



**City Council Agenda**  
**January 2, 2024**  
**5:30 pm in the City Council Chambers**

Invocation  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
  - 1. Housing Tax Rebate Program public hearing for 1395 Lenore Way
    - a. Resolution approving a property tax rebate for 1395 Lenore Way
- E. Awarding of Bids
- F. Petitions, Communications and Open Forum
  - 1. Resolution acknowledging the retirement and 27 years of service from Jeff Walvatne
- G. Consent Agenda
  - 1. Motion approving the minutes from the December 18, 2023, City Council meeting
  - 2. Motion approving licenses
  - 3. Resolution designating the Daily Journal as the 2024 legal publication
  - 4. Resolution designating the 2024 depositories
  - 5. Resolution delegating the City Administrator, Finance Director, Assistant Finance Director, Payroll Officer, and Human Resources Director the authority to make 2024 electronic fund transfers on behalf of the City of Fergus Falls
  - 6. Resolution adopting the 2024 Elected Officials Out of State Travel Policy
  - 7. Resolution affirming the Code of Conduct for Elected Officials
  - 8. Resolution declaring Summerfest, Over the River, and Shop, Move and Groove as 2024 Community Festivals
  - 9. Resolution accepting budget adjustments
  - 10. Resolution approving the updated Gifts & Appraisal, Internet Acceptable Use and Privacy & Confidentiality policies for the Fergus Falls Public Library
  - 11. Resolution setting the 2024 Tax Rebate Program public hearing dates
  - 12. Resolution accepting a \$200 donation from Fergus Falls Home and Hardware and a \$418 donation from the Kiwanis Otter Risers Club for the Fire Department Youth Explorer Program
  - 13. Resolution declaring surplus equipment and authorizing its disposal
- H. Ordinance and Resolutions
- I. Presentation of Claims \$462,742.39

- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
  - 1. Motion appointing the 2024 Acting Mayor
  - 2. Motion approving the 2024 Mayor's council appointments
- N. Miscellaneous Announcements
  - January 10 7:00 am Committee of the Whole meeting  
Christmas tree pickup
  - January 15 Most city offices and facilities closed for observation of Martin Luther King Jr. holiday. Garbage and recycling normally picked up on Monday will be collected on Tuesday January 16. Tuesday collection will be on Wednesday January 17
  - January 16 5:30 pm City Council meeting
- O. Adjournment

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



# Council Action Recommendation

---

Page 1 of 1

**Meeting Date:**

January 2, 2024 – City Council

**Subject:** Tax Abatement Agreement- Housing Rebate Program

**Recommendation:** Following a public hearing, approve a tax rebate of up to \$5,000 for 1395 Lenore Way and allow City officials to sign a tax abatement agreement with resident Kaitlyn Lindberg.

**Background/Key Points:** The purpose of the Tax Rebate Program is to encourage the construction of new primary residence single and two-family housing units and encourage the replacement of dilapidated housing structures in Fergus Falls. 1395 Lenore Way (PID 71002991941000) was submitted to the city as a Habitat for Humanity Home by the county in 2021, but its submission was missed by city staff and the project was not added to the city's roster of rebated properties. 1395 Lenore Way was an estimated project valuation of \$190,000 in 2021 and is now valued by the County at \$40,100. This is below the city's identified program cutoff of \$400,000 estimated project valuation, and had the submission been reviewed in 2021, it would have been deemed a complete and acceptable application packet. The home is therefore an excellent candidate for tax abatement, with the homeowner seeing a benefit right away in 2024.

**Budgetary Impact:** Any person who files application materials for new primary residence single and two-family housing units between Jan 1, 2020 and Dec 31, 2024 may be eligible to receive a 100% rebate of Fergus Falls' share of increased real estate taxes as a result of building a new home for a period of up to 5 years or up to \$5,000, whichever is met first.

**Originating Department:** Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager

Attachments: Tax Rebate Program Application

# OTTER TAIL COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2022)

Property Owner / Applicant: Fergus Falls Area Habitat for Humanity Affiliate Inc.

Current Address: P.O. Box 434, 1500 S. Cascade Ave, Fergus Falls MN 56538

Telephone: (218) 736-2905 E-Mail: Fergus habitat@gmail.com

Are property taxes current?  Yes  No

Proposed Project:  New Construction  Replacement of housing unit

Project Type:  Single Family  Two Family

Project Address (if available): 1395 Lenore Way, Fergus Falls, MN 56537

Parcel Number: 71-002-99-1941-000 Estimated Project Valuation: \$ 190,000.00

Applicant Statement: Request rebate to assist in the construction of entry level housing in Fergus Falls.

(Please provide a statement as to why you are requesting a rebate of property taxes.)

**Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)**

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

Stanley A. Carignan 10/21/2021  
Construction Certification Signature Date

Stanley A. Carignan 10/21/2021  
Signature of Applicant(s) Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

## FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County \_\_\_\_\_ Date: \_\_\_\_\_

City or  Township of \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

Please submit completed application with attachments to:

Otter Tail County Community Development  
520 West Fir Ave, Fergus Falls, MN 56537 or:  
[abaldwin@co.ottertail.mn.us](mailto:abaldwin@co.ottertail.mn.us)

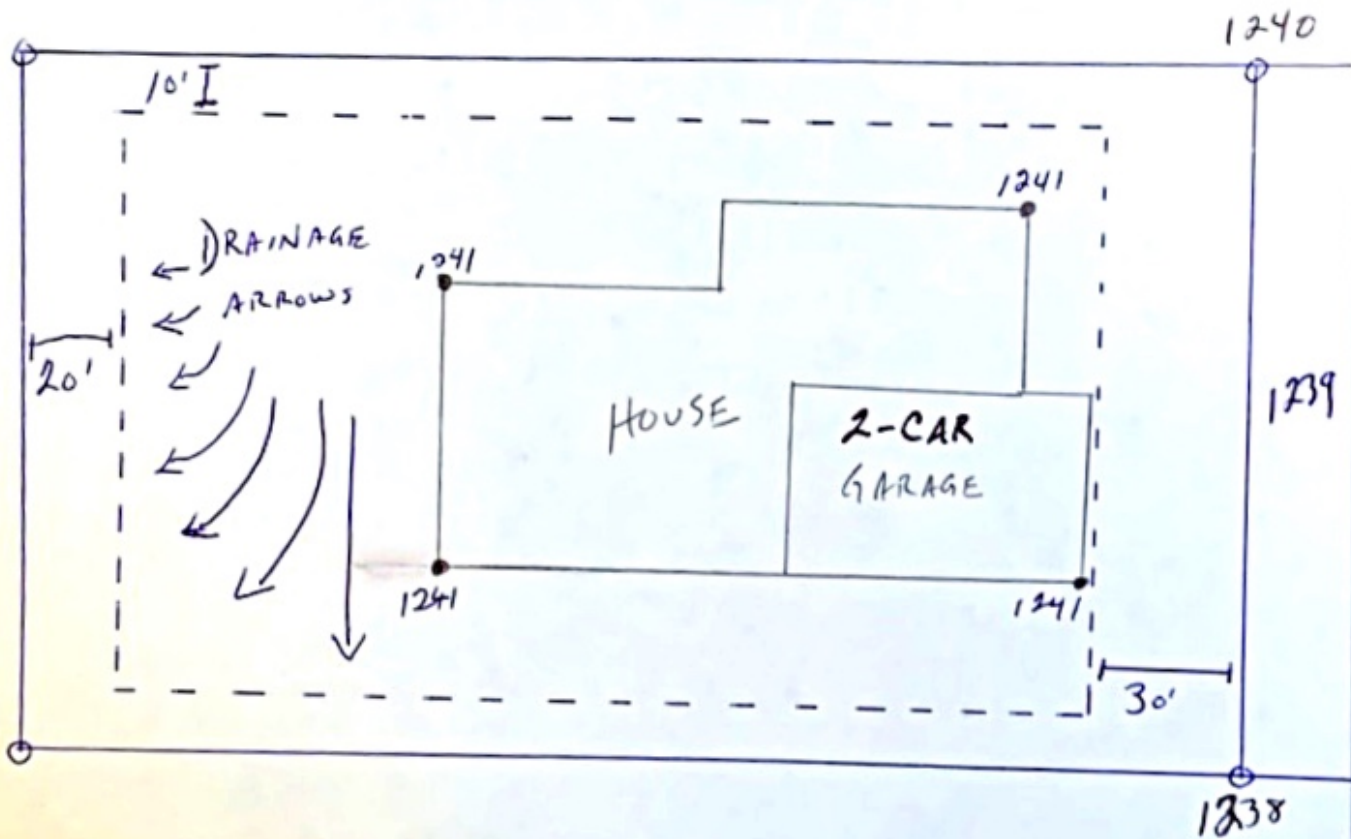


1N

FERGUS FALLS AREA HABITAT FOR HUMANITY

1395 LENORE WAY (LOT 6)

71 002 99 194 1000



RESOLUTION #\_\_-2024  
RETIREMENT OF JEFF WALVATNE

WHEREAS, Jeff Walvatne has submitted his intent to retire effective December 31, 2023, and,

WHEREAS, Jeff was hired as a Refuse Carrier on October 10, 1996 and,

WHEREAS, Jeff moved to Utility Maintenance/Light Equipment Operator at the burner on April 4, 1997 and,

WHEREAS, on February 28, 2000 Jeff moved to Park Maintenance II/Mechanic and on December 10, 2020 he moved to a Refuse Driver, a position he has held until the present time and,

WHEREAS, Jeff's skill and knowledge in maintaining and repairing a variety of small engines and his affinity for growing a variety of flowers was crucial in keeping our parks maintained and beautified for over 20 years and,

WHEREAS, when Jeff transitioned to a refuse driver, his positive attitude and acceptance of change increased our level of service to the residents/customers of the City of Fergus Falls. Jeff has always had a propensity to laugh and have fun at work which will be missed.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, to accept the resignation of Jeff Walvatne and thank him for 27 years of dedicated service as an employee to the City of Fergus Falls.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024 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 Meeting  
December 18, 2023

The Fergus Falls City Council held a regular meeting on December 18, 2023, at 5:30 pm in the City Council Chambers. Scott Kvamme gave the invocation, and the Pledge of Allegiance was recited. Council members in attendance were Rufer, Thompson, Hicks, Fish, Job, and Kvamme. Kremeier and Rachels were absent.

### **Approval of Agenda**

A motion and second were made by Hicks and Rufer approving tonight's agenda with the addition of an update on the golf course contract and removing the Transportation Agreement from the consent agenda and the motion carried.

### **PI 5347 Bid Award**

Bids were opened for PI 5347 the street resurfacing, base patching, and ADA improvements on Broadway: Fir to Lincoln and Randolph Avenue: Springen to Friberg Avenue. Ferguson Asphalt Paving Inc. submitted the low bid in the amount of \$1,158,807.60. This project will be 80% funded by federal funds and 20% by state funds and the estimated total project is \$1,625,017.28. Hicks offered **Resolution #212-2023** awarding the construction services contract to Ferguson Asphalt Paving Inc in the amount of \$1,158,807.60 contingent upon receiving the remaining state approvals, which was seconded by Thompson and was adopted.

### **Consent Agenda**

The following items were approved under **Resolution #213-2023** by Thompson: Motion approving the minutes from the December 4, 2023, City Council meeting. Motion approving the following licenses: Tobacco Lincoln Vapors LLC; Minnesota Lawful Gambling Permit Someplace Safe for raffle at M-State on February 17, 2024 and Otter Tail County Chapter Pheasants Forever for raffle at Eagles Aerie #2339 on April 13, 2024; Mechanical E&H Enterprises of Alexandria/Ellingson Plumbing & Heating, Fire N Ice Heating & A/C, All Seasons Heating and A/C, Elite Heating and Air; 3.2% On Sale Malt Liquor & Wine I-94 Speedway; Full Liquor Bigwood Event Center; Excavator Diversified Foundations. The resolution was seconded by Rufer and was adopted.

### **Transportation Agreement**

The city's transportation agreement with Transportation Alternatives is a five-year contract that automatically terminates if the city does not budget for these services. Hicks offered **Resolution #214-223** approving a transportation agreement with Transportation Alternatives, which was seconded by Fish and was adopted.

### **Donation to Fergus Falls Public Library**

Fish offered **Resolution #215-2023** accepting a donation in the amount of \$20,000 from the Porter Family Fund, which was seconded by Thompson and was adopted.

### **Conditional Use Permit: 124 W. Oriole Drive**

On December 5 the Planning Commission heard a request for a Conditional Use Permit (CUP) to allow a home-birth midwifery practice in an R-2 residential zone at 124 W Oriole Drive. The building is atypical for a residential area as it has never been a single-family home, but rather has been used for clinical purposes. The Planning Commission recommended granting the CUP with the condition the

applicant must abide by all applicable building codes and laws during the build-out and operation of the facility and to acquire and maintain any required licenses or permits. The business must also provide 5 off-street parking spaces and there was discussion about requiring screening for the adjoining property owner. The Mayor opened the floor to public discussion.

- Wendy Metcalf, 127 W Oriole Drive did not feel this building should have been allowed in a residential area. She was concerned with traffic, garbage and having a business across the street could affect her home's value.

Mayor Schierer agreed the original building process was flawed, but the 8-bedroom, 9-bath structure has been built and health care uses are permitted in both R-1 and R-2 zones.

- Ann Hintz spoke as the applicant for the Conditional Use Permit and founder of Embrace Birth Care. She empathized with the neighbors, but felt the traffic related to her business would be like the previous occupant which was an assisted living facility. She explained they are an independent out of hospital home birth midwifery practice that delivers low risk births. They would see patients for prenatal and post birth care from 9 am to 5 pm Monday through Thursday and deliver 4-6 babies per month. She also owns the property at 1505 W Lincoln which is where the clinical visits will be taking place after renovations are completed. Hintz shared photographs of five vehicles parked on the existing cement slab and was agreeable to put up a solid privacy fence and asked if the neighbor could financially participate 50/50 on the cost of the fence.
- Mary Ann Goese, 114 Oriole Drive spoke about the former uses of the building stating she was not opposed to the birth center but was concerned with the value of her home and having a view of multiple cars in the driveway.
- Riane Raths, 124 W Meadowlark felt the home birth center is a better use of the facility than other proposed uses or from being vacant. She spoke about the traffic coming into the neighborhood for a home-based daycare and two other businesses as well as delivery trucks and school buses and did not feel this center would adversely change the existing traffic patterns of the neighborhood.
- Alicia Trakas, 122 W Meadowlark Lane felt this business was good for the community and that it would be harmonious with the neighborhood. She also did not feel the traffic would negatively impact the area.

Hicks offered **Resolution #216-2023** approving the Conditional Use Permit allowing a home-birth midwifery practice in an R-2 residential zone at 124 W Oriole Drive with conditions, which was seconded by Thompson.

Thompson was concerned with parking issues and ensuring a fence will shield the driveway from the adjoining property owner and he would like to see more consideration given to the conditions imposed on the property. The City Attorney reminded the council a fence does not signify a property line and an appraiser must be employed to officially mark the property lines. The council was in consensus that the applicant should solely bear the cost of the fence. The council cannot deny a Conditional Use Permit without providing a written statement addressing the ordinance standards and explaining the



relevant facts and conclusions for denial. Kvamme felt the provision requiring the business to follow all city rules addresses signage concerns and the applicant can request an encroachment or variance if they have additional parking needs. Rufer was wary of setting a precedence and burdening a small business owner with additional requirements. Job asked Hintz to explain the services offered at each location and the long-term plan for the business. Hicks offered an **amendment to Resolution #216-2023** approving the Conditional Use Permit allowing a home-birth midwifery practice in an R-2 residential zone at 124 W Oriole Drive with conditions to also add a 6' high solid privacy fence from the corner of the property to the shed on the property, signage to be limited to 2' x 2' non-neon light signage and nine months to make provisions for five parking stalls and Thompson agreed to the amendment and the resolution was adopted.

### **Roadway Infrastructure Planning**

On November 6 the City Council tabled action on franchise fees and directed staff to explore options and bring a recommendation for the council to consider. The Tax Levy Committee feels the city should engage the services of a third party to develop a comprehensive strategy for roadway improvements. Moore Engineering has provided a proposal for \$12,000 to develop a financial model that considers the impact of existing revenues, potential future revenues, utility rates, grants, and other sources of funding. Franchise fees will continue to be a part of the discussion, with the development of a strategic roadmap to align revenues and funding sources with the Capital Improvement Plan. This will result in a plan for the next 5-10 years and will include a utility rate analysis. Moving forward with this proposal does not commit the city to implementing franchise fees. Fish offered **Resolution #217-2023** accepting a roadway funding analysis proposal from Moore Engineering and authorizing the Mayor and City Administrator to execute the contract, which was seconded by Job and was adopted.

### **Aquatic Center**

The contracts for the new outdoor aquatic center in Roosevelt Park approved by the voters in the 2022 General Election will soon be finalized. They need to know the name of the facility to order signage. Members of the aquatic center task force proposed five potential names and asked the public to vote on their favorite. 329 responses were submitted with Fergus Falls Aquatic Center receiving the most votes. Hicks offered **Resolution #218-2023** naming the facility as Fergus Falls Aquatic Center, which was seconded by Fish and was adopted.

### **Loan for Otterland LLC**

Business Development for Fergus Falls (BDFP) reviewed and recommended a \$50,000 economic development loan to remodel the interior of 220 W Lincoln Avenue for Otterland LLC (dba Stella's) restaurant as requested by their owner Ryan Carlson. BDFP also recommends a \$10,000 façade loan for signage. Otterland LLC plans to sign a 5-year lease for the building, and they would operate this branch of their restaurant year-round with the Battle Lake location being operated seasonally. Fish offered **Resolution #219-2023** approving a \$50,000 economic development loan and a \$10,000 façade loan for Otterland LLC for the property located at 220 W Lincoln Avenue, which was seconded by Kvamme and was adopted.

### **Historic Tax Credit Growth and Opportunity Act**

Historic Tax Credits have helped rehabilitate over 48,000 historic properties since 1978 across the country with incentives. The program has not been modernized since 1986 and the Heritage Preservation Commission voted to submit a letter of support for Congress to refresh this economic

development tool to preserve local history. They have requested the council adopt a resolution of support for the program and authorize sending this to Congresswoman Michelle Fischbach's office. Kvamme offered **Resolution #220-2023** authorizing a resolution of support for Historic Tax Credit Growth and Opportunity Act [HTC-GO (H.R. 1785/S.639)], which was seconded by Hicks and was adopted.

### **Resolution of Accounts**

Fish offered a resolution authorizing the payments and claims in the amount of \$2,429,290.58, which was seconded by Job and was adopted.

### **Boards and Commissions**

A motion and second were made by Job and Thompson approving the 2024 board and commission appointments and the motion carried.

### **Golf Course Negotiations Update**

On December 4 the council extended the lease agreement with the Pebble Lake Golf Course for an additional year and requested a Request for Proposals process begin in July of 2024. Council members Kvamme and Hicks met with the City Administrator, Finance Director and golf course representatives Dusty Christensen and Wade Jyrkas to establish a working relationship. It was suggested the council hold a work session to determine their long-term vision for the golf course and give more clarity to the RFP process.

The meeting adjourned at 7:06 pm

*Lynne Olson*

FOR COUNCIL MEETING — JANUARY 02, 2024

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

Excavator

Triple E Water and Sewer

Leitch Excavating

Mechanical

Metropolitan Mechanical Contractors

RESOLUTION #\_\_-2024  
DESIGNATION OF DAILY JOURNAL  
AS LEGAL PUBLICATION FOR 2024

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, that the Fergus Falls Daily Journal be designated as the official publication for legal notices for 2024.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024 by Council Member \_\_\_ who offered its adoption, was seconded by Council Member \_\_\_ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

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

\_\_\_\_\_  
Mayor

RESOLUTION #\_-2024  
DESIGNATE DEPOSITORIES FOR 2024

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

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

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024 by Council Member \_\_\_ who offered its adoption, was seconded by Council Member \_\_\_ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

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

\_\_\_\_\_  
Mayor

RESOLUTION #\_\_-2024  
ELECTRONIC FUND TRANSFERS

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

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

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

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

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024 by Council Member \_\_\_\_ who offered its adoption, was seconded by Council Member \_\_\_\_ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

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

\_\_\_\_\_  
Mayor

RESOLUTION #\_\_-2024  
OUT OF STATE TRAVEL FOR ELECTED OFFICIALS

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

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

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

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024 by Council Member \_\_\_\_ who offered its adoption, was seconded by Council Member \_\_\_\_ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

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

\_\_\_\_\_  
Mayor

# City of Fergus Falls Code of Conduct for Elected Officials, Adopted October 2023

## **The Three Rs of Fergus Falls Government Leadership: Roles, Responsibilities and Respect**

The Home Rule Charter of the City of Fergus Falls and the Fergus Falls City Code provide information on the more formal duties of council members, the mayor, and the acting mayor. The city's Code of Ethics Policy (adopted as Ordinance 14, Eighth Series in 2021) provides guidance related to conflicts of interest. To further clarify the conduct expectations of councilmembers and the mayor, the council in 2023 adopted a Code of Conduct for Fergus Falls' elected officials. After careful review of the Code of Conduct, the council has determined that it is in the public interest to amend it as noted herein.

This Code of Conduct is designed to describe the manner in which the mayor and council members should treat one another, city staff, consultants, constituents, and others they come into contact with in representing the City of Fergus Falls. It reflects the work of the mayor and city council in defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. In concert with this document, the mayor and city council may wish to consider policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The contents of this Code of Conduct includes:	Page
Overview of Roles & Responsibilities	2
Policies & Protocol Related to Conduct	3
Mayor and Council Conduct with One Another	4
Mayor and Council Conduct with City Staff	6
Mayor and Council Conduct with the Public	7
Mayor and Council Conduct in Unofficial Settings	8
Mayor and Council Conduct with Other Public Agencies	8
Mayor and Council Conduct with the Media	10
Sanctions	11
Principles of Proper Conduct/Statement of Values	12
Checklist for Monitoring Conduct	13

The constant and consistent theme through all the conduct guidelines is "respect." The mayor and council members experience stress in making decisions that impact the lives of the citizens. At times, the impact of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to always exhibit appropriate behavior. Demonstrating respect for everyone through words and actions is the touchstone that can help guide the mayor and council members to do the right thing in even the most difficult situations.



# Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials are the Home Rule Charter of the City of Fergus Falls, Fergus Falls City Code, and League of Minnesota Cities resources for elected officials, including the *Handbook for Minnesota Cities* and the *Minnesota Mayors Handbook*, among many other publications.

## **MAYOR**

- Elected “at-large” for a four-year term
- Presiding officer of the council (Fergus Falls City Charter, Section 2.07)
- Votes in the event of a tie vote by the city council (Fergus Falls City Charter, Section 4.03)
- Executes and authenticates ordinances and resolutions (Fergus Falls City Charter, Section 4.04)
- Leads the Council into an effective, cohesive working team

## **ACTING MAYOR**

- Elected by the city council at their first meeting in January of each year (Fergus Falls City Charter, Section 2.08)
- Performs the duties of the mayor if the mayor is absent or disabled (Fergus Falls City Charter, Section 2.08)

## **ALL COUNCIL MEMBERS**

All members of the city council, including the acting mayor have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

All council members should:

- Fully participate in city council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings and be familiar with issues on the agenda
- Represent the city at ceremonial functions at the request of the mayor
- Be respectful of other people’s time
- Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Fergus Falls city government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities

# **Policies & Protocol Related To Conduct**

## **Ceremonial Events**

Requests for a city representative at ceremonial events will be directed to the mayor. The mayor will serve as the designated city representative. If the mayor is unavailable, the mayor will determine if event organizers would like another representative from the council. If yes, then the acting mayor will be recommended to serve as the substitute. Invitations received at City Hall are presumed to be for official city representation.

## **Correspondence Signatures**

The mayor and council members do not need to acknowledge the receipt of correspondence relating to city business, or copies of such correspondence, during council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the mayor or the appropriate city staff. If correspondence is addressed only to the mayor or to one council member, that correspondence will be shared with the rest of the council.

## **Endorsement of Candidates and Ballot Initiatives**

The mayor and council members have the right to endorse candidates for all council seats, other elected offices, and ballot initiatives by other government bodies. It is inappropriate to include such items on any council agenda or to mention those endorsements during council meetings or other official city meetings or functions.

## **Intergovernmental Relations**

The mayor and council value intergovernmental relations with neighboring communities and other entities. As a result, the mayor and council members should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

## **Legislative Process**

The procedural rules adopted by the city council will be the governing guide for council proceedings.

## **Public Meeting Hearing Protocol**

The mayor will determine the meeting protocol on a case-by-case basis, considering any legally required protocols that may apply in certain circumstances. Generally, the mayor will open the public hearing, and staff will then make an initial presentation. After the staff presentation, the applicant or appellant, if any, shall be given the opportunity to speak first, followed by those with opposing views. In situations where there is no applicant or appellant, members of the public will be invited to speak in any order deemed appropriate by the mayor. If deemed necessary by the mayor, any speaker who has already spoken may be given the opportunity to respond to comments made by others. The mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process to make the meeting run smoothly. This includes determining how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The Mayor may also limit presentations of viewpoints that are repetitive of comments that have already been made and may exclude any person who exhibits disorderly conduct or other inappropriate or unlawful behavior. The mayor may ask the council if any issues need clarification before the public hearing is closed. The mayor and council members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I

think" and "I feel" comments by the mayor and council members are not appropriate until after the close of the public hearing. The mayor and council members should refrain from arguing or debating with the public during a public hearing and should always show respect for different points of view. Once the mayor is satisfied that all information that could be gathered during the public hearing has been gathered, the mayor shall close the public hearing and resume the council meeting.

### **EEO, Discrimination, Harassment and Respectful Workplace**

The mayor and all council members shall be familiar with and adhere to the city's equal employment opportunity, discrimination, sexual and other harassment, and respectful workplace policies.

## **Mayor and Council Conduct with One Another**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the mayor and council may "agree to disagree" on contentious issues.

### **IN PUBLIC MEETINGS**

#### **• Practice civility, professionalism and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, the mayor and council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threats will be tolerated. The mayor and council members should always conduct themselves in a professional manner.

#### **• Honor the role of the Mayor in maintaining order**

It is the responsibility of the mayor to keep the comments of council members on track during public meetings. Councilmembers should honor efforts by the mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in the procedural rules adopted by the council.

#### **• Avoid personal comments that could offend other Councilmembers**

Care should be taken to avoid personal comments that could offend the mayor or other council members, city staff, or members of the public.

#### **• Demonstrate effective problem-solving approaches**

The mayor and council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community.

#### **• Be punctual and keep comments relative to topics discussed**

The mayor and council members have made a commitment to attend meetings and participate in discussions. Therefore, it is important that the mayor and council members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

## **IN PRIVATE ENCOUNTERS**

### **• Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

### **• Be aware of the insecurity of written notes, voicemail messages, e-mail, text messages, “tweets,” and social media**

Technology allows words written or said without much forethought to be distributed wide and far. Before recording or putting something in writing, consider:

- Would you feel comfortable to have this note faxed to others?
- How would you feel if this voicemail message was played on a speaker phone in a full office?
- What would happen if this e-mail or text message was forwarded to others?
- How would you feel if this comment, image, video, “tweet,” or social media post went “viral” for the world to see and read?
- Written notes, voicemail messages, email and social media posts should be treated as potentially "public" communication. It is the responsibility of the City Council to be aware of and follow the City’s Data Practices Policy and the Minnesota Government Data Practices Act (“MGDPA”).
- If the communication is between council members, could this conversation or written exchange, including emails, text messages, and other forms of electronic communication violate Minnesota’s Open Meetings Law?

### **• Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates and arguments will be watched, and casual comments between individuals before and after public meetings noted. Council members should use care when communicating among themselves, as such conversations or communications could violate Minnesota’s Open Meetings Law, or at least be perceived as a violation.

# Mayor and Council Conduct with City Staff

Governance of a city relies on the cooperative efforts of elected officials, who set policy, and City staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by everyone for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of everyone is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific city staff**

Questions of city staff and/or requests for additional background information should be directed to the city administrator, mayor, or department heads. Requests for follow-up or directions to staff should be made only through the city administrator. When in doubt about what staff contact is appropriate, council members should ask the city administrator or mayor for direction. Materials supplied to a council member in response to a request will be made available to the mayor and all members of the council so that all have equal access to information.

- **Do not disrupt City staff from their jobs**

The mayor and council members should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions to have their individual needs met. As a matter of courtesy and effective time management, council members should schedule appointments with staff in advance.

- **Never publicly criticize an individual employee**

The mayor and council should never express concerns about the performance of a city employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city administrator through private correspondence or conversation. Council members must respect the city's employees' right to data privacy under the MGDPA.

- **Do not get involved in administrative functions**

The mayor and council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.

- **Check with city staff on correspondence before taking action**

Before sending correspondence, the mayor and council members should check with city staff to see if an official city response has already been sent or is in progress.

- **Do not attend meetings with city staff unless requested by staff.**

Even if the mayor and/or council member does not say anything, the mayor and/or council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for additional staff support – even in high priority or emergency situations – should be

made to the city administrator who is responsible for allocating City resources to maintain a professional, well-run city government.

- **Do not solicit political support from staff**

The mayor and council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

## **Mayor and Council Conduct with the Public**

### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of the mayor or individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony or comment.

- **Be welcoming to speakers and treat them with care and gentleness**

Speaking in front of the mayor and council can be a difficult experience for some people. Some issues the council undertakes may affect people's daily lives and homes. Some decisions are emotional. The way the mayor and council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity. Deescalating a situation will lead to a more productive outcome for all involved and the community as whole.

- **Ask for clarification, but avoid debate and argument with the public**

Only the mayor – not individual council members – may interrupt a speaker during a presentation. However, using the council's rules of procedure, a council member may ask the mayor to address the situation if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing.

If speakers become flustered or defensive by council questions, it is the responsibility of the mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

- **Follow the council's rules of procedure in conducting public meetings**

The city attorney serves as advisory parliamentarian for the city and is available to answer questions or interpret situations according to the council's rules of procedure. Final rulings on procedural issues are made by the mayor, subject to the council's rules of procedure.

### **MAYOR AND COUNCIL CONDUCT IN UNOFFICIAL SETTINGS**

- **Make no promises on behalf of the council**

The mayor and council members will frequently be asked to explain a council action or to give their

opinion about an issue as they meet and talk with constituents in the community. It is appropriate to express personal feelings or positions on an issue or to give a brief overview of city policy and to refer to city staff or council for further information. It is inappropriate to promise council action overtly or implicitly, or to promise city staff will do something specific (fix a pothole, remove a library book, plant new flowers, approve a license or permit, install a traffic sign, etc.).

- **Make no personal comments about the mayor or other council members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about the mayor or other council members, their opinions, and actions.

- **Remember that despite its continued growth, Fergus Falls is a small community at heart**

The mayor and council members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Fergus Falls. Honesty and respect for the dignity of everyone should be reflected in every word and action taken by the mayor and council members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

## **Mayor and Council Conduct with Other Public Agencies**

- **Be clear about representing the city or personal interests**

If the mayor or a council member appears before another governmental agency or organization to give a statement on an issue, the mayor or council member must clearly state:

- 1) If his or her statement reflects personal opinion or is the official stance of the city;
- 2) Whether this is the majority or minority opinion of the council, the Council has taken a position on the matter. Even if the mayor or council member is representing his or her own personal opinions, remember that this still may reflect upon the council as an organization and the city.

If the mayor or councilmember is representing the city, the mayor or council member must support and advocate the official city position on an issue, not a personal viewpoint even if the council member may personally disagree with the city's official position.

If the mayor or council member is representing another organization whose position is different from the city, the mayor or council member should withdraw from voting on the issue if it significantly impacts or is detrimental to the city's interest. The mayor and council members should be clear about which organizations they represent and inform the mayor and council of their involvement.

- **Correspondence also should be equally clear about representation**

City letterhead may be used when the mayor or council member is representing the city and the city's official position. A copy of official correspondence should be given to the city administrator to be filed as part of the permanent public record.

City letterhead may not be used for correspondence of the mayor and council members representing a personal point of view, or a dissenting point of view from an official council position.

# Mayor and Council Conduct with Boards, Committees and Commissions

The city has established several boards, committees, and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the mayor and city council. They are a valuable resource to the city's leadership and should be treated with appreciation and respect.

**• If attending a board or commission meeting of which the council member is not a member, be careful to only express personal opinions** The mayor and council members may attend any board or commission meeting, which are always open to any member of the public. The mayor and council members should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by the mayor or a council member at a board or commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire city council. Also, the mayor or a council member's presence may affect the conduct of the board or commission and limit their role and function. In addition, council members must be cognizant of how their presence impacts any potential quorum of the council and, therefore, the resulting implications under Minnesota's Open Meeting Law.

**• Limit contact with board and commission members**

It is inappropriate for the mayor or a council member to contact a board or commission member to lobby on behalf of an individual, business, or developer. The mayor and council members should contact staff to clarify a position taken by the board or commission.

**• Remember that boards and commissions serve the community, not the mayor or individual council members**

The mayor and city council appoint individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the council. But board and commission members do not report to the mayor or individual council members, nor should the mayor or council members feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

**• Be respectful of diverse opinions**

A primary role of boards and commissions is to represent many points of view in the community and to provide the mayor and council with advice based on a full spectrum of concerns and perspectives. The mayor and council members must be fair and respectful of all citizens serving on boards and commissions.

**• Keep political support away from public forums**

Board and commission members may offer political support to the mayor or a council member, but not in a public forum while conducting official duties. Conversely, the mayor or council members may support board and commission members who are running for office, but not in an official forum in their capacity as the mayor or a council member.



- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a board or commission member should be noted to the mayor, and the mayor should counsel the offending member. If inappropriate behavior continues, the mayor should bring the situation to the attention of the council which shall decide the appropriate action, which may include removal from the board or commission.

## **Mayor and Council Conduct with the Media**

The mayor and council members may be contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted. Words that are said cannot be unsaid.

- **The mayor is the official spokesperson for the representative on city position**

The mayor is the designated representative of the council to present and speak on the official city position. If an individual council member is contacted by the media, the council member should be clear about whether their comments represent the official city position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, c u r s i n g or word play. When talking to the media, consider the same issues noted in the In Private Encounters section above. (page 5)

# Sanctions

## • Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

## • Inappropriate Staff Behavior

Council members should refer to the city administrator any city staff who do not follow proper conduct in their dealings with council members, other city staff, or the public. These employees may be disciplined in accordance with standard city procedures for such actions.

## • Council members Behavior and Conduct

The Mayor or city council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by council.

1. If the mayor or a council member believes that another council member or the mayor has violated this Code of Conduct or the City's Code of Ethics during a meeting of the council, s/he should call the matter to the offending person's attention at that or a subsequent council meeting. If the problem continues, it shall be referred to the mayor (or the acting mayor if the complaint is against the mayor) who will attempt to resolve the matter in private. If the dispute is between the mayor and the acting mayor, the council shall select one of its other members to attempt to privately resolve the matter. The mayor (or acting mayor or council's designee, if any) may involve the city administrator and/or city attorney to investigate and make recommendations about the dispute. If these private efforts do not resolve the matter, then the mayor or any member of the council may bring it before the council at a duly noted public meeting, at which time the council shall decide whether or not to proceed with further action as noted in section 3 below.
2. If the mayor or a council member believes that another council member or the mayor has violated this Code of Conduct or the city's Code of Ethics at a time other than a meeting of the council, s/he should call the matter to the offending person's attention and attempt to resolve it privately. If the problem is not resolved or continues after that informal discussion, it may be called to the attention of the mayor (or the acting mayor if it is the mayor's actions that are being challenged) who shall attempt to privately resolve the matter. If the dispute is between the mayor and the acting mayor, then it shall be referred to the city attorney who shall attempt to privately resolve the matter. The city administrator shall be included in these efforts to privately resolve the matter. If these private efforts do not resolve the matter, then the elected official who initiated the complaint may raise it with the city council at a duly noted public meeting, at which time the council shall decide whether or not to proceed with further action as noted in section 3 below.
3. If a Code of Conduct or Code of Ethics complaint is raised with the city council after informal efforts to resolve it have failed as described in 1 or 2 above, then the council shall, at a duly noted public meeting, consider all available evidence and decide whether sanctions

are warranted, and if so, which sanction(s) to impose. Prior to making this decision, the council may authorize the city attorney, city administrator, and/or other designee to investigate the matter further and to report his or her findings to the council. The council may also form an ad hoc committee to investigate the matter. If, after considering all evidence presented, the council determines that sanctions are warranted, the council may take any and all lawful action it deems appropriate, including: requiring the offending member to undergo training or other appropriate education intended to fix the problem, censure, or terminating appointments to boards, committees and commissions.

## **Principles of Proper Conduct/Statement of Values**

The proper operation of democratic government requires that decision-makers must be independent, impartial and accountable to the people they serve. All elected and appointed officials, city employees and volunteers shall subscribe to the statement below, understand how it applies to their specific responsibilities and practice this conduct and express these values in their work.

### **Representatives of the City of Fergus Falls.....**

- Serve the public interest
- Fulfill the duties and responsibilities of holding public office
- Are forward thinking
- Keep promises
- Are dependable
- Build a solid reputation
- Participate and are available
- Demonstrate patience
- Practice fiscal responsibility
- Show empathy
- Hold onto ethical principles under stress
- Listen attentively
- Study thoroughly
- Keep integrity intact
- Overcome discouragement
- Go above and beyond, time and time again
- Model a professional manner

### **Proper conduct IS NOT ...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up divisiveness or controversy
- Acting in a self-righteous manner

## It all comes down to respect

Respect for one another as individuals . . . respect for the validity of different opinions . . . respect for the democratic process . . . respect for the community that we serve.

## Checklist for Monitoring Conduct/Values

- ✓ Will my decision/statement/action violate the trust, rights or good will of others?
- ✓ What are my interior motives and the spirit behind my actions?
- ✓ If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- ✓ How would my conduct be evaluated by people whose integrity and character I respect?
- ✓ Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Will it harm their reputation?
- ✓ Is my conduct fair? Just? Morally right? If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- ✓ Does my conduct give others reason to trust or distrust me?
- ✓ Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- ✓ Do I exhibit the same conduct in my private life as I do in my public life?
- ✓ Can I take legitimate pride in the way I conduct myself and the example I set?
- ✓ Do I listen and understand the views of others?
- ✓ Do I question and confront different points of view in a constructive manner?
- ✓ Do I work to resolve differences and come to mutual agreement?
- ✓ Do I support others and show respect for their ideas?
- ✓ Will my conduct cause public embarrassment to someone else or my community?

As an expression of the standards of conduct for Elected officials expected by the city, the Code of Conduct is intended to be self-enforcing. It therefore becomes most effective when elected officials are thoroughly familiar with it and embrace its provisions. For this reason,

- Newly elected or appointed officials shall acknowledge the receipt and commitment to this document prior to being sworn in. Additionally, at the first regular meeting of a new council, all incumbent council members shall review, and be given the opportunity to sign and return the Code of Conduct to the city administrator.
- The city council will dedicate an annual meeting agenda item to the review of the Code of Ethics and Conduct for Elected and Appointed Officials, to address questions.
- Failure to comply with the items outlined above could result in disciplinary action outlined in section titled Sanctions (page 11)

I agree to abide by the City of Fergus Falls Code of Conduct for Elected Officials

---

Signature

---

Date

RESOLUTION #\_\_-2024  
2024 COMMUNITY FESTIVALS

WHEREAS, SummerFest, the Over the River Festival and Shop, Move and Groove are community celebrations designed to bring residents of the community together and,

WHEREAS, the community festival definition has been defined as an activity that benefits the community as a whole, it directly relates to functions of a government, and it does not have as its primary objective, the benefit of a private interest and,

WHEREAS, by being declared a community festival by the City Council, these celebrations may be provided free or reduced prices for city services such as picnic tables, barricades, garbage cans etc... and,

WHEREAS, the city can waive charges to other governmental units and does not charge the Fergus Falls High School for the services and equipment necessary for their fall Homecoming parade,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota to declare SummerFest, Over the River festival and Shop, Move & Groove as 2024 Community Festivals.

The above and foregoing resolution was offered at a regular meeting of the City Council held on January 2, 2024, by Council Member \_\_\_\_ who moved its adoption, was seconded by Council Member \_\_\_\_ and adopted by the following vote:

AYES:

NAYES:

Whereupon the above resolution was duly adopted.

ATTEST:

ADOPTED:

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

\_\_\_\_\_  
Mayor



# Council Action Recommendation

---

Page 1 of 1

**Meeting Date:** January 2, 2024

**Subject:** 2023 & 2024 Budget Adjustments

**Recommendation:** Please approve the proposed adjustments to the 2023 & 2024 budgets.

**Background/Key Points:**

2023 Adjustments:

- Increase the Library donations (\$4,937), Library Grants from other local governments (\$2,225) and related expenditures for additional donations and grants received.
- Increase Police Department forfeiture revenue and expenditure budgets for the receipt of forfeitures - \$6,214.56.
- Increase Other State Grants (\$17,416), Contributions revenue (\$2,500), and Parks Capital Outlay expenditures for the Bicycle Playground project and funding.
- Increase Other State Grants revenue and Economic Development expenditures for the receipt of a redevelopment grant for the old Red River Mill redevelopment (\$41,414 for 2023 and \$88,586 for 2024).
- Increase State Fire Aid revenue and Fire Fighting expenditures paid to the Fire Relief for 2023 additional State Fire Aid – (\$18,980).

**Budgetary Impact:** 2023 & 2024 budgets will be adjusted accordingly.

**Originating Department:** Finance

**Respectfully Submitted:** Bill Sonmor, Finance Director

**Attachments:**

None



# Council Action Recommendation

---

Page 1 of 1

**Meeting Date:** December 14, 2023

**Subject:** Fergus Falls Public Library Advisory Board and Library Director request that the City of Fergus Falls approve the following updated policies:

- Gifts & Appraisal
- Internet Acceptable Use
- Privacy & Confidentiality

**Recommendation:**

The recommendation is that the City of Fergus Falls would approve the updated policies as presented.

**Background/Key Points:**

The Library Advisory Board and Library Director routinely review library policies to ensure they meet contemporary best practices and established library standards. Having up-to-date policies helps to ensure the organization operates efficiently.

**Budgetary Impact:**

There is no budgetary impact.

**Originating Department:**

Fergus Falls Public Library

**Respectfully Submitted:**

Gail Hedstrom / Library Director

**Attachments:**

- Gifts & Appraisal
- Internet Acceptable Use
- Privacy & Confidentiality

## **Donations, Gifts and Appraisal**

The Fergus Falls Public Library is grateful for offers of gifts and donations. This policy provides guidance to those who wish to support the Fergus Falls Public Library through a financial gift, materials for its collections or other items. The library reserves the right to decline offers of gifts based on condition and suitability.

- All donations become the sole property of the library.
- No gifts of physical items are accepted unless freely given to the library without restriction to be used as the library sees fit.

Library staff are not permitted to appraise or assign a value to gifts. Upon request, we will give a receipt listing the number of items donated; Items of value to the library's collection are added to it.

- Other items go to the Friends of the Library for resale.
- Proceeds of those sales help buy new Library materials and help pay for library programming.
- Donations not used by the Friends of the Library are donated to other organizations, or discarded.

Donations of money, stocks, land, etc... are accepted by:

- The Fergus Falls Public Library
- The Friends of the Fergus Falls Public Library
- The Fergus Falls Public Library Foundation.

For information on Donor Recognition and naming, please see:

- Fergus Falls Public Library Donor Recognition/Naming Policy.
- Fergus Falls Public Library Named Collection Policy.

We do not accept:

- Magazines, encyclopedia sets, text books, Reader's Digest condensed books, VHS tapes or audiocassettes.
- Smelly, moldy, or damaged materials.

For donations of large numbers of materials, please call ahead (218-739-9387) to assure library staff are available to receive the donation.



**Receipt for donation**

Monetary Gift \_\_\_\_\_  
Hardcover \_\_\_\_\_  
Mass Market Paper \_\_\_\_\_  
CDs \_\_\_\_\_  
Art \_\_\_\_\_  
Date: \_\_\_\_\_

Trade paper \_\_\_\_\_  
DVD \_\_\_\_\_  
Audio Books \_\_\_\_\_  
Other \_\_\_\_\_  
Staff Name: \_\_\_\_\_

Additional Information:

---

---

---

Donated by: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Adopted April 2008  
Revised August 2012  
Policy Revised and adopted 11/2023

## Internet Public Use Policy

It is the policy of the Fergus Falls Public Library to provide free access to information to users of all ages. Public access to the internet is available via Library computers and wireless (Wi-Fi) access.

To comply with Public Law 106-554, Title XVII, the library has installed filtering software which blocks access to known illegal or inappropriate sites. The user should be aware, however, that no device or software will block every inappropriate site, and sites may be blocked that should not be. The library does not accept responsibility for these incidents.

Requests from those 17 years or older, for disabling the filtering software for purposes of bona fide research or other lawful purposes should be directed to the library staff.

Users wishing to access the Internet via a public library device or personal device at the Fergus Falls Public Library must agree to comply with the following Rules of Conduct:

- Devices will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene.
- Library patrons may not use the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Users will obey copyright laws and licensing agreements.
- Users will not make any attempt to gain unauthorized access to restricted library or Internet files or networks, or to damage or modify equipment or software at the library or at another location by using library connections.
- Installation, downloading, or modification of software is prohibited.

Library employees are authorized to take prompt and appropriate actions to enforce the Code of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Public Use Policy as stated or implied herein.

Failure to follow this policy may result in eviction from the library, and may include a trespass order or arrest. Violation of state and federal laws will be referred to the proper authorities for legal action.

To preserve their own personal safety, users should avoid disclosing personal information over the Internet.

Parents and guardians are responsible for their children's use of the Library's resources and facilities and for monitoring their children's Internet use. Any

additional restrictions placed on a child's access to the Internet on the library's network is the responsibility of the parent or legal guardian.

Access:

- All library guests are welcome to use public access computers.
- No registration is necessary.
- Users must end their session and leave the terminal when asked to do so by authorized library staff, even if they have not completed their access session.

Use:

- No more than two persons may simultaneously use a computer, unless prior arrangements have been made with staff.
- By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.
- Users will respect the privacy of others, and will refrain from attempting to view or read material being used by others.

I have read the above policy, and I agree to the terms. I acknowledge that failure to follow these rules of conduct may result in loss of Internet privileges.

State Statue: 134.50 INTERNET ACCESS; LIBRARIES.

Adopted by the Library Board 6/17/02,  
Revised and Approved 6/1/04, 8/13/12,  
Revised and Approved 01/09/2019  
Revised and Approved November 2023  
Formerly entitled Electronic Access Policy and Internet Safety Policy

## **Privacy and Confidentiality**

*Privacy and confidentiality: To ensure that personally identifiable information about a patron and the materials a patron has borrowed is confidential information and may not be made available to any other person or governmental agency except through proper legal process, court order, or subpoena (M.S. Chapter 13. Government Data Practices, M.S. 13.40 Library and Historical Data)*

### **Purpose**

This policy will provide the guidelines and framework for library staff members to appropriately protect patron privacy and data and handle request for public data. All City of Fergus Falls policies and procedures related to government data also apply at the library. However, this additional policy is necessary to address data practices that are unique to the library.

### **Roles and Responsibilities**

Library staff and volunteers safeguard the privacy of library records in accordance with state and federal law and the policies of the City of Fergus Falls and the Viking Library System. Library staff and volunteers follow the Code of Ethics of the American Library Association and “protect each library user’s right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted.”

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library accounts and be aware that the library cannot protect the privacy of data transmitted to third parties via the Internet.

### **Data Collection and Retention**

The library collects and retains data necessary for the provision and management of library services. The library may also collect and retain data that is needed for the provision of optional services designed for the added interest and convenience of library patrons. Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library’s computers and wireless service, reserving library meeting rooms, and accessing downloadable and other resources via third party vendors.

The library will inform individual patrons of the necessity, purpose and intended use of the requested data (Minnesota Statutes 13.04, subd. 2)

The library follows the same record retention policy as the City of Fergus Falls which adheres to the guidelines established in the "General Records Retention Schedule for Minnesota Cities" (see attachment) and Viking Library System data retention practices as applicable.

Patron accounts that have not been used are periodically purged from the system provided no fines or fees are attached to the patron's record.

### **Private Data and Disclosure**

In accordance with Minnesota Statute 13.40, subd 2, the following data is private and may not be disclosed for other than library purposes except pursuant to a court order:

- Data that link a library patron's name with materials requested or borrowed;
- Data that links a patron's name with a specific subject about which the patron has requested information or materials; or
- All data (other than the name of the applicant) provided as part of a library card application.

Exceptions may be made under the following circumstances:

- Patrons may access data that is about themselves.
- Items on hold for patrons may be released to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron. (Minnesota Statutes 13.40, subd. 2(b))
- Private data may be disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. (Minnesota Statutes 13.02, subd. 8 & 12)

The library's Circulation Policies and Procedures Manual outlines staff roles and responsibilities for disclosing private data under these circumstances. The Library Director will ensure staff and volunteer training mechanisms are in place to comply with the law and protect patron privacy.

### **Third Party Security**

The library is not responsible for protecting personal information gathered by outside websites.

### **Compliance**

The Fergus Falls Public Library will not share data on individuals with third parties unless required by laws. Patrons who have questions, concerns, or complaints regarding the library's handling of their privacy and confidentiality rights should file written comments with the Library Director.

Only the Library Director or designee is authorized to receive or comply with request from law enforcement officers. Library records will not be made available to any agency of the state, federal, or local government unless the library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.

### **Associated Policies and Laws**

This document is not intended to provide legal advice. Please note that State and Federal Laws may change over time, and the information in this policy may not be completely current. The Library Board and library staff will update the policy in a timely manner as they become aware of any applicable changes.

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- American Library Association. Code of Ethics
- Minnesota. Government Data Practices Act
- Minnesota. Administrative Rules 1205.0500. Access to Private Data Concerning Data Subjects Who Are Minors
- United States. Children's Online Privacy Protection Act
- United States. Electronic Communications Privacy Act
- United States. USA PATRIOT Act

Policy Adopted: January 24, 1987

Policy Reviewed: September 9, 2014 (draft status)

Policy Revised and Adopted: December 11, 2023



# Memo

---

Page 1 of 1

**Meeting Date:**

January 2, 2024- City Council

**Subject:**

Property Tax Rebate Program Public Hearing Schedule for 2024

**Recommendation:**

Designate the first meeting of each month as a public hearing date for the Single- and Two-Family Property Tax Rebate Program.

**Background/Key Points:**

The City of Fergus Falls Tax Rebate Program requires a public hearing for each application received. While not legally required, Council prefers to publicly call for public hearings as an additional alert to the community that a hearing will be held. Staff recommend designating the first Council meeting of every month as a possible public hearing date for the tax rebate program. A hearing will only be held if an application is received at least 10 days prior to the hearing date.

The single and two-family property tax rebate program will remain active in Fergus Falls through December 2024. Discussions regarding the program were held with Council in early 2023 during which Council made the following modifications to the program:

- Define “significant rehabilitation” as “any permanent structural alteration or repair to a property’s square footage or livable space that improves it substantially, thereby increasing its overall value.”
- Cap the value of eligible new builds at \$400,000.

**Budgetary Impact:**

N/A

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager

**Attached:**

Property Tax Rebate Program Public Hearing Schedule for 2024

**Property Tax Rebate Program Public Hearing Schedule  
2024**

January 2

February 5

March 4

April 1

May 6

June 3

July 1

August 5

September 3

October 7

November 4

December 2





## Council Action Recommendation

---

Page 1 of 1

**Meeting Date:** January 2, 2024

**Subject:** Donation to the Fire Department from Eric Nelson - Fergus Falls Home and Hardware

**Recommendation:** Please approve a resolution accepting a \$200.00 donation from Fergus Falls Home and Hardware for the Fire Department Youth Explorer Program.

**Background/Key Points:** The Fire Department has been working with Scouts of America to establish a Youth Explorer Program. The program is designed to provide life skills to youth, encourage team building, and hopefully recruit future firefighters, law enforcement, or EMS personnel. Donated funds to this program will be held in the Fire Department Trust fund and used to offset program costs, which at this time are expected to be minimal.

**Budgetary Impact:** The funds will be receipted to the Fire Department Trust Fund.

**Originating Department:** Fire Department

**Respectfully Submitted:** Ryan Muchow, Fire Chief and Bill Sonmor, Finance Director

**Attachments:**



## Council Action Recommendation

---

Page 1 of 1

**Meeting Date:** January 2, 2024

**Subject:** Donation to the Fire Department from the Kiwanis Club Otter Risers

**Recommendation:** Please approve a resolution accepting a \$418.00 donation from the Kiwanis Club Otter Risers for the Fire Department Youth Explorer Program.

**Background/Key Points:** The Fire Department has been working with Scouts of America to establish a Youth Explorer Program. The program is designed to provide life skills to youth, encourage team building, and hopefully recruit future firefighters, law enforcement, or EMS personnel. Donated funds to this program will be held in the Fire Department Trust fund and used to offset program costs, which at this time are expected to be minimal.

**Budgetary Impact:** The funds will be receipted to the Fire Department Trust Fund.

**Originating Department:** Fire Department

**Respectfully Submitted:** Ryan Muchow, Fire Chief and Bill Sonmor, Finance Director

**Attachments:**



# Council Action Recommendation

---

Page 1 of 1

**Meeting Date:** January 2, 2024

**Subject:** Surplus items

**Recommendation:** Declare these items “surplus” and authorize their sale.

- Assorted streetlights that have been removed from service with the new street light installations by Ottertail Power Co.
- Unit #492 A 1987 FWD FA44 Bat Wing Plow that has been in service at the Fergus Falls Municipal airport since 2004 and has been replaced by a new piece of equipment that was purchased using FAA funds.

**Background/Key Points:** The items are no longer in use.

**Budgetary Impact:** All items will be listed for sale on the “Gov Deals” website and funds received from the sale of items will go back into the fund from which they were originally purchased from.

**Originating Department:** Public Works

**Respectfully Submitted:** Len Taylor

**Attachments:**

## 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

ADMINISTRATOR'S CONTINGENCY FD	DECEMBER MILEAGE-MEETING	184.64
ADMINISTRATOR'S CONTINGENCY FD	JURY DUTY MILEAGE	8.64
ADMINISTRATOR'S CONTINGENCY FD	NOV 2023 ANALYSIS SVC CHARGE	154.90
ADMINISTRATOR'S CONTINGENCY FD	NOVEMBER 2023 INTEREST EARNED	.02-
ADMINISTRATOR'S CONTINGENCY FD	REFUND OF TAX OVERPAYMENT	7.97
ALEX GLASS & GLAZING	FFPD DOOR SWEEP,CLOSER,LABOR	888.63
ALPHA TRAINING & TACTICS LLC	DELANEY DUTY VEST	1,126.00
ALPHA TRAINING & TACTICS LLC	RENNER VEST PLATE	383.60
ALPHA TRAINING & TACTICS LLC	SONSTEBO UNIFORM PURCHASE	44.24
ALPHA TRAINING & TACTICS LLC	SONSTEBO/DELANEY SWAT VESTS	5,997.04
ARAMARK	DECEMBER LINEN SUPPLY	36.46
SEAN ANDERSON	CLEANING WEEKS OF DEC 8-15	455.04
AUTO VALUE - FERGUS FALLS	DECEMBER R3 AIRLINE	16.99
AUTO VALUE - FERGUS FALLS	DECEMBER TRUCK COOLANT	13.38
BERGANKDV, LTD	12/01/23-11/30/24 ANNUAL FEE	750.00
BJORN'S HEATING & AIR COND INC	CAPPED UNUSED GAS LINE PARK	186.13
CARLSON & STEWART REFRIDGERATI	NOV REPAIR AMMONIA LEAK&PACKIN	1,717.87
CARR'S TREE SERVICE, INC.	CITY BLVD TREES	13,005.95
CARR'S TREE SERVICE, INC.	PRIVATE TREES	5,107.25
A CENTER FOR THE ARTS	1ST QTR 2024 BUDGET ALLOCATION	1,875.00
CHARTER COMMUNICATIONS	CABLE 12/18/23-1/17/24	32.97
CHARTER COMMUNICATIONS	12/04/23-01/03/24 CABLE	52.62
CHARTER COMMUNICATIONS	12/13/23-01/12/24 INTERNET	129.99
CHARTER COMMUNICATIONS	12/13/23-01/12/24 IP ADDRESS	19.99
COLBY'S CAVE LLC	UPDATE AUDIO/TV COMPONENTS	342.97
COMM OF FINANCE, TREAS DIV	FORF SHARE/THIELMAN/23015423	101.36
COOPERS TECHNOLOGY GROUP	INSTALL OFFICE FURNITURE ARENA	1,289.00
COSSETTE ELECTRIC LLC	DEC ADD RECEPTABLE&EMER LIGHT	299.29
COSSETTE ELECTRIC LLC	DEC WIRE HEATED VISORS ON WEST	611.72
DACOTAH PAPER CO	DEC TOILET PAPER, GARBAGE BAGS	418.20
DACOTAH PAPER CO	DECEMBER NAPKINS,TOILET PAPER	206.29

## General

DACOTAH PAPER CO	DECEMBER PAPER PRODUCTS,SCREEN	228.60
DEPARTMENT OF THE NAVY	MSWC ELECTRO-OPTIC LOAN PROGR	300.00
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	127,704.85
EQUIPMENT FUND	2024 BUILDING RENT	25,880.00
ESULTANTS WEB SERVICES	1 YEAR DOMAIN NAME RENEWAL	50.00
FASTENAL COMPANY	DEC PARK SAFETY VENDING	77.92
FASTENAL COMPANY	DEC STREET SAFETY VENDING	77.92
FERGUS FALLS FIRE	2023/2024 CHRISTMAS LIGHTS	2,000.00
FLOUR MILL LLC	RDGP-21-0025-O-FY22 PYMT #1	41,413.75
GALLS LLC	YOUNG NAME TAGS	28.93
GENERAL FUND	APR-DEC MISC SUPPLIES	2,788.76
GENERAL FUND	OCT-DEC BLDG,MAINT. SUPPLIES	490.77
GENERAL FUND	REC TO OCT-DEC SUPPLIES	490.77-
GENERAL FUND	RECEIPT TO APR-DEC SUPPLIES	7,040.52-
GOODIN COMPANY	FLUSH VALVE	176.36
GOODIN COMPANY	FLUSH VALVES	705.42
GOODIN COMPANY	O-RING, SPUD ASSY'S	194.57
GOODIN COMPANY	RETURN FLUSH VALVES	705.42-
GOODIN COMPANY	SPDY SPUD WRENCH	26.97
GRAINGER INC	FILTER CARTRIDGE WATER COOLER	229.95
GRAND FORKS FIRE EQUIPMENT LLC	DEC SCBA FILL STATION PARTS	277.13
GRANITE ELECTRONICS	TWO REPLACEMENT MICS	153.42
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	1,727.42
GREATER FERGUS FALLS CORP	1ST QTR 2024 BUDGET ALLOCATION	12,500.00
GREATER MN PARKS & TRAILS	2024 MEMBERSHIP DUES	250.00
HOME DEPOT CREDIT SERVICES	DEC BULBS AT CITY HALL JASON S	94.80
HOME DEPOT CREDIT SERVICES	DEC CREDIT RETURNED BULBS	94.80-
HOME DEPOT CREDIT SERVICES	DEC UTILITY LED,LIQUID NAIL	23.95
HOME DEPOT CREDIT SERVICES	DECEMBER DIABLO SPADE BIT SET	19.88
HOME DEPOT CREDIT SERVICES	DECEMBER MOVING DOLLY	47.92
HOME DEPOT CREDIT SERVICES	DECEMBER PIPE/BENCH VISE,NUTS	147.76
LAKE COUNTRY GRAPHICS, INC.	DEC EMBROIDER SHIRTS & JACKET	187.48
LAKES COUNTRY SERVICE COOP	NOV PRE EMPLOY DRUG SCREEN	70.00
LAKES COUNTRY SERVICE COOP	2024 LCSC MEMBERSHIP	350.00
DANIEL F E LIPSON	DECEMBER CDP MEETING-MEALS	24.83
VICTOR LUNDEEN COMPANY	2023 1099 LASER FORMS&ENVELOPE	143.40
M-R SIGN COMPANY INC	DEC NO PARKING 1-5AM SIGNS	192.70
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 12/10-1/10/24	368.15
MEDTOX LABORATORIES INC	NOV PRE EMPLOY DRUG TEST	100.20
METRO SALES, INC	11/18-12/17/23 COPIER RENT	152.98
METRO SALES, INC	11/18-12/17/23 COPIER USAGE	51.74
MINNESOTA PETROLEUM SERVICE	DEC CATHODIC TESTING JET-A TAN	541.00
MN STATE COMMUNITY & TECH COLL	OCTOBER FIRE INSTRUCTOR I	450.00

## General

MN STATE COMMUNITY & TECH COLL	OCTOBER FIRE INSTRUCTOR I BOOK	130.00
MINNKOTA ENVIROSERVICES INC	NOVEMBER SHREDDING SERVICE	41.30
MINNKOTA ENVIROSERVICES INC	SHREDDING NOVEMBER	47.20
MOBOTREX INC	DEC FIELD TEST 11 CONFLICT MON	3,400.00
NATIONAL TANK OUTLET	DEC 6500 GALLON DOUBLE WALL	14,503.99
NICE THREADS CUSTOM EMBROIDER	DEC EMPLOYEE SERVICE AWARDS	583.00
NYCKLEMOE & ELLIG, P.A.	JANUARY RETAIN FEE/OFFICE ALLO	7,450.00
OFFICE OF MNIT SERVICES	NOVEMBER INTERNET USAGE	338.62
OLSON OIL COMPANY INC	DEC 20LB PROPANE TANK EXCHANGE	58.25
OTTER TAIL CO. HISTORICAL SOC.	1ST QTR 2024 BUDGET ALLOCATION	2,875.00
OTTER TAIL COUNTY TREASURER	FORF SHARE/THIELMAN/23015423	202.72
OVERHEAD DOOR CO	GARAGE DOOR REPAIRS	192.44
POLICE DEPT CONTINGENCY FUND	TRESPASS SIGNS	97.80
PRODUCTIVE ALTERNATIVES INC.	DEC 48" LATH FOR NO PARKING SI	71.10
PRODUCTIVE ALTERNATIVES INC.	1ST QTR 2024 BUDGET ALLOCATION	12,500.00
PUBLIC UTILITIES DEPARTMENT	DEC/UTILITIES-522 E HAMPDEN	36.64
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	3,712.08
SIGN GUYS LLC	BICYCLE PLAYGROUND	1,900.00
STENERSON BROTHERS LUMBER CO	DEC MASONRY DRILL BITS	3.49
STREICHER'S INC	12 GA DRAG STABILIZED	68.50
SWANSTON EQUIPMENT CO	DEC STIHL MS362 20" CHAINSAW	899.99
SWANSTON EQUIPMENT CO	DEC STOCK PARTS ORDER GLENN	66.37
TC WINTER SERVICES	DEC TURBO MELT SALT TREATMENT	4,049.99
TANGENT COMPUTERS INC	PROFESSIONAL SVCS FOR M365	1,500.00
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	1,001.90
WEX	DEC ER HSA CONTRIBUTION	41.67
WIMACTEL INC	DECEMBER TELEPHONE EXPENSE	99.00
BEN WOLDEN LANDSCAPING	RETAINING WALL REPAIR	30,500.00
	F U N D   T O T A L	333,753.18

## P.A. General

COMSTOCK CONSTRUCTION INC	REPAIRED SHINGLES AT CBHH	600.30
COMSTOCK CONSTRUCTION INC	REPLACED VON DUPRIN SOLENOIDS	555.00
OTTER TAIL TELCOM	INSTALLED PHONE CABLES AT CBHH	1,010.00
UGSTAD PLUMBING INC	BOILER/GEN CK 11/24/23	90.00
UGSTAD PLUMBING INC	JANUARY RETAINER FEE	125.00
UGSTAD PLUMBING INC	MONTHLY MAINT -PLBG & HGT NOV	112.50
	F U N D   T O T A L	2,492.80

## Public Library

ALEX GLASS & GLAZING	ADJUST SCREWS-VERTICAL SHADES	250.00
BAKER & TAYLOR INC	BOOKS	5,333.80
BAKER & TAYLOR INC	FREIGHT SURCHARGE	106.67
BAKER & TAYLOR INC	PROCESSING	463.69
BLACKSTONE PUBLISHING	AUDIO BOOKS	256.63
DACOTAH PAPER CO	DEC PAPER PRODUCTS,CLEANERS	1,247.92
DEMCO EDUCATIONAL CORP	LOWE PROCESSING	306.44
GENERAL FUND	APR-DEC MISC SUPPLIES	1,889.99
HOME DEPOT CREDIT SERVICES	DEC SWIFFER/MIN LIGHTS JUSTIN	18.45
LIBRARY JOURNALS LLC	LIBRARY DE-ESCALATION TRAINING	529.55
MIDWEST TAPE EXCHANGE	DIGITAL CONTENT	992.89
MIDWEST TAPE EXCHANGE	DVD	18.74
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	295.00
	F U N D   T O T A L	11,709.77

## Bigwood Event Center

ALEX GLASS & GLAZING	GLASS-LABOR TO INSTALL	3,432.94
ARAMARK	DECEMBER LINEN SUPPLY	252.50
BJORN'S HEATING & AIR COND INC	REPLACE CONTROL BOARD	556.53
GENERAL FUND	APR-DEC MISC SUPPLIES	155.23
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	1,429.90
PRECISION CATERING MINNESOTA	12/09/23 BEVERAGES	2,034.00
PRECISION CATERING MINNESOTA	12/09/23 BEVERAGES-BAR SERVICE	150.00
PRECISION CATERING MINNESOTA	12/09/23 FOOD	3,696.00
PRECISION CATERING MINNESOTA	12/09/23 LESS 15% BEVERAGES	254.25-
PRECISION CATERING MINNESOTA	12/09/23 LESS 15% FOOD	462.00-
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	578.40
UGSTAD PLUMBING INC	DRAFT INDUCER-WATER HEATER	200.00
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	45.36
	F U N D   T O T A L	11,814.61

## CDBG/HUD Revolving Loan

CHRISTOPHER CADEM	REIMBURSE REMODEL LAW OFFICE	5,992.64
-------------------	------------------------------	----------

## CDBG/HUD Revolving Loan

F U N D   T O T A L	5,992.64
---------------------	----------

## Capital Improvement

BOLTON & MENK INC	DOWNTOWN RIVERFRONT PHASE 2	24,012.43
BOLTON & MENK INC	UNION AVE MILL/OVERLAY	804.50
BRAUN INTERTEC CORPORATION	PROF SERVICES THRU 12/8/23	3,306.00
JOEL CARLSON INC.	JANUARY LEGISLATIVE FEES	2,285.00
INTERSTATE ENGINEERING INC.	PROF SERV 10/29/23 TO 12/2/23	4,212.12
INTERSTATE ENGINEERING INC.	PROF SERV 10/8/23 TO 12/9/23	9,032.64
INTERSTATE ENGINEERING INC.	PROF SERV 11/12/23 TO 12/2/23	1,200.00
MN POLLUTION CONTROL AGENCY	FEES OLD DAIRY SITE REDEVELOPE	1,500.00
STANTEC CONSULTING SERVICE INC	RTC EXT. STABILIZATION PROJ	97.50
	F U N D   T O T A L	46,450.19

## Liquor Store

THE AMERICAN BOTTLING COMPANY	DECEMBER/MIX	262.09
ARCTIC GLACIER USA INC	DECEMBER/FREIGHT #3602334805	15.00
ARCTIC GLACIER USA INC	DECEMBER/ICE #3602334805	771.92
ARCTIC GLACIER USA INC	NOVEMBER/FREIGHT #3609333401	15.20
ARCTIC GLACIER USA INC	NOVEMBER/ICE #3609333401	124.80
ARCTIC GLACIER USA INC	OCTOBER/ICE #40014123	172.75-
ARTISAN BEER COMPANY	DECEMBER/BEER	2,655.15
ARTISAN BEER COMPANY	DECEMBER/MIX	33.85
BEVERAGE WHOLESALERS INC	DECEMBER/BEER	46,482.46
BEVERAGE WHOLESALERS INC	DECEMBER/LIQUOR	3,012.00
BEVERAGE WHOLESALERS INC	DECEMBER/MIX	149.05
BEVERAGE WHOLESALERS INC	DECEMBER/WINE	248.40
BRAUN VENDING INC	DECEMBER SUPPLIES-WATER	21.00
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/FREIGHT	138.11
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/LIQUOR	10,804.72
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/MIX	479.35
BREAKTHRU BEVERAGE MINNESOTA	DECEMBER/WINE	1,441.99
CARLOS CREEK WINERY	DECEMBER/WINE	600.00



## Liquor Store

CAYAN	DEC 2023 MONTHLY SERVICE FEE	160.74
VIKING COCA-COLA BOTTLING CO	DECEMBER/MIX	413.55
COPPER TRAIL BREWING CO	DECEMBER/BEER	362.16
D-S BEVERAGES, INC.	DECEMBER/BEER	21,325.35
D-S BEVERAGES, INC.	DECEMBER/LIQUOR	685.50
D-S BEVERAGES, INC.	DECEMBER/MIX	283.40
DACOTAH PAPER CO	DEC 409 SPRAY,BOWL CLNR,MILDEW	229.13
DACOTAH PAPER CO	DECEMBER BAGS, ROLL THERMAL	165.88
DACOTAH PAPER CO	DECEMBER BOWL CLNR,PEROXY	52.12
DACOTAH PAPER CO	DECEMBER SUPPLIES-BAGS	154.04
DACOTAH PAPER CO	DECEMBER TILEX MILDEW REMOVER	67.40
DACOTAH PAPER CO	DECEMBER/SUPPLIES-BAGS	119.16
FERGUS BREWING COMPANY LLC	DECEMBER/BEER	470.00
GENERAL FUND	APR-DEC MISC SUPPLIES	1,348.71
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	339.53
HOME DEPOT CREDIT SERVICES	DECEMBER TILE CUTTING BIT	27.96
JOHNSON BROTHERS LIQUOR CO	DECEMBER/FREIGHT	669.08
JOHNSON BROTHERS LIQUOR CO	DECEMBER/LIQUOR	17,675.07
JOHNSON BROTHERS LIQUOR CO	DECEMBER/MIX	396.40
JOHNSON BROTHERS LIQUOR CO	DECEMBER/WINE	14,843.79
JUNKYARD BREWING COMPANY LLC	DECEMBER/BEER	1,084.00
NICE THREADS CUSTOM EMBROIDER	DEC EMPLOYEE SERVICE AWARDS	164.00
PEPSI BEVERAGE COMPANY	DECEMBER/MIX	276.15
PHILLIPS WINE & SPIRITS CO	DECEMBER/FREIGHT	174.83
PHILLIPS WINE & SPIRITS CO	DECEMBER/LIQUOR	4,659.80
PHILLIPS WINE & SPIRITS CO	DECEMBER/MIX	792.78
PHILLIPS WINE & SPIRITS CO	DECEMBER/WINE	4,021.10
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	462.99
SMALL LOT MN	DECEMBER/FREIGHT	18.00
SMALL LOT MN	DECEMBER/WINE	1,647.96
SOUTHERN GLAZER'S OF MN	DECEMBER/FREIGHT	96.82
SOUTHERN GLAZER'S OF MN	DECEMBER/LIQUOR	10,897.19
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	78.33
VINOCOPIA INC	DECEMBER/FREIGHT	16.50
VINOCOPIA INC	DECEMBER/WINE	1,680.00
	F U N D   T O T A L	152,941.76

## Refuse Disposal

## Refuse Disposal

AUTO VALUE - FERGUS FALLS	DEC TRUCK WASHING FOAM CANNON	29.95
COSSETTE ELECTRIC LLC	DEC TROUBLE SHOT PUMP	92.00
WASTE MANAGEMENT	12/01-12/15/23 PRO SERVICES	1,142.50
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	46,971.08
EQUIPMENT FUND	2024 BUILDING RENT	6,400.00
FASTENAL COMPANY	DEC REFUSE SAFETY VENDING	77.92
GENERAL FUND	APR-DEC MISC SUPPLIES	101.38
METRO SALES, INC	11/18-12/17/23 COPIER RENT	16.55
METRO SALES, INC	11/18-12/17/23 COPIER USAGE	10.25
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	2,378.00
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	21.87
	F U N D   T O T A L	57,241.50

## Sewage Treatment

BARRY CONST OF FERGUS FALLS	NOV 242ND ST 11/6-11/7	4,140.00
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	13,569.00
EQUIPMENT FUND	2024 BUILDING RENT	20,400.00
FASTENAL COMPANY	DEC SEWER SAFETY VENDING	77.92
GENERAL FUND	APR-DEC MISC SUPPLIES	92.54
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	1,097.66
HAWKINS INC	DEC CYLINDERS	70.00
HAWKINS INC	NOVEMBER CYLINDERS	50.00
INTERSTATE ENGINEERING INC.	STRUCTURAL REVIEW WWTP BLDG	526.12
METRO SALES, INC	11/18-12/17/23 COPIER RENT	16.56
METRO SALES, INC	11/18-12/17/23 COPIER USAGE	10.25
MOTION INDUSTRIES INC	NOV FLEX FLG,SPLIT SLEEVE	447.88
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	526.67
RMB ENVIRONMENTAL LABORATORIES	DEC ANALYSIS	564.54
SPEE*DEE DELIVERY SERVICE INC	DEC SHIPPING	35.11
SPEE*DEE DELIVERY SERVICE INC	NOV SHIPPING	34.84
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	107.46
	F U N D   T O T A L	41,766.55

## Water

Water

BARRY CONST OF FERGUS FALLS	NOV MAIN BREAK CASCADE/VASA	2,720.00
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	5,183.83
EQUIPMENT FUND	2024 BUILDING RENT	20,100.00
FASTENAL COMPANY	DEC WATER SAFETY VENDING	77.92
FASTENAL COMPANY	DEC 3/4"-10 BOLTS/NUTS (WTP)	50.48
FERGUSON WATERWORKS #1657	DEC 3/4" & 1" CURBSTOPS	1,728.00
FERGUSON WATERWORKS #1657	DEC 3/4"CTS FLARE COUPLERS	343.44
GENERAL FUND	APR-DEC MISC SUPPLIES	86.56
GREAT PLAINS NATURAL GAS CO	DECEMBER NATURAL GAS EXPENSE	1,427.74
HAWKINS INC	DEC CYLINDER, CHLORINE	10.00
HAWKINS INC	OCTOBER CYLINDERS	20.00
METRO SALES, INC	11/08-12/07/23 COPIER RENT	63.68
METRO SALES, INC	11/08-12/07/23 COPIER USAGE	5.02
METRO SALES, INC	11/18-12/17/23 COPIER RENT	16.56
METRO SALES, INC	11/18-12/17/23 COPIER USAGE	10.26
WILLIAM & BRITTANY NELSON	15,000 GAL @ \$3.37/1,000	55.95-
WILLIAM & BRITTANY NELSON	3"HYDRANT METER DEP. REC232178	260.00
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	142.85
RMB ENVIRONMENTAL LABORATORIES	DEC 2ND 1/2 BACTERIA MONITOR	196.02
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	323.26
	<b>F U N D   T O T A L</b>	<b>32,709.67</b>

Storm Water

EQUIPMENT FUND	JANUARY EQUIPMENT RENT	12,359.58
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	40.01
	<b>F U N D   T O T A L</b>	<b>12,399.59</b>

Equipment

AUTO VALUE - FERGUS FALLS	DEC AIR FILTER UNIT 496	14.34
AUTO VALUE - FERGUS FALLS	DEC BRAKE PAD/ROTORS U-2	189.97
AUTO VALUE - FERGUS FALLS	DEC BRAKE PADS UNIT 2	49.99
AUTO VALUE - FERGUS FALLS	DEC BRAKE PADS UNIT 4	69.99
AUTO VALUE - FERGUS FALLS	DEC FEMALE DIN 24 HYD FIT U280	54.58

## Equipment

AUTO VALUE - FERGUS FALLS	DEC FEMALE FLAT FACE HYD FITTI	152.36
AUTO VALUE - FERGUS FALLS	DEC FUEL FILTER UNIT 279	26.47
AUTO VALUE - FERGUS FALLS	DEC HYDRAULIC FILTER U-279	10.23
AUTO VALUE - FERGUS FALLS	DEC INTERMEDIATE PIPE UNIT 2	68.99
AUTO VALUE - FERGUS FALLS	DEC MALE FLAT-FACE ORING HYD F	70.78
AUTO VALUE - FERGUS FALLS	DEC MEGA FLEX HYD HOSE	2,371.80
AUTO VALUE - FERGUS FALLS	DEC MUFFLER/PLUGS/WIRES/TRANS	187.12
AUTO VALUE - FERGUS FALLS	DEC M18 TRANSFER PUMP	279.00
AUTO VALUE - FERGUS FALLS	DEC OIL FILTER GASKET U-2	9.99
AUTO VALUE - FERGUS FALLS	DEC OIL PAN GASKET U-2	21.99
AUTO VALUE - FERGUS FALLS	DEC PADS/ROTORS UNIT 4	158.97
AUTO VALUE - FERGUS FALLS	DEC PARTS RETURN CREDITS	374.26-
AUTO VALUE - FERGUS FALLS	DEC REAR BRAKE ROTORS UNIT 2	93.98
AUTO VALUE - FERGUS FALLS	DEC SEAL UNIT 80	17.99
AUTO VALUE - FERGUS FALLS	DEC SERP BELT UNIT 279	44.99
AUTO VALUE - FERGUS FALLS	DEC STOCK FILTER ORDER	169.65
AUTO VALUE - FERGUS FALLS	DEC STOCK HYD FITTING ORDER	277.59
AUTO VALUE - FERGUS FALLS	DEC TRANS OIL COOLER LINES	73.98
AUTO VALUE - FERGUS FALLS	DEC VALVE CAP/VALVES (SHOP)	185.97
AUTO VALUE - FERGUS FALLS	DEC WHEEL NUT UNIT 39	2.49
CERTIFIED LABORATORIES	DEC #1 PREMALUBE GREASE #1	773.95
COSSETTE ELECTRIC LLC	DEC RECEPTACLES	226.45
COSSETTE ELECTRIC LLC	DEC SITE WORK CITY GARAGE	1,658.99
EQUIPMENT FUND	JANUARY EQUIPMENT RENT	1,833.33
EQUIPMENT FUND	RECEIPT JANUARY EQUIPMENT RENT	207,621.67-
EQUIPMENT FUND	RECEIPT 2024 BUILDING RENT	72,780.00-
FARGO FREIGHTLINER	DEC BATTERY HOLD DOWN BOLT 242	5.53
FARGO FREIGHTLINER	DEC METALLIZED BULB HOLDER 228	8.91
FARGO FREIGHTLINER	DEC REFUSE TRUCK LEAF SPRING	1,237.15
FARGO FREIGHTLINER	DEC SLACK ADJUSTER UNIT 226	117.59
FARGO FREIGHTLINER	DEC U-JOINT KIT UNIT 266	265.30
JOHN DEERE FINANCIAL	DEC HYD HOSES UNIT 279	548.59
FASTENAL COMPANY	DEC MISC PARTS AIR COMP ROOM	94.32
FASTENAL COMPANY	DEC RUSTOLEUM GRY PRIMER	78.65
FASTENAL COMPANY	DEC SHOP SUPPLY VENDING	71.93
FASTENAL COMPANY	DEC 3/8" CHANNEL NUTS COMP ROO	35.50
FORKLIFTS OF MINNESOTA, INC	DEC VALVE COVER GASKET U-486	31.02
GENERAL FUND	APR-DEC MISC SUPPLIES	577.35
NAPA AUTO PARTS - FERGUS FALLS	DEC FUEL FILTER UNIT 279	19.54
H & L MESABI COMPANY INC	DEC STOCK CURB RUNNERS	1,060.37
INTERSTATE BATTERY SYSTEM	DEC STOCK BATTERY ORDER	816.70
JORGENSENS TOOLS LLC	DEC 200LM SLIM LIGHT (SHOP)	79.99
M-B COMPANIES INC	DEC PARTS ORDER UNIT 500	1,063.66

## Equipment

M-B COMPANIES INC	MAY CREDIT WRONG SWING ARM	258.11-
MTI DISTRIBUTING INC	DEC SEAL KIT/BUSHING UNIT 954	334.35
MCMMASTER-CARR SUPPLY CO	DEC PROPANE TORCH IGNITER	97.61
MINNESOTA PETROLEUM SERVICE	DEC ANNUAL TANK INSPECTIONS	1,111.00
NICE THREADS CUSTOM EMBROIDER	DEC EMPLOYEE SERVICE AWARDS	58.50
OLYMPIC SALES INC	DEC BODY CONTROL BOX U-228	1,550.28
OLYMPIC SALES INC	DEC HYD PARTS ORDER U-226	1,291.52
O'REILLY AUTOMOTIVE INC	DEC WINTER WIPER WASHER FLUID	250.99
POMP'S TIRE SERVICE INC	DEC STOCK TIRE ORDER	1,224.22
POMP'S TIRE SERVICE INC	DEC 11R22.5 BDM TIRES	1,376.00
PRODUCTIVITY PLUS ACCOUNT	DEC DOOR PARTS UNIT 284	387.40
PRODUCTIVITY PLUS ACCOUNT	DECEMBER EQUIPMENT PARTS	95.72-
PRODUCTIVITY PLUS ACCOUNT	NOV CREDIT RETURNED PARTS	79.20-
PUBLIC UTILITIES DEPARTMENT	DECEMBER PUBLIC UTILITIES	1,370.36
R & R SPECIALTIES, INC.	DEC BOARD BRUSHES (ZAMBONI'S)	247.40
R & R SPECIALTIES, INC.	DEC ZAMBONI BELT/GASKET/IMPELL	458.25
SANITATION PRODUCTS INC	DEC LUBE HOSE/FITTINGS U-262	750.88
STENERSON BROTHERS LUMBER CO	DEC PRESS WASHER ROOM PROJ SUP	659.18
STENERSON BROTHERS LUMBER CO	DEC RETURN MATERIALS-PW SHED	363.59-
STENERSON BROTHERS LUMBER CO	DEC WOOD/HANGERS/SCREWS PRESS	116.64
STENERSON BROTHERS LUMBER CO	DEC 2X6X8 PRESS WASHER ROOM PR	19.37
STENERSON BROTHERS LUMBER CO	DECEMBER MATERIALS-PW SHED	104.84
UNLIMITED AUTOGLASS LLC	DEC REPLACE WINDSHIELD U-283	711.20
UNLIMITED AUTOGLASS LLC	DEC REPLACE WINDSHIELD U-4	269.82
VERIZON WIRELESS	DECEMBER CELL PHONE EXPENSE	82.46
WALLWORK TRUCK CENTER F.F.	DEC EXHAUST PIPE/CLAMPS/ELBOW	271.97
WALLWORK TRUCK CENTER F.F.	DEC FUEL FILTER (STOCK)	350.88
WALLWORK TRUCK CENTER F.F.	DEC OIL FILTER KITS (STK)	199.98
WALLWORK TRUCK CENTER F.F.	DEC OIL PAN UNIT 226	544.42
WALLWORK TRUCK CENTER F.F.	DEC U-JOINT KIT UNIT 266	193.13
ZIEGLER INC.	DEC CAT 10W OIL/AXLE ADDITIVE	143.23
	F U N D   T O T A L	252,188.64-

## Employees Insurance

SUN LIFE FINANCIAL	JANUARY LIFE INSURANCE	3,149.98
	F U N D   T O T A L	3,149.98

1/02/2024

R E S O L U T I O N   R E C O R D

Flexible Benefit Agency

WEX	GEIHSLER EE HSA RESUBMIT	400.00
WEX	GEIHSLER ER HSA RESUBMIT	250.00
WEX	2023 FLEX PLAN REIMB	269.26
	F U N D   T O T A L	919.26

PEG Access

BCBS OF MN & BLUE PLUS	FEBRUARY HEALTH INSURANCE	521.51
BCBS OF MN & BLUE PLUS	JANUARY HEALTH INSURANCE	521.51
BCBS OF MN & BLUE PLUS	MARCH HEALTH INSURANCE	521.51
	F U N D   T O T A L	1,564.53

Fergus Falls Convention and Visitor's Bureau, Inc.

F.F. AREA CHAMBER OF COMMERCE	NOVEMBER FERGUS FALLS REFRESH	25.00
	F U N D   T O T A L	25.00

T O T A L   A L L   F U N D S                      462,742.39

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 02 DAY OF JANUARY BY ALDERMAN WHO MOVED ITS ADOPTION, WAS SECONDED BY ALDERMAN AND ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON THE ABOVE RESOLUTION WAS DULY DECLARED ADOPTED.

ATTEST:

APPROVED:

-----  
CITY ADMINISTRATOR

-----  
MAYOR

1/02/2024

R E S O L U T I O N   R E C O R D

COMM OF FINANCE, TREAS DIV	101.36
FERGUS FALLS FIRE	2,000.00
MN POLLUTION CONTROL AGENCY	1,500.00
OTTER TAIL COUNTY TREASURER	202.72
ADMINISTRATOR'S CONTINGENCY FD	356.13
ALEX GLASS & GLAZING	4,571.57
ALPHA TRAINING & TACTICS LLC	7,550.88
THE AMERICAN BOTTLING COMPANY	262.09
ARAMARK	288.96
SEAN ANDERSON	455.04
ARCTIC GLACIER USA INC	754.17
ARTISAN BEER COMPANY	2,689.00
AUTO VALUE - FERGUS FALLS	4,289.27
BAKER & TAYLOR INC	5,904.16
BARRY CONST OF FERGUS FALLS	6,860.00
BERGANKDV, LTD	750.00
BEVERAGE WHOLESALERS INC	49,891.91
BJORN'S HEATING & AIR COND INC	742.66
BLACKSTONE PUBLISHING	256.63
BCBS OF MN & BLUE PLUS	1,564.53
BOLTON & MENK INC	24,816.93
BRAUN VENDING INC	21.00
BRAUN INTERTEC CORPORATION	3,306.00
BREAKTHRU BEVERAGE MINNESOTA	12,864.17
CHRISTOPHER CADEM	5,992.64
CARLOS CREEK WINERY	600.00
JOEL CARLSON INC.	2,285.00
CARLSON & STEWART REFRIDGERATI	1,717.87
CARR'S TREE SERVICE, INC.	18,113.20
CAYAN	160.74
A CENTER FOR THE ARTS	1,875.00
CERTIFIED LABORATORIES	773.95
CHARTER COMMUNICATIONS	235.57
VIKING COCA-COLA BOTTLING CO	413.55
COLBY'S CAVE LLC	342.97
COMSTOCK CONSTRUCTION INC	1,155.30
COOPERS TECHNOLOGY GROUP	1,289.00
COPPER TRAIL BREWING CO	362.16
COSSETTE ELECTRIC LLC	2,888.45
D-S BEVERAGES, INC.	22,294.25
DACOTAH PAPER CO	2,888.74
WASTE MANAGEMENT	1,142.50
DEMCO EDUCATIONAL CORP	306.44
DEPARTMENT OF THE NAVY	300.00
ESULTANTS WEB SERVICES	50.00
FARGO FREIGHTLINER	1,634.48
JOHN DEERE FINANCIAL	548.59



1/02/2024

R E S O L U T I O N   R E C O R D

FASTENAL COMPANY	720.48
FERGUS BREWING COMPANY LLC	470.00
F.F. AREA CHAMBER OF COMMERCE	25.00
FERGUSON WATERWORKS #1657	2,071.44
FLOUR MILL LLC	41,413.75
FORKLIFTS OF MINNESOTA, INC	31.02
GALLS LLC	28.93
NAPA AUTO PARTS - FERGUS FALLS	19.54
GOODIN COMPANY	397.90
GRAINGER INC	229.95
GRAND FORKS FIRE EQUIPMENT LLC	277.13
GRANITE ELECTRONICS	153.42
GREAT PLAINS NATURAL GAS CO	6,022.25
GREATER FERGUS FALLS CORP	12,500.00
GREATER MN PARKS & TRAILS	250.00
H & L MESABI COMPANY INC	1,060.37
HAWKINS INC	150.00
HOME DEPOT CREDIT SERVICES	285.92
INTERSTATE BATTERY SYSTEM	816.70
INTERSTATE ENGINEERING INC.	14,970.88
JOHNSON BROTHERS LIQUOR CO	33,584.34
JORGENSONS TOOLS LLC	79.99
JUNKYARD BREWING COMPANY LLC	1,084.00
LAKE COUNTRY GRAPHICS, INC.	187.48
LAKES COUNTRY SERVICE COOP	420.00
LIBRARY JOURNALS LLC	529.55
DANIEL F E LIPSON	24.83
VICTOR LUNDEEN COMPANY	143.40
M-B COMPANIES INC	805.55
M-R SIGN COMPANY INC	192.70
MTI DISTRIBUTING INC	334.35
MARCO TECHNOLOGIES LLC	368.15
MCMASTER-CARR SUPPLY CO	97.61
MEDTOX LABORATORIES INC	100.20
METRO SALES, INC	353.85
MIDWEST TAPE EXCHANGE	1,011.63
MINNESOTA PETROLEUM SERVICE	1,652.00
MN STATE COMMUNITY & TECH COLL	580.00
MINNKOTA ENVIROSERVICES INC	88.50
MOBOTREX INC	3,400.00
MOTION INDUSTRIES INC	447.88
NATIONAL TANK OUTLET	14,503.99
WILLIAM & BRITTANY NELSON	204.05
NICE THREADS CUSTOM EMBROIDER	805.50
NYCKLEMOE & ELLIG, P.A.	7,450.00
OFFICE OF MNIT SERVICES	338.62
OLSON OIL COMPANY INC	58.25

1/02/2024

R E S O L U T I O N   R E C O R D

OLYMPIC SALES INC	2,841.80
O'REILLY AUTOMOTIVE INC	250.99
OTTER TAIL CO. HISTORICAL SOC.	2,875.00
OTTER TAIL TELCOM	1,010.00
OVERHEAD DOOR CO	192.44
PEPSI BEVERAGE COMPANY	276.15
PHILLIPS WINE & SPIRITS CO	9,648.51
POLICE DEPT CONTINGENCY FUND	97.80
POMP'S TIRE SERVICE INC	2,600.22
PRECISION CATERING MINNESOTA	5,163.75
PRODUCTIVE ALTERNATIVES INC.	12,571.10
PRODUCTIVITY PLUS ACCOUNT	212.48
PUBLIC UTILITIES DEPARTMENT	9,502.99
RMB ENVIRONMENTAL LABORATORIES	760.56
R & R SPECIALTIES, INC.	705.65
SANITATION PRODUCTS INC	750.88
SIGN GUYS LLC	1,900.00
SMALL LOT MN	1,665.96
SOUTHERN GLAZER'S OF MN	10,994.01
SPEE*DEE DELIVERY SERVICE INC	69.95
STANTEC CONSULTING SERVICE INC	97.50
STENERSON BROTHERS LUMBER CO	539.93
STREICHER'S INC	68.50
SUN LIFE FINANCIAL	3,149.98
SWANSTON EQUIPMENT CO	966.36
TC WINTER SERVICES	4,049.99
TANGENT COMPUTERS INC	1,500.00
UGSTAD PLUMBING INC	527.50
UNLIMITED AUTOGLASS LLC	981.02
VERIZON WIRELESS	1,700.65
VINOCOPIA INC	1,696.50
WALLWORK TRUCK CENTER F.F.	1,560.38
WEX	960.93
WIMACTEL INC	99.00
BEN WOLDEN LANDSCAPING	30,500.00
TOTAL OTHER GOVERNMENT	3,804.08
TOTAL OTHER VENDORS	458,938.31
TOTAL ALL VENDORS	462,742.39

1/02/2024

R E S O L U T I O N   R E C O R D

## 2024 Council Appointments

Board of Equalization: Ward One- Jim Fish  
Ward Three-Brent Thompson

Ward Two-Tom Rufer  
Ward Four-Anthony Hicks

Business Development for Fergus Falls: Anthony Hicks

Fire Department Relief Association: Fire Chief  
Scott Rachels

City Administrator

Fire Department Trust Fund: Fire Chief

Anthony Hicks

Golf Board: Scott Kvamme

Hockey Association: Tom Rufer

Investment Committee: City Administrator  
Assistant Finance Director  
Jim Fish

Finance Director  
Certified Financial Planner

Legislative Committee: Mayor  
Tom Rufer

City Administrator  
Anthony Hicks

PEG Access Board: Al Kremeier

Personnel Committee: Laura Job

Scott Kvamme

Senior Citizens: Brent Thompson

Tax Levy Committee: Mayor  
Laura Job

City Administrator  
Scott Rachels

Visit Fergus Falls: Jim Fish

West Central Initiative Economic Development District: Ben Schierer

Housing and Redevelopment Authority (HRA): Scott Kvamme

Port Authority: Brent Thompson  
Anthony Hicks  
Laura Job  
Tom Rufer

Scott Rachels  
Jim Fish  
Scott Kvamme

Council Cannabis Committee:

Ben Schierer  
Scott Kvamme

Laura Job  
Scott Rachels