIROSERVICES INC	47.20
RYAN MUCHOW	145.50
NATURES GARDEN WORLD	574.97
NEO ELECTRICAL SOLUTIONS LLC	6,504.77
NORTHLAND TRUST SERVICES, INC.	100,620.00
NYCKLEMOE & ELLIG, P.A.	9,492.50
OFFICE OF MNIT SERVICES	274.48
JARED OLSON	161.90
OLYMPIC SALES INC	327.66
OTTER ELECTRIC LLC	5,000.00
OTTER TAIL POWER COMPANY	63,526.10
OTTER TAIL TELCOM	5,259.72
PAUSTIS WINE COMPANY	9,308.43
PEPSI BEVERAGE COMPANY	147.05
PHILLIPS WINE & SPIRITS CO	36,320.61
PITNEY BOWES CREDIT CORP	705.00
PLUNKETT'S PEST CONTROL INC.	21.40
POLICE DEPT CONTINGENCY FUND	1,382.90
POLICE DEPT PETTY CASH	20.00
POMP'S TIRE SERVICE INC	1,046.00
PRINCIPAL CUSTODY SOLUTIONS	1,559.22
PRODUCTIVITY PLUS ACCOUNT	5,025.35
RMB ENVIRONMENTAL LABORATORIES	3,047.88
REDSTONE TECHNOLOGIES INC	6,000.00
REVTRAK INC	10,173.28
RICHES PROPERTIES LLC	525.00
SIGELMAN STEEL & SALVAGE CO	1,340.90
SKY CREW SERVICES, LLC	3,500.00
SOUTHERN GLAZER'S OF MN	8,335.83

6/20/2023

R E S O L U T I O N   R E C O R D

SPEE*DEE DELIVERY SERVICE INC	34.49
STANTEC CONSULTING SERVICE INC	1,935.27
SUMMIT COMPANIES	2,298.90
TWEETON REFRIGERATION	180.00
TAFT STETTINIUS HOLLISTER LLP	7,907.51
TALKING WATERS BREWING CO LLC	260.00
TAMI'S MAPS	240.00
TAPCO	104.47
TREMOLO DESIGNS	11,096.49
UGSTAD PLUMBING INC	270.00
USA BLUEBOOK	595.15
US BANK EQUIPMENT FINANCE	614.40
VERIZON WIRELESS	1,035.67
VIKING LIBRARY SYSTEM	66.00
VINOCOPIA INC	569.50
WALLWORK TRUCK CENTER F.F.	57.24
WADENA ASPHALT INC	5,508.00
WEX	1,118.25
WHITE CAP LP	634.14
TOTAL OTHER GOVERNMENT	267,169.51
TOTAL OTHER VENDORS	1,759,482.32
TOTAL ALL VENDORS	2,026,651.83

## Fergus Falls Port Authority, Minnesota Pre-Sale Summary for Issuance of Bonds (the “Bonds”)

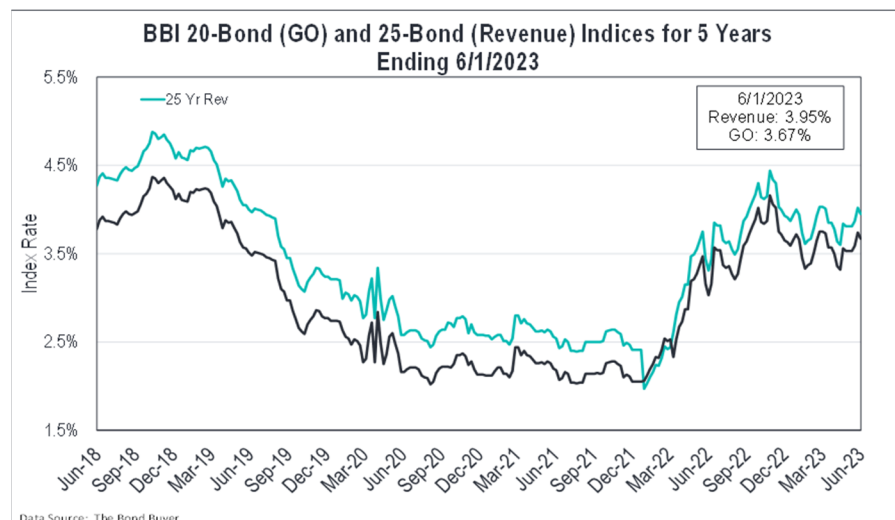
*\$2,170,000 General Obligation Bonds, Series 2023A*

The City of Fergus Falls, Minnesota (the “City”) has requested the Fergus Falls Port Authority (the “Port Authority” or “Authority”) to assist the City in the issuance of bonds to fund projects related to the construction of the Downtown Riverfront Improvement Project. This document provides information relative to the proposed issuance.

<b>KEY EVENTS:</b>	The following summary schedule includes the timing of key events relative to the bond issuance:	
	November 7, 2022	Port Authority Board adopted a resolution requesting the City’s general obligation pledge to the Bonds
	June 20, 2023	Port Authority Board considers resolution authorizing the sale of the Bonds
	Week of June 26, 2023	Rating conference is conducted
	July 17, 2023	Fergus Falls City Council considers resolution consenting to issuance of the Bonds and pledging the general obligation of the City
	<b>July 17, 2023, 10:00 a.m.</b>	<b>Competitive proposals are received</b>
	<b>July 17, 2023, 4:30 p.m.</b>	<b>Authority Board considers award of the Bonds</b>
	August 17, 2023	Proceeds are received

**RATING:** An application will be made to Moody’s Investors Service (Moody’s) for a rating on the Bonds. The City’s general obligation debt is currently rated “Aa3” by Moody’s.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer’s Index (“BBI”) which measures the yield of high-grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody’s or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody’s or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



**PURPOSE:** Proceeds of the Bonds, along with available City funds, donations, and fundraising revenue, will be used to finance projects related to Phase 2 of the construction of a downtown riverfront corridor improvement project to include a river market, public arts space, interactive water components, and related publicly owned infrastructure and amenities, in addition to the construction of trails and plaza areas (the “Downtown Riverfront Project”).

The Authority previously issued \$1,460,000 General Obligation Bonds, Series 2021A, dated October 21, 2021 (the “Series 2021A Bonds”) to finance projects related to Phase 1 of the construction of the Downtown Riverfront Project.

**AUTHORITY:** Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes Chapter 475 and Sections 469.060 and 469.075, as amended, and City Ordinance No. 16, Eighth Series and City Ordinance No. 33, Eighth Series (the “Ordinances”).

Statutory Requirements: Pursuant to Minnesota Statutes the consent of the City Council must be given to the Authority to issue and sell general obligation bonds to which the full faith, credit and resources of the City may be pledged as security. The Ordinances, which were introduced on (i) July 19, 2021 and became effective on August 22, 2021; and (ii) November 7, 2022 and became effective on December 5, 2022 satisfy this requirement.

The City Ordinances authorize the issuance of bonds in a not-to-exceed amount of \$3,700,000. The maximum par amount of the Bonds is \$2,240,000 as \$1,460,000 was used in the issuance of the Series 2021A Bonds.

**SECURITY AND SOURCE OF PAYMENT:** The Authority is authorized to pay principal of, and interest on the Bonds from Authority income from any source. The Bonds are general obligations of the City for which the Authority will pledge the City’s full faith and credit and power to levy direct general ad valorem taxes. The City will make its first levy for the Bonds in 2023 for first collection beginning in 2024. Beginning with the August 1, 2024 interest payment, each year’s collection of taxes, available City funds, donations, and fundraising revenue in the amount of \$614,200 will be used to pay the August 1 interest payment due in the collection year and the February 1 principal and interest payment due in the following year.

**STRUCTURING SUMMARY:** In consultation with the City, the Bonds have been structured around \$164,000 of fundraising revenue in payment years 2025 through 2027, and \$122,200 in 2028, for a total of \$614,200 of future fundraising revenue to result in an approximately level annual levy requirement over a term of 15 years. Contributions in the amounts of \$1,888,500 in City funds and \$1,385,800 in donations have been applied to reduce the par amount of the Bonds.

**SCHEDULES ATTACHED:** Schedules attached for the Bonds include a sources and uses of funds and estimated debt service, given current market conditions.

**RISKS/SPECIAL CONSIDERATIONS:** The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

**SALE TERMS AND MARKETING:** Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.



Prepayment Provisions: Bonds maturing on or after February 1, 2034, may be prepaid at a price of par plus accrued interest on or after February 1, 2033.

Bank Qualification: The Authority does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for this calendar year; therefore, the Bonds are designated as bank qualified.

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## Post Issuance Compliance

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### POST ISSUANCE COMPLIANCE:

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for an exception to the rebate requirements for an issuer that issues \$5 million or less of tax-exempt obligations in a calendar year. The Authority does not expect to issue more than \$5 million in tax-exempt obligation in 2023; therefore, the Authority will qualify as a small issuer and the Bonds will be exempt from rebate.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City and the Authority, as obligated persons with respect to the Bonds, to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors currently provides both continuing disclosure and arbitrage compliance services to the Port Authority and will work with Port Authority staff to include the Bonds under the existing Agreement for Municipal Advisory Services.

### SUPPLEMENTAL INFORMATION AND BOND RECORD:

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

Upon completion of the financing, a bond record will be provided that contains pertinent documents and final debt service calculations for the transaction.

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Preliminary

**\$2,170,000**

**Fergus Falls Port Authority, Minnesota**

General Obligation Bonds, Series 2023A

Downtown Riverfront Project - 15YR Term

**Sources & Uses**

Dated 08/17/2023 | Delivered 08/17/2023

**Sources Of Funds**

Par Amount of Bonds	\$2,170,000.00
Planned Issuer Equity contribution	1,888,500.00
Total Fundraising Equity	1,385,800.00
<b>Total Sources</b>	<b>\$5,444,300.00</b>

**Uses Of Funds**

Deposit to Project Construction Fund	5,353,745.00
Costs of Issuance	52,150.00
Total Underwriter's Discount (1.700%)	36,890.00
Rounding Amount	1,515.00
<b>Total Uses</b>	<b>\$5,444,300.00</b>

Preliminary

**\$2,170,000**

**Fergus Falls Port Authority, Minnesota**

General Obligation Bonds, Series 2023A

Downtown Riverfront Project - 15YR Term

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/17/2023	-	-	-	-	-
08/01/2024	-	-	72,027.39	72,027.39	-
02/01/2025	190,000.00	3.600%	37,688.75	227,688.75	299,716.14
08/01/2025	-	-	34,268.75	34,268.75	-
02/01/2026	235,000.00	3.450%	34,268.75	269,268.75	303,537.50
08/01/2026	-	-	30,215.00	30,215.00	-
02/01/2027	240,000.00	3.300%	30,215.00	270,215.00	300,430.00
08/01/2027	-	-	26,255.00	26,255.00	-
02/01/2028	210,000.00	3.300%	26,255.00	236,255.00	262,510.00
08/01/2028	-	-	22,790.00	22,790.00	-
02/01/2029	100,000.00	3.230%	22,790.00	122,790.00	145,580.00
08/01/2029	-	-	21,175.00	21,175.00	-
02/01/2030	100,000.00	3.200%	21,175.00	121,175.00	142,350.00
08/01/2030	-	-	19,575.00	19,575.00	-
02/01/2031	105,000.00	3.200%	19,575.00	124,575.00	144,150.00
08/01/2031	-	-	17,895.00	17,895.00	-
02/01/2032	110,000.00	3.250%	17,895.00	127,895.00	145,790.00
08/01/2032	-	-	16,107.50	16,107.50	-
02/01/2033	115,000.00	3.300%	16,107.50	131,107.50	147,215.00
08/01/2033	-	-	14,210.00	14,210.00	-
02/01/2034	115,000.00	3.350%	14,210.00	129,210.00	143,420.00
08/01/2034	-	-	12,283.75	12,283.75	-
02/01/2035	120,000.00	3.500%	12,283.75	132,283.75	144,567.50
08/01/2035	-	-	10,183.75	10,183.75	-
02/01/2036	125,000.00	3.650%	10,183.75	135,183.75	145,367.50
08/01/2036	-	-	7,902.50	7,902.50	-
02/01/2037	130,000.00	3.800%	7,902.50	137,902.50	145,805.00
08/01/2037	-	-	5,432.50	5,432.50	-
02/01/2038	135,000.00	3.900%	5,432.50	140,432.50	145,865.00
08/01/2038	-	-	2,800.00	2,800.00	-
02/01/2039	140,000.00	4.000%	2,800.00	142,800.00	145,600.00
<b>Total</b>	<b>\$2,170,000.00</b>	<b>-</b>	<b>\$591,903.64</b>	<b>\$2,761,903.64</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$16,608.56
Average Life	7.654 Years
Average Coupon	3.5638478%
Net Interest Cost (NIC)	3.7859622%
True Interest Cost (TIC)	3.8129163%
Bond Yield for Arbitrage Purposes	3.5441670%
All Inclusive Cost (AIC)	4.2051978%

**IRS Form 8038**

Net Interest Cost	3.5638478%
Weighted Average Maturity	7.654 Years

Preliminary

**\$2,170,000**

**Fergus Falls Port Authority, Minnesota**

General Obligation Bonds, Series 2023A

Downtown Riverfront Project - 15YR Term

**NET DEBT SERVICE vs. REVENUE**

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	105% Overlevy	Revenue	Anticipated Levy
02/01/2024	-	-	-	-	-	-	-	-
02/01/2025	190,000.00	3.600%	109,716.14	299,716.14	299,716.14	314,701.95	164,000.00	150,701.95
02/01/2026	235,000.00	3.450%	68,537.50	303,537.50	303,537.50	318,714.38	164,000.00	154,714.38
02/01/2027	240,000.00	3.300%	60,430.00	300,430.00	300,430.00	315,451.50	164,000.00	151,451.50
02/01/2028	210,000.00	3.300%	52,510.00	262,510.00	262,510.00	275,635.50	122,200.00	153,435.50
02/01/2029	100,000.00	3.230%	45,580.00	145,580.00	145,580.00	152,859.00	-	152,859.00
02/01/2030	100,000.00	3.200%	42,350.00	142,350.00	142,350.00	149,467.50	-	149,467.50
02/01/2031	105,000.00	3.200%	39,150.00	144,150.00	144,150.00	151,357.50	-	151,357.50
02/01/2032	110,000.00	3.250%	35,790.00	145,790.00	145,790.00	153,079.50	-	153,079.50
02/01/2033	115,000.00	3.300%	32,215.00	147,215.00	147,215.00	154,575.75	-	154,575.75
02/01/2034	115,000.00	3.350%	28,420.00	143,420.00	143,420.00	150,591.00	-	150,591.00
02/01/2035	120,000.00	3.500%	24,567.50	144,567.50	144,567.50	151,795.88	-	151,795.88
02/01/2036	125,000.00	3.650%	20,367.50	145,367.50	145,367.50	152,635.88	-	152,635.88
02/01/2037	130,000.00	3.800%	15,805.00	145,805.00	145,805.00	153,095.25	-	153,095.25
02/01/2038	135,000.00	3.900%	10,865.00	145,865.00	145,865.00	153,158.25	-	153,158.25
02/01/2039	140,000.00	4.000%	5,600.00	145,600.00	145,600.00	152,880.00	-	152,880.00
<b>Total</b>	<b>\$2,170,000.00</b>	<b>-</b>	<b>\$591,903.64</b>	<b>\$2,761,903.64</b>	<b>\$2,761,903.64</b>	<b>\$2,899,998.82</b>	<b>\$614,200.00</b>	<b>\$2,285,798.82</b>

Dated	8/17/2023
Delivery Date	8/17/2023
First Coupon Date	8/01/2024

**Yield Statistics**

Bond Year Dollars	\$16,608.56
Average Life	7.654 Years
Average Coupon	3.5638478%
Net Interest Cost (NIC)	3.7859622%
True Interest Cost (TIC)	3.8129163%
Bond Yield for Arbitrage Purposes	3.5441670%
All Inclusive Cost (AIC)	4.2051978%



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** June 20, 2023

**Subject:** Moratorium on the sale of recreational THC until January 1, 2025.

**Recommendation:** Request city council to direct city attorney to draft moratorium on the sales of recreational THC or the issuance of license(s) to sell THC.

**Background/Key Points:** Provide the city more time to exam obligations and planning for the issuance of license(s).

**Budgetary Impact:** None.

**Originating Department:** Public Safety

**Respectfully Submitted:** Kile Bergren, Chief of Public Safety

# ***FERGUS FALLS POLICE DEPARTMENT***

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122 West Junius Avenue, Fergus Falls, MN 56537  
PHONE (218) 332-5555 x FAX (218) 332-5554

To: Mayor and City Councilmembers  
From: Kile Bergren, Chief of Public Safety  
Date: June 15, 2023  
Ref: Moratorium on THC Sales

The Minnesota state legislature currently passed legislation allowing for the sale of recreational THC, or marijuana, which was signed into law by Governor Walz. The law will go into effect on August 1, 2023, and covers a range of measures from use, possession, and sales. It also allows municipalities and other governmental authorities to place a moratorium in effect until January 1, 2025, regarding this issuance of license(s) for the sale of recreational THC, or marijuana. I am strongly encouraging the City to place a moratorium on the issuance of licenses to sell recreational THC, until the January 1, 2025 deadline for a number of reasons.

First, the state must put in place a Cannabis Control Board for the oversight of licensing and regulation of THC. This board will not be in place by August 1, 2023, and could take up to a year to become operational. This in and of itself, would prohibit the city from issuing a license.

Second, there are a lot of questions that remain regarding regulations and requirements of the new law that are still unclear. Similar to the passage of the hemp derived THC edible law last year, where we found that the language of the law was poorly written, left many regulatory issues unaddressed, and was under supported for enforcement and regulatory compliance. It would be prudent to allow the state time to establish their control board and set into place policies and standards first, before we move into the issuance of licenses.

Finally, this moratorium is no way going to block or circumvent the laws of the state that have been enacted but instead to allow the city more time to evaluate our obligations and adequately plan for implementation. I think this would be the most prudent approach given the challenges and obstacles we have faced in trying to navigate the other laws the state has passed regarding similar products.