



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

Invocation- Jim Johnson, Calvary Free Lutheran Church  
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
- F. Petitions, Communications and Open Forum
  - 1. Resolution acknowledging the retirement and 29 years of service from Bob Wallington
  - 2. Proclamation declaring February 8, 2024 as Giving Hearts Day
  - 3. 2023 Investment Portfolio Review
- G. Consent Agenda
  - 1. Motion approving the minutes from the January 16, 2024 City Council meeting and the January 31, 2024 Committee of the Whole meeting
  - 2. Motion approving licenses
  - 3. Resolution certifying election judges for the March 5, 2024 Presidential Nominating Primary Election
  - 4. Resolution agreeing to maintain the bicycle and pedestrian facility portion of the trail sections of Public Improvement 5367, MnDOT's TH 210W Bridge Replacement Project
  - 5. Motion appointing Lois Josefson to the Heritage Preservation Commission
  - 6. Resolution accepting donations from Lake Region Electric Cooperative Operation Roundup and the Fraternal Order of Eagles 2339 towards the purchase of an inflatable ice/cold water rescue boat for the fire department and approve corresponding budget adjustments
  - 7. Resolution accepting donations from the Fergus Falls Public Library Foundation/West Central Initiative for materials and conference travel and approve corresponding budget adjustments
  - 8. Resolution establishing a Fergus Falls Community Fund with West Central Initiative
  - 9. Resolution approving an increase in service benefits for retiring paid on call firefighters
  - 10. Motion adding a \$100 per application fee for grazing for vegetative management permits to the 2024 fee schedule
  - 11. Resolution approving a final plat for a two-lot subdivision of Timber Cove Addition at 1151 and 1161 N Friberg Avenue as requested by the Housing and Redevelopment Authority of Fergus Falls

- H. Ordinance and Resolutions
  1. First reading, Ordinance 52, Eighth Series, Adding City Code Section 91.53, Temporary Grazing for Vegetative Management
  2. Resolution approving a one-year extension to the Pebble Lake Golf Course Management Lease Agreement
  3. Resolution directing staff to prepare and submit an EDA grant application for the Union Ave Bridge Rehabilitation project
  4. Resolution engaging Baker Tilley for a Tax Increment Financing analysis for a possible workforce housing project
- I. Presentation of Claims \$1,205,421.76
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
- N. Miscellaneous Announcements
  - February 14 7:00 am Committee of the Whole meeting
  - February 19 Most city offices and facilities closed for observance of President's Day  
Garbage and recycling normally picked up on Monday will be picked up  
Tuesday the 20<sup>th</sup>. Tuesday collection will be on Wednesday the 21<sup>st</sup>.
  - February 20 5:30 pm City Council meeting
- O. Adjournment

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

RESOLUTION #\_\_-2024  
RETIREMENT OF BOB WALLINGTON

WHEREAS, Bob Wallington has submitted his intent to retire effective February 16, 2024, and,

WHEREAS, Bob was hired on December 11, 1995 as a custodian and,

WHEREAS, on July 1, 2000 he moved to the Building Maintenance position at City Hall and on March 31, 2008 his position changed to Building Maintenance/Supervisor/Purchasing and,

WHEREAS, Bob's knowledge and experience with a variety of HVAC systems was very valuable and will be missed.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota, to accept the resignation of Bob Wallington and thank him for 29 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 February 5, 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

PROCLAMATION

**GIVING HEARTS DAY**

FEBRUARY 8<sup>th</sup> 2024

WHEREAS, Giving Hearts Day was started in 2008 by Dakota Medical Foundation and Impact Foundation as the first 24-hour regional giving event of its kind with Alex Stern Family Foundation joining them as a co-host in 2014; and

WHEREAS, Giving Hearts Day is a gateway for citizens to connect to charitable organizations doing important work improving health and quality of life across our state and community; and

WHEREAS, Giving Hearts Day 2024 includes over 560 nonprofit organizations and charitable funds, spans the entire state of North Dakota and northwest Minnesota, and includes 9 nonprofit organizations in our own city of Fergus Falls which are Inspiration Point Christian Camp & Retreat Center, Fergus Falls YMCA, Health Resources Center, Lutheran Brethren Seminary, A Wife Like Me, Otter Cover Children's Museum, Freedom Resource Center, Hillcrest Lutheran Academy, and Lake Region Healthcare Foundation; and

WHEREAS, the Fergus Falls Giving Hearts 2024 Collaborative goal is to work together to strengthen, equip, and enhance quality of life while providing resources & services to the community of Fergus Falls; and

NOW, THEREFORE, as Mayor of the City of Fergus Falls, Minnesota, I do hereby proclaim February 8<sup>th</sup>, 2024, GIVING HEARTS DAY in the City of Fergus Falls.

City Council Minutes  
January 16, 2024

The Fergus Falls City Council held a regular meeting on Tuesday January 16, 2024, at 5:30 pm in the City Council Chambers. Pastor Doug Dent gave the invocation, and the Pledge of Allegiance was recited. Council members in attendance were Thompson, Rachels, Hicks, Fish, Job, Kvamme, Rufer and Kremerier

**Approval of Agenda**

A motion and second were made by Fish and Thompson approving tonight's agenda and the motion carried.

**Tree Trimming Contract**

Fish offered **Resolution #15-2024** awarding the 2024-2025 tree trimming and removal bid to Carr's Tree Service, which was seconded by Rachels and was adopted.

**Open Forum**

Mark Leighton presented an analysis of what he believes Fergus Falls spent in 2023 compared to the rest of the state and asked the council to cut the budget.

**Consent Agenda**

The following items were approved under **Resolution #16-2024** by Hicks: Motion approving the minutes from the January 2, 2024, City Council meeting and the January 10, 2024, Committee of the Whole meeting. Motion approving the following licenses: Mechanical Maximum Heating & Air; Minnesota Lawful Gambling Permit Heart O' Lakes Fishing League for a raffle on April 28, 2024, at the Fergus Falls Schools. **Resolution #17-2024** entering into a Joint Powers Agreement with Otter Tail County for a mental health social worker position. **Resolution #18-2024** approving the purchase of eight portable radios for the Fergus Falls Police Department and making applicable budget adjustments. **Resolution #19-2024** authorizing the purchase of 32 portable radios, a SCBA compressor and fill station for the Fergus Falls Fire Department and making applicable budget adjustments. **Resolution #20-2024** accepting an additional three-year option term between the City of Fergus Falls and Sky Crew Services LLC. **Resolution #21-2024** executing the partial release of a permanent utility easement at 226 E Lincoln Avenue. **Resolution #22-2024** initiating PI 5377, the 2024 mill and overlay improvement project and ordering the plans and specifications. **Resolution #23-2024** initiating PI 5372, the 2024 seal coat improvement project and ordering the plans and specifications. The resolution was seconded by Thompson and was adopted.

**Aquatic Center Donations**

Inquiries have been made about providing private donations to the aquatic center. Staff recommended the council adopt a blanket resolution accepting donations for the aquatic center. Hicks offered **Resolution #24-2024** accepting donations for PI 9504, the aquatic center, which was seconded by Thompson and was adopted.

**Encroachment 1205 W Lincoln Avenue**

A medical clinic is proposing to move into the space at 1205 W Lincoln Avenue. City Code §154.190-154.204 requires the number of parking spaces required for medical facilities. The city was asked to consider an encroachment agreement to allow parking in the right of way. At last week's Committee

of the Whole meeting a straight on parking configuration was proposed and the tenant and building owner consented to amending the plan to angled parking with additional parking along St Andrews Street. Although he felt this is a good project, Hicks did not support the encroachment agreement because the property owner was asking the city for a favor when they are not current on their property taxes. He said the agreement would need to be revoked when the city continues their riverfront development. Kremeier was concerned veterans would not be able to safely access the building due to the slope of the terrain and traffic in the area and asked if the Veteran's Administration was aware of the potential liability. He proposed purchasing the former gas station on the site for additional parking spaces, suggested other sites in the community may be more suitable for the clinic site, and the city's future riverfront development would require revoking the agreement. Rufer did not feel this parking scenario would be different than a veteran parked along a city street with traffic passing by. He expressed his support for the project, the jobs that will be created and appreciation to the property owner for developing the empty space into a project that will fill a community need. Mayor Schierer said the Veteran's Administration was fully aware of the plans and they are the best resource on what is needed at the site. He felt council members were "talking out of both sides of their mouth" claiming to be business friendly while criticizing the project. Rachels pointed out the site would be leveled prior to seeing patients and asked to see the rendering of the angled parking configuration. City Administrator Andrew Bremseth explained only a few feet of the right of way is being utilized and this parking concept is like the agreement with Quality Circuits. Kvamme spoke in favor of the resolution noting angled parking is not uncommon and this is a good compromise between the city and property owner. Job was concerned with the required 3-point turn to exit the property and that this would drive more traffic through the neighboring car dealership lot. Laurie Mullen spoke as an adjoining property owner and felt the encroachment should have been discussed at a Planning Commission meeting and more community input should have been sought. She spoke about the future redevelopment of the riverfront projects and felt this decision would someday need to be reversed. Fish offered [Resolution #25-2024](#) approving an encroachment agreement to accommodate the parking needs of the tenant at 1205 W Lincoln Avenue, which was seconded by Kvamme and was adopted 5-3 with Hicks, Job and Kremeier voting in opposition.

### **Pebble Lake Golf Course Rates**

Kevin Swenson spoke about the record-breaking number of rounds of golf and buckets of range balls hit in 2023. They hosted over 50 events including tournaments, 3 weddings, community education classes and over 100 kids attended summer golf camp. They exceeded their goal of 300 households taking out memberships and were voted the best golf course venue in the county for the second straight year. They plan to raise their membership rates by 10% in 2024 and need to raise the daily rate by \$1.00 due to rising costs. Hicks, Rachels and Rufer complimented Swenson and the Pebble Lake Golf Course for turning around their operations. Hicks offered [Resolution #26-2024](#) approving the 2024 rates for the Pebble Lake Golf Course, which was seconded by Rufer and was adopted.

### **Greater Fergus Falls Economic Development Services**

Lance Anderson introduced himself as the new Executive Director of Greater Fergus Falls (GFF). Their organization is proposing a resolution to strengthen the public/private partnership between the city and GFF. The resolution calls for the mayor to appoint a working group of up to three city council members and up to three GFF board members to consider if it is appropriate the city purchase certain economic development services to grow the city's tax base with business growth, retention, and recruitment. Rufer offered [Resolution #27-2024](#) appointing a working group to discuss Greater

Fergus Falls economic development services and funding, which was seconded by Hicks and was adopted.

### **Resolution of Accounts**

Fish offered a resolution authorizing the payments and claims in the amount of \$2,146,036.48, which was seconded by Thompson and was adopted.

### **Closed Meeting**

The meeting adjourned to a closed session at 6:17 pm to discuss a purchase agreement as allowed by Minnesota Statute Section 13d.05 and the council is anticipated to briefly reconvene for action after the closed discussion has taken place.

The City Council reconvened at 6:58 pm. Thompson offered **Resolution #28-2024** extending the letter of intent until June 1, 2024, for a property being considered for a workhouse housing project, which was seconded by Kvamme and was adopted.

The meeting adjourned at 6:59 pm

Lynne Olson

DRAFT

Committee of the Whole Minutes  
January 31, 2024

The Fergus Falls City Council met as a Committee of the Whole on January 31, 2024, at 7:00 am in the City Council Chambers. Mayor Schierer called the meeting to order, and the following council members were in attendance: Thompson, Rachels, Hicks, Fish, Job, Kvamme, Rufer, and Kremeier.

**West Central Initiative Fund**

West Central Initiative (WCI) is a 501c3 organization that can accept donations. The council was asked to consider establishing a Fergus Falls Community Fund component fund to accept donations for various city projects. A motion and second were made by Hicks and Rachels to recommend the council establish a Fergus Falls Community Fund with West Central Initiative and appoint the Investment Committee, Finance Director and Assistant Finance Director as the Advisory Committee and the motion carried.

**Fire Relief Association Service Benefits**

The Fergus Falls Fire Department Relief Association Board of Trustees is seeking an increase in service benefits for retiring paid on call firefighters from \$5,900 to \$6,300 per year of active service effective March 1, 2024. The request falls within the established funded ratio and there is no budget impact on the city. A motion and second were made by Rachels and Fish to recommend the council approve an increase in service benefits for retiring paid on-call firefighters and the motion carried.

**Pebble Lake Golf Course Lease Agreement**

Council members Hicks and Kvamme, city staff and Pebble Lake Golf Course board representatives met to discuss an extension to the lease with the Pebble Lake Golf Club until December 31, 2024. The agreement states the golf club annually funds the first \$5,000 of capital improvements and the use of funds within the city budget requires the approval of the Public Works Director. Funding requests beyond the 2024 approved budget requires council approval. The city's 2024 budget includes \$43,913 for the Pebble Lake Golf Course plus unexpended 2023 capital outlay funds. The golf board representatives agree to the proposed lease agreement language. A motion and second were made by Kvamme and Hicks to recommend the council approve a one-year lease extension with the Pebble Lake Golf Course and the motion carried with Rachels voting in opposition.

**Grazing for Vegetative Management Ordinance**

Last August the council was asked to consider an ordinance allowing the use of goats for vegetative management and controlling invasive species of weeds. City staff researched ordinances from other cities and proposed language addressing the permit process, fencing and the written consent of neighboring property owners. Suggested amendments regarding signage and fencing will be incorporated into the first reading of the ordinance. A motion and second were made by Kvamme and Fish to recommend the council hold a first reading of Ordinance 52, Eighth Series, Temporary Goat Grazing for Vegetative Management on February 5 and to add a \$100 per application permit fee to the 2024 fee schedule. The motion carried with Thompson voting in opposition.

**Final Plat for Timber Cove Addition**

The preliminary plat for the Timber Cove Addition at 1151/1161 Friberg Avenue was approved in 2021. Now that the building is completed, the final plat was reviewed by the Planning Commission and was recommended to be approved. The footprint changed to include a stormwater area and small



shelter structure. HRA Director Mikel Olson was asked to give an update on the permanent supportive housing project called Garitz Grove. The building has 24 one-bedroom units whose residents have mental health issues or are homeless and require the use of multiple service programs such as case management, skilled nursing, and mental health counseling. Mahube OTWA will help the Fergus Falls HRA with the assessment process and the units will be ready for tenant occupancy in February or March. Council members provided supportive comments about the facility and spoke about the assistance this project will provide law enforcement and emergency services by reducing mental health service calls. A motion and second were made by Kvamme and Rufer to approve a final plat for a two-lot subdivision of Timber Cove Addition at 1151/1161 Friberg Avenue as requested by the Housing and Redevelopment Authority of Fergus Falls and the motion carried.

### **DeLagoon Park Improvement Update**

The DeLagoon Park improvements are at the 90% review stage with plans to bid the project in bid. The Minnesota Administrative Rules require a bathroom for the campground and Grant Kuper from Bolton and Menk provided an update on the restroom/bathroom options. In the design process staff recommended a structure that is functional, easy to clean, has a low maintenance roof, plastic/polyethylene toilet partitions, manually operated toilets and sinks and no wood interior. Bolton and Menk looked at four options: the estimate for the Cedar Forest Products model was \$680,000. A traditional build quote from a local contractor was \$675,000-\$725,000. The estimated cost for the Public Restroom Company structure was \$655,000-\$755,000. The Huffcut Building is a precast concrete modular building would be the most cost-effective solution to meet the city's goals of longevity, durability, and low maintenance. The estimated cost of the Huffcut Building is \$580,000 and the construction costs for the underground utilities and building foundation would need to be bid separately from the building costs. Because this is a traditional design-bid build process, rather than a prefabricated structure, there is a need to hire an architect to produce the plans and specifications and these services would be bid separately. The council was in consensus to maintain the current bid document process specifying a Huffcut brand restroom/bathhouse building. If the project bids are approved, the DeLagoon campground will be closed for the 2024 season but would be ready for occupancy in 2025. The \$5.2 million improvements at DeLagoon Park were approved by the voters at the 2022 General Election and would be funded by the local option sales tax.

The meeting adjourned at 7:40 am

*Lynne Olson*

FOR COUNCIL MEETING — FEBRUARY 5, 2024

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

Minnesota Lawful Gambling Permit

Minnesota Deer Hunters Association for a raffle on March 23, 2024 at the VFW

Mechanical

Jerry's Heating & A/C

Fireworks Sales

Fleet Farm, 2002 W Lincoln Avenue

RESOLUTION #\_\_\_-2024  
RESOLUTION DESIGNATING ELECTION JUDGES  
FOR THE PRESIDENTIAL NOMINATING ELECTION  
TO BE HELD TUESDAY MARCH 5, 2024

WHEREAS, each election requires the local Elections Administrator to submit a listing of trained election judges to serve and,

WHEREAS, the following names have been supplied as trained election judges to serve in the March 5, 2024 Presidential Nominating Primary Election and,

WHEREAS, some substitutions may be required to maintain party balance and keep the polling places fully manned and,

WHEREAS, to keep party balance and abide by state election laws, some people will serve in a precinct different from where they reside,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fergus Falls, Minnesota that the following named voters living in the State of Minnesota are hereby appointed to serve as Election Judges.

**FIRST WARD, PRECINCTS ONE AND TWO**

Head Judge: Jean Bowman

Election Judges: Jon Nygaard, Bridget Leonard, Barb Welle, Diane Stommes, Mike Thacker, Dean Hjelle, Yvonne Burt, Mary Waller, Sharon Hintgen, Doug Noyes

**SECOND WARD, PRECINCTS ONE AND TWO**

Head Judge: Klara Beck

Election Judges: Sherry Gronwold, Perry Werner, Julie Ridout, Sharon Stevens, Carma Synstelien, Phyllis Knutson, Sherri Money, Ginny Ronning, Glenn Bressler, Elora Flores, Dick Felstul

**THIRD WARD, PRECINCTS ONE AND TWO**

Head Judge: Tere Mann

Election Judges: Peggy Underwood, Jo Weatherly, Kris Svingen, Gail Welle, Ila Hjelle, Ron Burt, Wendy Anderson, Nancy Swenson, Mike Thorson, John Schmidt

**FOURTH WARD, PRECINCTS ONE AND TWO**

Head Judge: Kathy Wagnild

Election Judges: Richard Edinger, Peg Werner, JoEllen Thacker, Melissa Mattson, Olivia Synstelien, Tracy Chaput, Wally Stommes, Lois Rogness, Desta Hunt, Richard Jones

**ALTERNATES:**

Ellen Eastby, Jane Fournier, Carol Mitchell, Angie Hauge, Doreen Gumke, Val Jean Keller, Ginny Winters, Katherine Jordahl, Delphine Steiner, Pamela Johnson, Russell Zuehlsdorf

**HEALTHCARE JUDGES**

Julie Ridout, Sherry Gronwold, DeAnn Preston, Valerie Nelson, Jon Nygaard, Lois Rogness, Joy Lindgren, Karen Olson, Kris Svingen, Lynne Olson

Election Judges will be paid \$15.00 per hour and the head judges and nursing home judges will be paid \$20.00 per hour.

The above and foregoing resolution was offered at a regular meeting of the Fergus Falls City Council held on February 5, 2024 by Council Member \_\_\_\_\_ who moved its adoption, was seconded by Council Member \_\_\_\_\_ and was 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 2

**Meeting Date:**

January 10, 2024 – Committee of the Whole

January 16, 2024 – City Council

**Subject:**

TH 210 West And I-94 Interchange Reconstruction

2023/24 Transportation Alternatives (TA) Application

**Recommendation:**

- 1) Resolution agreeing to maintain the bicycle & pedestrian facility portion of this project for its useful life.

**Background/Key Points:**

MnDOT's proposed TH 210 and I-94 interchange reconstruction project located on TH 210 West from west of Redwood Lane to Western Avenue within the City of Fergus Falls. The proposed project involves construction of a single bridge over I-94 to replace the two existing bridges. In addition, there will be "roundabouts" installed at the east and west I-94 access ramps as well as at the Redwood Lane intersection. Construction of bicycle and pedestrian trails from Redwood Lane to Western Avenue are also part of this project.

Last November, this Council (by motion) directed me to submit a TA Letter of Intent. MnDOT has responded by approving the City for submission of the final application that is due January 12, 2024. The City needs to pass a Resolution agreeing to maintain the bicycle & pedestrian facility for its useful life, attached for reference to accompany the submission.

**Budgetary Impact:**

The total project is estimated at \$16,000,000-\$17,000,000 and the city's share is \$700,000-\$750,000. Of the City's share, the estimated cost for the trails and walkway is \$172,600. I plan to apply for the full 80% grant. The 20% local match is proposed to be funded thru the City's MSAS account to fully fund a portion of this work.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

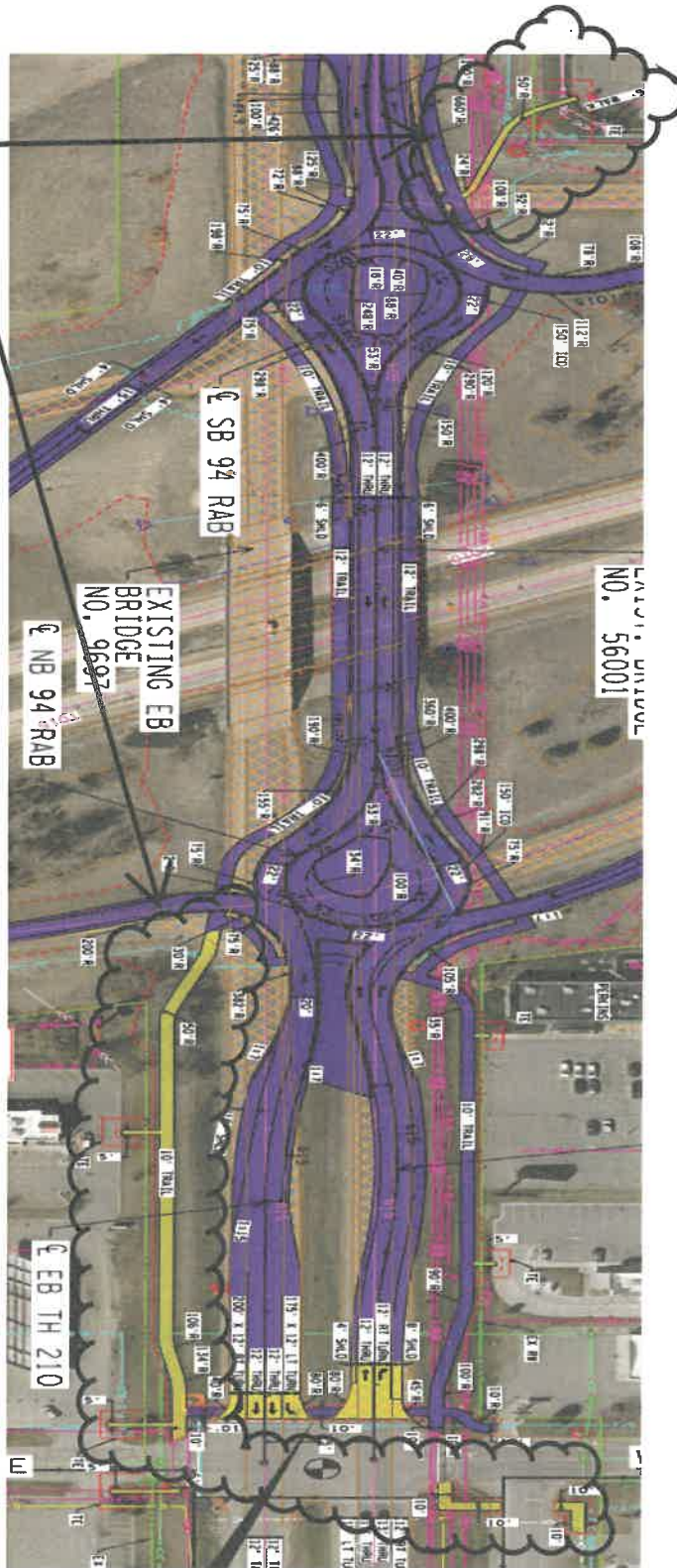
Brian Yavarow, P.E. – City Engineer

**Attachments:**

Sample Resolution

TH 210 West And I-94 Interchange Layout Map

Proposed Trail Segments



## Resolution Agreeing to Maintain Facility

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### Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

### Sample Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 5th, 2024

**Subject:** Donation to the Fire Department from Lake Region Electric Cooperative Operation Roundup and from the Fraternal Order of Eagles 2339.

**Recommendation:** Please approve a resolution accepting a \$600 donation from Lake Region Electric Cooperative and a \$2,000 donation from the Eagles to help fund the purchase of an inflatable ice/cold water rescue boat for the Fire Department.

Please authorize a budget adjustment for the fire department for these two donations along with additional funds from the Trust Fund to cover the purchase, which is estimated to be \$3,600.

**Background/Key Points:**

The addition of an inflatable ice/cold water rescue boat will provide a more efficient rescue operation while adding safety for our fire fighters and those we are aiding. Between these 2 generous donations and a \$1,000 donation last Fall, we have enough to fully fund the purchase of the boat.

**Budgetary Impact:** Upon acceptance and receipt of these funds along with previous donated funds within the Fire Department Trust Fund, the entire purchase will be covered by donations.

**Attachments:**

Letter from LREC

**Originating Department:** Fire and Finance Department

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





# Lake Region Electric Cooperative

1401 South Broadway • P.O. Box 643  
Pelican Rapids, Minnesota 56572-0643

January 14, 2022

Fergus Falls Fire Department  
325 E Washington Ave  
Fergus Falls, MN 56537



Fergus Falls Fire Department:

On behalf of the Lake Region Electric Trust Board for Operation Round Up®, I am pleased to inform you that Fergus Falls Fire Department was selected for a donation. Enclosed is a check for \$500 to be used for fire department expenses.

Funding was provided by Lake Region Electric Cooperative (LREC) members who generously opt to round up their monthly electric bills to the nearest whole dollar and through abandoned unclaimed capital credits. Priority is given by the board of trustees for Operation Round Up to keep funding in our service area where it benefits rural members in particular. Awarding donations to organizations like yours distributes funding to all our communities.

The board of trustees believes your organization is important to the community and we wish you success in the years ahead.

Sincerely,

Bev Terhurne  
Recording Secretary  
Lake Region Electric Trust

Enclosures

Cc: Theresa Halverson, Executive Director



# Lake Region Electric Cooperative

1401 South Broadway • P.O. Box 643 • Pelican Rapids, Minnesota 56572-0643

January 13, 2023

\$500



Subject: Fire Department

On behalf of the Lake Region Electric Trust Board for Operation Round Up®, I am pleased to inform you that a donation is being awarded to support your local fire department.

Funding was provided by Lake Region Electric Cooperative (LREC) members who generously opt to round up their monthly electric bills to the nearest whole dollar and through abandoned unclaimed capital credits. Priority is given by the Operation Round Up board of trustees to keep funding in our service area where it benefits rural members in particular. Awarding donations for festivals like yours distributes funding to communities throughout our service area.

The board of trustees believes your organization is important to the community and wish you success in the years ahead.

Sincerely,

*Roberta Sogn*

Roberta Sogn  
Recording Secretary  
Lake Region Electric Trust

Enclosures

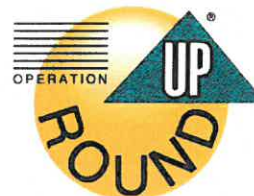
Cc: Theresa Halverson, Executive Director



# Lake Region Electric Cooperative

1401 South Broadway • P.O. Box 643 • Pelican Rapids, Minnesota 56572-0643

January 18, 2024



Subject: Fire Department

On behalf of the Lake Region Electric Cooperative Operation Round Up® Board of Trustees I am pleased to inform you that a donation is being awarded to support your local fire department.

Funding was provided by Lake Region Electric Cooperative members who generously opt to round up their monthly electric bills to the nearest whole dollar, along with abandoned unclaimed capital credits. Priority is given by the Operation Round Up Board of Trustees to keep funding in our service area where it benefits rural members in particular. Awarding donations to organizations like yours distributes funding to all our communities.

The board of trustees believes your organization is important to the community and wish you success in the years ahead.

Sincerely,

*Tiffini Dankert*

Tiffini Dankert  
Recording Secretary  
Lake Region Electric Cooperative Operation Round Up

Cc: Amanda Fuller, Executive Director



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** February 5, 2024

**Subject:** Fergus Falls Public Library Donations

**Recommendation:**

The recommendation is for the Fergus Falls City Council to accept the donation to the Fergus Falls Public Library – from the Fergus Falls Public Library Foundation / West Central Initiative - in the amount of:

\$5,885.23 for materials purchased with the Lowe Arts, Culture, and Travel Fund.  
\$500.00 for Krista Kugler to attend the Public Library Association Conference. The donations revenue and related expenditure budgets will be adjusted accordingly.

**Background/Key Points:**

The Fergus Falls Public Library Foundation received a donation from the Warren and Jannette Lowe estate. Portions of the funds are for creating a named collection called “The Lowe Arts, Culture, and Travel Collection. This donation is reimbursement for funds spent on the collection.

The Fergus Falls Public Library Foundation is donating \$500 for staff development. These funds will contribute to Children’s Librarian Krista Kugler attending a national conference.

**Budgetary Impact:**

Donation of \$6,385.23 to the Fergus Falls Public Library.

**Originating Department:**

Fergus Falls Public Library

**Respectfully Submitted:**

Gail Hedstrom / Library Director

**Attachments:** None



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** January 31, 2024

**Subject:** West Central Initiative Community Fund

**Recommendation:** Approve a request to establish a Fergus Falls Community Fund with West Central Initiative (WCI). Appoint the Tax Levy Committee, Finance Director and Assistant Finance Director as the Advisory Committee.

**Background/Key Points:**

Individuals and businesses often donate funds for City projects and initiatives. There are instances where a donor is required or chooses to only donate to a 501c (3) organization. West Central Initiative has the ability to establish and operate a community fund. This fund would receive donations and an advisory committee would make recommendations to WCI for the expenditure of the funds. WCI makes the final decision regarding expenditure of funds. The fund could also have various project funds listed under the main community fund (for example: Fergus Falls Downtown Riverfront Phase 2, Fergus Falls Aquatic Center, etc.)

**Budgetary Impact:** This fund could provide resources for various projects within the City.

**Originating Department:** Finance

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

**Attachments:**

None



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** January 31, 2024 Committee of the Whole  
February 5, 2024 City Council

**Subject:** Service benefits for retiring paid on call firefighters

**Recommendation:**

Request to approve an increase in service benefits for retiring paid on call firefighters

**Background/Key Points:**

The Fergus Falls Fire Department Relief Association Board of Trustees has examined the Special Fund of the Relief Association and has approved an increase in service benefits for retiring paid on call firefighters from \$5,900 per year of active service, to \$6,300 per year of active service effective March 1, 2024.

The Relief Association Special Fund is a self-supporting fund, and the increase of \$400.00 per year of service falls well within a range established by State statutes.

Annually the Fergus Falls Fire Department Relief Association board of trustees analyzes and reevaluates its service pension amount and present its findings to the city council before March 1st.

In order for the Relief Association to be eligible for a service pension increase request, the funded ratio should be at or above 115%. (Funding Ratio guideline/benchmark parameters will be reevaluated pending major market shifts or substantial changes in future State Aid receipts)

State statutes governing Fire Relief Associations mandate City Council affirmation of service benefits established by the Relief Association.

**Budgetary Impact:**

There is no budget impact to the City unless the fund would fall below 100% funded

**Originating Department:** Fire Department

**Respectfully Submitted:** Ryan Muchow, Fire Chief

**Attachments:**

Resolution to amend Schedule A of the bylaws for the Fergus Falls Fire Department Relief Association

**Resolution to Amend Schedule A of the Bylaws for the  
Fergus Falls Fire Department Relief Association**

**Resolution No. 2024-1**

Whereas, after careful consideration and examination of the actuarial liability and available funding of the Fergus Falls Fire Department Relief Association, the Board of Trustees has determined that it would be in the best interest of the municipality and membership to increase service time benefits in order to meet inflation and acknowledgement of the service paid on call firefighters provide,

Whereas, the increase in benefit would not cause an unfunded liability resulting in a risk to the membership fund, the municipality, or the local taxpayers,

Now therefore be it resolved that the Board of Trustees of the Fergus Falls Fire Department Relief Association has approved an increase in benefits from \$5,900 to \$6,300 per year of active service with the Fergus Falls Fire Department.

Be it further resolved by the Board, that the benefit increase become effective on March 1, 2024.

Adopted in accordance with the Bylaws of the Fergus Falls Fire Department Relief Association, by the Board of Trustees at a regular scheduled meeting, held after due and proper notice given on this 16<sup>th</sup> day of January, in the year 2024.

President

Attested by:

Secretary of the Fergus Falls Fire Department Relief Association

I certify that I am the Secretary of the Fergus Falls Fire Department Relief Association and that I have read the foregoing and know the contents thereof, and that the same is a true and correct copy of the resolution passed by the Board of Trustees of the Fergus Falls Fire Department Relief Association on January 16<sup>th</sup>, 2024.

Chad P. Nelson  
Secretary





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** January 31, 2024- Committee of the Whole

**Subject:** Final Plat of Timber Cove Addition (F-2024-1)

**Recommendation:** Place on consent for February 5, 2024 City Council Meeting a resolution approving a final plat for a two lot subdivision of Timber Cove Addition at 1151/1161 Friberg Avenue as requested by the Housing and Redevelopment Authority of Fergus Falls (HRA).

**Background/Key Points:** Per MN Statutes 462.358 Subd. 3b, following approval of a preliminary plat, an applicant may request final approval by the city council. The city may approve the plat request if the applicant has complied with all conditions and requirements of applicable regulations and all conditions and requirements upon which the preliminary plat was approved, either through performance or the execution of appropriate agreements assuring performance.

On July 6, 2021, the council adopted Resolution #134-2021 approving the HRA's preliminary plat with the following condition:

1. The applicant shall work with the Engineering Department to resolve concerns with the proposed driveway on Lot 2 connecting the parking lot and Friberg Avenue.

Moore Engineering worked with the applicant and the City of Fergus Falls toward a final plat, which was brought forward to the Planning Commission at its meeting on January 22, 2024. The HRA's final build executed all conditions and regulations upon which the preliminary plat was approved: The driveway on Lot 2 connecting the parking lot to Friberg Avenue via the area on the preliminary plat marked "Existing Curb Cut/Access" was removed. The final plat also includes the location of a stormwater easement area and a bump-out for a shelter/ bike rack that was added to the site design but not considered in the preliminary plat. The additions to the plat follow R-4 regulations. The final plat was approved by Planning Commission on January 22, 2024 and is before council for approval.

**Budgetary Impact:**

None

**Originating Department:**

Community Development

**Respectfully Submitted:**

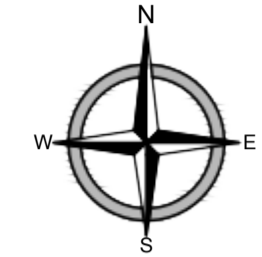
Klara Beck, Community Development Manager

Attachments: Preliminary Plat and Final Plat of Timber Cove Addition



# PRELIMINARY PLAT OF TIMBER COVE ADDITION

PART OF TRACT B  
REGISTERED LAND SURVEY No. 7  
IN THE NW 1/4-NE 1/4  
SECTION 35-133-43  
PARCEL ID NO. 71002991637000  
CITY OF FERGUS FALLS  
OTTER TAIL COUNTY, MINNESOTA



0 30  
Scale in Feet

BASIS OF BEARING: REGISTERED  
LAND SURVEY No. 7  
DATE PREPARED: 5/18/21

### LEGEND

- IRON MONUMENT SET AND MARKED WITH LAND SURVEYOR NO. 43807
- FOUND IRON MONUMENT
- SETBACK LINE
- FUTURE BUILDING
- FUTURE PARKING/ROAD

PROPERTY ZONING: R-4

LOT 1  
LOT AREA: 100,155 sq.ft.  
EXISTING BUILDINGS: 2839 sq.ft.  
BUILDING COVERAGE: 3%

LOT 2  
LOT AREA: 60,356 sq.ft.  
PROPOSED BUILDING: 9000 sq.ft.  
24 UNITS/3 STORY STRUCTURE  
BUILDING COVERAGE: 15%  
SQ FEET REQUIRED PER UNIT: 2200 (300 SQ.FT. ALLOWANCE  
PROPERTY ON THOROUGHFARE)  
24\*2200=52,800 sq.ft. MINIMUM LOT AREA REQUIRED  
FLOOR AREA RATIO: 9000/52,800 = 0.17  
PROPOSED PARKING STALLS: 24 UNITS \* 1.5 = 36 STALLS

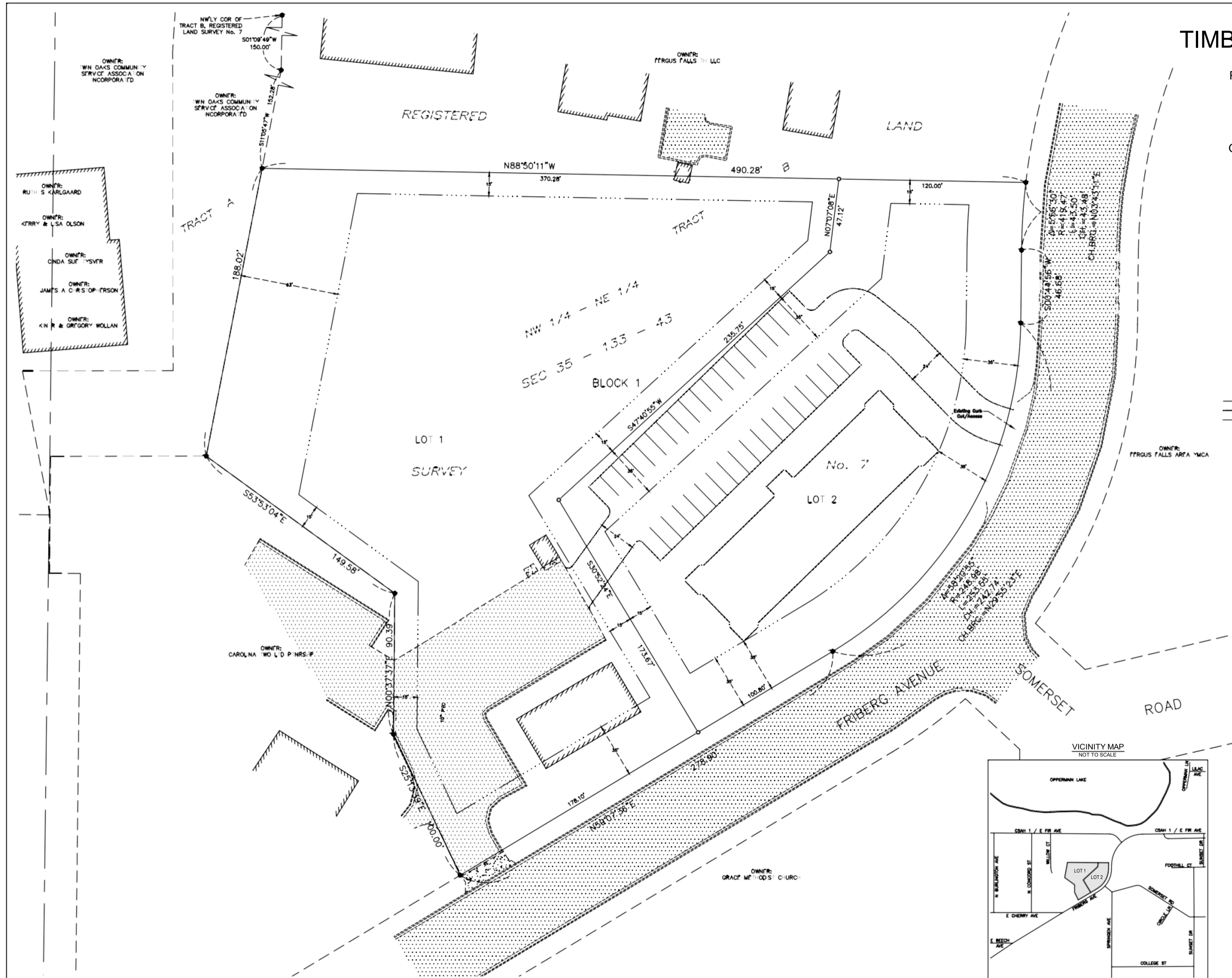
TOTAL PLAT AREA: 3.685 ACRES  
ADDRESS: 1151 FRIBERG AVE

### TRACT DESCRIPTION:

All that part of Tract B, REGISTERED LAND SURVEY NO. 7, on file and of record in the Office of the Registrar, Otter Tail County, Minnesota lying southerly of the following described line:

Commencing at the northwest corner of said Tract B; thence South 01 degree 09 minutes 49 seconds West, record bearing, along the westerly line of said Tract B for a distance of 150.00 feet; thence South 11 degrees 05 minutes 47 seconds West along said westerly line for a distance of 152.28 feet to the point of beginning of the line to be described; thence South 88 degrees 50 minutes 11 seconds East for a distance of 490.28 feet to the easterly line of said Tract B and said line there terminates, containing 160,511 square feet, more or less.

VICINITY MAP  
NOT TO SCALE



**CERTIFICATION**  
I hereby certify that this survey, specification, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
*Christopher D. Hays*  
Christopher D. Hays, Minnesota License No. 43807  
Date signed: May 21, 2021

SURVEYOR: Chris Hayer  
Moore Engineering, Inc.  
1808 E. Fir Ave.  
Fergus Falls, MN

DEVELOPER: Fergus Falls HRA  
Mikel Olson - Executive Director  
1151 Friberg Ave  
Fergus Falls, MN

**moore**  
engineering, inc.  
PROJ. NO.  
21800  
SHEET 1 OF 1

**REGISTERED LAND SURVEY NO. \_\_\_\_\_**  
 IN TIMBER COVE ADDITION  
 CITY OF FERGUS FALLS  
 OTTER TAIL COUNTY, MINNESOTA

I Christopher D. Heyer, a Minnesota Licensed Professional Land Surveyor, hereby certify that in accordance with provisions of Minnesota Statutes, Section 508A.47, I have surveyed the following described property:

All of TIMBER COVE ADDITION according to the recorded plat thereof, on file and of record in the office of the Registrar of Titles, Otter Tail County, Minnesota.

I hereby certify that this Registered Land Survey was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota and that this Registered Land Survey is a correct representation of said parcel of land.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**PRELIMINARY**

Christopher D. Heyer, Licensed Professional Land Surveyor  
 Minnesota Registration Number 43807

State of Hawaii )  
 )SS  
 County of Hawaii )

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Christopher D. Heyer, Professional Land Surveyor, Minnesota License Number 43807.

Name: \_\_\_\_\_  
 My commission expires \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: 1

Name: \_\_\_\_\_, Third Circuit  
 Document Description: Registered Land Survey

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

At a regular meeting of the City Council of the City of Fergus Falls, Minnesota, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, this Registered Land Survey was duly approved.

Ben Schierer, Mayor

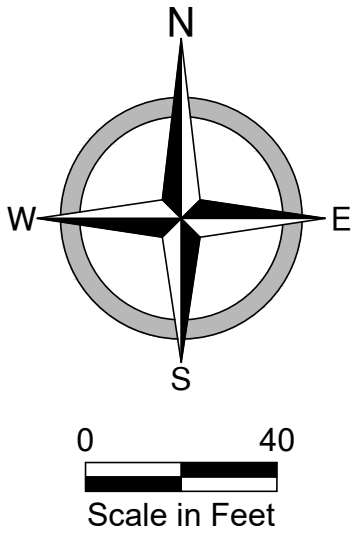
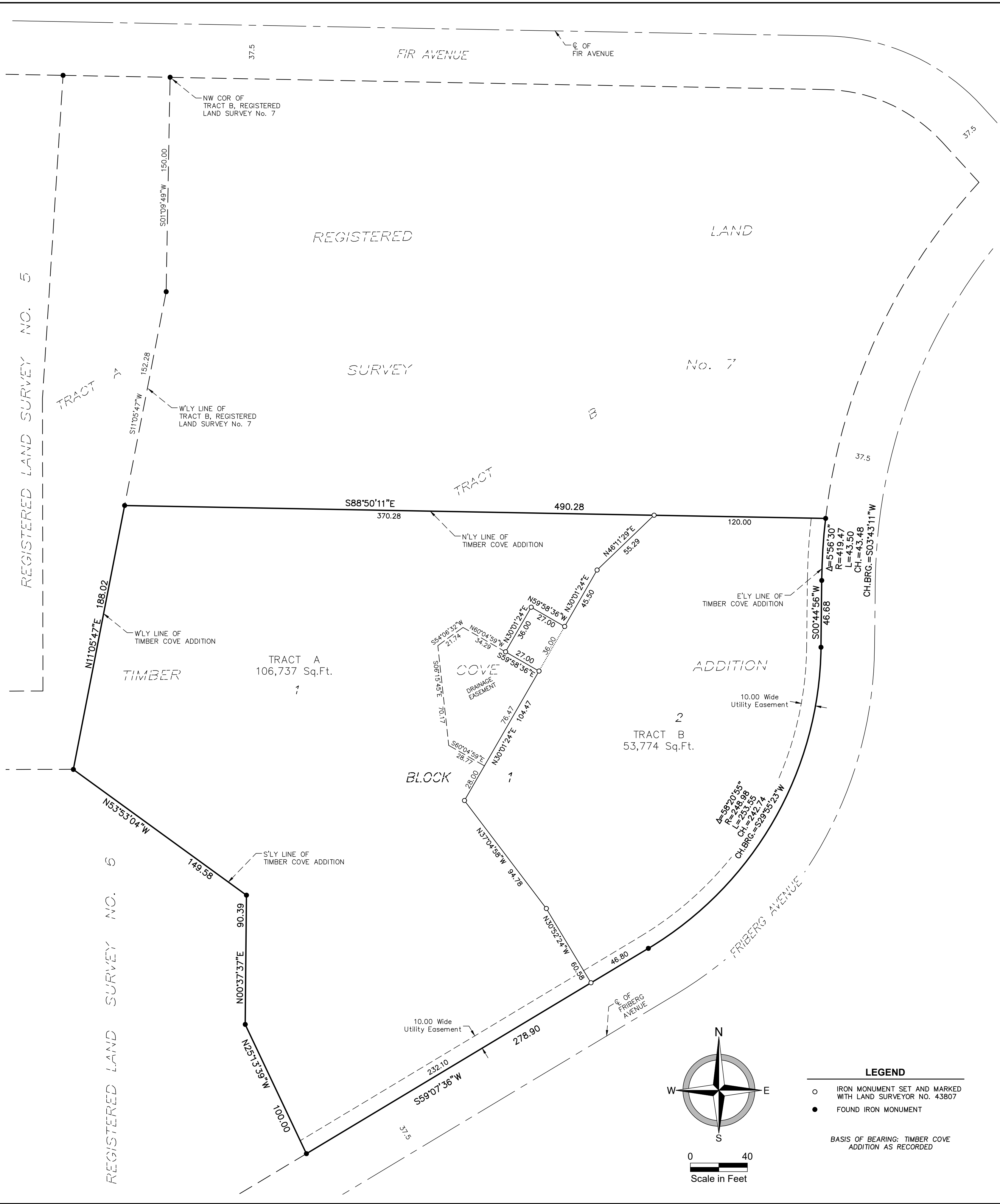
Andrew Bermseth, City Administrator

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 20\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Wayne Stien, County Auditor-Treasurer  
 Otter Tail County, Minnesota

I hereby certify that this Registered Land Survey No. \_\_\_\_\_ was filed in this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. as Document Number \_\_\_\_\_  
 Certificate(s): \_\_\_\_\_

Lynn Larson, Registrar of Titles  
 Otter Tail County, Minnesota



- LEGEND**
- IRON MONUMENT SET AND MARKED WITH LAND SURVEYOR NO. 43807
  - FOUND IRON MONUMENT

BASIS OF BEARING: TIMBER COVE ADDITION AS RECORDED





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** January 31, 2024 Committee of the Whole  
February 5, 2024 City Council

**Subject:** Temporary Goat Grazing for Vegetative Management

**Recommendation:** Hold a first reading of Ordinance 52, Eighth Series on February 5 and to add a \$100 per application permit to the 2024 fee schedule

**Background/Key Points:**

At the August 16, 2023 Committee of the Whole meeting Karen Terry explained the benefits and process of using goats to remove weeds, poison ivy and invasive species such as buckthorn. City ordinances currently do not allow goats in areas other than R-A and would require a change in the ordinance language. At the August 21, 2023 City Council meeting the council made a motion directing staff to research how other cities allow goats for this purpose and to bring a proposed ordinance for the council to consider.

Staff researched the ordinances of other cities and have developed a proposed ordinance and permit process which includes insurance requirements, and the written consent of neighboring property owners. The ordinance language allows the temporary use of goats and electrified fences to remove unwanted vegetation including several natural parks or city owned property that could benefit from the use of goats.

**Budgetary Impact:** Cost of publishing the ordinance

**Respectfully Submitted:** Len Taylor, Public Works Director

**Attachments:** Ordinance 52, Eighth Series  
Prescribed Grazing for Land Management Permit  
Neighbor Consent Form for Grazing Goats

**ORDINANCE NO. 52, EIGHTH SERIES**

**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA, ADDING  
CHAPTER 91.53, TEMPORARY GOAT GRAZING FOR VEGETATION  
MANAGEMENT, TO THE CITY CODE.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Chapter 91.53 entitled Temporary Goat Grazing for Vegetation Management is hereby added as follows:

- A. ***Purpose and need for policy.*** The purpose of this policy is to allow prescribed grazing of approved grazing animals on certain property in the City of Fergus Falls for a specific period and for the express purpose of controlling invasive, noxious, or unwanted vegetation. Invasive species and/or noxious vegetation pose a significant environmental risk to the environment. Prescribed grazing is intended to provide an alternative to the use of chemicals to control undesired vegetation, as well as an alternative to other land management techniques like mowing, brush cutting and prescribed burning. It is also intended to provide an alternative means to control undesirable vegetation on steep slopes or other challenging terrain where it is difficult for humans to access. Prescribed grazing is not intended to allow the raising or keeping of goats as pets or livestock on property where it is not currently allowed under zoning requirements.
- B. ***Policy.*** Property owners intending to use prescribed grazing must have a property that meets all criteria laid out within this policy. Property owners must hire a contractor who has received a prescribed grazing permit from the city. Contractors must obtain an annual permit prior to working in the city, meet all city requirements and agree to follow all guidelines laid out within the policy. The specific policy requirements are as follows:
1. Goats are the only animals approved for prescribed grazing.
  2. Significant invasive, noxious, or unwanted vegetation must exist on the site and removal of it will clearly benefit the property receiving the prescribed grazing.
  3. Prescribed grazing is allowed in any zoning district.
  4. Grazing services will be provided by a permitted contractor. Contractors must obtain an annual permit from the city and must provide all requested documentation. Permits may be revoked if contractors do not follow ordinance and policy requirements, or if repeat issues arise regarding grazing activities causing public nuisances or other unwanted situations. The contractor will need to specifically provide the following information within the city's permit form and adhere to the following contractor guidelines:

- (a) No permit shall be granted, nor be effective, until the applicant files with the City Administrator's office proof of a public liability insurance policy covering all operations of such applicant under this section for the maximum liability amounts pursuant to Minnesota Statute 466.04. The policy shall provide that it may not be cancelled by the insurer except after ten (10) days written notice to the city, and if such insurance is so cancelled and the permittee fails to replace the same with another policy conforming to the provisions of this section, the permit shall be automatically suspended until such insurance is provided.
  - (b) No permit shall be granted, nor be effective, until the applicant files with the City Administrator's office acceptable evidence of compliance with the worker's compensation insurance coverage requirements by providing the name of the insurance company, the policy number, and date of coverage, if applicable.
  - (c) All contractors permitted under the provisions of this section must abide by all ANSI (American National Standards Institute) and OSHA (Occupational Safety and Health Administration) regulations while operating as a business within the city limits.
  - (d) Upon issue, the applicant must be able to produce their permit upon request when operating within the city limits.
  - (e) Applicant must have staff available to respond to any emergency complaints or concerns at all times of day or night. Applicant will furnish emergency contact information when applying for a permit.
  - (f) All contractors must notify the city at least ten (10) days in advance of any prescribed grazing projects that are to occur within the city limits.
5. Prescribed grazing will be allowed on a parcel or lot that is 0.5 acres or greater in size. Prescribed grazing will also be allowed on more than one (1) parcel or lot provided that the grazing areas on each parcel or lot are contiguous and aggregate of 0.5 acres or more in size. All property owners in the grazing area must grant permission to the contractor.
  6. Prescribed grazing cannot occur on a parcel or lot more than two (2) times in a given calendar year. Each grazing event must be 30 (thirty) consecutive days or less in duration from the time the goats arrive to the time the goats are removed from the site. Grazing events must be separated by at least 30 days.
  7. Goat herd size cannot exceed two (2) goats per every one-tenth (1/10) acre of enclosed grazing area.
  8. If exceptions to the standard grazing duration, stocking rates or fencing requirements are desired, the permitted contractor must submit a written request to city staff. Factors, such as proximity to adjacent properties, will be assessed when evaluating

extension requests. Extensions will be approved or denied in writing by the Public Works Director or other authorized agent of the city.

9. Prescribed grazing must occur in an area that is properly enclosed through temporary or permanent fencing. Fencing must be designed to prevent escape by goats and prevent access by other animals and cannot be constructed of barbed wire and follow all requirements outlined below.
  - (a) Energized fence is allowed, but if used within thirty (30) feet of an adjacent property boundary, it must be a part of a double fence system where the outer line of fencing is non-energized and separated from the inner line of energized fence by at least three (3) feet or written approval must be obtained from the adjacent property owner. This protects the public from encountering the energized fence. The fence must be powered by a low impedance energizer.
    - (i) Low impedance energizers use a short duration pulse that minimizes risk to people. City staff reserve the right to require that the prescribed grazing contractor install a double fence system in any situation if determined that a single energized fence line would present a significant risk to the public.
  - (b) Energized fencing must be clearly identified with warning signs no more than ten (10) feet apart and signed on every enclosure boundary. Energized fence must be installed by the prescribed grazing contractor. Temporary fencing must be removed within seven (7) calendar days of the date the goats are removed from the project site. Permanent fencing must follow all other applicable city ordinances.
  - (c) The fence, including the wires, shall not exceed the height limitations in City Code Section 154.086.
10. Where the project area is visible to the public, a sign must notify the public that prescribed grazing is occurring and list twenty-four (24) hour contact information for any emergency situations that may arise, such as a goat outside the fenced enclosure. The sign must follow ordinance requirements for the appropriate zoning district as described beginning in City Code Section 154.170.
11. Shelters, if provided, must follow all city structure and setback requirements.
12. Only females, neutered male goats or unneutered male goats less than six months old that accompany female goats are allowed.
13. Grazing areas must be monitored to prevent overgrazing, erosion and damage to natural resources, including but not limited to:
  - (a) Complying with requirements and best management practices established by Minnesota Department of Agriculture, the Minnesota Department of Natural Resources, Natural Resources Conservation Service, the local watershed district, and all other pertinent agencies.

(b) Preventing impairment of water quality as defined by the Federal Clean Water Act.

(c) Avoiding adversely impacting threatened or endangered plant or animal species.

**C. Procedure.**

1. Contractors wishing to provide prescribed grazing services within city limits must obtain a permit application from the City Administrator's office. Contractors must submit their permit request together with the required consents or notices in Section C.2 below, and insurance documentation, at least fifteen (15) business days in advance of any work proposed within city limits.
2. The permit application shall include written consents to the prescribed grazing of goats including how many goats will be used for this purpose on the subject property from all abutting property owners, or shall provide proof of the certified mailing of a notice to all abutting property owner(s) which advises the abutting property owner(s) the applicant is applying for a permit from the city to allow prescribed grazing of goats on their premises and advising how many goats will be used for this purpose. The abutting property owner may object to the applicants permit application, any objection must be received by the City Administrator within fourteen days of the mailing date of the notice, and failure to provide written objections to the City Administrator within ten (10) days of the mailing of the notice may authorize the City Administrator to issue a permit to allow prescribed grazing of goats on the applicant's property.
3. City staff will review permit requests and respond within ten (10) business days. A written permit will be issued if the request is approved. The contractor cannot start work until the permit has been received.
4. If a permit is issued, it will be valid for the remainder of the year assuming the contractor follows all requirements. Permits are issued for each specific project.
5. Contractor will inform the Public Works Director or their designee of planned project locations at least ten (10) business days prior to arriving to start work.
6. Contractor will notify the Public Works Director on the day that goats arrive on any project site within city limits.
7. If policy requirements or other city ordinances are not followed, contractor permits can be revoked by city staff. Violations of policy may include but are not limited to:
  - (a) Providing any false or inaccurate information on permit application.

- (b) Failure to notify city staff of impending projects in a timely fashion.
- (c) Failure to respond in a timely fashion to or failing to correct issues or concerns raised by city staff or residents.
- (d) Failure to prevent grazing services from resulting in a public nuisance, including repeated issues with animals escaping from fenced areas.
- (e) Failure to maintain appropriate insurance coverage throughout the duration of the permit.
- (f) Failure to adhere to parcel size, stocking rate, stocking duration or fencing requirements.

D. **Authority.** Administrative implementation of state statutes, city ordinances and city policies.

Section 2. Effective date. The effective date of this ordinance shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

The following summary is approved by the City council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes Section 412.191:

PUBLIC NOTICE

WHEREAS, Chapter 51.93, Temporary Goat Grazing for Vegetation Management, has been added to the Fergus Falls City Code by Ordinance No. 52, Eighth Series, which ordinance has been duly adopted by the City Council; and,

WHEREAS, Said ordinance is lengthy and the Council has therefore determined that, pursuant to City Charter Section 4.04, Subd. 2, publication of the title and summary of said ordinance would clearly inform the public of the intent and effect of the ordinance; and,

WHEREAS, The Council, by at least four-fifths of its members, has directed that only the title of the ordinance and a summary be published and that printed copies of the ordinance be available for inspection by any person during regular office hours at the office of the City Administrator and also at the public library where the entire text of said ordinance is posted.

NOTICE IS HEREBY GIVEN, that the title of Ordinance No. 52, Eighth Series, is as follows:



**AN ORDINANCE OF THE CITY OF FERGUS FALLS, MINNESOTA,  
ADDING CHAPTER 91.53, TEMPORARY GOAT GRAZING FOR  
VEGETATION MANAGEMENT, TO THE CITY CODE.**

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 52, Eighth Series, is as follows:

Section 1 provides:

- A. Purpose and need for policy.
- B. Policy.
- C. Procedure.
- D. Authority.

Section 2 provides for the effective date.

NOTICE IS FURTHER GIVEN, that the Council has approved the text of the foregoing summary and determines that it clearly informs the public of the intent and effect of the ordinance.

THIS ORDINANCE was introduced on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

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



**Prescribed Grazing for Land Management Permit  
\$100.00 per application**

**Site Information**

Site Address for Prescribed Grazing	
Site Owner Name	Site Owner Phone Number
Site Owner Mailing Address	
Site Size (in acres or square feet)	Type of fencing to be used
Date the goats will arrive on property	Date the goats will be removed from property

**Contractor Information**

Name		Phone	
Address	City	State	Zip
Email Address			
24 Hour Emergency Contact Name		24 Hour Emergency Contact Phone	

**Required Documentation**

\*A certificate of liability insurance issued to the owner of the goats to be utilized under the permit shall have and maintain insurance coverage for claims arising from prescribed grazing in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and shall provide to the city proof of the required insurance coverage prior to issuance of the permit.

\*A detailed site plan of the premises on which the prescribed grazing will occur. Please include the dimensions of the proposed grazing area, the location and delineation of any wetlands or bodies of water and the location of the proposed fencing. Electrified fence is a double fence system with non-electric outer fence, maintained a minimum of 3 feet from the electric fence is required to serve as a safety barrier, or adjoining property owners waivers of double fencing.

Please read and sign

**Contractor:**

I hereby apply for a prescribed grazing for land management permit and I acknowledge that the information provided is complete and accurate; that the work will be done in accordance with City Code \_\_\_\_\_ of the City of Fergus Falls Code of Ordinances; that I understand this is not a permit but only an application for a permit and services are not to start without a permit.

\_\_\_\_\_  
Applicant Name (printed)                      Signature                      Date

**Site Owner:**

I hereby consent to have the prescribed grazing activity described in this application on my property.

\_\_\_\_\_  
Site Owner Signature                      Date

**For Office Use Only**

Permit Approved by \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application to

Len Taylor, Public Works Director  
112 W Washington Avenue  
Fergus Falls, MN 56537  
[len.taylor@fergusfallsmn.gov](mailto:len.taylor@fergusfallsmn.gov)

Questions? Call Len Taylor at 218-332-5418

## NEIGHBOR CONSENT FOR GRAZING GOATS

Your neighbor is applying for a City of Fergus Falls permit to use goats for land management. City Code 91.53 requires adjacent property owners to provide written consent to allow the prescribed use of grazing for land management purposes. Do not sign the form if you are NOT giving consent to the issuance of a permit. If you have concerns about this application, please call the Public Works Director at 218-332-5418.

Applicant Name \_\_\_\_\_

Address where goats will be grazing \_\_\_\_\_

- Goats are the only animals approved for prescribed grazing.
- Prescribed grazing is not intended to allow goats to be raised or kept as pets or livestock on property where it is not currently allowed under zoning requirements.
- The property owner must hire a contractor who has received a prescribed grazing permit from the city.
- Only females, neutered male goats or unneutered male goats less than six months old that accompany female goats are allowed.
- Prescribed grazing cannot occur on a parcel or lot more than two (2) times in a given calendar year.
- Each grazing event must be 30 (thirty) consecutive days or less in duration from the time the goats arrive to the time the goats are removed from the site.
- Grazing events must be separated by at least 30 days.
- Goat herd size cannot exceed two (2) goats per every one-tenth (1/10) acre of enclosed grazing area.
- Prescribed grazing must occur in an area that is properly enclosed through temporary or permanent fencing. Fencing must be designated to prevent escape by goats and prevent access by other animals and cannot be constructed of barbed wire.
- A low impedance energized fence is allowed if used as a part of a double fence system where the outer line of fencing is non-energized and separated from the inner line of energized fence by at least three (3) feet or written approval must be obtained from the adjacent property owner. Energized fencing must clearly be identified with warning signs.

*By signing this form, you are providing written consent for the issuance of this permit.*

**Owner Name**

**Street Address**

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## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** January 31, 2024

**Subject:** Pebble Lake Golf Club lease extension (2024)

**Recommendation:** Approve a one-year extension to the lease with the Pebble Lake Golf Club (PLCG)

**Background/Key Points:**

City Council members Scott Kvamme and Anthony Hicks along with Andrew Bremseth, Bill Sonmor, and Len Taylor met with representatives from PLGC to discuss a one-year extension to the lease agreement.

No substantial changes were proposed to the lease agreement for 2024. The term was amended to January 1, 2024 through December 31, 2024 and the language within sections 4 and 5 was simplified and included within section 4 in the attached lease agreement. The substance of the language remained the same, noting PLGC funds the first \$5,000 of capital improvements and any use of funds within the City budget will require the approval of the Public Works Director. Any requests for funding in addition to the 2024 approved budget would require City Council approval.

PLGC is in agreement with the language of the 2024 proposed lease agreement.

**Budgetary Impact:** The City's 2024 budget includes \$43,913 within the City's General Fund for expenditures related to the Pebble Lake Golf Course. I will come to the City Council at a later date requesting the carry forward of the 2023 unexpended capital outlay budget.

**Originating Department:** Finance

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

**Attachments:**

None

**LEASE AGREEMENT BETWEEN THE CITY OF FERGUS FALLS  
AND PEBBLE LAKE GOLF CLUB, INC.**

***THIS LEASE AGREEMENT***, (“Lease”) is made by and between the **CITY OF FERGUS FALLS**, a municipal corporation organized under the laws of the State of Minnesota, (“City”) and **PEBBLE LAKE GOLF CLUB, INC.**, a non-profit corporation organized under the laws of the State of Minnesota, (“PLGC”).

***WITNESSETH,***

In consideration of the agreements herein contained and other good and valuable consideration, City does hereby lease to PLGC and PLGC does lease from City the following described premises:

Those portions of Government Lot Three (3); the Northwest Quarter of the Southwest Quarter (NW¼SW¼) of Section Thirteen (13); that part of the Southeast Quarter (SE¼) of Section Fourteen (14) lying easterly of County Highway No. 82, all in Township One Hundred Thirty-two (132), Range Forty-three (43), lying within the boundaries of the Pebble Lake Golf Course

and all other structures, fixtures and appurtenances to the above described property now existing or hereafter constructed or affixed to said real property (collectively the “Premises”).

1. **TERM.** The term of this Lease shall be for a period of one (1) year commencing January 1, 2024, and terminating December 31, 2024 (“Term”) upon the rentals and subject to the conditions set forth below.

2. **RENT.** PLGC agrees to pay City annual rent in the amount of \$100.00, due on or before January 1 in each year during this Lease, commencing January 1, 2024.

3. **USE OF PREMISES.** The Premises are leased by PLGC to operate a public golf course and related services and concessions on the Premises. The Premises shall be operated and

maintained by PLGC as the “Pebble Lake Golf Course” and shall be a public golf course for the benefit of the general public.

**4. CAPITAL MAINTENANCE, REPAIRS, ALTERATIONS, AND IMPROVEMENTS.** PLGC shall annually fund the first \$5,000 of capital maintenance, repairs, alterations, and improvements on the Premises. Annual capital maintenance, repairs, alterations, and improvements in excess of \$5,000 will be funded by the City, only with the preapproval of the Public Works Director and if funds are available within the City’s Park and Recreation Golf Course budget. Any requested expenditures in excess of the City’s Golf Course budget will require approval of the City Council. Any capital maintenance, repair, alteration, and improvement expenses more than the preapproved amount shall be the responsibility of and paid for by the PLGC.

All capital repairs, alterations, and improvements and additions upon the Premises shall be made in a standard workmanship manner and all capital repairs, alterations, improvements and additions made by PLGC, including fixtures and personal property attached to the Premises, shall remain upon the Premises at the expiration of the Term and become the property of the City, unless requested by the City to be removed.

5. **OWNERSHIP OF IMPROVEMENTS, FIXTURES AND PERSONAL PROPERTY.** All repairs, alterations, installations, additions, fixtures and improvements made or installed upon the Premises, shall become the property of City as a part of the Premises.

6. **UTILITIES.** PLGC shall forthwith, and when due, pay all utilities charged to the Premises and incurred during the Term of this Lease.

7. **SURRENDER OF PREMISES.** At the expiration of this Lease, PLGC shall return possession of the Premises to City in as good condition as when PLGC took possession, ordinary wear and tear excepted.

8. **SUBLETTING.** Except for food service concession, dining room, the golf pro shop, and beverage services, PLGC may not sublet any portion of the Premises or assign any interest in this Lease without prior written consent of City. PLGC may sublet the golf course and portions of the club house building, from time to time, for public and private gatherings on a temporary short-term basis for special golf tournaments or events approved by PLGC.

9. **COVENANTS OF PLGC.**

The PLGC shall:

(a) have complete responsibility in the hiring and supervision of all employees at the Premises and of the entire facility. All employees of PLGC shall not be considered employees of the City;

(b) set and determine policies and in cooperation with the City, promote the Premises in a manner which supports, stimulates and coordinates educational, recreational, social and cultural activities for the public;

(c) permit area schools to use the Premises for educational golf programs, school golf teams and for other related educational uses;

(d) encourage green fee play, provide for the availability of the public to have access to the Premises on holidays and weekends, advertise to the public that the Premises are “open to public/green fee use”;

10. **CITY LIAISON.**



The City may designate a representative to act as its liaison with PLGC and the PLGC agrees the City Liaison shall be an ex-officio member of PLGC's Board of Directors, without voting privileges, shall be notified of and entitled to attend all meetings of the PLGC's Board of Directors and its Members. PLGC shall keep complete minutes of regular and special meetings of its Board of Directors and of its Members and shall provide a copy of all minutes to the City Administrator of City within thirty (30) days of any request. PLGC shall file with the City Administrator of City a copy of its articles of incorporation and bylaws and any amendments of its articles of incorporation or bylaws.

**11. PUBLIC BENEFIT AND USE**

The golf course and facilities on the Premises shall be operated for the benefit and recreation of the public, area schools and the City of Fergus Falls. The officers, directors and members of PLGC shall not have any priority as to use of the golf course or the facilities on the Premises over and above that enjoyed by members of the public. PLGC will not permit free use of the golf course, or the facilities on the Premises by any person or group except for special promotions to encourage use of the golf courses and facilities on the Premises and special promotions to encourage the teaching and development of golfing skills to youth; and encouraging use of the golf courses and facilities by promoting them to visiting persons involved in the golf industry such as golf professionals, course superintendents and similar persons, and to employees, all as may be permitted by PLGC and any golf professional employed by it.

**12. CONDUCT ON PREMISES**

12.1 PLGC shall employ or contract with experienced and competent personnel to operate and maintain the golf course and the facilities on the Premises, including the club house and its dining facilities.

12.2 PLGC shall not do or allow anything on the Premises which will increase the rate of fire insurance for the Premises or permit the accumulation of waste or refuse matter.

12.3 PLGC shall commit no act of waste, shall take good care of the Premises and the fixtures therein, and repair and maintain the same in a good state of repair and condition.

12.4 Not later than the last day of the Term, either by expiration of the Lease Term or by termination of the Lease, PLGC shall repair all damage done in connection with the installation or removal of improvements and surrender the Premises to the City.

12.5 On expiration of the Lease Term or any renewals thereof or upon termination of this Lease, unless prohibited by law, PLGC agrees to forthwith, and within thirty (30) days thereafter, pay, convey, transfer, assign and deliver to City title to and ownership of all of its equipment purchased under any loans outstanding with the City (including any and all personal property gifted, or purchased with loans forgiven or deferred to PLGC) as of the time of termination of the lease and the same shall be the property of the City.

12.6 PLGC shall keep and make available to City promptly upon request for inspection, at least monthly, all proper books, records, accounts and funds relating to its operation of the golf course and appurtenant facilities and concessions, and any other income producing enterprises of PLGC. The accounting of said information shall be in the form prescribed by City. Upon request of City, PLGC shall promptly cause its books, records, accounts and funds to be audited as directed by City and at City's expense.

13. **FEES FOR USE OF THE GOLF COURSE AND FACILITIES.**

13.1 On or before the first Tuesday of each February during the term of this Lease, PLGC shall provide City with an accounting of all the receipts and disbursements from its

operation of the golf course and all of the facilities on the Premises. Said accounting shall be in the form as prescribed by City.

13.2 At the same time, PLGC shall present to the City Administrator of City for City's approval, the proposed schedule of fees for use of the golf course, facilities and concessions (fee schedule) at the Premises for the ensuing year.

13.3 The City Council of the City shall have the right to approve or to reject the proposed fee schedule. In the event the proposed fee schedule is duly rejected, then the last fee schedule approved by the City Council of City shall remain in effect.

14. **INSURANCE.** The City and PLGC shall maintain with reputable insurance companies such insurance covering the structures located on the leased Premises in such amounts as are customarily carried by other facilities of a similar nature. Without limiting the generality of the foregoing:

15.1 The City shall maintain fire, wind and extended coverage insurance on all improvements comprising all structures owned by the City to the extent of the full insurable value thereof on a replacement cost basis.

15.2 During the term of this Lease, PLGC shall maintain or cause to be maintained worker's compensation insurance issued by a responsible carrier authorized under the laws of the State of Minnesota to insure employers against liability for compensation under the Worker's Compensation Insurance and Safety Act now or hereafter enacted in Minnesota to cover all persons employed in connection with the Premises and to cover full liability for compensation under such Act. PLGC shall also maintain insurance covering all property it owns or is under its control, including all property of others such as golf carts and golf equipment, in such amounts that adequately cover all losses.

All policies evidencing insurance required in this section shall name the City and PLGC as their respective interests may appear. All such policies or other contracts for such insurance shall contain an agreement by the insurer that the policy or other contract for such insurance shall not be canceled out at least thirty (30) days prior to written notice to City. All such policies or other contracts for insurance must be acceptable to City.

15. **TAXES AND ASSESSMENTS.** It is the understanding of City and PLGC that the leased Premises will be exempt from real and personal property taxes. In the event that the leased Premises are subject to real or personal property taxes, then and in that event, this Lease shall be terminated by this event.

16. **INDEMNIFICATION.** PLGC covenants and agrees to indemnify, defend and hold City harmless from all injury, loss, claims, actions, damages, liability, costs and expense, including defense costs, in connection with loss of life, personal or bodily injury, damage to property, claims, or litigation arising from or out of any occurrence in, upon or at the leased Premises or the occupancy or use by PLGC of the leased Premises, or occasioned anywhere wholly or in part by any act, neglect, or omission of PLGC, its agents, customers, contractors, employees, servants, lessees, or concessionaires.

17. **PLGC'S LIABILITY AND PROPERTY INSURANCE.** PLGC shall, during the entire Lease Term, keep in full force and effect at PLGC's own cost, a policies of commercial general liability insurance with respect to its use and occupancy of the leased Premises including its buildings, and the business operated by PLGC and any of its subtenants, in which the limits of public liability for bodily injury or death, including property damage, shall be not less than \$1,000,000.00 in liability coverage with \$2,000,000.00 in aggregate. If PLGC is serving alcohol on the leased premises, it shall, during the entire Lease Term, keep in full force

and effect at PLGC's own cost, a policy of liquor liability insurance with respect to its use and occupancy of the leased Premises including its buildings, and the business operated by PLGC and any of its subtenants, in which the limits of public liability for bodily injury or death, including property damage, shall be not less than \$1,000,000.00 per occurrence; \$2,000,000.00 in aggregate. These insurance policies shall name City as an additional insured and any additional person, firm or corporation designated by the City as an additional insured, and shall contain a clause the insurer will not cancel or change the insurance without first giving the City at least thirty (30) days prior written notice. If PLGC is operating motor vehicles on the leased premises, it shall, during the entire Lease Term, keep in full force and effect at PLGC's own cost, a policy of automobile liability insurance with a minimum combined single limit of \$1,000,000.00 per occurrence, including owned, hired, and non-owned automobiles. All insurance required shall be with a responsible company qualified to do business in Minnesota, approved by City, and a copy of the policy or a certificate of insurance shall be delivered to City.

18. **INSPECTION.** City or its agents shall have the right to enter the leased Premises at all reasonable times to examine the same and to make such repairs, alterations, improvements or additions in the leased Premises as City may deem necessary. Nothing herein contained shall be deemed or construed to impose upon City any obligation, responsibility or liability whatsoever, for the care, supervision or repair of the structures at or upon the leased Premises.

19. **INTERRUPTION OF SERVICES OR USE.** City is not required to pay for any goods or services connected with PLGC's occupancy of the Premises. Interruption of any services necessary to occupancy, including utilities, shall not entitle PLGC to any claim against City, nor shall the same be constructive or partial eviction.

20. **GOVERNMENTAL REGULATIONS.** PLGC shall, at its sole cost and expense, comply with and faithfully observe all of the rules, regulations, ordinances, law and requirements of county, municipal, state, federal and other applicable governmental authorities, present or future, which affect the occupancy or use of the leased Premises. PLGC shall defend and hold City financially harmless from consequences of any violation of such laws, ordinances, or regulations.

21. **SECURITY AGREEMENT.** PLGC, in connection with this Lease, does grant to City a lien in the nature of first secured interest as to all personal property, fixtures, books, records and accounts receivable and all other tangible and intangible assets of PLGC, whether now owned or hereafter acquired (hereafter the "Personal Property") by PLGC; said Security Agreement shall be terminated and satisfied by City when all monetary obligations of PLGC as evidence by any outstanding promissory notes or other obligations have been satisfied in full.

21.1 Upon request of City, PLGC will execute a security agreement and financing statement in the form required by City in supplementation of the secured interest granted in this agreement.

21.2 Any default of this Lease by PLGC, or any termination of this Lease by either party, shall constitute a default under the terms and conditions of that first secured interest and any security agreement executed by PLGC in favor of City, unless the same is expressly waived in writing by City, and shall entitle City to possession of the Personal Property.

21.3 All of PLGC's assets, properties, receivables and funds shall become the sole property of City ninety (90) days after the expiration of the term of this Lease or after termination of this Lease.

22. **ASSIGNMENT.** This Lease is not assignable by the PLGC without the prior written consent of the City.

23. **DEFAULT.** If PLGC defaults in the performance of any provision of this Lease, City may give PLGC notice of such default.

23.1 If PLGC does not cure any monetary default within thirty (30) days after notice, or any other default within ten (10) days after notice, then City may terminate PLGC's occupancy under this Lease by notice of termination to PLGC.

23.2 On the date specified in that notice of termination, PLGC's right of possession shall terminate but PLGC shall remain liable for its obligations under this Lease. PLGC must reimburse City for any expenses, including attorney fees, incurred by City by reason of any default of PLGC, including collection of amounts due under this Lease. Said expenses shall be due and payable upon demand therefore as provided by notice from City to PLGC.

24. **WAIVER OF DEFAULT.** The failure of either party to insist on strict performance of any provision of this Lease shall not be construed as a waiver of such provision.

25. **NOTICE.** Any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by certified mail in a postpaid envelope addressed as set forth at the beginning of this Lease. Notice shall be deemed duly given, if delivered personally, upon the delivery thereof, and if mailed, upon the second day after the mailing thereof.

26. **HOLDING OVER.** In the event PLGC remains in possession of the Premises after the Term without the execution of a new lease, it shall be deemed to be occupying said Premises as a Tenant in Sufferance, or at City's option, as a tenant from month to month only, subject to all terms of this Lease insofar as the same can be applicable to such a tenancy.

27. **NO BUSINESS RELATIONSHIP.** Nothing in this Lease shall be interpreted as creating a partnership or joint venture between the parties relative to the Premises or any activity or business thereon.

28. **NO OTHER WARRANTIES.** Other than those expressly stated herein, City makes no warranties or representations and PLGC has not relied on any such warranties or representations, express or implied, relative to the condition of the real property or any other matter relative to this Lease. PLGC acknowledges that it has thoroughly inspected the real property and accepts the same in an “as is” condition.

29. **CAPTIONS.** All captions, headings or titles in this Lease are for convenience and do not limit the scope of the paragraphs or sections to which they apply.

30. **CONSTRUCTION.** This Lease shall be construed under the laws of the State of Minnesota. The provisions of the Lease shall not be construed against the City by reason of its drafting of this Lease. Should any provision of this Lease be determined to be invalid, the rest shall remain in full force and effect and this Lease shall be reformed to fulfill its intent, and to provide for payment of any bonds referred to in this Lease.

31. **ACTIONS OF PLGC.** For utilizing the defense of immunities available under Chapter 466 of Minnesota Statutes as now in force and hereafter amended or replaced, and for no other purpose whatsoever, PLGC, its officers, directors, members, employees and representatives shall be considered by City as persons acting on behalf of City in an official capacity as provided by Minnesota Statutes 466.01, Subd. 6. This section shall not entitle any of said persons to indemnification under the provisions of Minnesota Statutes 466.07 except to the extent that the same would be available in the absence of the provisions of this section of this Lease.



32. **STORING SAND AND OTHER MATERIALS.** PLGC agrees it will not store or place sand or other materials in such a manner as to constitute a hazard or an obstruction to the public, this includes, but is not limited to the storing or placing of sand or other materials on the road, parking lot or other public right of ways.

33. **ENTIRE AGREEMENT.** This Lease sets forth all agreements between City and PLGC concerning the leased Premises. No amendment of this Lease shall be binding upon City or PLGC unless made in writing and signed by them.

**IN WITNESS OF THEIR AGREEMENT,** the parties have executed this Lease effective the day and year first above written.

**CITY OF FERGUS FALLS**

BY \_\_\_\_\_  
Its Mayor

BY \_\_\_\_\_  
Its City Administrator

**PEBBLE LAKE GOLF CLUB, INC.**

BY \_\_\_\_\_  
Its President

BY \_\_\_\_\_  
Its Secretary



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

February 5, 2024

**Subject:**

Federal Economic Development Administration (EDA) Grant Opportunity

**Recommendation:**

- Resolution directing staff to prepare and submit an EDA grant application for the Union Ave. Bridge Rehabilitation project

**Background/Key Points:**

City Staff has been meeting with our federal EDA representative regarding potential grant opportunities for the city. EDA grant funds start at a 50% match for a project, but with the City's "Coal Impacted Community" status, we could potentially get up to 80% of a project covered by these funds. In conversations with our rep., we have brainstormed potential projects that may be a "good fit" for funding and ultimately have landed on the Union Ave. Bridge Rehabilitation project over the Otter Tail Valley Railroad.

To be a good fit, a project needs to improve economic development/commerce opportunities in the city. This can be through transportation modernization that ensures continuation of commerce, work force training, tax base replacement, or simply avenues to replace areas of the economy that have been lost.

After brainstorming several potential projects, all of which are projects the city has identified as a need in some form or fashion, we landed on the bridge project. Union Ave bridge is a high traffic historic bridge that is currently under weight restrictions due to its condition. Engineering work has determined that rehabilitation rather than full replacement is sufficient, which can be completed at a much cheaper cost. The EDA representative mentioned this cost/benefit analysis will likely be considered a very favorable aspect by the EDA selection committee.

City staff wants to gauge the Council's interest in applying for this funding. We are currently researching ways to cover the 30-50% match, including potential sources from MnDOT. With the EDA dollars being part of the Infrastructure Investment and Jobs Act, there may be opportunities to secure matching State funds through MnDOT that have been earmarked for this purpose. To our understanding, these funds are on a first come basis. Directing staff to work on and submit an application doesn't obligate the city to a project, but it will require significant staff time and potential consulting work from our bridge engineer.

The application deadline is rolling, but we have been told it is advantageous to apply sooner than later, as funding is still available. There is a potential that the coal component will go away in future years (depending on election outcomes), which would reduce the potential

award from 80% to 50%. We anticipate an application submission in March, if directed to proceed by the Council.

**Budgetary Impact:**

Staff time for preparing the application... potential matching funds if a source isn't identified.

**Originating Department:**

Administration

**Respectfully Submitted:**

Andrew Bremseth, City Administrator

**Attachments:**

None



# Memo

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Page 1 of 1

**Meeting Date:**

February 5, 2024

**Subject:**

Consultation for Tax Increment Financing (TIF) Request

**Recommendation:**

Upon receipt of application and fees, allow city staff to retain the services of consultant(s) at Baker Tilly regarding an application for TIF as a local match for a possible workforce housing project.

**Background/Key Points:**

Before creating a TIF district, a municipality must find that in its opinion the development would not occur *but for* the use of TIF. This finding requires a financial analysis that Baker Tilly can perform. Baker Tilly may also provide valuable consultation throughout the TIF process. This request to engage services is part of the formal process for requesting TIF from the city. Approving this request to work with Baker Tilly does not guarantee TIF for the applicant. Further conversations regarding the applicant's eligibility for TIF will be held with council upon return of the project's financial analysis.

This request is made in preparation for an application to Minnesota Housing's [Workforce Housing Development Program](#) for a possible workforce housing project at 801 Stanton Ave. TIF would be requested to offset development costs and serve as a match for the MHFA grant.

**Budgetary Impact:**

All fees related to Baker Tilly's analysis are to be paid by the developer.

**Originating Department:**

Community Development

**Respectfully Submitted:**

Klara Beck, Community Development Manager

## 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

AVT FERGUS FALLS	TOW FORD EDGE/24002859	177.00
AVT FERGUS FALLS	TOW TOYOTA HIGHLANDER/2401828	161.14
ADMINISTRATOR'S CONTINGENCY FD	DEC 2023 ANALYSIS SVC CHARGE	160.22
ADMINISTRATOR'S CONTINGENCY FD	DECEMBER INTEREST EARNED	.02-
ADMINISTRATOR'S CONTINGENCY FD	JANUARY CHAIR COVER	17.17
ADMINISTRATOR'S CONTINGENCY FD	JANUARY MEETING-MILEAGE	226.46
ADMINISTRATOR'S CONTINGENCY FD	JANUARY SEW PATCHES ON	37.50
ADMINISTRATOR'S CONTINGENCY FD	PARK SHELTER CANCEL/HUEBSCH	40.00
ADMINISTRATOR'S CONTINGENCY FD	RECORD EASEMENT/WOLFE	50.25
ADMINISTRATOR'S CONTINGENCY FD	REPLACE CHECK #17004/LOST MAIL	16.00
ADMINISTRATOR'S CONTINGENCY FD	VOID CHECK #17004	16.00-
ADVANCED FIRST AID INC	CHILD BATTERY-ELECTRODE/AED	540.00
ADVANCED FIRST AID INC	JANUARY FREIGHT	16.00
ARAMARK	JANUARY LINEN SUPPLY	75.82
AMERITAS	JAN DENTAL INSURANCE	3,989.52
SEAN ANDERSON	CLEANING JAN 15-22	429.00
SEAN ANDERSON	CLEANING WEEKS OF JAN 5-12	448.50
AUTO VALUE - FERGUS FALLS	DECEMBER ADHESIVE CLEANER,PADS	46.98
BERGLUND FAMILY REV LVG TRUST	REIMB COUNTY TAX 416 W MAPLE	.73
BERGLUND FAMILY REV LVG TRUST	REIMB 29" @ \$5.00/IN	145.00
BERGLUND FAMILY REV LVG TRUST	ST TAX 416 W MAPLE REIMB	9.97
BEYER BODY SHOP, INC.	TOW VOLVO/24001402	325.00
BIG AXX LLC	JANUARY BLADES SHARPENED	66.00
BMO FINANCIAL GROUP	AIBO PERMIT TECH REGISTRATION	150.00
BMO FINANCIAL GROUP	ALEX TECH JOB FAIR	81.88
BMO FINANCIAL GROUP	AUTOCAD WEB	10.79
BMO FINANCIAL GROUP	BOERHAVE UNIFORM PURCHASE	130.85
BMO FINANCIAL GROUP	BUSINESS CARDS	62.23
BMO FINANCIAL GROUP	CHIEFS ASSOCIATION MEMBERSHIP	477.00
BMO FINANCIAL GROUP	CITY HALL COFFEE	39.92
BMO FINANCIAL GROUP	DEC CANCEL CONTINUING EDUCATIO	159.00-

## General

BMO FINANCIAL GROUP	DEC GEARIT CAT 6 ETHERNET CABL	79.08
BMO FINANCIAL GROUP	DEC HAZMAT CERTIFICATION TEST	30.00
BMO FINANCIAL GROUP	DEC HYPO NEEDLES,EPI SYRINGE	136.56
BMO FINANCIAL GROUP	DEC LED LIGHTS, AMBER LIGHTS	79.98
BMO FINANCIAL GROUP	DEC MN STATE FIRE CHIEFS ASSN	300.00
BMO FINANCIAL GROUP	DEC ROOM ALERT 35,SENSORS	458.71
BMO FINANCIAL GROUP	DEC TROY MICR TONER SECURE	229.00
BMO FINANCIAL GROUP	DEC VELCRO,FASTENERS,DISPENSER	37.37
BMO FINANCIAL GROUP	DEC VMWARE 1 YR CURRENT SUPPOR	1,420.00
BMO FINANCIAL GROUP	DECEMBER BTI-UPS BATTERY 7.2AH	224.00
BMO FINANCIAL GROUP	DECEMBER DESK ORGAINZER	12.93
BMO FINANCIAL GROUP	DECEMBER ECS 200W A23 SMT SW	51.92
BMO FINANCIAL GROUP	DECEMBER GEARLIGHT & CARRIER	222.03
BMO FINANCIAL GROUP	DECEMBER HELMET FLASHLIGHTS	209.97
BMO FINANCIAL GROUP	DECEMBER MEETING EXPENSE	13.96
BMO FINANCIAL GROUP	DECEMBER POSTAGE	16.10
BMO FINANCIAL GROUP	DECEMBER RESPIRATOR MASK	135.92
BMO FINANCIAL GROUP	DECEMBER RETURN BATTERY PACK	199.99-
BMO FINANCIAL GROUP	DECEMBER SCREEN PROTECTORS	17.04
BMO FINANCIAL GROUP	DECEMBER STATION PROPANE	23.72
BMO FINANCIAL GROUP	ESTEP DMT REFRESHER	75.00
BMO FINANCIAL GROUP	FAA DRONE REGISTRATION	5.00
BMO FINANCIAL GROUP	FEDEX RETURN SHIPPING	23.42
BMO FINANCIAL GROUP	GARAGE SUPPLIES	16.90
BMO FINANCIAL GROUP	GUN LIGHT BATTERIES	26.99
BMO FINANCIAL GROUP	HAND SAW LARGE TEETH	86.98
BMO FINANCIAL GROUP	HEAT PUMP CABLES	6.00
BMO FINANCIAL GROUP	ICE CLEATS	139.96
BMO FINANCIAL GROUP	KITCHEN SUPPLIES	99.99
BMO FINANCIAL GROUP	LAMINATING SHEETS,POUCHES	21.28
BMO FINANCIAL GROUP	LIGHT BULBS-CITY HALL	75.30
BMO FINANCIAL GROUP	MOULTRIE MOBILE MONTHLY	9.99
BMO FINANCIAL GROUP	NOV SPRING/TRAINING REHAB	13.47
BMO FINANCIAL GROUP	NOVEMBER FACEBOOK ADS	21.77
BMO FINANCIAL GROUP	NOVEMBER FILE GUIDE, FILE	9.15
BMO FINANCIAL GROUP	OFFICE SUPPLIES	30.04
BMO FINANCIAL GROUP	PITNEY BOWES LEASE	243.00
BMO FINANCIAL GROUP	POSTAGE INK	91.29
BMO FINANCIAL GROUP	RIGGLE UNIFORM PURCHASE	142.12
BMO FINANCIAL GROUP	SHOP WITH A HERO CHARGE	83.79
BMO FINANCIAL GROUP	SHOP WITH A HERO GIFT CARDS	500.00
BMO FINANCIAL GROUP	SHOP WITH A HERO PURCHASE	1,924.13
BMO FINANCIAL GROUP	SHOP WTIH A HERO PURCHASE	156.71

## General

BMO FINANCIAL GROUP	SILBERNAGEL UNIFORM PURCHASE	74.95
BMO FINANCIAL GROUP	STAFF JACKETS,CABLE,MIC	1,601.39
BMO FINANCIAL GROUP	STAFF LUNCH MEETING	95.87
BMO FINANCIAL GROUP	TAILPIECE REMOVER BAR	65.00
BMO FINANCIAL GROUP	TOOL BOX	317.98
BMO FINANCIAL GROUP	TV MOUNT/SHELF	121.18
BMO FINANCIAL GROUP	TV REPAIR SUPPLIES	14.34
BMO FINANCIAL GROUP	TV WALL MOUNT	109.99
BMO FINANCIAL GROUP	WEST MICROPHONE	23.83
BMO FINANCIAL GROUP	11/09/23-01/08/24 CONSTANT CON	45.00
BMO FINANCIAL GROUP	12/02/23-01/01/24 CREATIVE CLD	59.99
BMO FINANCIAL GROUP	12/06/23-01/05/24 PHOTO PLAN	10.78
BMO FINANCIAL GROUP	12/08/23-01/07/24 SUBSCRIPTION	2.99
BMO FINANCIAL GROUP	12/09/23-12/08/24 BITLY SUBSCR	348.00
CARR'S TREE SERVICE, INC.	OAK GROVE CEMETERY TRIMMING	960.00
CHARTER COMMUNICATIONS	CABLE 1/18-2/17	32.97
CHARTER COMMUNICATIONS	01/13-02/12/24 INTERNET	129.99
CHARTER COMMUNICATIONS	01/13-02/12/24 IP ADDRESS	19.99
COATINGS UNLIMITED LLC	GARAGE FLOOR	24,480.00
COMMISSIONER OF TRANSPORTATION	BITUMINOUS ASPHALT EMULSION	6,735.82
COOPERS TECHNOLOGY GROUP	JAN RUBBER BANDS,FOLDERS,MARKE	47.67
COOPERS TECHNOLOGY GROUP	JANUARY HEAVY-DUTY BINDER	30.29
COSSETTE ELECTRIC LLC	JAN TROUBLE SHOOT SIGNAL AT E	184.00
DERO	BICYCLE PLAYGROUND MOUNTS	1,765.99
DACOTAH PAPER CO	JAN TOILET PAPER,CAN LINERS,	467.05
DACOTAH PAPER CO	JANUARY SCREEN URINAL CLOVER T	51.80
DUTCHMAN ENTERPRISES	REIMB OTC TAX TAG 8482	.30
DUTCHMAN ENTERPRISES	REIMB STATE TAX TAG 8482	4.13
DUTCHMAN ENTERPRISES	TAG 8482 12" @ \$5.00/IN	60.00
EAST WEST EMBROIDERY	JANUARY UNIFORM HATS	130.47
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	127,704.85
ESRI INC	2024 LICENSE - CORES MAINTENAN	5,555.00
ESRI INC	2024 LICENSE - PRIMARY MAINTEN	3,333.00
FARGO GLASS & PAINT CO INC	JAN NORTH DOOR-MAIN LOCK ISSUE	1,170.85
FASTENAL COMPANY	JAN SPRAYWAY GLASS CLEANER	8.01
F.F. AREA CHAMBER OF COMMERCE	2024 ECON DEVELOP, MKTG SVC	1,800.00
FERGUS FALLS SUMMERFEST INC	2024 FIREWORKS-PYROTECHNICS	3,500.00
GALLS LLC	MATTER UNIFORM PURCHASE	265.96
GALLS LLC	ONSTAD UNIFORM PURCHASE	102.75
GENERAL FUND	JANUARY COPIER USE	391.08
GENERAL FUND	JANUARY POSTAGE USE	393.02
GENERAL FUND	TRANSFER JANUARY COPIER USE	510.34-
GENERAL FUND	TRANSFER JANUARY POSTAGE USE	677.36-

## General

NAPA AUTO PARTS - FERGUS FALLS	JANUARY SMALL ENGINE FUEL	18.22
GOODIN COMPANY	JAN FLANGED SPUD, SW SPDY SPUD	31.97
GOODIN COMPANY	JAN 1/2" PRESS TOOL	214.38
GREAT PLAINS FIRE	DEC TOWER 4 STARTING REPAIR	980.00
GREAT PLAINS FIRE	JAN TOWER 4 STARTING REPAIR	2,830.46
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	2,130.44
HOME DEPOT CREDIT SERVICES	JAN MARCIA CITY HALL MATERIALS	61.82
HOME DEPOT CREDIT SERVICES	JAN MARCIA CITY HALL PROJ SUPP	7.46
HOME DEPOT CREDIT SERVICES	JAN MARCIA CITY HALL PROJECT	217.25
HOME DEPOT CREDIT SERVICES	JAN MARCIA PAINT/SUPP CITY HAL	76.54
HOME DEPOT CREDIT SERVICES	JAN RETURN CREDIT CITY HALL PA	56.32-
HOME DEPOT CREDIT SERVICES	JAN TOOL TOTE, SCREWDRIVER SET	356.54
HOME DEPOT CREDIT SERVICES	JAN TORQ WASHERS/SCREWS NO PAR	47.07
HOME DEPOT CREDIT SERVICES	JAN 4-TIER INDUSTRIAL SHELF	498.00
HOME DEPOT CREDIT SERVICES	JANUARY CLOTHES, CLEANER	19.34
HOME DEPOT CREDIT SERVICES	JANUARY PARTS-AIR COMPRESSOR	27.50
HOME DEPOT CREDIT SERVICES	JANUARY RETURN PRESSURE SWITCH	19.98-
HOME DEPOT CREDIT SERVICES	JANUARY TAPCON HEX HEAD	5.67
HOME DEPOT CREDIT SERVICES	JANUARY TAPE, SILICON, THERMOMET	41.93
HOME DEPOT CREDIT SERVICES	JANUARY WD-40, TILEX, SILICONE	58.68
HUMANA INSURANCE CO	FEB VISIOIN INSURANCE	29.03
HUMANA INSURANCE CO	JANUARY VISION INSURANCE	29.03
INNOVATIVE OFFICE SOLUTIONS	JANUARY OFFICE SUPPLIES	151.46
INTOXIMETERS	PBT MOUTHPIECE FOR FST	46.00
JAM MASONRY	REFUND BLDG PERMIT #17012	284.80
JAM MASONRY	REFUND SURTAX PERMIT #17012	16.43
CAITLIN JOHNSON	REIMB OTC TAX 416 W BIRCH	.33
CAITLIN JOHNSON	REIMBURSE ST.TAX 416 W BIRCH	4.47
CAITLIN JOHNSON	REIMBURSE 13" @ \$5.00	65.00
JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM SYSTEM	434.20
LAKE REGION ELECTRIC COOP	DEC/SNOW REMOVAL/EQUIP BLDG	144.21
LAKE REGION ELECTRIC COOP	DECEMBER ELECTRICITY EXPENSE	2,614.69
LAKE REGION HEALTHCARE CORP	DEC PRE EMPLOYMENT TEST	986.00
LEAGUE OF MINNESOTA CITIES	2024 ELECTED LEADERS CONFERENC	350.00
LOCATORS & SUPPLIES INC	JAN EYEWASH WATER PRESERVATIVE	18.99
LOCATORS & SUPPLIES INC	JAN KINCO LEATHER PALM GLOVE	17.99
LOCATORS & SUPPLIES INC	JANUARY SUPPLIES-EYEWASH WATER	18.99
VICTOR LUNDEEN COMPANY	JANUARY COPY PAPER	970.00
MN SOCIETY OF CERTIFIED PUBLIC	2024 MEMBERSHIP DUES	365.00
M-R SIGN COMPANY INC	JAN PARK SIGNS-DO NOT FEED	196.49
M-R SIGN COMPANY INC	JAN 4" WHITE DIE CUTS	179.50
M-R SIGN COMPANY INC	NOV KLEEN BREAK COUPLER/BOLTS	732.35
MARCO TECHNOLOGIES LLC	NU EMERGENGY RESP ADD-ON 1	1,058.85



## General

MARCO TECHNOLOGIES LLC	NU ON-PREM CALLING ACCESS	589.50
MARCO TECHNOLOGIES LLC	NU ON-PREM CALLING ENHANCED	1,074.45
MARCO TECHNOLOGIES LLC	NU ON-PREMISES CALL PRO	6,624.75
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 1/10-2/10	368.15
MED COMPASS	NOVEMBER FIT TEST & PHYSICALS	5,305.00
METRO SALES, INC	12/18/23-01/17/24 COPIER RENT	152.98
METRO SALES, INC	12/18/23-01/17/24 COPIER USAGE	25.55
MIDLAND DOOR SOLUTIONS	REPLACE DRUM CABLE MAINT TERM.	557.50
MID-STATES ORG CRIME INFO CENT	2024 MEMBERSHIP/24 OFFICERS	150.00
MN FIRE SVC CERTIFICATION	FIRE INSTRUCTOR I CERTIFICATIO	126.00
MINNESOTA UC FUND	4TH QTR 2023 UNEMPLOYMENT	1,131.51
MISSION MECHANICAL INC	PEBBLE LAKE CLUBHOUSE	791.00
RYAN MUCHOW	JANUARY STATION UNIFORM-BOOTS	189.33
NYCKLEMOE & ELLIG, P.A.	FEBRUARY RETAIN FEE/OFFICE ALL	7,450.00
O'REILLY AUTOMOTIVE INC	JAN EDGER BATTERY CORE CREDIT	45.00-
OTTER TAIL COUNTY HIGHWAY DEPT	ROUND A BOUT LIGHTS ALCOTT AVE	40.95
OTTERTAIL GLASS COMPANY	WORK TABLE & RESIDENTIAL GLASS	359.85
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	45,221.62
LYNN PEAVEY COMPANY	JANUARY EVIDENCE BAGS	149.85
POLICE DEPT CONTINGENCY FUND	INTEREST EARNED	.08-
POLICE DEPT CONTINGENCY FUND	LIEN UNIFORM PURCHASE	130.47
POLICE DEPT CONTINGENCY FUND	MATTER UNIFORM PURCHASE	89.94
POLICE DEPT CONTINGENCY FUND	MATTSON UNIFORM PURCHASE	155.56
POLICE DEPT CONTINGENCY FUND	RENNER UNIFORM PURCHASE	250.00
POLICE DEPT PETTY CASH	MATTER UNIFORM PURCHASE	2.78
PRO-WEST & ASSOCIATES, INC	01/16/24-01/15/25 SUPPORT PKG	10,900.00
PUBLIC UTILITIES DEPARTMENT	JAN UTILITIES/522 E HAMPDEN	36.64
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	4,242.63
R & R SPECIALTIES, INC.	JAN CONTI BLADE-CHANGING ASST	3,535.05
ROGUE	FITNESS EQUIPMENT	11,475.00
LUKE SCHALEKAMP	2023 EMT CERIFICATION REIMBURS	500.00
SHERWIN WILLIAMS CO	JAN MARCIA PAINT FOR CITY HALL	285.73
SIGNWORKS SIGNS & BANNERS INC	JAN SNOW REMOVAL/NO PARK SIGNS	520.00
SKY CREW SERVICES, LLC	DEC SNOW REMOVAL	280.00
SKY CREW SERVICES, LLC	OCT MOWING SERVICES	840.00
SKY CREW SERVICES, LLC	PROF SERVICES PER CONTRACT	10,560.00
SHI INTERNATIONAL CORP	TREND MICRO RENEWAL 2024	3,150.00
SPEE*DEE DELIVERY SERVICE INC	JANUARY FREIGHT	56.85
STEIN'S INC	JAN FOAM ELIMINATOR,DEFOAMER	28.39
STEIN'S INC	JANUARY FLOOR CLEANER	140.34
FRANKLIN STOCK	2024 SAFETY BOOT REIMBURSEMENT	125.00
SUMMIT COMPANIES	JAN INSTALL FIRE SPRINKLER SVC	6,953.00
SWANSTON EQUIPMENT CO	JAN FLYWHEEL/OIL PUMP (GLEN)	160.20

## General

TC WINTER SERVICES	JAN TURBO MELT LIQUID	2,350.00
T-MOBILE	TRUCK IPAD DATA PLANS	192.33
ULINE	10X36" MAILING TUBES 8/CT	189.82
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	1,040.27
WEX	DEC FLEX/HSA PART FEE	145.20
JOAN E WHITLOCK	REIMB.OTC TAX 1209 N BAIRD	.30
JOAN E WHITLOCK	REIMBURSE ST TAX 1209 N BAIRD	4.13
JOAN E WHITLOCK	REIMBURSE 12" @\$5.00/IN	60.00
WIMACTEL INC	JANUARY TELEPHONE EXPENSE	99.00
	F U N D   T O T A L	341,107.39

## P.A. General

A-1 LOCK & KEY LLC	CBHH DOOR KEYS	64.01
COMSTOCK CONSTRUCTION INC	2023 FIRE DOOR INSPECTION	365.00
GENERAL FUND	JANUARY COPIER USE	28.86
NEWMAN PAINTING	REFINISHING -6 WOOD DOORS CBHH	4,028.30
SUMMIT COMPANIES	QTRLY FIRE ALARM INSPECTION	174.00
UGSTAD PLUMBING INC	BOILER/GEN CK 01/04/24	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 01/09/24	90.00
UGSTAD PLUMBING INC	FEBRUARY RETAINER FEE	125.00
WEX	DEC FLEX/HSA PART FEE	3.30
	F U N D   T O T A L	4,968.47

## Regional Treatment Center-City Operated

OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	259.08
	F U N D   T O T A L	259.08

## Public Library

## Public Library

ARAMARK UNIFORM SERVICES	DECEMBER LINEN SUPPLY	38.52
BAKER & TAYLOR INC	BOOKS	622.98
BAKER & TAYLOR INC	BOOKS LOWE	622.28
BAKER & TAYLOR INC	FREIGHT	1.31
BAKER & TAYLOR INC	FREIGHT SURCHARGE	19.40
BAKER & TAYLOR INC	FREIGHT SURCHARGE LOWE	4.20
BAKER & TAYLOR INC	PROCESSING	43.60
BAKER & TAYLOR INC	PROCESSING LOWE	35.12
BEYOND THE MITRED CORNERS	FRAMING AND ART REPAIR	88.33
BMO FINANCIAL GROUP	CLUTCH FOR 1-1/8" TUBE	29.99
BMO FINANCIAL GROUP	DEC MARKERS, DRY ERASE MARKERS	18.68
BMO FINANCIAL GROUP	DEC 3PC RECORD PLAYER NEEDLE	6.99
BMO FINANCIAL GROUP	DECEMBER BOOKS	102.45
BMO FINANCIAL GROUP	DECEMBER DIGITAL MATERIALS	110.98
BMO FINANCIAL GROUP	DECEMBER DVD'S	1,034.52
BMO FINANCIAL GROUP	DECEMBER LITHIUM BATTERY	16.99
BMO FINANCIAL GROUP	DECEMBER OPERATING SUPPLIES	81.28
BMO FINANCIAL GROUP	NOV DVD SLEEVE IMPRINT LABELS	86.94
DAILY JOURNAL	2024 NEWSPAPER SUBSCRIPTION	202.80
GRANICUS LLC	MAINT/HOSTING/LICENSE FEE	868.22
HOOPLA	DIGITAL CONTENT	1,015.33
KRISTA KUGLER	2023 MILEAGE REIMBURSEMENT	183.92
VICTOR LUNDEEN COMPANY	BOOKS	34.73
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	4,676.07
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	295.00
READ NATURALLY	READ LIVE 03/20/24-03/20/25	1,794.00
WEX	DEC FLEX/HSA PART FEE	15.26
	F U N D   T O T A L	12,049.89

## Bigwood Event Center

ARAMARK	JANUARY LINEN SUPPLY	593.64
BEVERAGE WHOLESALERS INC	JANUARY/BEVERAGES	68.65
BLUUM OF MINNESOTA LLC	TECHNICAL DESIGN SERVICE	39,701.34
D-S BEVERAGES, INC.	JANUARY/BEVERAGES	158.35
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	2,325.94
JOHNSON BROTHERS LIQUOR CO	JANUARY/BEVERAGES	165.77
MARCO TECHNOLOGIES LLC	12/29/23-01/29/24 COPIER RENT	126.20
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	3,251.65

## Bigwood Event Center

PHILLIPS WINE & SPIRITS CO	JANUARY BEVERAGES-LIQUOR	829.30
PHILLIPS WINE & SPIRITS CO	JANUARY/BEVERAGES	508.33
PRECISION CATERING MINNESOTA	01/19/24 FOOD	907.20
PRECISION CATERING MINNESOTA	01/19/24 LESS 15% FOOD	113.40-
PRECISION CATERING MINNESOTA	01/23/24 FOOD	2,088.00
PRECISION CATERING MINNESOTA	01/23/24 LESS 15% FOOD	261.00-
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	514.61
TWEETON REFRIGERATION	JANUARY ICE MACHINE RENTAL	180.00
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	47.21
WEX	DEC FLEX/HSA PART FEE	3.02
	F U N D   T O T A L	51,094.81

## IRP Revolving Loan

GENERAL FUND	JANUARY COPIER USE	1.08
RURAL DEVELOPMENT	ADDITIONAL PAYMENT/PRINCIPAL	204.62
U S BANK	JAN 2024 NSF/OUTSTATE LOAN INT	638.60
U S BANK	JAN 2024 NSF/OUTSTATE LOAN PRI	2,906.40
	F U N D   T O T A L	3,750.70

## CDBG/HUD Revolving Loan

GENERAL FUND	JANUARY COPIER USE	12.62
GENERAL FUND	JANUARY POSTAGE USE	11.28
	F U N D   T O T A L	23.90

## G.O. Port Authority Bonds, Series 2020A-DEED Demo

MN DEPT. OF EMPLOYMENT AND	SEMI-ANNUAL PAYMENT/INTEREST	5,121.78
MN DEPT. OF EMPLOYMENT AND	SEMI-ANNUAL PAYMENT/PRINCIPAL	42,681.54
	F U N D   T O T A L	47,803.32

## G.O. Port Authority Bonds, Series 2020B-DEED RLF

MN DEPT. OF EMPLOYMENT AND	SEMI-ANNUAL PAYMENT/PRINCIPAL	17,484.42
	F U N D   T O T A L	17,484.42

## Capital Improvement

BMO FINANCIAL GROUP	MAVIC 3 PRO FLY MORE COMB	2,999.99
BOLTON & MENK INC	PROF SERV 9/30/23-11/24/23	188.00
JOEL CARLSON INC.	FEBRUARY LEGISLATIVE FEES	2,285.00
COMMISSIONER OF TRANSPORTATION	UNION QA BY MNDOT	1,587.18
COMSTOCK CONSTRUCTION INC	PAY APP NO. 10	34,148.89
INTERSTATE ENGINEERING INC.	PROF SERV 12/3/23-1/6/24	4,903.20
MN POLLUTION CONTROL AGENCY	RAP CLOSEOUT	1,050.00
MOORE ENGINEERING INC	FRANCHISE FEE ANALYSIS	2,900.00
ROBERT H NORDICK	2023 SIDEWALK 406 E CEDAR ADDL	1,276.80
RACHEL CONTRACTING INC	WWTP DEMO PAY EST NO. 2	155,107.45
TAFT STETTINIUS HOLLISTER LLP	DECEMBER 2023 CONTRACT MATTER	3,870.50
	F U N D   T O T A L	210,317.01

## Airport Capital Improvement

CARLSON MCCAIN INC	PROF SERVICE THROUGH 1/6/2024	771.00
SHORT ELLIOTT HENDRICKSON INC	FUEL SYSTEM CONST.93%	1,629.00
SHORT ELLIOTT HENDRICKSON INC	2022 PAVEMENT MAINT. REPAIR	4,040.00
SHORT ELLIOTT HENDRICKSON INC	2023 MASTER PLAN 35%	53,280.00
	F U N D   T O T A L	59,720.00

## Liquor Store

ARTISAN BEER COMPANY	JANUARY/BEER	2,124.46
ARTISAN BEER COMPANY	JANUARY/MIX	101.55
BELLBOY CORPORATION	JANUARY/FREIGHT	62.00

## Liquor Store

BELLBOY CORPORATION	JANUARY/LIQUOR	5,332.75
BELLBOY CORPORATION	JANUARY/MISC PURCHASES-LIGHTER	140.00
BELLBOY CORPORATION	JANUARY/MIX	158.05
BEVERAGE WHOLESALERS INC	JANUARY/BEER	49,717.06
BEVERAGE WHOLESALERS INC	JANUARY/LIQUOR	1,097.00
BEVERAGE WHOLESALERS INC	JANUARY/MIX	271.69
BEVERAGE WHOLESALERS INC	JANUARY/WINE	44.40
BMO FINANCIAL GROUP	DEC BELL	32.20
BMO FINANCIAL GROUP	DEC SCANNING STRIP,CARDS	214.45
BMO FINANCIAL GROUP	DECEMBER FREIGHT	28.95
BMO FINANCIAL GROUP	DECEMBER MOOD PANDORA	62.44
BMO FINANCIAL GROUP	DECEMBER/MISC PURCHASES	954.58
PATRICIA DILLON	JULY-DECEMBER BANKING MILEAGE	119.21
BRAUN VENDING INC	JANUARY/SUPPLIES-WATER	21.00
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/FREIGHT	404.30
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/LIQUOR	18,325.69
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/MIX	336.57
BREAKTHRU BEVERAGE MINNESOTA	JANUARY/WINE	1,203.60
CAYAN	JAN 2024 MONTHLY SERVICE FEE	160.74
VIKING COCA-COLA BOTTLING CO	JANUARY/MIX	839.12
BRANDON CURRIE	JULY-DECEMBER BANKING MILEAGE	579.02
D-S BEVERAGES, INC.	JANUARY/BEER	37,488.82
D-S BEVERAGES, INC.	JANUARY/LIQUOR	997.90
D-S BEVERAGES, INC.	JANUARY/MIX	986.90
DACOTAH PAPER CO	JANUARY BAGS	126.04
DACOTAH PAPER CO	JANUARY CLEANER,CAN LINERS,	260.06
DACOTAH PAPER CO	JANUARY ROLL THERMAL, BAGS	185.75
DACOTAH PAPER CO	JANUARY SUPPLIES-BAGS	195.28
MARGO DENBROOK	JULY-DECEMBER BANKING MILEAGE	204.36
FERGUS BREWING COMPANY LLC	JANUARY/BEER	808.00
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	439.12
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/FREIGHT	14.62
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/LIQUOR	1,863.50
JOHNSON BROTHERS LIQUOR CO	JANUARY/FREIGHT	1,299.65
JOHNSON BROTHERS LIQUOR CO	JANUARY/LIQUOR	22,690.32
JOHNSON BROTHERS LIQUOR CO	JANUARY/MIX	279.30
JOHNSON BROTHERS LIQUOR CO	JANUARY/WINE	19,962.67
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	3,321.55
PEPSI BEVERAGE COMPANY	JANUARY/MIX	248.98
PHILLIPS WINE & SPIRITS CO	FEBRUARY/FREIGHT	13.76
PHILLIPS WINE & SPIRITS CO	FEBRUARY/WINE	350.00
PHILLIPS WINE & SPIRITS CO	JANUARY/FREIGHT	269.61
PHILLIPS WINE & SPIRITS CO	JANUARY/LIQUOR	9,982.86

## Liquor Store

PHILLIPS WINE & SPIRITS CO	JANUARY/MIX	196.00
PHILLIPS WINE & SPIRITS CO	JANUARY/WINE	4,008.36
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	459.00
SIGN GUYS LLC	JANUARY UPDATE LOGO	75.00
SIGNATURE HOME TECHNOLOGIES	JAN,FEB,MARCH MONITOR SERVICE	73.74
SOUTHERN GLAZER'S OF MN	DECEMBER/FREIGHT	7.85-
SOUTHERN GLAZER'S OF MN	DECEMBER/LIQUOR	64.26-
SOUTHERN GLAZER'S OF MN	JANUARY/FREIGHT	232.95
SOUTHERN GLAZER'S OF MN	JANUARY/LIQUOR	13,161.90
SOUTHERN GLAZER'S OF MN	JANUARY/MIX	54.00
SOUTHERN GLAZER'S OF MN	JANUARY/WINE	751.42
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.21
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	94.98
VINOCOPIA INC	FEBRUARY/FREIGHT	18.00
VINOCOPIA INC	FEBRUARY/LIQUOR	792.50
VINOCOPIA INC	FEBRUARY/WINE	648.00
WEX	DEC FLEX/HSA PART FEE	17.47
WINE MERCHANTS INC	FEBRUARY/FREIGHT	32.69
WINE MERCHANTS INC	FEBRUARY/MIX	272.00
WINE MERCHANTS INC	FEBRUARY/WINE	2,021.00
WINE MERCHANTS INC	JANUARY/FREIGHT	27.52
WINE MERCHANTS INC	JANUARY/WINE	1,976.20
	F U N D   T O T A L	209,192.71

## Refuse Disposal

ALBANY RECYCLING CENTER INC	JAN COMPUTER,TV,MONITOR	1,848.52
BMO FINANCIAL GROUP	DECEMBER MAILBOX	137.21
WASTE MANAGEMENT	01/01-01/15/24 PRO SERVICES	3,528.89
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	46,971.08
ADVANCED STORAGE	NOV REPAIR TO BLDG	280.00
INTERSTATE ENGINEERING INC.	ANNUAL TOPOGRAPHIC 10/12-11/04	1,325.28
LAKE REGION HEALTHCARE CORP	DEC PRE EMPLOYMENT TEST	37.50
LOCATORS & SUPPLIES INC	JAN KINCO LEATHER PALM GLOVES	35.98
METRO SALES, INC	12/18/23-01/17/24 COPIER RENT	16.56
METRO SALES, INC	12/18/23-01/17/24 COPIER USAGE	16.69
OTTER TAIL COUNTY TREASURER	DECEMBER TIPPING FEES	75,356.84
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	358.50
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	556.79

## Refuse Disposal

SIGELMAN STEEL & SALVAGE CO	JAN #6 FLAT STEEL COMPACTOR	42.00
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	23.12
WEX	DEC FLEX/HSA PART FEE	16.50
	F U N D   T O T A L	130,551.46

## Sewage Treatment

BMO FINANCIAL GROUP	DEC PRINTER LABELS	35.91
BMO FINANCIAL GROUP	NOV STOP RUST BROWN	15.96
CARR'S TREE SERVICE, INC.	JAN TRIMMING LINES KENNEDY PK	6,319.92
CORE & MAIN LP	JAN 6'X4' FLG CONC JOINT	2,013.68
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	13,569.00
FLEXIBLE PIPE TOOL COMPANY	2024 PIPETECH SOFTWARE ASSURAN	590.00
GOODIN COMPANY	JAN COUPLING,UNION,ADAPTER	121.73
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	1,464.06
HAWKINS INC	JAN CYLINDERS	50.00
KORBY CONTRACTING COMPANY INC	DEC PROF SERV,CRANE LIFT	1,200.00
LAKE REGION ELECTRIC COOP	DECEMBER ELECTRICITY EXPENSE	257.20
METRO SALES, INC	12/18/23-01/17/24 COPIER RENT	16.55
METRO SALES, INC	12/18/23-01/17/24 COPIER USAGE	16.69
MOTION INDUSTRIES INC	NOV S-FLEX FLG	235.63
OCECO INC	NOV SWING CHK VALVE,PRESS.VALV	1,158.61
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	10,716.75
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	534.13
RMB ENVIRONMENTAL LABORATORIES	DEC ANALYSIS	390.30
RMB ENVIRONMENTAL LABORATORIES	JAN ANALYSIS	3,744.62
SPEE*DEE DELIVERY SERVICE INC	DEC SHIPPING	34.96
SPEE*DEE DELIVERY SERVICE INC	JAN SHIPPING	71.62
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	107.49
WEX	DEC FLEX/HSA PART FEE	9.63
	F U N D   T O T A L	42,674.44

## Water

ADMINISTRATOR'S CONTINGENCY FD	JANUARY RECALL CERTIFICATIONS	407.33
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## Water

ADMINISTRATOR'S CONTINGENCY FD	JANUARY REPLACE BOOTS	345.00
ADMINISTRATOR'S CONTINGENCY FD	JANUARY UTILITIES REFUND	427.47
BMO FINANCIAL GROUP	DEC PRO GRADE POWER INVERTER	379.95
BMO FINANCIAL GROUP	DEC THERMOCOUPLE KIT 36"	14.00
BMO FINANCIAL GROUP	DECEMBER MARGIN ULTRA TABS	10.10
COOPERS TECHNOLOGY GROUP	JANUARY DESK ORGANIZER	74.81
COOPERS TECHNOLOGY GROUP	JANUARY YEARLY WALL CALENDAR	18.62
CORE & MAIN LP	JAN STOCK 1&3/4" CURB STOPS	1,881.74
CORE & MAIN LP	JAN 3/4" COMP CURBSTOPS (STK)	767.60
CORE & MAIN LP	JAN 3" SENSIT METER	2,361.06
MARCIA DRECHSEL	2024 SAFETY BOOT REIMBURSEMENT	234.95
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	5,183.83
ETHANOL PRODUCTS, LLC	JAN C02	736.40
CITY OF FERGUS FALLS	2023 CERTIFICATION RECALL	4,462.87
FERGUSON WATERWORKS #1657	JAN HYD SWIVEL PER CHAD D	561.12
FERGUSON WATERWORKS #1657	JAN 10" VALVE BOX TOP SECTION	345.72
FERGUSON WATERWORKS #1657	JAN 2" METER FLANGE KITS	175.92
FERGUSON WATERWORKS #1657	JAN 3/4" T10 METER R900I USG	1,277.34
GENERAL FUND	JANUARY COPIER USE	76.70
GENERAL FUND	JANUARY POSTAGE USE	273.06
GREAT PLAINS NATURAL GAS CO	JANUARY NATURAL GAS EXPENSE	1,588.94
HAWKINS INC	JAN CHEMICAL FEED PUMP	565.93
HAWKINS INC	JAN CYLINDERS	40.00
HOME DEPOT CREDIT SERVICES	DEC CREDIT RETURNED KIT/PUMP	628.00-
HOME DEPOT CREDIT SERVICES	DEC RETURN CREDIT BATT/CHARGER	279.00-
HOME DEPOT CREDIT SERVICES	DEC TRANSFER PUMP/COMBO KIT	538.00
HOME DEPOT CREDIT SERVICES	DEC TRANSFER PUMP/COMBO KIT/BA	907.00
HOME DEPOT CREDIT SERVICES	JAN CHAD WATER PLANT MATERIAL	41.55
HOME DEPOT CREDIT SERVICES	JAN 12V LITH COMBO KIT MARCIA	139.00
HOME DEPOT CREDIT SERVICES	JAN 50' GARDEN HOSE FRIBERG AV	45.95
LOCATORS & SUPPLIES INC	JAN HARD HAT/SHIELD/EAR MUFF	61.93
LOCATORS & SUPPLIES INC	JAN THICK POWDER FREE GLOVES	35.98
METRO SALES, INC	12/08/23-01/07/24 COPIER RENT	63.68
METRO SALES, INC	12/08/23-01/07/24 COPIER USAGE	4.46
METRO SALES, INC	12/18/23-01/17/24 COPIER RENT	16.56
METRO SALES, INC	12/18/23-01/17/24 COPIER USAGE	16.69
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	5,805.58
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	142.85
RMB ENVIRONMENTAL LABORATORIES	JAN 2ND HALF BACT.MONITORING	188.10
VEIT & COMPANY INC	RETURN DEPOSIT/NO METER USED	310.00
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	801.33
WEX	DEC FLEX/HSA PART FEE	23.37
	F U N D   T O T A L	30,445.49

## Storm Water

EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	12,359.58
FLEXIBLE PIPE TOOL COMPANY	2024 PIPETECH SOFTWARE ASSURAN	590.00
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	160.34
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	40.01
	F U N D   T O T A L	13,149.93

## Equipment

AMERICAN WELDING & GAS, INC	JAN NITROGEN CYL RENTAL	40.52
AUTO VALUE - FERGUS FALLS	JAN CREDIT RETURNED PARTS	413.26-
AUTO VALUE - FERGUS FALLS	JAN DIELECTRIC GREASE/HAND CLE	52.98
AUTO VALUE - FERGUS FALLS	JAN FEMALE FLAT FACE FIT U-284	90.18
AUTO VALUE - FERGUS FALLS	JAN FEMALE FLAT FACE HYD FITT	55.98
AUTO VALUE - FERGUS FALLS	JAN FEMALE FLAT FACE O-RING FI	68.98
AUTO VALUE - FERGUS FALLS	JAN FEMALE JIC 37 HYD FITTINGS	61.58
AUTO VALUE - FERGUS FALLS	JAN FUEL FILTER UNIT 280	13.12
AUTO VALUE - FERGUS FALLS	JAN FUEL/AIR FILTERS U-501	109.34
AUTO VALUE - FERGUS FALLS	JAN GREASE GUN EXT HOSE	21.99
AUTO VALUE - FERGUS FALLS	JAN GREASE GUN FLEX HOSE	12.99
AUTO VALUE - FERGUS FALLS	JAN HEADLAMP LENS REPAIR KIT	27.99
AUTO VALUE - FERGUS FALLS	JAN HEADLIGHT BULB/CONNECTOR	13.97
AUTO VALUE - FERGUS FALLS	JAN M2T MEGAFLEX HYD HOSE STK	534.00
AUTO VALUE - FERGUS FALLS	JAN NYLON BARREL PUMP (SHOP)	71.20
AUTO VALUE - FERGUS FALLS	JAN OIL FILTER UNIT 59	3.09
AUTO VALUE - FERGUS FALLS	JAN SMALL WORK LAMP U-215	28.99
AUTO VALUE - FERGUS FALLS	JAN STARTING FLUID (SHOP)	55.25
AUTO VALUE - FERGUS FALLS	JAN STOCK FILTER ORDER	22.04
AUTO VALUE - FERGUS FALLS	JAN STOCK HYD FITTINGS	56.16
AUTO VALUE - FERGUS FALLS	JAN URETHANE PAINT PRIMER/CATA	107.98
AUTO VALUE - FERGUS FALLS	JAN 22" WINTER WIPER BLADES	46.15
AUTO VALUE - FERGUS FALLS	JAN 22" WIPER BLADE (STK)	9.23
AUTO VALUE - FERGUS FALLS	JAN 8" ROUND CONVEX MIRROR 288	18.99
BMO FINANCIAL GROUP	DEC BUSHINGS, ELBOWS, VALVE, TEES	179.95
BMO FINANCIAL GROUP	DEC POWER STEERING PUMP UNIT 1	42.78
BMO FINANCIAL GROUP	DEC TEA & COFFEE FILTERS	27.42
BMO FINANCIAL GROUP	DEC TERMINAL, CABLE SEAL, CONNEC	109.59
BMO FINANCIAL GROUP	DECEMBER BOLT UNIT #263	49.30
BMO FINANCIAL GROUP	DECEMBER CORAVAC	442.80
BMO FINANCIAL GROUP	DECEMBER DIC BOLT UNIT #263	186.26

## Equipment

BMO FINANCIAL GROUP	DECEMBER FILING FEE UNIT #47	13.79
BMO FINANCIAL GROUP	DECEMBER MAINTENANCE SUPPLIES	12.83
BMO FINANCIAL GROUP	DECEMBER 16" RIVNUT TOOL KIT	78.98
DEPT. OF MOTOR VEHICLE	TABS THROUGH FEBRUARY 2026	1,976.25
EQUIPMENT FUND	FEBRUARY EQUIPMENT RENT	1,833.33
EQUIPMENT FUND	RECEIPT FEBRUARY EQUIP RENT	207,621.67-
FARGO FREIGHTLINER	JAN COOLANT PRE HEATER U-242	157.20
FARGO FREIGHTLINER	JAN FENDER TUBE UNIT 242	38.39
FARGO FREIGHTLINER	JAN HEADLAMP HARNESS U-228	78.00
FARGO FREIGHTLINER	JAN PURGE VALVE KIT UNIT 215	43.39
FARGO FREIGHTLINER	JAN QUARTER FENDER TUBE U-242	41.59
JOHN DEERE FINANCIAL	JAN AUTOFEED CONTROLLER U-1162	1,006.86
JOHN DEERE FINANCIAL	JAN CREDIT RETURNED PARTS	149.24-
JOHN DEERE FINANCIAL	JAN DRIVE SHAFT UNIT 949	1,053.86
JOHN DEERE FINANCIAL	JAN FUEL FILTERS UNIT 280	71.09
JOHN DEERE FINANCIAL	JAN PARTS ORDER UNIT 949	164.03
JOHN DEERE FINANCIAL	JAN V-BAND BELT UNIT 1162	206.98
JOHN DEERE FINANCIAL	JAN VERMEER CUTTING KNIFE	377.36
FASTENAL COMPANY	JAN PLOW BOLTS/NUTS (STK)	180.40
FASTENAL COMPANY	JAN SHOP SUPPLY HARDWARE	70.42
FASTENAL COMPANY	JAN 1/2" FENDER WASHERS (SHOP)	8.39
FASTENAL COMPANY	JAN 5/16X 1 1/4 CARRIAGE BOLT	14.81
FORKLIFTS OF MINNESOTA, INC	DEC VALVE COVER UNIT 497	114.06
NAPA AUTO PARTS - FERGUS FALLS	JAN BRAKE ROTORS UNIT 2093	119.36
NAPA AUTO PARTS - FERGUS FALLS	JAN HEADLAMP CONNECTOR U-39	13.69
HOME DEPOT CREDIT SERVICES	JAN AA AND D CELL BATT (SHOP)	29.74
HOME DEPOT CREDIT SERVICES	JAN SEALANT/ADHESIVE CITY SHOP	23.24
HOME DEPOT CREDIT SERVICES	JAN 15 COMPARTMENT CONTAINER	17.98
KRIS ENGINEERING INC	JAN JOMA CURB RUNNER	300.28
LAKES AREA TRAILERS	JAN 83X16 DUMP TRAILER U-839	13,185.50
LAKEWAY EXPRESS LLC	JAN NON OXYGENATED FUEL PARK	82.65
LOCATORS & SUPPLIES INC	JAN VEHICLE FIRST AID KITS UTI	102.60
MINNESOTA MOTOR COMPANY	JAN BOSS PLOW SET SPRING	34.90
MINNESOTA MOTOR COMPANY	JAN STEP BAR PAD UNIT 52	27.80
MITCHELL 1	JAN SHOP KEY 1YR SUBSCRIPTION	3,300.00
NELSON AUTO CENTER	JAN SEAT BELT UNIT 2093	198.35
NELSON INTERNATIONAL	JAN SPEED SENSOR/BACKET/FLAP	427.78
NELSON INTERNATIONAL	OCT CREDIT RETURNED OIL TUBE	206.20-
OLSON OIL COMPANY INC	JAN #1 RED DIESEL FUEL LANDFIL	989.70
OLSON OIL COMPANY INC	JAN #2 RED DIESEL FUEL LANDFIL	2,099.30
OLYMPIC SALES INC	DEC COMPLETE HYD PUMP U-226	4,318.78
OLYMPIC SALES INC	JAN COMPLETE HYD PUMP UNIT 228	7,263.38
OLYMPIC SALES INC	JAN HARNESS/COIL UNIT 226	80.01

## Equipment

OLYMPIC SALES INC	JAN STOCK NEW WAY HYD FILTERS	902.76
OLYMPIC SALES INC	JAN WORK LIGHT SWITCH U-228	48.60
O'REILLY AUTOMOTIVE INC	JAN FLUID FILM RUST PREVENTER	199.99
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	2,817.00
POLICE DEPT CONTINGENCY FUND	2092 TAB RENEWAL	16.25
POMP'S TIRE SERVICE INC	JAN FIELD TECH RPLACE 2 TIRES	528.41
POMP'S TIRE SERVICE INC	JAN 255/70R22.5 BTL-SA	275.71
PRODUCTIVITY PLUS ACCOUNT	JAN BRAKE & CLAMP ACCUMULATOR	966.40
PRODUCTIVITY PLUS ACCOUNT	JAN BRAKE VALVE UNIT 284	2,447.35
PUBLIC UTILITIES DEPARTMENT	JANUARY PUBLIC UTILITIES	644.36
PUMP AND METER SERVICE INC	JAN ROTARTY LIFT AIR CYLINDER	301.12
ROCK MILLS ENTERPRISES INC	JAN MAGNET WIRELESS REMOTE U50	253.50
SIGELMAN STEEL & SALVAGE CO	JAN SQUARE TUBE/FLAT BAR SHOP	28.41
SIGELMAN STEEL & SALVAGE CO	JAN STEEL TO REPAIR SNOW BUCKE	1,890.00
SNAP-ON TOOLS CORPORATION	JAN 1 1/16 TRUCK CAGE BOLT SOC	33.55
SNAP-ON TOOLS CORPORATION	JAN 3/4" IMP SOCKET/CLIP SHOP	102.15
UNLIMITED AUTOGLASS LLC	JAN REPAIR CHIP IN WINDSHIELD	65.00
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	82.48
WALLWORK TRUCK CENTER F.F.	DEC CREDIT RETURNED PARTS	173.73-
WALLWORK TRUCK CENTER F.F.	JAN AD-9 PURGE/DRYER KIT U-262	117.04
WALLWORK TRUCK CENTER F.F.	JAN FRONT AXLE BEARINGS U-214	119.58
WALLWORK TRUCK CENTER F.F.	JAN FRONT BRAKE DRUMS U-214	402.82
WALLWORK TRUCK CENTER F.F.	JAN FRONT SHOES/SEALS U-214	289.92
WALLWORK TRUCK CENTER F.F.	JAN HUB CAP GASKET U-214	22.64
WEX	DEC FLEX/HSA PART FEE	8.25
ZIEGLER INC.	JAN MOLDBOARD WEAR STRIPS U296	469.92
ZIEGLER INC.	JAN MOTOR GRADER SHIMS U-296	115.76
ZIEGLER INC.	JAN STOCK QUICK COUPLERS	598.02
ZIEGLER INC.	JAN WATER PUMP/HOSE/GSKT U-294	713.75
ZIP'S DIESEL SERVICE	JAN STOCK FILTERS UNIT 501	215.79
	F U N D   T O T A L	151,169.72-

## Employees Insurance

LAKES COUNTRY SVC COOP	FEB HEALTH INSURANCE 2024	170,776.12
	F U N D   T O T A L	170,776.12

Flexible Benefit Agency

WEX	2023 FLEX PLAN REIMB	3,556.83
WEX	2024 FLEX PLAN REIMB	3,750.25
	F U N D   T O T A L	7,307.08

PEG Access

MINNESOTA UC FUND	4TH QTR 2023 UNEMPLOYMENT	12.00
OTTER TAIL POWER COMPANY	JANUARY ELECTRICITY EXPENSE	128.86
	F U N D   T O T A L	140.86

Business Development for Fergus Falls

AMP INSURANCE	2024 PD&O COVERAGE	1,260.00
	F U N D   T O T A L	1,260.00

Fergus Falls Convention and Visitor's Bureau, Inc.

BCBS OF MINNESOTA	FEBRUARY HEALTH INSURANCE	1,108.81
BMO FINANCIAL GROUP	DECEMBER CANVA RENEWAL	119.40
BMO FINANCIAL GROUP	DECEMBER EVOLVE CREATIONS	300.00
BMO FINANCIAL GROUP	DECEMBER GOOGLE ADVERTISING	817.98
BMO FINANCIAL GROUP	DECEMBER INTERNET ON TABLET	5.55
BMO FINANCIAL GROUP	12/29/23-01/28/24 INTERNET	44.99
VERIZON WIRELESS	JANUARY CELL PHONE EXPENSE	117.67
	F U N D   T O T A L	2,514.40

T O T A L   A L L   F U N D S	1,205,421.76
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2/05/2024

R E S O L U T I O N   R E C O R D

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON THE ABOVE RESOLUTION WAS DULY DECLARED ADOPTED.

ATTEST:

APPROVED:

-----  
CITY ADMINISTRATOR

-----  
MAYOR

2/05/2024

R E S O L U T I O N   R E C O R D

COMMISSIONER OF TRANSPORTATION	8,323.00
DEPT. OF MOTOR VEHICLE	1,976.25
CITY OF FERGUS FALLS	4,462.87
MN DEPT. OF EMPLOYMENT AND	65,287.74
MN POLLUTION CONTROL AGENCY	1,050.00
MINNESOTA UC FUND	1,143.51
OTTER TAIL COUNTY HIGHWAY DEPT	40.95
OTTER TAIL COUNTY TREASURER	75,356.84
A-1 LOCK & KEY LLC	64.01
AVT FERGUS FALLS	338.14
ADMINISTRATOR'S CONTINGENCY FD	1,711.38
ADVANCED FIRST AID INC	556.00
ALBANY RECYCLING CENTER INC	1,848.52
AMP INSURANCE	1,260.00
ARAMARK UNIFORM SERVICES	38.52
ARAMARK	669.46
AMERICAN WELDING & GAS, INC	40.52
AMERITAS	3,989.52
SEAN ANDERSON	877.50
ARTISAN BEER COMPANY	2,226.01
AUTO VALUE - FERGUS FALLS	1,115.90
BAKER & TAYLOR INC	1,348.89
BELLBOY CORPORATION	5,692.80
BERGLUND FAMILY REV LVG TRUST	155.70
BEVERAGE WHOLESALERS INC	51,198.80
BEYER BODY SHOP, INC.	325.00
BEYOND THE MITRED CORNERS	88.33
BIG AXX LLC	66.00
BCBS OF MINNESOTA	1,108.81
BLUUM OF MINNESOTA LLC	39,701.34
BMO FINANCIAL GROUP	19,791.72
BOLTON & MENK INC	188.00
PATRICIA DILLON	119.21
BRAUN VENDING INC	21.00
BREAKTHRU BEVERAGE MINNESOTA	20,270.16
JOEL CARLSON INC.	2,285.00
CARLSON MCCAIN INC	771.00
CARR'S TREE SERVICE, INC.	7,279.92
CAYAN	160.74
CHARTER COMMUNICATIONS	182.95
COATINGS UNLIMITED LLC	24,480.00
VIKING COCA-COLA BOTTLING CO	839.12
COMSTOCK CONSTRUCTION INC	34,513.89
COOPERS TECHNOLOGY GROUP	171.39
CORE & MAIN LP	7,024.08
COSSETTE ELECTRIC LLC	184.00
BRANDON CURRIE	579.02



2/05/2024

R E S O L U T I O N   R E C O R D

DERO	1,765.99
D-S BEVERAGES, INC.	39,631.97
DACOTAH PAPER CO	1,285.98
DAILY JOURNAL	202.80
WASTE MANAGEMENT	3,528.89
MARGO DENBROOK	204.36
MARCIA DRECHSEL	234.95
DUTCHMAN ENTERPRISES	64.43
EAST WEST EMBROIDERY	130.47
ESRI INC	8,888.00
ETHANOL PRODUCTS, LLC	736.40
FARGO FREIGHTLINER	358.57
FARGO GLASS & PAINT CO INC	1,170.85
JOHN DEERE FINANCIAL	2,730.94
FASTENAL COMPANY	282.03
FERGUS BREWING COMPANY LLC	808.00
F.F. AREA CHAMBER OF COMMERCE	1,800.00
FERGUS FALLS SUMMERFEST INC	3,500.00
FERGUSON WATERWORKS #1657	2,360.10
FLEXIBLE PIPE TOOL COMPANY	1,180.00
FORKLIFTS OF MINNESOTA, INC	114.06
GALLS LLC	368.71
NAPA AUTO PARTS - FERGUS FALLS	151.27
GOODIN COMPANY	368.08
GRANICUS LLC	868.22
GREAT PLAINS FIRE	3,810.46
GREAT PLAINS NATURAL GAS CO	7,948.50
HAWKINS INC	655.93
ADVANCED STORAGE	280.00
HOME DEPOT CREDIT SERVICES	2,176.96
HOOPLA	1,015.33
HUMANA INSURANCE CO	58.06
INNOVATIVE OFFICE SOLUTIONS	151.46
INTERSTATE ENGINEERING INC.	6,228.48
INTOXIMETERS	46.00
JAM MASONRY	301.23
JOHNSON BROTHERS LIQUOR CO	46,275.83
CAITLIN JOHNSON	69.80
JOHNSON CONTROLS FIRE	434.20
KORBY CONTRACTING COMPANY INC	1,200.00
KRIS ENGINEERING INC	300.28
KRISTA KUGLER	183.92
LAKE REGION ELECTRIC COOP	3,016.10
LAKE REGION HEALTHCARE CORP	1,023.50
LAKES AREA TRAILERS	13,185.50
LAKES COUNTRY SVC COOP	170,776.12
LAKEWAY EXPRESS LLC	82.65

2/05/2024

R E S O L U T I O N   R E C O R D

LEAGUE OF MINNESOTA CITIES	350.00
LOCATORS & SUPPLIES INC	292.46
VICTOR LUNDEEN COMPANY	1,004.73
MN SOCIETY OF CERTIFIED PUBLIC	365.00
M-R SIGN COMPANY INC	1,108.34
MARCO TECHNOLOGIES LLC	9,841.90
MED COMPASS	5,305.00
METRO SALES, INC	346.41
MIDLAND DOOR SOLUTIONS	557.50
MID-STATES ORG CRIME INFO CENT	150.00
MN FIRE SVC CERTIFICATION	126.00
MINNESOTA MOTOR COMPANY	62.70
MISSION MECHANICAL INC	791.00
MITCHELL 1	3,300.00
MOORE ENGINEERING INC	2,900.00
MOTION INDUSTRIES INC	235.63
RYAN MUCHOW	189.33
NELSON AUTO CENTER	198.35
NELSON INTERNATIONAL	221.58
NEWMAN PAINTING	4,028.30
ROBERT H NORDICK	1,276.80
NYCKLEMOE & ELLIG, P.A.	7,450.00
OCECO INC	1,158.61
OLSON OIL COMPANY INC	3,089.00
OLYMPIC SALES INC	12,613.53
O'REILLY AUTOMOTIVE INC	154.99
OTTERTAIL GLASS COMPANY	359.85
OTTER TAIL POWER COMPANY	76,717.00
LYNN PEAVEY COMPANY	149.85
PEPSI BEVERAGE COMPANY	248.98
PHILLIPS WINE & SPIRITS CO	16,158.22
POLICE DEPT CONTINGENCY FUND	642.14
POLICE DEPT PETTY CASH	2.78
POMP'S TIRE SERVICE INC	804.12
PRECISION CATERING MINNESOTA	2,620.80
PRODUCTIVITY PLUS ACCOUNT	3,413.75
PRO-WEST & ASSOCIATES, INC	10,900.00
PUBLIC UTILITIES DEPARTMENT	7,426.01
PUMP AND METER SERVICE INC	301.12
RMB ENVIRONMENTAL LABORATORIES	4,323.02
R & R SPECIALTIES, INC.	3,535.05
RACHEL CONTRACTING INC	155,107.45
READ NATURALLY	1,794.00
ROCK MILLS ENTERPRISES INC	253.50
ROGUE	11,475.00
RURAL DEVELOPMENT	204.62
LUKE SCHALEKAMP	500.00

2/05/2024

R E S O L U T I O N   R E C O R D

SHERWIN WILLIAMS CO	285.73
SHORT ELLIOTT HENDRICKSON INC	58,949.00
SIGELMAN STEEL & SALVAGE CO	1,960.41
SIGN GUYS LLC	75.00
SIGNATURE HOME TECHNOLOGIES	73.74
SIGNWORKS SIGNS & BANNERS INC	520.00
SKY CREW SERVICES, LLC	11,680.00
SNAP-ON TOOLS CORPORATION	135.70
SHI INTERNATIONAL CORP	3,150.00
SOUTHERN GLAZER'S OF MN	14,128.16
SPEE*DEE DELIVERY SERVICE INC	163.43
STEIN'S INC	168.73
FRANKLIN STOCK	125.00
SUMMIT COMPANIES	7,127.00
SWANSTON EQUIPMENT CO	160.20
TC WINTER SERVICES	2,350.00
TWEETON REFRIGERATION	180.00
TAFT STETTINIUS HOLLISTER LLP	3,870.50
T-MOBILE	192.33
TOTAL REGISTER SYSTEMS	32.21
UGSTAD PLUMBING INC	305.00
ULINE	189.82
UNLIMITED AUTOGLASS LLC	65.00
U S BANK	3,545.00
VEIT & COMPANY INC	310.00
VERIZON WIRELESS	2,354.56
VINOCOPIA INC	1,458.50
WALLWORK TRUCK CENTER F.F.	778.27
WEX	7,549.08
JOAN E WHITLOCK	64.43
WIMACTEL INC	99.00
WINE MERCHANTS INC	4,329.41
ZIEGLER INC.	1,897.45
TOTAL OTHER GOVERNMENT	157,641.16
TOTAL OTHER VENDORS	1,047,780.60
TOTAL ALL VENDORS	1,205,421.76