



City of Fergus Falls Committee of the Whole Agenda

August 16, 2023

7:00 am

City Council Chambers

A. Call to Order

B. Roll Call

C. Discussion Items

1. PI 9502, Old Wastewater Treatment Plant Demolition Project
Brian Yavarow
Requested Action: Recommendation to the council to accept the project plans and specifications and authorize the advertising of bids for PI 9502
2. PI 5361, Minnesota State Active Transportation Infrastructure Program
Brian Yavarow
Requested Action: Recommendation to the council to initiate PI 5361 and authorize a request to MnDOT to prepare the final Active Transportation Grant agreement
3. HRA Levy Request for 2024
Mikel Olson
Requested Action: Recommendation to the council to approve a Fergus Falls HRA Levy request of .0185% of the estimated taxable market value within the City of Fergus Falls
4. Allowing Goats Within the City Limits
Scott Kvamme/Karen Terry
Requested Action: Recommendation to the council to allow goats to be used for vegetation purposes within the city limits
5. Vacant Property Registration
April Zumach
Requested Action: Recommendation to the council to direct staff to work with the City Attorney to establish a vacant building registration

D. Additional Agenda Items

E. Announcements

August 21	5:30 pm	City Council meeting
August 30	7:00 am	Committee of the Whole meeting
Adjourn		



Council Action Recommendation

Page 1 of 2

Meeting Date:

August 16, 2023 – Committee of the Whole
August 21, 2023 – City Council

Subject:

PI 9502 –Old Wastewater Treatment Plant Demolition Project

Recommendation:

- Accept the project plans and specifications
- Authorization to advertise for bids

Background/Key Points:

Interstate Engineering, Inc. has substantially completed the project plans and specifications for the above reference project. The Estimated Probable Construction Cost for Phase 1 is \$582,590.00 and Phase 2 is \$614,770.00. The total combined demolition is \$1,197,360.00. The City must publicly advertise for bids pursuant to the “Competitive Bidding Requirements” monetary thresholds for a minimum 21-day publication.

Last November, the City Council accepted Otter Tail Power’s (OTP) Letter of Intent (LOI) to acquire City owned property. The subject property is located within the abandoned Wastewater Treatment Plant located west of Pisgah Dam along Tower Road. OTP is requesting this tract of land to construct a new electrical substation facility for the Express Feeder Project. This substation needs to be constructed prior to decommissioning existing facilities, such as the current substation located adjacent to the Former Dairy site, near Buse Street.

Due to potential demolition costs, the project will be bid with two phases. Phase 1 consisting of demolishing only what is needed to facilitate OTP’s space needs and Phase 2 consisting of demolishing all the abandoned facility. OTP is planning to start the new substation construction in spring, 2024 if acceptable to this Council, receiving favorable bid pricing, and accepting the pending Purchase Agreement, once prepared.

Budgetary Impact:

The project costs are proposed to be funded thru the Sanitary Sewer Enterprise Fund.

Originating Department:

Engineering Department

Respectfully Submitted:

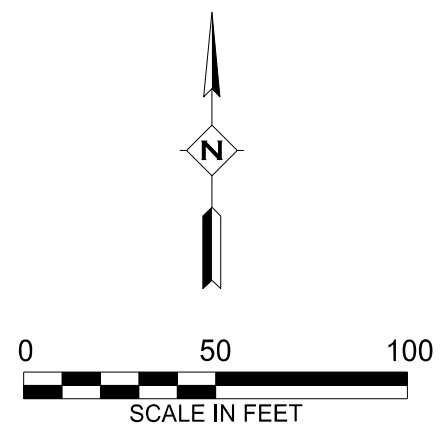
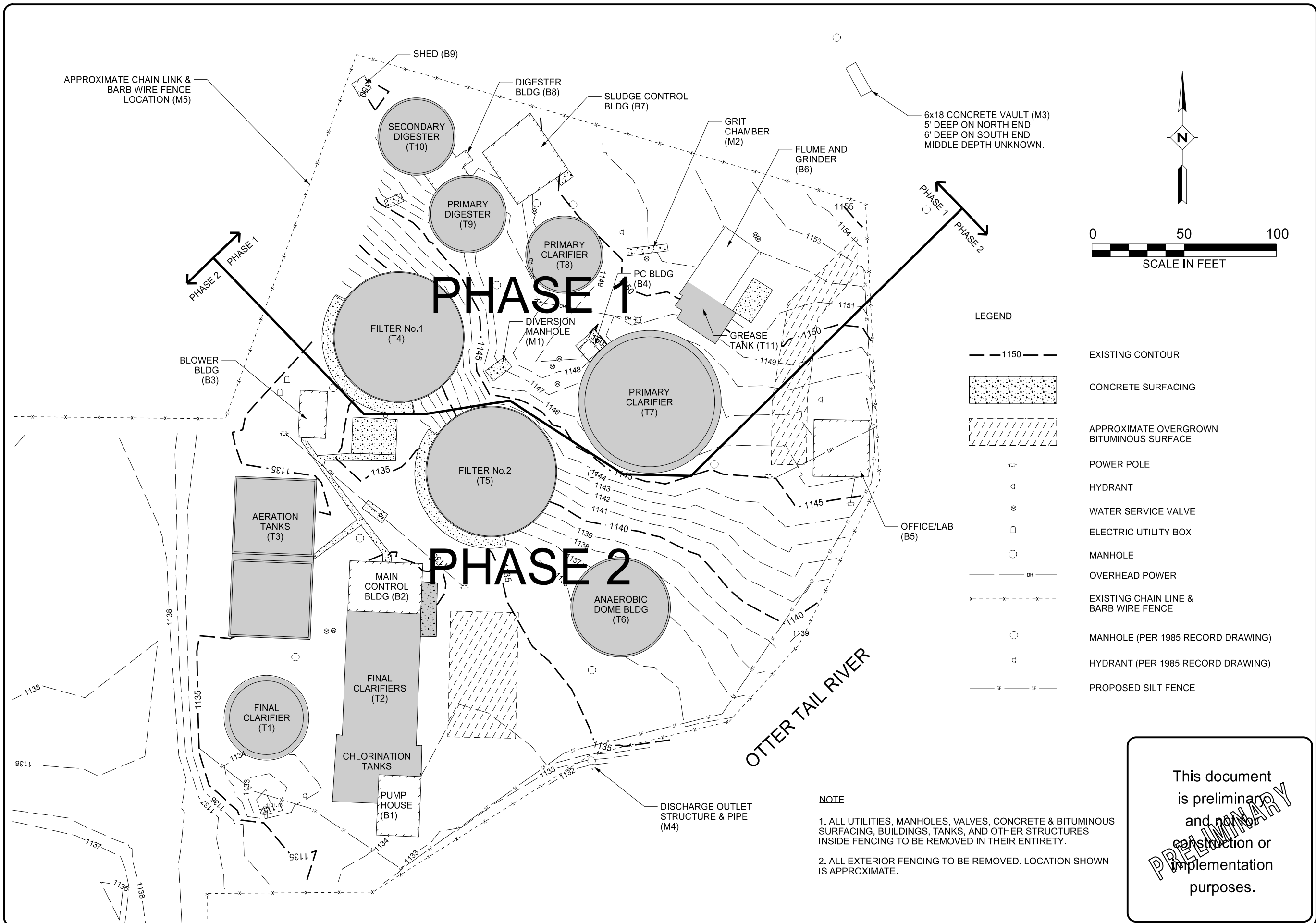
Brian Yavarow, P.E. – City Engineer

Attachments:

Exhibit Phase 1 & Phase 2



Old Waste Water Treatment Plant, Aerial Dated: Oct. 2009



LEGEND

--- 1150 ---	EXISTING CONTOUR
[Stippled pattern]	CONCRETE SURFACING
[Hatched pattern]	APPROXIMATE OVERGROWN BITUMINOUS SURFACE
⊠	POWER POLE
⊕	HYDRANT
⊗	WATER SERVICE VALVE
□	ELECTRIC UTILITY BOX
○	MANHOLE
— OH —	OVERHEAD POWER
- - - - -	EXISTING CHAIN LINE & BARB WIRE FENCE
○	MANHOLE (PER 1985 RECORD DRAWING)
⊕	HYDRANT (PER 1985 RECORD DRAWING)
— SF — SF —	PROPOSED SILT FENCE

NOTE

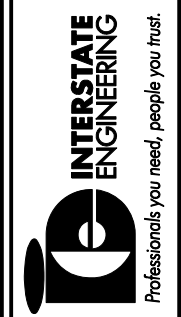
1. ALL UTILITIES, MANHOLES, VALVES, CONCRETE & BITUMINOUS SURFACING, BUILDINGS, TANKS, AND OTHER STRUCTURES INSIDE FENCING TO BE REMOVED IN THEIR ENTIRETY.
2. ALL EXTERIOR FENCING TO BE REMOVED. LOCATION SHOWN IS APPROXIMATE.

This document is preliminary and not for construction or implementation purposes.

Rev No	Date	By	Description

WASTE WATER TREATMENT FACILITY FERGUS FALLS, MINNESOTA		Project No: F1800121	Date: JANUARY 2019
Drawn By: JW	Surveyed By: WIS	Designed By: AS	
DEMO & TEMPORARY EROSION CONTROL			

Interstate Engineering, Inc.
 P.O. Box 316
 116 East Washington Avenue
 Fergus Falls, MN 56538-0316
 Ph (218) 739-5345
 Fax (218) 739-4814
 www.interstateeng.com





Council Action Recommendation

Page 1 of 1

Meeting Date:

August 16, 2023 – Committee of the Whole
August 21, 2023 – City Council

Subject:

2022 Minnesota State Active Transportation (AT) Infrastructure Program

Recommendation:

- Initiate Public Improvement No. 5361
- Authorization requesting MnDOT prepare the final AT Grant Agreement

Background/Key Points:

In October 2022 City Council meeting, this Council motioned authorizing staff to submit a Letter of Intent for the above referenced State program. The final application was submitted by the December 30, 2022 due date. In April, I informed this Council that the City's application was denied. A total of 81 applications were submitted with requests of \$29.5 million. Only nine (9) projects were awarded these funds back then.

This past month, MnDOT notified me indicating additional funds were allocated to this program and the City was awarded the total amount requested of \$391,960.00. Please refer to the attached notification letter. If acceptable, I will respond to the program administrator requesting the AT Grant Agreement be drafted.

Budgetary Impact:

Only specific construction costs are eligible expenses reimbursed thru this program. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right-of-way acquisition, water main, sanitary sewer, and private utility work.

The local share is estimated at \$71,250.00. Although staff is evaluating potential local funding sources, the specific funding source(s) has not been identified at this time. In the interim staff will work on identifying potential funding sources and present option it to this Council along with the AT Grant Agreement, once available.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Letter - 2022 Minnesota State Active Transportation Infrastructure Program

July 27, 2023

Brian Yavarow
City of Fergus Falls
112 W. Washington Avenue
Fergus Falls, MN 56537

Re: 2022 Active Transportation (AT) Infrastructure Program Project Selection

Dear Brian Yavarow,

Thank you for applying for the Active Transportation (AT) Infrastructure Program. The concrete sidewalk, stairs, PED ramps, signs, etc. at four intersections project in the City of Fergus Falls was selected for Active Transportation (AT) Program funds appropriated by the legislature in 2023. We have identified up to \$391,960.00 in AT infrastructure funds for this project.

Enclosed is a State Fund Grantee User Guide that provides a summary of the process for developing and delivering a state general funded project. Your first step will be to request a State Aid Project (SAP) number for this project if you don't already have one (or SP number if you also have federal funding). Please work with your district state aid engineer (DSAE) throughout project development. Please send the SAP number to me immediately after it is issued.

The following are important notes to keep in mind:

- Items that are eligible for AT funds include reasonable elements associated with crossing improvements, off-street facilities, on-street facilities, permanent traffic control devices (not mobile), and in-kind replacements, including basic turf establishment.
- Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way, or on private right-of-way is not eligible. Projects that serve only a recreational or leisure purpose are also not eligible for the AT program is not eligible. Any items that are not eligible for AT funds will be the responsibility of the grantee (see [Program guide \(PDF\)](#)).
- Your agency will be required to execute an AT grant agreement prior to construction, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any cost in excess of the grant amount before the grant can be authorized for reimbursement.
- The plan and engineer's estimate need to be developed with a column that identifies AT participating items. If more than one agency will ultimately own general funded improvements, the engineer's estimate will need separate columns for AT participating costs of each agency. Additionally, if this is the case, separate AT grant agreements will be required with each agency that will ultimately own general funded improvements.
- Regardless of the project location, the design will need to adhere to State Aid standards (which may differ from guidance provided in the MnDOT Bicycle Facility Design Manual), and the DSAE will need to review, approve, and sign plans.

- After DSAE plan approval, you will need a funding letter from the State Aid Programs office before advertising the construction contract. The AT amount in the funding letter will be based on a review of eligible items in the engineer's estimate.
- The State Aid Programs office will provide additional instructions for assembling and executing the AT grant agreement as part of the delivery of the funding letter.
- The final AT amount as included in one or more AT grant agreements will be based on the low bid documents. The AT grant amount is typically capped.
- The AT grant agreement should be fully executed before construction begins.

If you have questions, please contact Steven Prusak at steven.prusak@state.mn.us. I will be your main point of contact for this AT award.

Sincerely,

Steven B. Prusak, P.E.
State Aid Active Transportation Engineer

copy: Nathan Gannon, District 4 State Aid Engineer
Jeff Buschette, District 4 State Aid Assistant Engineer
Rashmi Brewer, State Aid State Programs Engineer
enclosure: State Fund Grantee User Guide

2022 Active Transportation (AT) Infrastructure Solicitation Program and Project Summary (UPDATED)

This document summarizes funding to the Active Transportation (AT) infrastructure program from the June 2021 omnibus transportation finance and policy bill² and the May 2023 omnibus transportation finance and policy bill⁵.

In June 2021, the total \$5 million in AT funding from the 2021 bill was split between infrastructure (\$3.5 million) and non-infrastructure (\$1.5 million) activities. A solicitation was released for the competitive AT infrastructure program on September 12, 2022. Applications were due on the submittal deadline of December 30, 2022. A total of 81 applications were submitted with requests of \$29.5 million in AT infrastructure funding.

On March 6, 2023, the AT Infrastructure Advisory Committee, representing local public organizations and tribal lands statewide, convened, and approved 9 projects for funding through the competitive AT infrastructure solicitation.

In May 2023, \$20.7 million in AT funding from the 2023 bill was split between infrastructure (\$17.7 million) and non-infrastructure (\$3 million) activities. On July 17, 2023, the AT Infrastructure Advisory Committee approved \$4.5 million in awards to additional 11 high-scoring projects from the 2022 AT infrastructure solicitation and reserved the remaining \$13.2 million for the upcoming 2023 AT infrastructure solicitation.

The following is a summary of 20 projects that were selected for funding through the competitive process. Those projects shaded below were selected in July 2023.

(1) Indicates first application out of two different submittals from same agency

² Minnesota 2021 Laws, 1st Special Session, Chapter 5, Article 1, Section 2, Subd. 2(b)

³ Note that no applications were received from federally recognized Indian tribes

(4) Additional \$95,300 awarded in July 2023 to complete full AT project fund request

⁵ Minnesota 2023 Laws, Regular Session, Chapter 68, Article 1, Section 20(b)

Table 1 Major MN Cities

Applicant Agency	District	Project Description	AT Award
Saint Paul Public Works (1)	M	Off-street multi-use trail and improvements along E Lafayette Frontage Road (MSAS 296)	\$ 385,000
City of Rochester (4)	6	Reconstruct three signalized intersections with ADA compliance improvements (Center Street E and Civic Center Drive, 3rd Ave SE and 4th Street SE, and 15th Ave SE and 8 ½ Street SE)	\$ 345,300
City of Duluth	1	Sidewalk and ADA improvements to the Duluth Aerial Lift Bridge	\$ 500,000

Table 2 Metro District Communities

Applicant Agency	District	Project Description	AT Award
City of Richfield (1)	M	New RRFBs and ADA improvements for RAB at 66th St (CSAH 53) and Richfield Pkwy	\$235,950
City of Fridley	M	Multi-use trail along west side of TH 47 between 61st Avenue and 69th Avenue	\$500,000
Dakota County Transportation (1)	M	Ped and bicycle crossing enhancements at multi-locations along Concord Blvd (CSAH 56) between TH-55 and I-494	\$500,000
City of North Saint Paul	M	Sidewalk on the north side of 11th Ave between McKnight Rd and Ariel St	\$456,047

Table 3 Greater MN State Aid Cities

Applicant Agency	District	Project Description	AT Award
City of Willmar	8	1.25 miles of 10-foot multiuse trail along 19th Avenue SW	\$500,000
City of St. Cloud	3	Sidewalks on 4th Street SE and trail west of TH 10 East Frontage Road	\$500,000
City of Fergus Falls	4	Concrete sidewalk, stairs, PED ramps, signs, etc. at four intersections	\$391,960
City of Red Wing	6	New sidewalks along north side of North Service Dr from existing sidewalk connections	\$500,000
City of New Ulm	7	RRFB installation at multiple intersections	\$180,000
City of Marshall	8	Construction of several city-wide pedestrian improvements	\$360,381

(1) Indicates first application out of two different submittals from same agency

² Minnesota 2021 Laws, 1st Special Session, Chapter 5, Article 1, Section 2, Subd. 2(b)

³ Note that no applications were received from federally recognized Indian tribes

(4) Additional \$95,300 awarded in July 2023 to complete full AT project fund request

⁵ Minnesota 2023 Laws, Regular Session, Chapter 68, Article 1, Section 20(b)

For more information visit: <http://www.dot.state.mn.us/active-transportation-program/infrastructure-grants.html>

Or contact: Steven Prusak, State Aid Active Transportation Engineer, 651-366-3827

steven.prusak@state.mn.us

Table 4 Small Cities and Townships

Applicant Agency	District	Project Description	AT Award
City of Pelican Rapids	4	Sidewalks, shared use paths, widened shoulders, and RRFBs along TH 59, TH 108 and CSAH 9	\$370,900
City of Melrose	3	Sidewalk and ADA access on 5th St NE/County Road 168	\$351,725
City of Plainview	6	Sidewalk and ADA improvements along 2nd Avenue NW from TH 42 to CSAH 8	\$383,542
Roseau County	2	Shared use path and ADA establishment along CSAH 74 and CSAH 75	\$500,000
City of Roseau	2	Pedestrian bridge over the Roseau River	\$275,000
City of Paynesville	3	Bituminous trail along the northern side of TH 55 from Burr St. to CR 130	\$500,000
City of St. James	7	Sidewalk on 9th St N, 11th Ave N, and 10th St N	\$216,115

Note: Only 2 township applications received

Table 5 Federally Recognized Tribes³

Applicant Agency	District	Project Description	AT Award
No applications received from federally recognized tribes			

(1) Indicates first application out of two different submittals from same agency

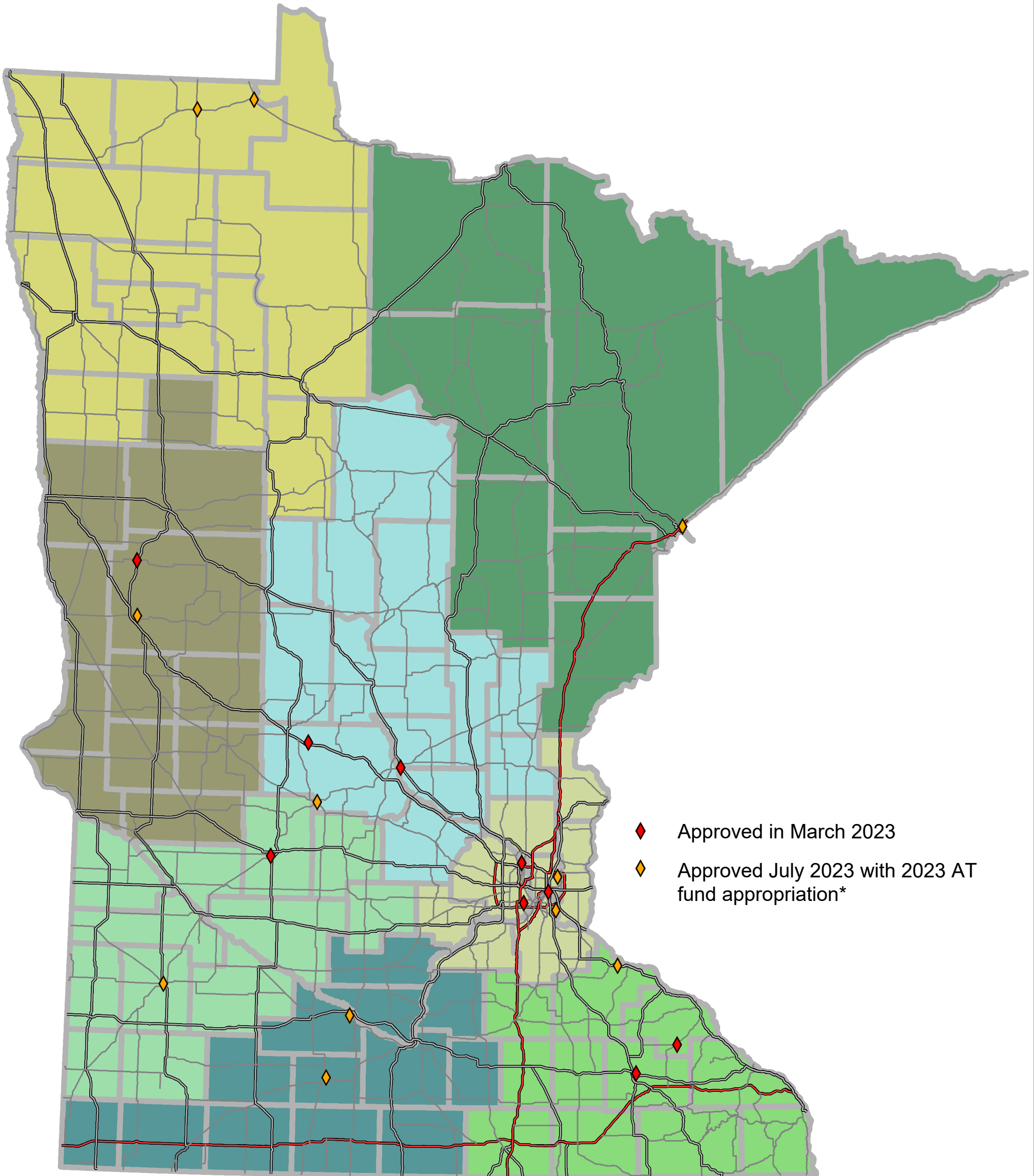
² Minnesota 2021 Laws, 1st Special Session, Chapter 5, Article 1, Section 2, Subd. 2(b)

³ Note that no applications were received from federally recognized Indian tribes

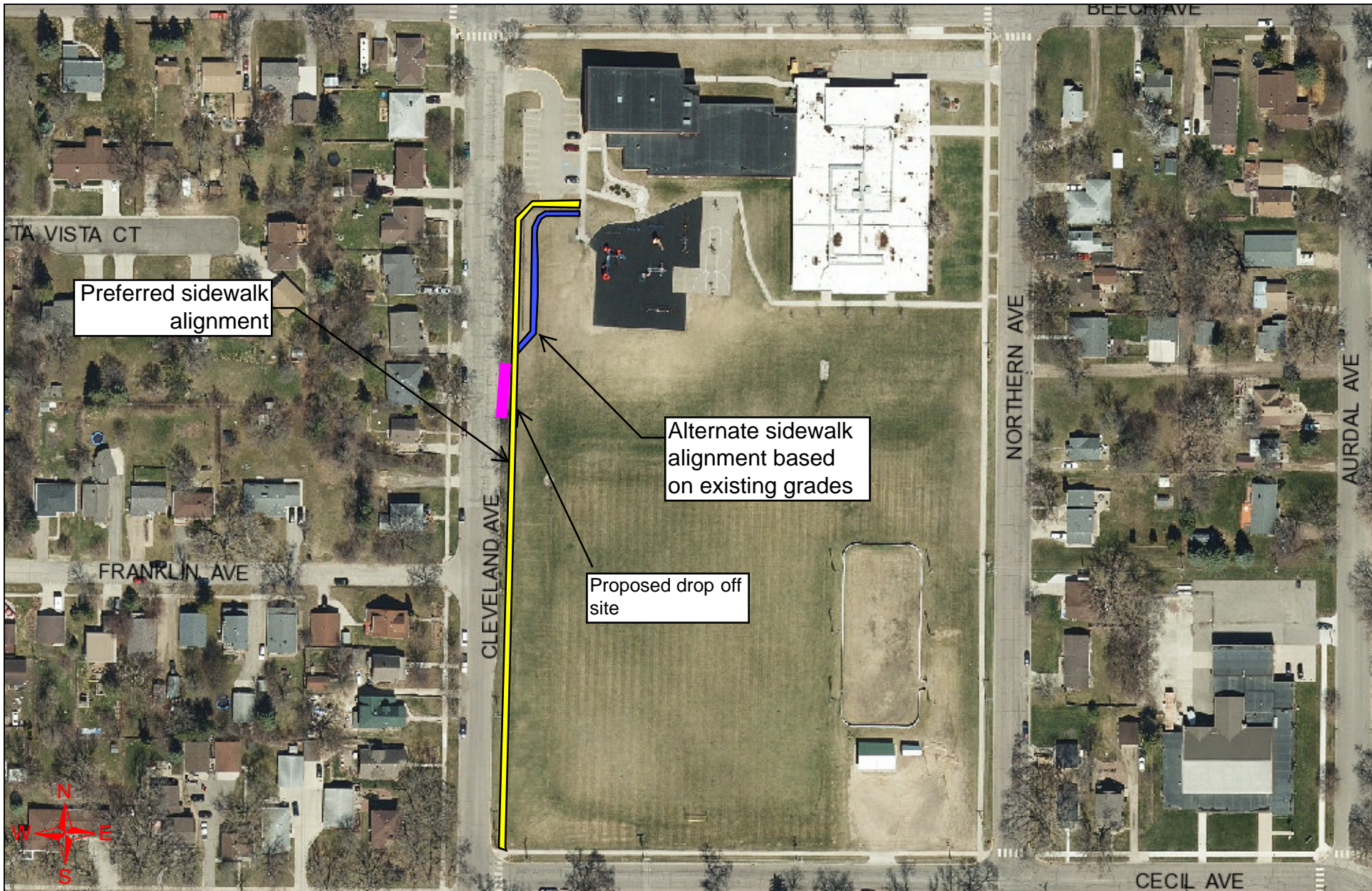
(4) Additional \$95,300 awarded in July 2023 to complete full AT project fund request

⁵ Minnesota 2023 Laws, Regular Session, Chapter 68, Article 1, Section 20(b)

2022 Active Transportation (AT) Infrastructure Project Selections Updates*



July 2023



Preferred sidewalk alignment

Alternate sidewalk alignment based on existing grades

Proposed drop off site



1 inch = 150 feet

State Active Transportation Infrastructure Program
 Fergus Falls, MN - **Option No. 1**

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

**ENGINEERING DEPARTMENT, CITY of FERGUS FALLS
ENGINEER'S ESTIMATE**

Project Type: Curb & Gutter and Concrete Walk

Location: Cleveland Ave.- Cecil Ave. to 200' South of Beech Ave.

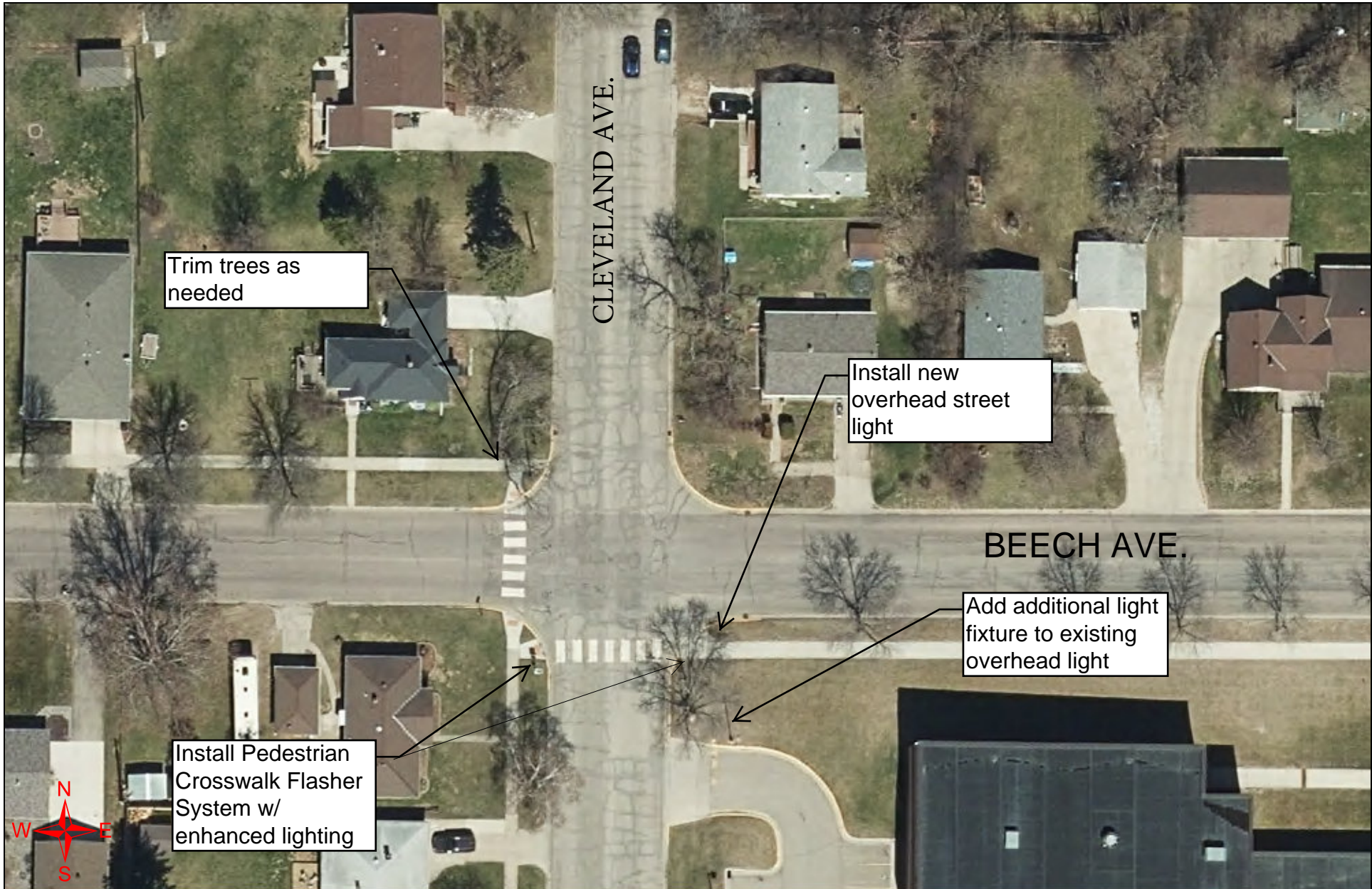
City Proj. No.: Option 1

Pub. Imp. No.: 5361

S. A. P. No.:

ITEM NO.	ITEM	UNIT	TOTAL PROJECT		
			ESTIMATED QUANTITY	UNIT COST	ESTIMATED COST
2021.501	MOBILIZATION	LS	0.25	\$20,000.00	\$5,000.00
2104.501	REMOVE WATER MAIN	L F		\$100.00	\$0.00
2104.501	REMOVE CURB & GUTTER	L F	30	\$25.00	\$750.00
2104.503	REMOVE CONCRETE PAVEMENT 4" & 6"	S F		\$35.00	\$0.00
2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	7.00	\$35.00	\$245.00
2104.509	REMOVE HYDRANT	EACH		\$7,000.00	\$0.00
2104.509	REMOVE TREE	EACH		\$1,500.00	\$0.00
2104.513	SAWING BITUMINOUS PAVEMENT	L F	34	\$20.00	\$680.00
	RELOCATE POWER POLE			\$3,000.00	\$0.00
	INSTALL OVERHEAD LIGHT			\$1,000.00	\$0.00
	TREE TRIMMING			\$2,000.00	\$0.00
2105.501	COMMON EXCAVATION (P) (TRUCK HAUL)	C Y	121.00	\$30.00	\$3,630.00
2211.501	AGGREGATE BASE CLASS 5	TON	124	\$30.00	\$3,720.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	0.5	\$10.00	\$5.00
2360.501	TYPE SP 9.5 WEARING COURSE MIX (SPWEA230B)	TON	1.00	\$200.00	\$200.00
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (SPNWB230B)	TON	2	\$200.00	\$400.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH		\$2,500.00	\$0.00
2504.602	INSTALL HYDRANT 9.0 BURY	EACH		\$8,000.00	\$0.00
2504.608	WATERMAIN FITTINGS	LB		\$100.00	\$0.00
2504.603	6" PVC HYDRANT LEAD C-900	L F		\$50.00	\$0.00
2521.501	4" CONCRETE WALK (SIDEWALK/APRON)	S F	5220	\$12.00	\$62,640.00
2521.501	6" CONCRETE DRIVEWAY PAVEMENT (SIDEWALK/APRON)	S F	140	\$10.00	\$1,400.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	30	\$48.00	\$1,440.00
2531.618	TRUNCATED DOMES	SF	10	\$55.00	\$550.00
2563.601	TRAFFIC CONTROL	LS	0.25	\$5,000.00	\$1,250.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	EACH		\$30,000.00	\$0.00
2573.533	SEDIMENT CONTROL LOG TYPE ROCK (6 L.F.)	EACH	1	\$200.00	\$200.00
2573.533	INLET PROTECTION	EACH		\$200.00	\$0.00
2574.525	COMMON TOPSOIL BORROW	C Y	70	\$50.00	\$3,500.00
2575.501	SEEDING	SY	560	\$7.00	\$3,920.00
2575.562	HYDRAULIC SOIL STABILIZER, TYPE 8 (BONDED FIBER MATRIX Fiber)	LB	405	\$7.00	\$2,835.00
	TESTING ALLOWANCE	LS	0.25	\$10,000.00	\$2,500.00

Total Cost Bid Items	\$94,865.00
Engineering (20%)	\$18,973.00
Contingencies (10%)	\$9,486.50
Total Project Cost	\$123,324.50



Trim trees as needed

Install new overhead street light

Add additional light fixture to existing overhead light

Install Pedestrian Crosswalk Flasher System w/ enhanced lighting



1 inch = 50 feet



State Active Transportation Infrastructure Program
Fergus Falls, MN - **Option No. 2**

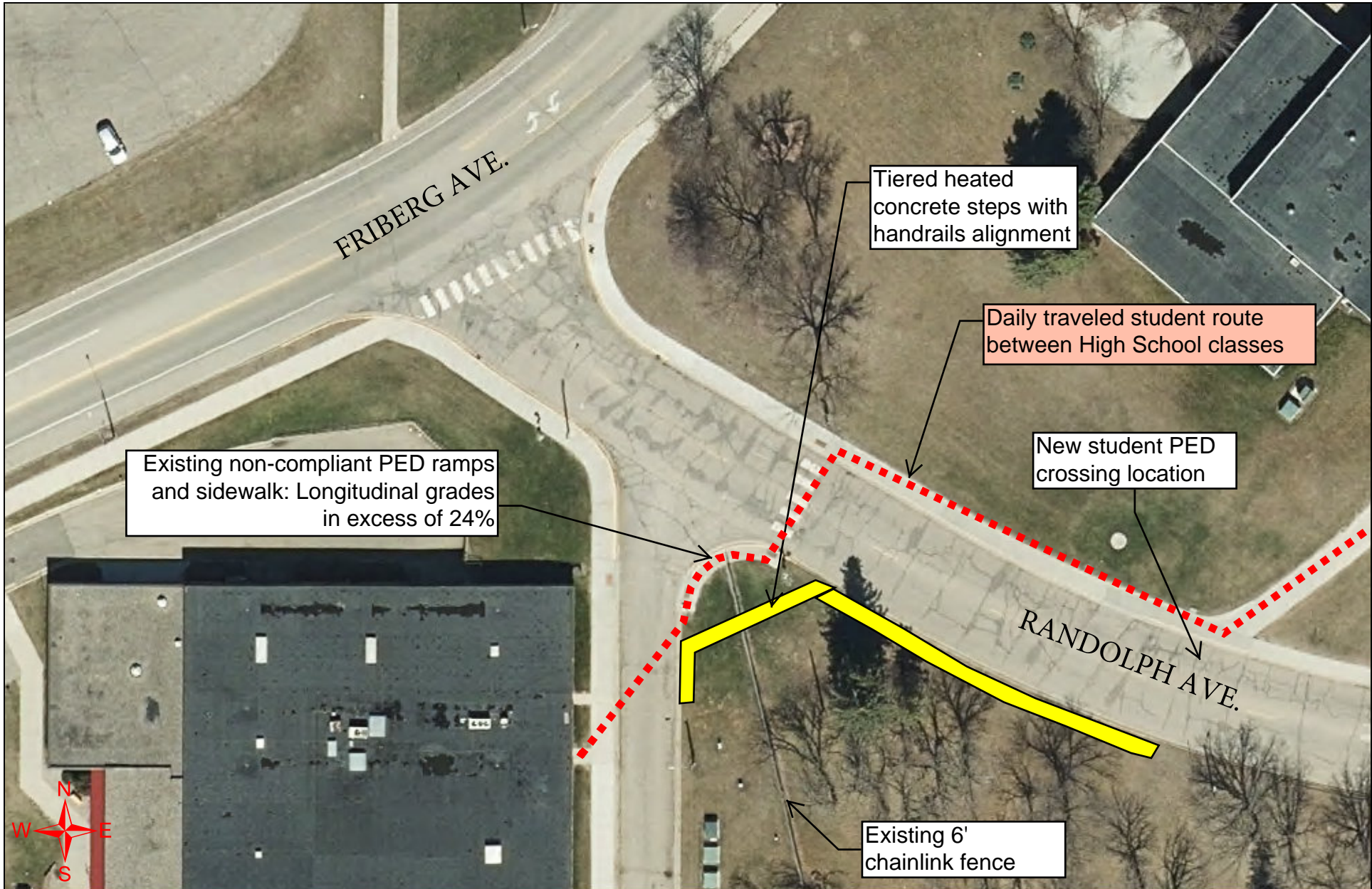
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**ENGINEERING DEPARTMENT, CITY of FERGUS FALLS
ENGINEER'S ESTIMATE**

Project Type: Curb & Gutter and Concrete Walk
Location: Beech & Cleveland Intersection
City Proj. No.: Option 2
Pub. Imp. No.: 5361
S. A. P. No.:

ITEM NO.	ITEM	UNIT	TOTAL PROJECT		
			ESTIMATED QUANTITY	UNIT COST	ESTIMATED COST
2021.501	MOBILIZATION	LS	0.25	\$20,000.00	\$5,000.00
2104.501	REMOVE WATER MAIN	L F		\$100.00	\$0.00
2104.501	REMOVE CURB & GUTTER	L F		\$25.00	\$0.00
2104.503	REMOVE CONCRETE PAVEMENT 4" & 6"	S F		\$35.00	\$0.00
2104.505	REMOVE BITUMINOUS PAVEMENT	S Y		\$35.00	\$0.00
2104.509	REMOVE HYDRANT	EACH		\$7,000.00	\$0.00
2104.509	REMOVE TREE	EACH		\$1,500.00	\$0.00
2104.513	SAWING BITUMINOUS PAVEMENT	L F		\$20.00	\$0.00
	RELOCATE POWER POLE	EACH		\$3,000.00	\$0.00
	INSTALL OVERHEAD LIGHT	EACH	2	\$1,000.00	\$2,000.00
	TREE TRIMMING	LS	1.00	\$2,000.00	\$2,000.00
2105.501	COMMON EXCAVATION (P) (TRUCK HAUL)	C Y		\$30.00	\$0.00
2211.501	AGGREGATE BASE CLASS 5	TON		\$30.00	\$0.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL		\$10.00	\$0.00
2360.501	TYPE SP 9.5 WEARING COURSE MIX (SPWEA230B)	TON		\$200.00	\$0.00
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (SPNWB230B)	TON		\$200.00	\$0.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH		\$2,500.00	\$0.00
2504.602	INSTALL HYDRANT 9.0 BURY	EACH		\$8,000.00	\$0.00
2504.608	WATERMAIN FITTINGS	LB		\$100.00	\$0.00
2504.603	6" PVC HYDRANT LEAD C-900	L F		\$50.00	\$0.00
2521.501	4" CONCRETE WALK (SIDEWALK/APRON)	S F		\$12.00	\$0.00
2521.501	6" CONCRETE DRIVEWAY PAVEMENT (SIDEWALK/APRON)	S F		\$10.00	\$0.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F		\$48.00	\$0.00
2531.618	TRUNCATED DOMES	SF		\$55.00	\$0.00
2563.601	TRAFFIC CONTROL	LS	0.25	\$5,000.00	\$1,250.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	EACH	2	\$30,000.00	\$60,000.00
2573.533	SEDIMENT CONTROL LOG TYPE ROCK (6 L.F.)	EACH		\$200.00	\$0.00
2573.533	INLET PROTECTION	EACH		\$200.00	\$0.00
2574.525	COMMON TOPSOIL BORROW	C Y		\$50.00	\$0.00
2575.501	SEEDING	SY		\$7.00	\$0.00
2575.562	HYDRAULIC SOIL STABILIZER, TYPE 8 (BONDED FIBER MATRIX Fiber)	LB		\$7.00	\$0.00
	TESTING ALLOWANCE	LS	0.25	\$10,000.00	\$2,500.00

Total Cost Bid Items	\$72,750.00
Engineering (20%)	\$14,550.00
Contingencies (10%)	\$7,275.00
Total Project Cost	\$94,575.00

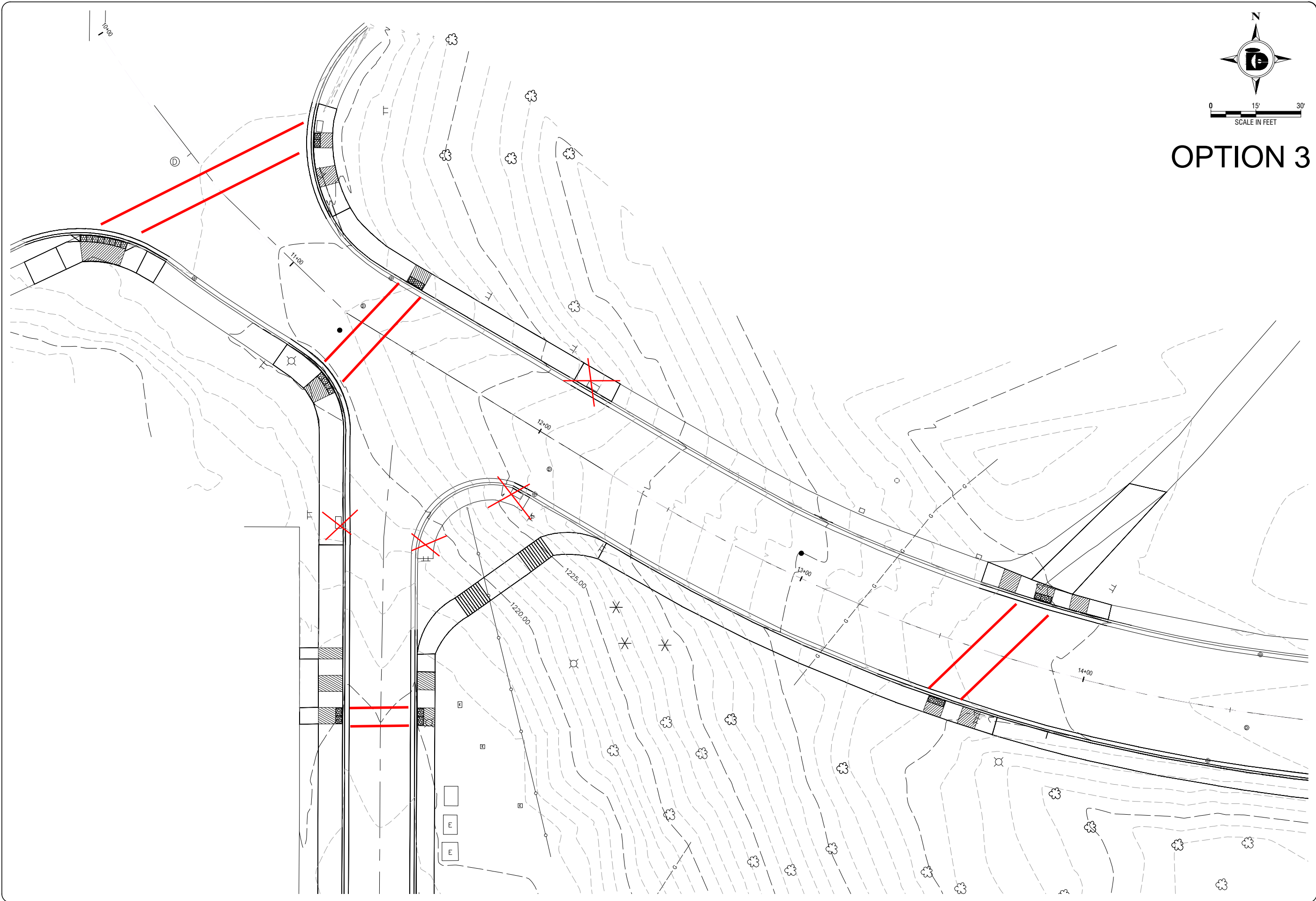


1 inch = 50 feet



State Active Transportation Infrastructure Program
Fergus Falls, MN - **Option No. 3**

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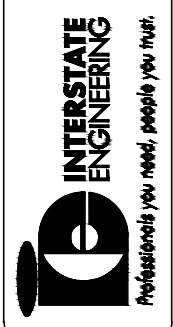


OPTION 3

Rev No	Date	By	Description

PROJECT NAME		DEVELOPER/MUNICIPALITY NAME	
CITY/TOWN AND/OR COUNTY, STATE		CITY/TOWN AND/OR COUNTY, STATE	
PLAN SHEET			
Drawn By:	XXX	Surveyed By:	XXX
Checked By:	XXX	Designed By:	XXX
		Project No:	X0000-000
		Date:	XX/20XX

Interstate Engineering, Inc.
P. O. Box 316
116 East Washington Avenue
Fergus Falls, MN 56538-0316
Ph (218) 739-5545
Fax (218) 739-4814
www.interstateeng.com
Other offices in Montana, North Dakota and South Dakota



C-1D

**ENGINEERING DEPARTMENT, CITY of FERGUS FALLS
ENGINEER'S ESTIMATE**

Project Type: Curb & Gutter and Concrete Walk
Location: Randolph Ave
City Proj. No.: Option 3
Pub. Imp. No.: 5361
S. A. P. No.:

ITEM NO.	ITEM	UNIT	TOTAL PROJECT		
			ESTIMATED QUANTITY	UNIT COST	ESTIMATED COST
2021.501	MOBILIZATION	LS	0.25	\$20,000.00	\$5,000.00
2104.501	REMOVE WATER MAIN	LF		\$100.00	\$0.00
2104.501	REMOVE CURB & GUTTER	LF		\$25.00	\$0.00
2104.503	REMOVE CONCRETE PAVEMENT 4" & 6"	S F		\$35.00	\$0.00
2104.505	REMOVE BITUMINOUS PAVEMENT	S Y		\$35.00	\$0.00
2104.509	REMOVE HYDRANT	EACH		\$7,000.00	\$0.00
2104.509	REMOVE TREE	EACH		\$1,500.00	\$0.00
2104.513	SAWING BITUMINOUS PAVEMENT	LF		\$20.00	\$0.00
	RELOCATE POWER POLE			\$3,000.00	\$0.00
	INSTALL OVERHEAD LIGHT			\$1,000.00	\$0.00
	TREE TRIMMING			\$2,000.00	\$0.00
2105.501	COMMON EXCAVATION (P) (TRUCK HAUL)	C Y	180.00	\$30.00	\$5,400.00
2211.501	AGGREGATE BASE CLASS 5	TON		\$30.00	\$0.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL		\$10.00	\$0.00
2360.501	TYPE SP 9.5 WEARING COURSE MIX (SPWEA230B)	TON		\$200.00	\$0.00
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (SPNWB230B)	TON		\$200.00	\$0.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH		\$2,500.00	\$0.00
2504.602	INSTALL HYDRANT 9.0 BURY	EACH		\$8,000.00	\$0.00
2504.608	WATERMAIN FITTINGS	LB		\$100.00	\$0.00
2504.603	6" PVC HYDRANT LEAD C-900	LF		\$50.00	\$0.00
2521.501	4" CONCRETE WALK (SIDEWALK/APRON)	S F	900	\$12.00	\$10,800.00
2521.501	6" CONCRETE DRIVEWAY PAVEMENT (SIDEWALK/APRON)	S F		\$10.00	\$0.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF		\$48.00	\$0.00
2531.618	TRUNCATED DOMES	SF	16	\$55.00	\$880.00
2563.601	TRAFFIC CONTROL	LS	0.25	\$5,000.00	\$1,250.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	EACH		\$30,000.00	\$0.00
2573.533	SEDIMENT CONTROL LOG TYPE ROCK (6 L.F.)	EACH		\$200.00	\$0.00
2573.533	INLET PROTECTION	EACH		\$200.00	\$0.00
2574.525	COMMON TOPSOIL BORROW	C Y		\$50.00	\$0.00
2575.501	SEEDING	SY		\$7.00	\$0.00
2575.562	HYDRAULIC SOIL STABILIZER, TYPE 8 (BONDED FIBER MATRIX Fibe	LB		\$7.00	\$0.00
	CONCRETE STEPS W/ HANDRAILS	LS	1	\$72,000.00	\$72,000.00
	PED RAMP WITH WALK	LS	1	\$4,500.00	\$4,500.00
	SIDEWALK HEAT & WIRING BACK TO ROOSEVELT BLDG	LS	1	\$7,500.00	\$7,500.00
	LABOR TO INSTALL HEAT & WIRING BACK TO ROOSEVELT BLDG	LS	1	\$8,500.00	\$8,500.00
	MISCELLANEOUS MATERIALS TO GET POWER TO ROOSEVELT BLD	LS	1	\$7,000.00	\$7,000.00
	MISCELLANEOUS GRADING & RESTORATION	LS	1	\$7,000.00	\$7,000.00
2575.562	HYDRAULIC SOIL STABILIZER, TYPE 8 (BONDED FIBER MATRIX Fibe	LB		\$7.00	\$0.00
	TESTING ALLOWANCE	LS	0.25	\$10,000.00	\$2,500.00

Total Cost Bid Items	\$132,330.00
Engineering (20%)	\$26,466.00
Contingencies (10%)	\$13,233.00
Total Project Cost	\$172,029.00



BAIRD AVE.

6' wide concrete sidewalk with PED ramp

Relocate Fire Hydrant

FRIBERG AVE.



1 inch = 100 feet



State Active Transportation Infrastructure Program
Fergus Falls, MN - Option No. 4

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

**ENGINEERING DEPARTMENT, CITY of FERGUS FALLS
ENGINEER'S ESTIMATE**

Project Type: Curb & Gutter and Concrete Walk

Location: Baird Ave.-Friberg Ave. to Invision South Driveway

City Proj. No.: Option 4

Pub. Imp. No.: 5361

S. A. P. No.:

ITEM NO.	ITEM	UNIT	TOTAL PROJECT		
			ESTIMATED QUANTITY	UNIT COST	ESTIMATED COST
2021.501	MOBILIZATION	LS	0.25	\$20,000.00	\$5,000.00
2104.501	REMOVE WATER MAIN	L F		\$100.00	\$0.00
2104.501	REMOVE CURB & GUTTER	L F	60	\$25.00	\$1,500.00
2104.503	REMOVE CONCRETE PAVEMENT 4" & 6"	S F	84	\$35.00	\$2,940.00
2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	14.00	\$35.00	\$490.00
2104.509	REMOVE HYDRANT	EACH	1.00	\$7,000.00	\$7,000.00
2104.509	REMOVE TREE	EACH		\$1,500.00	\$0.00
2104.513	SAWING BITUMINOUS PAVEMENT	L F	68	\$20.00	\$1,360.00
	RELOCATE POWER POLE			\$3,000.00	\$0.00
	INSTALL OVERHEAD LIGHT			\$1,000.00	\$0.00
	TREE TRIMMING			\$2,000.00	\$0.00
2105.501	COMMON EXCAVATION (P) (TRUCK HAUL)	C Y	28.00	\$30.00	\$840.00
2211.501	AGGREGATE BASE CLASS 5	TON	27	\$30.00	\$810.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2	\$10.00	\$20.00
2360.501	TYPE SP 9.5 WEARING COURSE MIX (SPWEA230B)	TON	2.00	\$200.00	\$400.00
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (SPNWB230B)	TON	4	\$200.00	\$800.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$2,500.00	\$2,500.00
2504.602	INSTALL HYDRANT 9.0 BURY	EACH	1	\$8,000.00	\$8,000.00
2504.608	WATERMAIN FITTINGS	LB		\$100.00	\$0.00
2504.603	6" PVC HYDRANT LEAD C-900	L F	10	\$50.00	\$500.00
2521.501	4" CONCRETE WALK (SIDEWALK/APRON)	S F	1050	\$12.00	\$12,600.00
2521.501	6" CONCRETE DRIVEWAY PAVEMENT (SIDEWALK/APRON)	S F	164	\$10.00	\$1,640.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	60	\$48.00	\$2,880.00
2531.618	TRUNCATED DOMES	SF	12	\$55.00	\$660.00
2563.601	TRAFFIC CONTROL	LS	0.25	\$5,000.00	\$1,250.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	EACH		\$30,000.00	\$0.00
2573.533	SEDIMENT CONTROL LOG TYPE ROCK (6 L.F.)	EACH	1	\$200.00	\$200.00
2573.533	INLET PROTECTION	EACH	1	\$200.00	\$200.00
2574.525	COMMON TOPSOIL BORROW	C Y	15	\$50.00	\$750.00
2575.501	SEEDING	SY	130	\$7.00	\$910.00
2575.562	HYDRAULIC SOIL STABILIZER, TYPE 8 (BONDED FIBER MATRIX Fiber)	LB	90	\$7.00	\$630.00
	TESTING ALLOWANCE	LS	0.25	\$10,000.00	\$2,500.00

Total Cost Bid Items	\$56,380.00
Engineering (20%)	\$11,276.00
Contingencies (10%)	\$5,638.00
Total Project Cost	\$73,294.00

ENGINEERING DEPARTMENT, CITY of FERGUS FALLS

ENGINEER'S ESTIMATE

Project Type: Curb & Gutter and Concrete Walk

Location: Various Location

City Proj. No.:

Pub. Imp. No. 5361

S. A. P. No.:

	Construction Cost	Construction Contingency	Engineering Design/Admin	Total
Option 1	\$94,865.00	\$9,486.50	\$18,973.00	\$123,324.50
Option 2	\$72,750.00	\$7,275.00	\$14,550.00	\$94,575.00
Option 3	\$132,330.00	\$13,233.00	\$26,466.00	\$172,029.00
Option 4	\$56,380.00	\$5,638.00	\$11,276.00	\$73,294.00
	\$356,325.00	\$35,632.50	\$71,265.00	\$463,222.50

State Request	\$391,957.50
Local Share	\$71,265.00
Total Estimated Project Cost	\$463,222.50

Fergus Falls Housing & Redevelopment Authority

Email: ffhra@fergusfallshra.com Website: www.fergusfallshra.com

HRA OFFICE and
TIMBER PLACE TOWNHOMES
1151 Friberg Avenue, Fergus Falls, MN 56537
Phone: (218) 739-3249
Fax: (218) 736-4706



RIVERVIEW HEIGHTS
205 North Sheridan Avenue
Fergus Falls, MN 56537
Phone: (218) 739-9498
Fax: (218) 736-4706

July 13, 2023

Andrew Bremseth, City Administrator
City of Fergus Falls
112 West Washington Ave.
Fergus Falls, MN 56537

Andrew:

This is a request by the Fergus Falls Housing and Redevelopment Authority (HRA) for 2024 operational funds according to Minnesota Statute 469.033 which allows the HRA to levy a tax of .0185% of estimated taxable market value within the City, with City approval. Again, as was the case in previous years, this levy amount is not included toward the total levy limit allowed the City of Fergus Falls by the State of Minnesota.

Tax levy funds continue to be vitally important to the Fergus Falls HRA as funds received from Federal and State programs are less than adequate to cover the cost of administration. Program funds directly assisting lower income families have been stable through 2023. However, a portion of the funding required for the administration of these programs is being passed on to local units of government in the areas the programs are benefiting.

According to the Otter Tail County Assessors office, Fergus Falls has 6,425 parcels worth an estimated \$1,315,549,500.00. Approving this request provides approximately \$240,000.00 in operating funds to the HRA, an increase of approximately \$15,000.00 from 2023.

This tax levy not only supports current administrative shortfalls but is helping to expand into other program areas within Fergus Falls, such as Garitz Grove. While local tax levy dollars are not being spent on construction, the time to coordinate a project of this size required additional administrative funds. This development will offer 24 units of Permanent Supportive Housing when complete and will serve a critical need in Fergus Falls by helping to end the cycle of some of our most vulnerable citizens becoming unhoused and facing few options for stability. Construction is underway with completion projected for December 2023.

The Fergus Falls HRA offers 68 units of Public Housing: 60 one-bedroom units at Riverview Heights and 8 three-bedroom scattered site duplexes. Our Public Housing units are full, and there is a waiting list of 76 applicants for Riverview Heights and 67 for family duplexes. Occupancy in Public Housing has been over 96% for more than 2 years. Timber Place is a 20-unit tax credit townhome complex consisting of two and three-bedroom units. All units are full and 16 families are on the waiting list.

The HRA's most recognized program is the voucher program providing reduced rent for families in regular market rate rentals in Fergus Falls, with the subsidy paid directly to landlords. Two



Providing Housing Opportunities in Fergus Falls since 1950

types of vouchers are being administered by the HRA: Mainstream and Housing Choice. Mainstream Vouchers, are special purpose vouchers that aid non-elderly applicants with a disability. An application was made in 2021, and we were awarded 40 new vouchers. This July we assisted 156 households with 'Housing Choice' Vouchers and 39 with the Mainstream program. Applications for vouchers outnumber our ability to assist. Our waiting list for rental assistance averages 200 with an anticipated wait time of 4-6 months. Funding is available to assist more applicants. However, the time it takes to maintain current participants has increased making it difficult to increase utilization with our existing staff.

As in years past, I hope this proposal will be given favorable consideration so that we may continue meeting the housing needs of lower-income families and individuals within the City of Fergus Falls. As the needs of our residents change, we must change too. I strongly believe that Fergus Falls HRA must add a Housing Navigator/Housing Case Manager position within the agency.

This position, when created, will help not only HRA participants, but any tenants seeking help with tenancy in Fergus Falls. From issues with rental history and late payments, to security deposits, to conflicts with neighbors or landlords, we've seen a steady increase in the time it takes to maintain current participants and assist new applicants. The simple truth is that our citizens need help navigating the challenges of securing safe, decent, and affordable housing. Approving the HRA request for 2024 levy funds will be an important step forward in creating this position.

If you have any questions, please feel free to call me.

Sincerely,



Mikel B. Olson, Executive Director
cc: Mayor, Ben Schierer



Council Action Recommendation

Page 1 of 1

Meeting Date: 08/16/2023

Subject: Vacant Building Registration

Recommendation:

Recommendation to Council to direct City Staff work with City Attorney to establish a vacant building registration.

Background/Key Points:

- An excessive demand is being put on limited city resources to monitor and ensure the properties are maintained in a safe, good condition so they do not become a blight to the community.
- Establishes a program for identification and registration of vacant buildings. (*Commercial & Residential*)
- Determines the responsibilities of owners of vacant buildings and structures (*Commercial & Residential*)
- Provides for administration, enforcement, and penalties regarding this program and the regulations.
- An ordinance was looked at in 2009

Budgetary Impact:

Originating Department: Public Works

Respectfully Submitted: April Schubert-Zumach, Code Enforcement Officer

VACANT BUILDING FAQ

An excessive demand is being put on limited city resources to monitor and ensure the properties are maintained in a safe, good condition so they do not become a blight to the community.

What is the purpose of the vacant building program?

The purpose of the vacant building program is to:

- Ensure the property is maintained in a safe and healthy condition.
- Ensure the property does not become a public nuisance, target for vandalism and illegal activity, and blight the neighborhood.
- Identify properties that are life / safety hazards, distressed, unmarketable, and should be demolished.
- Maintain and improve the city's housing stock and preserve property values.
- Provide a mechanism to promote the community and these properties with the partnership of the private sector; provide sound, safe housing; and
- maintain the value in investments for current and future residents and businesses.

When is a property required to be registered as a vacant building?

A residential or commercial property where an entire building on a parcel has been vacant for more than 30 days. For example, this includes a single-family property, a single commercial building that is vacant on a parcel, and a multi-family building that does not have any occupants.

Some exemptions to vacant building registration include:

- A parcel of land that does not have a building located on it.
- Any multi-unit building on a single parcel that has one or more occupants is not considered vacant. Examples include an apartment complex that has a few units available for rent or a multi-tenant commercial property with a space available for rent.
- Extended vacationers or snowbirds - A resident on an extended vacation or alternative living arrangement, including over winter months (snowbird), with the intention to return to the property and live is exempt from registering the vacant building. However, a verified emergency contact number where the property owner is located must be provided and the property must be maintained by a local person / agent, so it does not appear to be vacant.
- Fire-damaged property - A building that has suffered fire damage is exempt from registration if the cleanup, repair, or demolition is completed within 90 days after the date of the fire, and if the exemption is requested in writing.

AN ORDINANCE ADDING CHAPTER-----TO

THE FERGUS FALLS CITY CODE CONCERNING VACANT BUILDINGS

(A) *Declaration of Policy.* The purpose of this chapter is to protect the public health, safety, and welfare by enactment of this ordinance that:

- (1) Establishes a program for identification and registration of vacant buildings.
- (2) Determines the responsibilities of owners of vacant buildings and structures.
- (3) Provides for administration, enforcement, and penalties regarding this program and the regulations.

(B) *Definitions.* Unless otherwise expressly stated, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section.

CODE VIOLATIONS. Violations of any code adopted and/or enforced by the city, which may include but is not limited to the City Code, the State Building Code, Fire Code, and Zoning Code.

DANGEROUS STRUCTURE .A structure that is potentially hazardous to persons or property, including, but not limited to:

- (1) A structure which is in danger of partial or complete collapse;
- (2) A structure with any exterior parts which are loose or in danger of falling; or
- (3) A structure with any parts, such as floors, porches, railings, stairs, ramps, balconies or roofs, which are collapsed, in danger of collapsing or unable to support the weight of normally imposed loads, or otherwise determined to be hazardous or dangerous in their present condition.

ENFORCEMENT OFFICER. The Building Inspector or duly authorized representative.

OCCUPIED. A building that is used for legal occupancy.

OWNER. Those persons shown to be the record owner or owners on the records of the Otter Tail County Assessor, Otter Tail County Recorder, those identified as the owner or owners on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee or vendee in possession, a

mortgagor or vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lesser state therein. Any such person shall have a joint and several obligation for compliance with the provisions of this chapter.

SECURED BY OTHER THAN NORMAL MEANS. A building secured by means other than those used in the design of the building.

UNOCCUPIED. A building that is not being used for a legal occupancy.

UNSECURED. A building or portion of a building that is open to entry by unauthorized persons without the use of tools or ladders.

VACANT BUILDING. A commercial, industrial, multi-family, or residential building or portion of a building that is:

- (1) Unoccupied and unsecured;
- (2) Unoccupied and secured by other than normal means;
- (3) Unoccupied and a dangerous structure;
- (4) Unoccupied and condemned;
- (5) Unoccupied and has property maintenance or building code violations;
- (6) Condemned and illegally occupied;
- (7) Unoccupied and in the process of foreclosure identified by a notice of pendency filed with the Otter Tail County Recorder; or
- (8) Unoccupied and foreclosed upon as identified by the records of the Otter Tail County Recorder.

(C) Vacant Building Registration.

(1) The Owner of a vacant building shall register with the enforcement officer not later than thirty (30) days after any building in the city becomes a vacant building, as defined above, and every twelve (12) months thereafter so long as the building remains vacant. The Owner shall pay a vacant building fee in the amount as may be set from time to time by resolution by the City Council.

vacant building fee within thirty (30) days of being due shall be guilty of a misdemeanor.

(3) All vacant building fees shall be paid in full prior to the issuance of any building permits or approval to re-occupy the structure, with the exception of a demolition permit.

(4) All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than thirty (30) days after the transfer of ownership and subsequent annual fees shall be due on the new anniversary date. A new owner who fails to pay a vacant building fee within thirty (30) days after the transfer of ownership shall be guilty of a misdemeanor.

(5) The owner of a vacant building is responsible to clearly post in a predominant location inside the building a disclosure informing potential buyers of code violations, assessments, or delinquent utility charges against the property.

(6) The enforcement officer shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

(E) *Exemptions.* A building that has suffered fire damage shall be exempt from the registration requirement for a period of ninety (90) days after the date of the fire. The exemption may be extended if the property owner submits a request for extending the exemption in writing to the enforcement officer. This request shall include the following information supplied by the owner:

(1) A description of the premises,

(2) The names, phone numbers, e-mail, and addresses of the owner or owners, and

(3) A statement of intent to repair and reoccupy the building in an expedient manner.

(F) *Inspections.* The enforcement officer shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this chapter. Upon the request of the enforcement officer, an owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection.

(G) *Sale of vacant building.* The new owner(s) shall register or re-register the vacant building with the enforcement officer within thirty (30) days of any transfer of an ownership interest in a vacant building.

(H) *Occupancy.* No vacant building may be occupied without an inspection and approval by the Building Inspector for occupancy. Occupancy shall not be granted if there are property maintenance violations on site or if the structure is deemed uninhabitable by the Building Inspector.

(E) *Violations a misdemeanor.* Any person violating any provision of this chapter or providing false information to the enforcement officer shall be guilty of a misdemeanor.

(F) Nothing in this chapter shall be deemed to abolish or impair existing remedies of the city authorized under the City Code or Minnesota Statutes Sections 463.15 through 463.26.

city.vacantbuildings 2/3/09

Proposed registration fee

A: Fees are due at the time of registration and renewal.

The fee schedule is as follows:

VACANT BUILDING REGISTRATION

Residential Property

Vacant Less Than 1 Year \$100.00 / Unit

Vacant 1+ Years \$200.00 / Unit

Commercial, Industrial, Non-Residential Property

Vacant Less Than 1 Year \$1,000.00

Vacant 1+ Years \$2,000.00

Administrative Registration Penalty \$100.00