



City Council Agenda
March 4, 2024
5:30 pm in the City Council Chambers

Invocation
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
 - 1. Housing Tax Rebate Program public hearing for 1409 Lenore Way
 - a. Resolution approving a property tax rebate for 1409 Lenore Way
- E. Awarding of Bids
- F. Petitions, Communications and Open Forum
- G. Consent Agenda
 - 1. Motion approving the minutes from the February 20, 2024 open and closed City Council meetings and work session and the February 28, 2024 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution of support for an additional \$40,000 in funding from the State of Minnesota to extend the Lake Alice 3D water quality pilot project for an additional year
 - 4. Resolution accepting the Preliminary Engineering Report-Feasibility Report for PI 5373, Shoreview Drive street improvements and setting the preliminary project hearing date for April 15, 2024
 - 5. Resolution initiating PI 9774, the landfill demo cell project, ordering the preparation of the plans and specifications and accepting the professional services proposal from Houston Engineering Inc. in the amount of \$196,567
 - 6. Resolution authorizing the City of Fergus Falls to partner with Otter Tail County on traffic markings
 - 7. Resolution approving a variance to split the lot in an R-1 district into new non-conforming lots as requested by Habitat for Humanity at the corner of St. Charles and Arlington
- H. Ordinance and Resolutions
 - 1. Second reading of Ordinance 53, Eighth Series, Tree Management
 - 2. Second reading of Ordinance 54, Eighth Series, Amending City Code 154.002, Definition of Hotels
 - 3. First reading of Ordinance 55, Eighth Series Rezoning 2008 County Highway 111 from R-1 to R-A as requested by Alex and Megan Blondeau
 - 4. First reading of Ordinance 56, Eighth Series, Rezoning 801 W Stanton from I-2 to R-4 as requested by the City of Fergus Falls on behalf of Mark and Brenda Christopherson

5. Resolution approving the 2024 utility rate adjustments

- I. Presentation of Claims \$590,777.14
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
- M. New Business
 - 1. Resolution of support for staffing the Prairie Wetlands Learning Center
- N. Miscellaneous Announcements
 - March 5 Presidential Nominating Primary Election. Polls open 7 am-8 pm
 - March 13 7:00 am Committee of the Whole meeting
 - March 18 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).



Council Action Recommendation

Page 1 of 1

Meeting Date:

March 4 – City Council

Subject: Tax Abatement Agreement- Housing Rebate Program

Recommendation: Following a public hearing, approve a tax rebate of up to \$5,000 for 1409 Lenore Way and allow City officials to sign a tax abatement agreement with resident Diona G Osterman-API.

Background/Key Points: The purpose of the Tax Rebate Program is to encourage the construction of new primary residence single and two-family housing units and encourage the replacement of dilapidated housing structures in Fergus Falls. 1409 Lenore Way was submitted to the city as a Habitat for Humanity Home by the county in 2021, at the same time 1395 Lenore Way was submitted. Both submissions were missed by city staff and in subsequent reconciliations with the county, so we are playing catch-up now.

1409 Lenore Way was an estimated project valuation of \$190,000 in 2021. This is below the city's identified program cutoff of \$400,000 estimated project valuation. Had the submission been reviewed in 2021, it would have been deemed a complete and acceptable application packet. The home is therefore an excellent candidate for tax abatement, with the homeowner seeing a benefit in 2024.

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

Originating Department: Community Development

Respectfully Submitted:

Klara Beck, Community Development Manager

Attachments: Tax Rebate Program Application

OTTER TAIL COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

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

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

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

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

Are property taxes current? Yes No

Proposed Project: New Construction Replacement of housing unit

Project Type: Single Family Two Family

Project Address (if available): 1409 Lenore Way, Fergus Falls, MN 56537

Parcel Number: 71-002-99-1942-000 Estimated Project Valuation: \$ 190,000.00

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

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

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

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

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

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

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

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

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County _____ Date: _____

City or Township of _____ Date: _____

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

Please submit completed application with attachments to:

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



City Council Minutes
February 20, 2024

The Fergus Falls City Council held a regular meeting on February 20, 2024, at 5:30 pm in the City Council Chambers. Pastor Eric Uggerud gave the invocation, and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:33 pm and the following council members were in attendance: Hicks, Fish, Job, Kvamme, Rufer, Kremeier, Thompson, Rachels.

Approval of the Agenda

A motion and second were made by Fish and Thompson to approve tonight's agenda with the removal of the minutes from the consent agenda and the motion carried.

Open Forum

Mark Leighton commented on the general spending of the city. He was reminded the open forum policy limits speakers to address the same topic twice in a 12-month period and he has already addressed the city's spending and budget.

Consent Agenda

The following items were approved under **Resolution #41-2024** by Fish: Motion approving the following licenses: Sign Hanger JH Signs & Designs; Mobile Food Vendor Permit Up from the Ashes, Lone Pine Soup Company; Mechanical Joe's Heating & A/C, Erickson's Plumbing & Heating; Excavator Barry Construction; On Sale Full Liquor License Palmer's Kitchen & Bar; Minnesota Lawful Gambling Permit Fergus Falls Youth Baseball Association for a raffle on June 27 at DeLagoon Park and Church of Our Lady of Victory for raffle on April 6 at OLV Church. **Resolution #42-2024** authorizing the Fergus Falls Fire Department to purchase an inflatable water/ice rescue boat, fire extinguisher training prop and wireless in-cab communication headsets using funds from the Fire Department Trust Fund. **Resolution #43-2024** accepting the project plans and specifications and authorizing the advertising of bids for CP 9148, the DeLagoon Park improvement project. **Resolution #44-2024** supporting the Rebuilding American Infrastructure with Sustainability and Equity grant application. **Resolution #45-2024** accepting MnDOT's state grant offer for an airport tractor. **Resolution #46-2024** accepting the project plans and specifications and authorizing the advertising of bids for the 2024 seal coat improvement project. **Resolution #47-2024** authorizing staff to apply to the Minnesota Department of Health Drinking Water Revolving Fund to fund the replacement of lead/galvanized water service lines. **Resolution #48-2024** authorizing the submission of an application for financial assistance through USDA's Rural Business Development Grant Program to grow the revolving loan funds managed by Business Development for Fergus Falls. **Resolution #49-2024** accepting Interstate Engineering's (Apex) design and construction administration professional services proposal for demolition in the amount of \$125,000 and to accept Apex Engineering's professional services proposal for the development of a unidirectional flushing program in the amount of \$10,000. The resolution was seconded by Rufer and was adopted.

Minutes

Kremeier asked for more detail in the open forum comments from the February 5 council meeting. A motion and second were made by Rufer and Fish to approve the minutes from the February 5, 2024, City Council meeting and work session and the February 14, 2024 Committee of the Whole meeting as presented and the motion carried with Kremeier voting in opposition.

Ordinance 52, Vegetative Management

Ordinance 52, Eighth Series, Vegetative Management was adopted by a roll call vote.

Ordinance 53, Tree Management

Ordinance 53, Eighth Series, Tree Management was introduced by Rufer and declared to have its first reading.

Ordinance 54, Amending Definition of Hotels

Ordinance 54, Eighth Series, Amending City Code 154.002, Definition of Hotels was introduced by Fish and declared to have its first reading.

Resolution of Accounts

Fish offered a resolution authorizing the payments and claims in the amount of \$1,656,140.74, which was seconded by Thompson and was adopted.

The meeting adjourned to a closed meeting to discuss a real estate transaction pursuant to MN Statute 13d.05 at 5:42 pm.

Lynne Olson

DRAFT

City Council Work Session
February 20, 2024

The Fergus Falls City Council held a work session regarding roadway infrastructure planning, franchise fees and utility rates on February 20, 2024, at 4:00 pm in the City Council Chambers. Mayor Schierer called the meeting to order and council members in attendance were Kremeier, Rachels, Job, Kvamme, Fish and Rufer. Hicks and Thompson arrived at later points in the meeting.

Franchise Fees

The biggest concern the council hears from the public is the condition of the city's streets. Although the Tax Levy Committee has been recommending annual increases to the street improvement budget, the city is falling behind in making the necessary improvements. As equipment, labor and material costs continue to increase, the city has been looking for alternative funding sources for street improvement projects. Tyson Hajicek of Moore Engineering reviewed the typical project funding for street projects (bond issuance, sewer fund, water fund, storm water fund and special assessments) and proposed the city consider adding franchise fees as another funding source. Within the city's Capital Improvement Plan (CIP) is \$15 million of street improvements identified as baseline projects. \$43.4 million of street improvements can be accomplished as "fast-track" projects. Incorporating a 5% franchise fee, along with bond issuances would provide an additional \$28.4 million for street improvement projects without raising the levy.

Franchise fees would be spread amongst all residents and businesses who use the utility services of Otter Tail Power Company, Lake Region Electric Cooperative and Great Plains Natural Gas. A 5% franchise fee would generate approximately \$1.3 million annually and these funds would be restricted to only funding street improvements. A 5% increase to fund the fast-track CIP projects would cost the resident paying a combined \$150 per month in gas and electric utilities an additional \$7.50 per month or \$90.00 per year in utility costs.

Utility Rates

Finance Director Bill Sonmor presented information on the utility rates. Although the refuse fund is not associated with franchise fees, the rates need to be increased as the operational costs of garbage collection continue to rise, as do the prices to replace equipment. The city's disposal rates from Otter Tail County rose 5.22% on January 1, 2024. Staff are recommending a 3.5% increase in residential/commercial collection and disposal fees: a 10% increase in roll off fees a 3% increase in landfill fees for garbage disposal and a 3% increase in recycling fees. There would be no change in the tree management fee. The sewer, water and storm water funds are related to the franchise fee discussion and Sonmor made the following recommendations to these enterprise funds:

Baseline Capital Improvement Plan

Sewer Fund: a 5% increase to the flat and variable flow rates. No debt issuance would be included in this model.

Water Fund: a 6% increase to the flat and variable flow rates. \$1.1 million in debt issuance is assumed in 2027.

Storm Water Fund: an 8.6% increase to the residential monthly flat rate. No debt issuance would be included in this model.

The average residential utility bill for a customer using 6,000 gallons of water usage would increase from the current \$117.20 monthly rate to \$123.50 per month for a \$6.30 per month or 5.4% increase.

Fast Track Capital Improvement Plan

Sewer Fund: an 8% increase to the flat and variable flow rates. No debt issuance would be included in this model.

Water Fund: a 10% increase to the flat and variable flow rates. \$2.7 million in debt issuance is assumed in 2027.

Stormwater Fund: a 14.3% increase to the residential monthly flat rate. No debt issuance would be included in this model.

The average residential utility bill for a customer using 6,000 gallons of water usage would increase from the current \$117.20 monthly rate to \$126.68 per month for a \$9.48 per month or 8.1% increase. If the utility rates are approved they would become effective for the utility bills printed at the end of April 2024.

The city has pursued grants and has been leveraging MSAS and gas tax dollars. Without the ability to increase special assessments, franchise fees are the only other viable option to increase the amount of money put towards street improvements without raising taxes. Kvamme preferred franchise fees in lieu of raising property taxes and spoke about the equity in franchise fees as all utility users, not just property owners would contribute to the cost of the franchise fees and how they can be used as a tool to leverage improvements. Mayor Schierer felt utility rate increases are inevitable with rising costs and aging roads and infrastructure. He was in favor of finding another funding mechanism to keep up with street projects. Rachels and Rufer agreed that fast-tracking street improvements through franchise fees is the city's only viable option to making significant roadway improvements.

The council discussed the timing of the utility rate increases and the path they want to pursue with franchise fees. They were in consensus to host an open house to present more information about franchise fees and gather public input. They also felt the city needs to move forward with utility rate adjustments as some of the fees have already gone up and we are not collecting enough to cover these increases.

The work session adjourned at 5:11 pm

Lynne Olson

Committee of the Whole Meeting
February 28, 2024

The Fergus Falls City Council held a Committee of the Whole meeting on February 28, 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: Hicks, Job, Kvamme, Kremeier, and Thompson. Fish, Rufer and Rachels were absent.

Lake Alice 3D Project

The Lake Alice 3D project was funded in last year's legislation session as a two-year project to improve the water quality in Lake Alice. The first summer's results have shown signs of improving the lake's e-coli and dissolved oxygen levels. Water Quality 3D is seeking an additional \$40,000 from the state legislature to continue the project through 2025 and requested a resolution of support for this funding in this legislative session. A motion and second were made by Kvamme and Hicks to recommend the council adopt a resolution of support for \$40,000 in funding from the State of Minnesota to extend the Lake Alice 3D water quality pilot project for an additional year and the motion carried.

Shoreview Drive Street Improvements

The bituminous street improvements on Shoreview Drive: Pebble Lake Road to the cul-de-sac (PI 5373) were initiated by petition and the preliminary engineering feasibility report has been completed. The preliminary total project cost is \$287,000 and would be funded by PIR bonds and special assessments. A motion and second were made by Hicks and Thompson to recommend the council accept the Preliminary Engineering Report-Feasibility Report for Public Improvement 5373 and to set the preliminary project hearing date for April 15, 2024, at 5:30 pm in the City Council Chambers and the motion carried.

Landfill Demo Cell Phase 3B

Cell 3A at the city's Class 1 demolition site at the landfill is expected to reach capacity in 2024 or 2025. The construction of Cell 3B will be necessary for the continued demolition disposal operations. Staff recommended Houston Engineering Inc. prepare the plans and specifications for the project and update the project costs. If the council approves the project construction would begin this fall. The estimated project cost is \$1,100,000 and would be funded by the Refuse Fund. Demolition disposal rates are projected to gradually increase to help fund the demo cell improvements. A motion and second were made by Thompson and Hicks to recommend the council initiate Public Improvement 9774, order the project plans and specifications and to accept Houston Engineering's professional services proposal in the amount of \$196,567 and the motion carried.

Utility Rates

Finance Director Bill Sonmor provided an in-depth look at the city's utility funds as a continuation of his presentation at the February 20 council work session. Rising operational costs in the refuse, recycling, water, sewer, and stormwater funds along with the higher equipment prices make it necessary for the city to raise the utility rates. Staff have been projecting costs for the next ten years to maintain operations, plan for future landfill expansions and equipment needs. Disposal rates with the county have increased 5.2% since January 1, 2024. If revenues do not increase and expenses continue to increase 3-5%, the cash balance of the refuse fund would drop from the current level of \$2,121,654 to a negative \$7,311,306 by 2033. Hicks asked staff to provide trends of the refuse,

recycling and demolition debris disposal and suggested more public education regarding the benefits of recycling for the environment and how it can reduce the costs of garbage disposal. Continued expansion of the demolition debris site requires a significant investment and will result in increases to the existing demo rates as it is an expensive business with many state and federal regulations. Staff are planning for the costs of opening, closing, and maintaining of demo cells for the required 30 years afterward. Operational costs in the water, sewer and stormwater funds also continue to increase and capital improvement plans include the ongoing cost of maintaining infrastructure for these systems. Fast-track street improvements being considered impact these funds as they include significant capital costs related to the infrastructure under those streets. Rate increases will be required in 2024 and beyond to maintain appropriate cash balances. If franchise fees are not implemented, the fast-track street improvements will be spread over more years in the models which could reduce increases in 2025 and beyond.

Refuse fund recommendations:

- A 3.5% increase in residential/commercial collection and disposal fees in 2024 with similar increases expected through 2033.
- A 3.5% increase in landfill fees (garbage) in 2024 with similar increases expected through 2033.
- A 3.5% increase in tipping (disposal) fees in 2024 with similar increases expected through 2033.
- A 10% increase in roll-off fees in 2024 with similar increases expected through 2026 and 4% through 2033.

Recycling fund recommendations:

- A \$.50 or 7.75% increase in recycling fees for 2024 with similar increases in 2027, 2029, 2031 and 2033.
- No changes to the tree management fee in 2024, but a \$.20 (13%) increase in 2026 with no additional increases through 20233.

Demolition debris recommendations:

- A 9.9% increase in 2024; 41.9% in 2025; 4.2% in 2029 and 4.0% in 2032.

Water fund recommendations:

- A 10% increase to flat and variable flow rates in 2024, additional smaller increases needed in future years. A \$2.7 million debt issuance assumed in 2027.

Sewer fund recommendations:

- A 8% increase to flat and variable flow rates in 2024, additional smaller increases needed in future years. No debt issuance included in the model.

Stormwater fund recommendations:

- Flat rate residential increases of \$1.25, a 14.3% increase from \$8.75 to \$10.00. Additional smaller increases needed in future years. No debt issuance included in the model.

These recommendations would result in an overall 8.1% increase for the average residential utility bill for customers using 6,000 gallons of water each month. This equates to a \$9.48 per month or \$113.73

annual increase. If approved, rate increases would go into effect for the utility bills printed at the end of April 2024. A motion and second were made by Hicks and Thompson to recommend the council approve the 2024 utility rate adjustments and the motion carried.

Solar Panels on City Facilities

The Natural Resources Advisory Committee has been exploring potential solar installations at the west liquor store, community arena, water treatment plant, wastewater treatment plant, Bigwood Event Center, and Prairie Wetlands Learning Center. The Inflation Reduction Act expanded tax credits for clean energy projects for tax-exempt entities. These uncapped tax credits can cover up to 70% of the project costs once completed. Additional incentives from Otter Tail Power Company and grants can be stacked on the tax credits. Council members preferred ground units rather than roof units and American made panel when possible. Council approval would be sought prior to installation at each facility and the committee was asked to provide costs, potential rebates, a timeframe and expected payback times.

Traffic Marking Partnership with Otter Tail County

A motion and second were made by Hicks and Job to recommend the council adopt a resolution to partner with Otter Tail County on annual traffic markings and the motion carried.

The meeting adjourned at 7:46 am

Lynne Olson

FOR COUNCIL MEETING — MARCH 04, 2024

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

Mechanical

Esser Plumbing & Heating

Richard HVAC & Solar

Minnesota Lawful Gambling Permit

Vets R Us Inc for BINGO and raffle events on May 4, 2024 at the Eagles Aerie #2339

Mobile Food Vendor

Peney Cakes

From: Scott Kvamme <scott.kvamme@fergusfallsmn.gov>
Sent: Tuesday, February 20, 2024 8:22 PM
To: Andrew Bremseth <andrew.bremseth@fergusfallsmn.gov>; Ben Schierer <ben.schierer@fergusfallsmn.gov>
Cc: Lynne Olson <Lynne.Olson@fergusfallsmn.gov>
Subject: Fw: Lake Alice Extension - WQ3D

Hello Andrew and Ben,
Dan Larson from Water Quality 3D phoned me earlier today.
WQ3D has three pieces of news regarding the Lake Alice water quality improvement pilot project:

1. They need to provide a report to the council on the results from the 2023 season.
2. They would like to lay out the expectations for 2024.
3. They have decided to request additional funding from the State of MN to extend the pilot project for an additional year. See the email below and the attachment. The process has begun to request the funding through both the Bonding and the Environmental Finance committees.

Dan asked if a WQ3D presentation could be added to our next COTW meeting on Feb. 28th, with a goal to have the council pass a resolution of support for the funding request at our council meeting on March 4th. Dan will not be able to attend the COTW meeting in person, but said he could join us by Zoom. He said someone else would attend in person - I think that would be Mark Hanson, their marketing guru.

Please let me know if adding these items to our meeting agendas is OK, and I will relay the response to Dan.

FYI, I mentioned to him that we are also pursuing potential funding for the installation of grit chambers on the storm drain inlets on the north side of Lake Alice. Since the projects are both for Lake Alice and both intended to improve the water quality, I can imagine someone thinking the projects are related. Maybe it won't become an issue, but I thought it could be helpful for him to be aware of this.

Thanks,
Scott Kvamme

From: Dan Larson <dan27@frontiernet.net>
Sent: Tuesday, February 20, 2024 7:07 AM
To: Scott Kvamme <scott.kvamme@fergusfallsmn.gov>
Cc: Mark Hanson <hansonmtj1@icloud.com>
Subject: Lake Alice Extension

Hi Scott:

Here is the language extending the Lake Alice pilot project to 2025 and appropriating \$40,000 for the additional year of service, along with the citation to the law referenced. I'll call you later this morning to make the case and get your thoughts. Wondering how 10 a.m. works - if not please suggest a different time. I can talk after 1 p.m. if morning doesn't work.

I understand the council will want us to present the request and that we'll need to present the Lake Alice 2023 report. I'm thinking we might want to combine the messaging on both for time and efficiency purposes.

On the extension language, we made positive initial strides on Lake Alice in 2023, but much needs to be done. The nutrient load is beastly and continues to fuel the impairment. We'll need another year, at least, to see what the system can do to affect the nutrient load and the overall water quality of the lakes.

Minnesota Laws Ch. 60, **article 1, section 2, subdivision 2, paragraph (I)**.
<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/60/>

Let me know what time you can talk and we'll make our plans.

Dan

Lake Alice Legislative Proposal – 2024

Extend the Lake Alice water-improvement pilot project for one year and appropriate an additional \$40,000 for the additional year.

A bill for an act

Relating to environment; appropriating money and extending grant for Lake Alice Water-quality project.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. APPROPRIATION; LAKE ALICE WATER-QUALITY PROJECT.

\$40,000 in fiscal year 2025 is appropriated from the general fund to the commissioner of the Pollution Control Agency for a grant to the city of Fergus Falls to extend a water improvement pilot project to address water-quality concerns at Lake Alice. The grant Recipient must use the grant to contract for non-chemical, flow-through water-quality improvement services, testing, necessary infrastructure, training, and maintenance. This Appropriation and the appropriation in Laws 2023, chapter 60, article 1, section 2, subdivision 2, paragraph (l), for a grant to the city of Fergus Falls are available until December 31, 2025.

EFFECTIVE DATE. This section is effective that day following final enactment.

WQ3D

WaterQuality3D

Two-Year Water Improvement Pilot Grant / MN Legislature 2023
\$75,000 to City of Fergus Falls for Lake Alice

Year One - 2023 End of Season Initial Results

- 1) Deep Drop in E. coli Bacteria
- 2) Better Oxygen Balance / Improved Water Quality
- 3) Reduced Offensive Odor

Reclaiming idyllic but heavily-impaired Lake Alice has been a decades-long battle for the city of Fergus Falls. Frustrated city leaders began a partnership with WQ3D and its oxygen-inducing technology that resulted in legislative approval in 2023 of an MPCA funded, two-year pilot project to reduce or eliminate the periodic algae-induced odor that limits recreation, and to begin addressing the heavily-impaired water quality.

Background: Legislators approved \$300,000 for three projects across the state in 2023, including \$75,000 for Lake Alice, after hearing positive testimony about improved clarity and overall water quality from lakeshore property owners at previous WQ3D test sites.

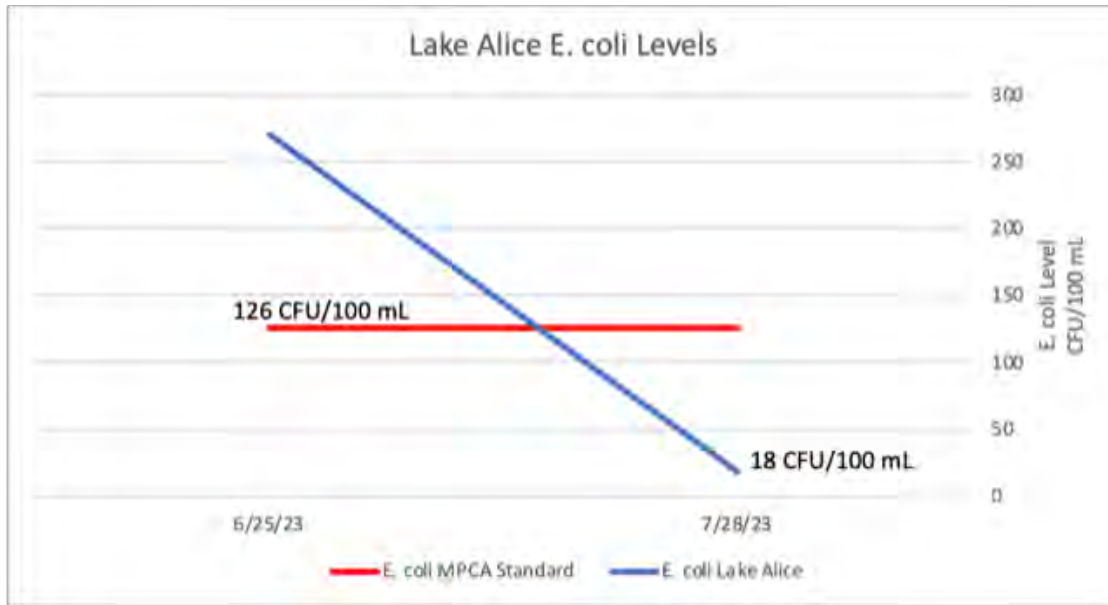
With city support, Sen. Jordan Rasmussen co-sponsored the bill and Councilman Scott Kvamme led the city effort.

The Problem: The water quality on Lake Alice began deteriorating a hundred years ago or so, when the urban landscape grew-up around it. Surrounded by development, stormwater needed to go somewhere and Lake Alice has been draining a 230-acre urban basin ever since. Rain events rinse a raw, untreated hydrologic river of phosphorus, nitrogen, E.coli and other nutrients off the streets and into the lake. Over time, each new rain event adds another layer to what is now a monstrous internal load of sedimentary sludge. This low-oxygen dead zone at the lake bottom has become a perfect breeding ground for the bacteria that causes the lake to break-out in smelly algae blooms that slime the shoreline and restrict the aesthetic and recreational functions of the lake. The WQ3D system made some interesting progress over the summer, but significant problems remain

Year One - 2023 End of Season Results:

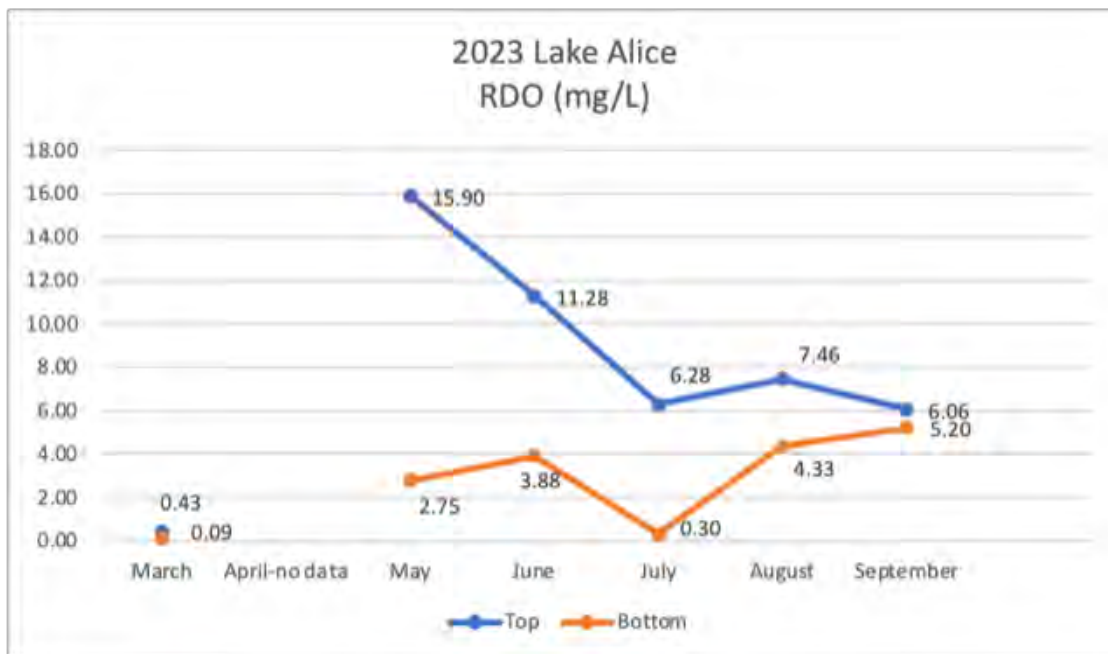
The goal of the WQ3D system is to breathe more oxygen into oxygen-starved lakes to give the lake a better chance at fighting algae growth. Results are still being studied, but here's how the system reduced measurements on two key nutrients - E. coli and Rugged Dissolved Oxygen, over the summer:

E. coli: In a one-month period between June 25 and July 28, the WQ3D system dropped E. coli bacteria water samples from 270 colony forming units (CFU) at implementation to 18 CFU at the end of July. The MPCA bacteria water quality standard is 126 CFU.



Dissolved Oxygen (DO): The system improved DO significantly by reducing the amount of top measurement algae and elevating bottom-level oxygen. The blue line or top surface measurements show algae at the top in sharp decline until hitting an equilibrium in the hottest months. The key top line takeaway is the WQ3D system reduced top-level algae significantly, thereby reducing the volume of dead algae falling to the bottom to become part of the already substantial internal load and additional fuel for the next bloom.

The important measurement is the bottom line. Oxygen is most important at the bottom and in the normal course on seriously-impaired water bodies like Lake Alice, you would expect the line to stay low or even go down. This graph shows the WQ3D system achieved its goal of increasing the dissolved oxygen at the bottom of Lake Alice, and did so significantly.



Lake Alice is the latest in a growing number of impaired lakes the WQ3D system is affecting in a positive way.

With the final and more detailed year-one report being completed, we appreciate sharing these encouraging initial WQ3D first year Lake Alice results.

I invite you to contact us with any questions you may have.

Dan Larson, Gov't Affairs
WaterQuality3D
612-210-2493
dan27@frontiernet.net



Council Action Recommendation

Page 1 of 2

Meeting Date:

February 28, 2024 – Committee of the Whole
March 4, 2024 – City Council

Subject:

PI 5373 – Bituminous Street Improvement
Shoreview Drive: Pebble Lake Road to East Termini (Cul-de-sac)

Recommendation:

- 1) Accept the Preliminary Engineering Report - Feasibility Report (PER) for P.I. No. 5373
- 2) Set the Preliminary Improvement Project Hearing Date for **April 15, 2024**

Background/Key Points:

This project was initiated by petition to the City Council. The Preliminary Engineering Feasibility Report is now complete for the above referenced project. In general, from an engineering standpoint, this project is feasible, cost effective and necessary. Please refer to the attached report for detailed information.

A portion of this public improvement project is proposed to be special assessed per City Policy following MN Statue Chapter 429 requirements. The proposed amount funded by special assessments consists of the portion of the street that abuts the benefitting property and drive apron improvements located within the public Right-of-Way.

The preliminary assessment role has been prepared using a “Unit” special assessment method as was used for previous infrastructure improvements in this area.

If acceptable, the next step is to schedule the **Preliminary Improvement Project Hearing for April 15, 2024, at 5:30 P.M. in the City Council Chambers**. A legal publication along with individual notices will be sent to all subject properties.

Budgetary Impact:

The preliminary estimated total project cost is \$287,000. Tentatively the funding sources are:

- PIR Bonds (Street Special Assessment – Active & Deferred)
- PIR Bonds (Street City Share – Tax Levy)

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Project Location Map

Preliminary Engineering Feasibility Report for P.I. No. 5373



= SIGNED PETITIONED
SHOREVIEW DRIVE

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



Preliminary Engineering Report

2024 Bituminous Street Improvements

P.I. No. 5373

Shoreview Drive

Pebble Lake Road to Northeast Terminus (Cul de Sac)

Prepared by:
City of Fergus Falls, Engineering Department

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

A handwritten signature in blue ink, appearing to read "Brian Yavarow".

Brian P. Yavarow, P.E.
Registration No. 48363

February 2024
P.I. No. 5373

2024 Bituminous Street
Improvements
Public Improvement No. 5373
Feasibility Report
Fergus Falls, Minnesota

Background..... 1
Feasibility 1
Existing Conditions 1
Proposed Improvements 1
Right of Way 2
Cost Summary:..... 2
Special Assessments:..... 2
Conclusion & Feasibility: 3

List of Tables

- Table 1 – Opinion of Probable Costs
- Table 2 – Breakdown of Assessable Footage

List of Exhibits

- Exhibit 1 – Project Location Map
- Exhibit 2 – Estimated Assessments

Background

The City of Fergus Falls City Council, upon receipt of a valid petition, has authorized the Engineering Department to prepare a report outlining estimated costs, special assessments, and schedule for construction of a Bituminous Street Improvement. The project is on Shoreview Drive from Pebble Lake Road to the Northeast Terminus (Cul de Sac). This project is hereafter referred to as P.I. No. 5373.

A map of the City and proposed project area is included in this report as Exhibit 1.

This report will provide the estimated costs and proposed special assessments associated with the proposed project. This information is intended to assist the City Council and affected property owners in deciding the feasibility of the project from an engineering/financial standpoint.

Existing Conditions

The improvement area consists of scattered residential housing interspersed with vacant/undeveloped lots. The entire project area is served by existing sanitary sewer, water main and storm sewer utilities.

Currently the street has a gravel surface which consists of 4+ inches of Class 5 Aggregate.

Proposed Improvements

The improvements proposed to the Public Improvement No. 5373 area will consist of the construction of a bituminous street surface and bituminous drive aprons within the existing R/W.

The street proposed for construction will be a rural section 24-foot wide bituminous surface with 4-foot wide gravel shoulders. The street will be a typical 5-ton design section consisting of 4 1/2 inches of bituminous pavement and 2+ inches of Class 5 aggregate base placed on top of the existing 4 inches of gravel road base (Total 6 inches of aggregate base).

The sanitary sewer and storm sewer manhole castings, as well as the water main valve covers, will be adjusted to the finish grade of the new bituminous surface.

Right of Way

Most of the construction activity can be accommodated within the existing street right-of-way or on public property. Any additional instances where work is identified in final design to be constructed outside of these areas will require the acquisition of additional easements.

Cost Summary

The following is a breakdown of the engineer's opinion of probable costs. A detailed breakdown is provided in the appendix.

	Total Project	City Cost	Assessable Cost
Construction	\$ 221,000	\$ 0	\$ 221,000
Misc. Costs*	\$ 66,000	\$ 0	\$ 66,000
Grand Total	\$ 287,000	\$ 0	\$ 287,000

*Misc. Costs include legal, fiscal, admin, engineering, contingency and soil borings.

The City's portion of the assessable costs shown is approximately \$ 8,000.

Special Assessments

The special assessments were calculated in accordance with the City policy for funding new construction projects. The property abutting the 24-foot wide residential street will be assessed on a unit basis, as was used for the previous infrastructure improvements. Residential corner lots and residential lots with multiple frontages are assessed based on the short side of the lot regardless if the short side is abutting the improvement. Residential lots will only be assessed one time for these improvements.

The assessable footage was broken down by parcel and denotes the assessable footage for each parcel as derived from the Otter Tail County records. This information was incorporated into a "per unit" basis as a method of assessment. Additional footage is also accounted for by the City in multiple areas. These areas include instances where the City owns property, at intersections, etc.

The following table breaks down the total assessable footage or units with respect to the proposed improvements:

Total Project footage (Residential)	4,125	L.F.
Total Assessable Footage	4,075	L.F.
Total Assessable "Units"	22.5	Each

The "Unit" assessment rate for streets is determined by dividing the total associated street improvement costs by the total benefiting "units". Based on this methodology the residential costs per "unit" yields an estimated \$ 12,000 per unit assessable cost. There is also an extra cost (\$38/S.Y.) for drive aprons, if required, which are located in the public right-of-way for each developed property

See Exhibit 2 for the individual property breakout of special assessment costs

Conclusion & Feasibility

Having investigated the facts relating to construction of the proposed improvements, it is my opinion, from an engineering standpoint, this project is feasible, cost effective, and necessary. Feasibility is contingent upon City Council findings with respect to project financing.

PRELIMINARY PROJECT/COST HEARING

PUBLIC IMPROVEMENT NO. 5373

Preliminary Special Assessment - Breakout by property - FRONTAGE

	Actual Front / Side (Lineal Feet)	Assessed Frontage (Unit)	Bituminous Street Unit cost	Bituminous Street Lineal Foot cost	Bituminous Drive Apron Area (S.Y.)	Bituminous Drive Apron Cost \$(S.Y.)	City Water System	City Street System	TOTALS	NOTES
\$/Unit			\$11,756.07	\$64.13		\$37.56				
Use for Preliminary Project Hearing			\$11,750.00	\$64.13		\$38.00				
1st WARD										
Parcel Nos.										
P.I. No. 5373										
Shoreview Drive: Pebble Lake Road to Cul-de-sac										
X 71001500095003 (#1765 Shoreview Dr.) - Heck & Bowman	356.56	2.00	\$23,500.00	\$22,865.51	63	\$2,394.00			\$25,894.00	2 Units "deferred" until connected (C.P. 7926: Gravel Street) = \$2,718
X 71001500095014 (#1802 Shoreview Dr.) - Alt Family Rev. Liv. Trust	224.99	1.50	\$17,625.00	\$14,428.18	48	\$1,824.00			\$19,449.00	Apron share 13 SY + 35 SY (partial)
71001500095015 (#1827 Pebble Lake Golf Dr.) - Steven & Sarah Moline	890.03	3.00	\$35,250.00	\$57,075.91					\$35,250.00	3 Units "active" - 4 Units "deferred" (C.P. 7926: Gravel Street) = \$4,077 & \$5,436
X 71001990947000 (#1810 Shoreview Dr.) - Carr Family Rev. Liv. Trust	111.69	1.00	\$11,750.00	\$7,162.47	45	\$1,710.00			\$13,460.00	Apron share 45 SY (Partial)
X 71001990948000 (#1814 Shoreview Dr.) - Werner Family Rev. Liv. Trust	130.85	1.00	\$11,750.00	\$8,391.16	95	\$3,610.00			\$15,360.00	
71001990949000 (#1818 Shoreview Dr.) - Todd & Jennifer Kampstra	166.28	1.00	\$11,750.00	\$10,021.94	94	\$3,572.00			\$15,322.00	
X 71001990950000 (#1822 Shoreview Dr.) - Sherri Money Rev. Liv. Trust	218.89	1.50	\$17,625.00	\$14,037.00	52	\$1,976.00			\$19,601.00	Front Footage for Two lots
X 71001990952000 (#1793 Shoreview Dr.) - William & Karla Zander	155.23	1.00	\$11,750.00	\$9,954.60					\$11,750.00	
X 71001990953000 (#1793 Shoreview Dr.) - William & Karla Zander	499.65	3.00	\$35,250.00	\$32,041.59	14	\$532.00			\$35,782.00	Front Footage for Two lots
71001991026000 (#2929 Pebble Lake Road) - Assembly of God Church	159.79	1.00	\$11,750.00	\$10,247.03					\$11,750.00	1 Unit "deferred" until connected (C.P. 7926: Gravel Street) = \$1,359
X 71001991027000 (#1729 Shoreview Dr.) - Paul & Sarah Jensen	159.80	1.00	\$11,750.00	\$10,247.67	37	\$1,406.00			\$13,156.00	
71001991028000 (#1743 Shoreview Dr.) - Arlan & Nancy Symens	120.95	1.00	\$11,750.00	\$7,756.29	102	\$3,876.00			\$15,626.00	
City Share									\$0.00	
R/W Pebble Lake Road (Southside of Shoreview Dr.)	25.00	0.25	\$2,937.50	\$1,603.20					\$2,937.50	Bituminous Paving Project Start within R/W
R/W Pebble Lake Road (Northside of Shoreview Dr.)	25.00	0.25	\$2,937.50	\$1,603.20					\$2,937.50	Bituminous Paving Project Start within R/W
Part of drive apron that accesses lift station					45	\$1,710.00			\$1,710.00	Apron share 45 SY (Partial)
Deferred Special Assessment									\$0.00	
71001500095015 (#1827 Pebble Lake Golf Dr.) - Steven & Sarah Moline	890.03	4.00	\$47,000.00	\$57,075.91					\$47,000.00	3 Units "active" - 4 Units "deferred" (C.P. 7926: Gravel Street) = \$4,077 & \$5,436
System Direct Cost (City)					0.00	\$0.00			\$0.00	
City Share - Assessable Street Costs	4,124.74	22.50	\$264,375.00	\$264,511.65	595.00	\$22,610.00			\$286,985.00	\$286,985.00
			\$7,585.00	\$3,206.40						
			\$266,790.00	\$261,305.25						
X Signed Petition for Bituminous Paving Improvement Front Footage =	1,857.66									
Total Front Footage for Proposed Improvement =	3,184.71									
Percentage of Property Frontage on signed petition =										58% (Exceeds minimum 35% front footage required to initiate improvement by petition)
FUNDING BREAKOUT										
PIR - SPECIAL ASSESSMENT (Street & Drive Aprons)			\$232,400.00	Verify Assessed \$ meets the minimum of 20% of total "429" Bond.			97.36%			
PIR - CITY SHARE (Street & Drive Aprons)			\$7,585.00							
PIR - DEFERRED SPECIAL ASSESSMENT (Street)			\$47,000.00							
STORM WATER FUND			\$0.00							
SANITARY SEWER FUND			\$0.00							
WATER FUND			\$0.00							
TOTAL			\$286,985.00							

NOTES:

1) Above listed property owners is subject to change do to any property sales during this process. City staff frequently reviews current proerty ownerships and updates accordingly if needed.



Council Action Recommendation

Page 1 of 2

Meeting Date:

February 28, 2024 – Committee of the Whole
March 4, 2024 – City Council

Subject: Landfill Project - PI No. 9774 Demolition Cell Phase 3B

Recommendation:

- Initiate PI No. 9774
- Order Preparation of Plans and Specifications for PI No.9774
- Accept Houston Engineering, Inc. (HEI) professional services proposal in the amount of \$196,567.00

Background/Key Points:

The City of Fergus Falls owns and operates a Class I demolition site with Cell 3A expected to reach capacity in 2024/2025. City staff made a presentation on November 1, 2023, to the Committee of the Whole, outlining options and projected costs for the City's demolition disposal operations. If the City Council wishes to continue with the previously planned demolition disposal operations at the landfill site we need to move forward with the construction of Cell 3B.

Since then, City staff met with Otter Tail County solid waste management representatives to discuss the future of landfills. The future of landfills in the State is relatively unknown other than the MPCA's goal to regionalize landfills. The timeline for this is unknown. The past initial capital investments consisting of the bottom liner, leachate collection system, stormwater management pond, etc. made by the City to construct the new Cell 3A (active cell) places the FFLF in a "low risk" category in regards to future MPCA scrutiny and/or increased regulation in comparison to other Class 1 landfills within the State, especially the un-lined landfills.

The next step would be to have Houston Engineering, Inc. (HEI) prepare the plans and specifications, as well as update the construction cost estimate, for the proposed project. This information would then be presented to the City Council for further action at a later date. It is anticipated that construction could begin in the Fall 2024 if the City council approves this project. This proposed construction schedule would meet our current MPCA Permit guidelines and allow the continued demolition disposal operations by the City.

Budgetary Impact: The total estimated amount for this proposed project is \$1,100,000. The Refuse Fund is the proposed funding source. Demolition disposal rates are projected to gradually increase from \$30.40/cubic yard (2023) to \$51.40/cubic yard (2033) to fund the demo cell improvements.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

Project Location Map - Demolition Cell 3B

Current Permit / Facility Operations

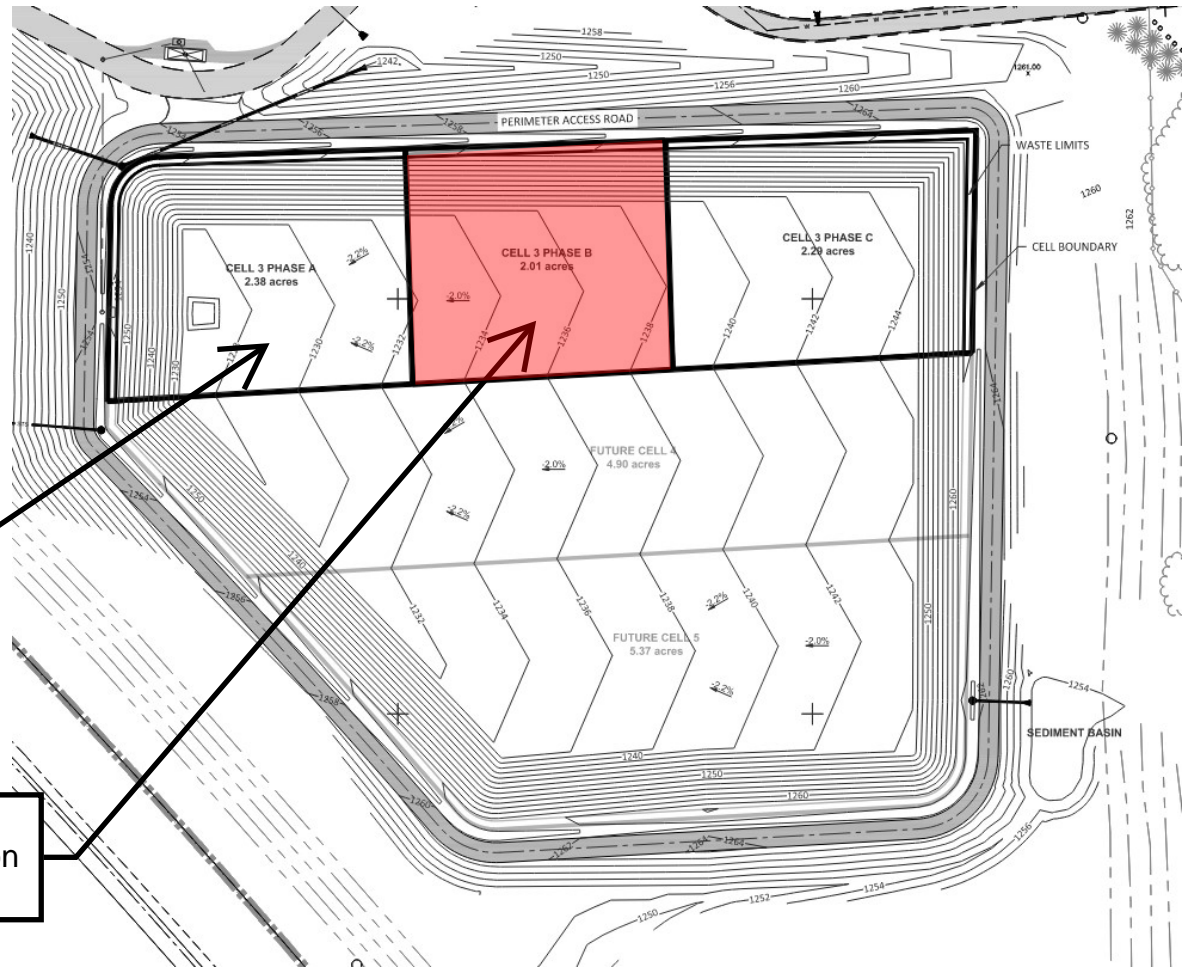


.....10 years of capacity
15-year footprint.....

assumed 14k CY
Annual Disposal Rate

CELL 3A footprint -
Active

Current
Requested Action
CELL 3B





Council Action Recommendation

Page 1 of 1

Meeting Date: 2-28-24

Subject: Traffic Markings

Recommendation: Adopt a resolution allowing the City of Fergus Falls to partner with Ottertail County on annual traffic markings.

Background/Key Points: The City and County have partnered to have traffic markings done for many years. We provide the county with a map of the areas to be marked and they take care of the bidding process and managing the contract. City staff prepares the routes by placing markers and pre-sweeping the areas to be marked and accompanying the crew that does the actual painting.

Budgetary Impact: The cost for markings last year was almost \$11,000, which was reflective of a significant cost in the price of paint. Historically, this cost has been covered by an allocation of Municipal State Aid funds.

Originating Department: Public Works

Respectfully Submitted: Len Taylor

Attachments:

RESOLUTION

TRAFFIC MARKING

(Project Name)

(Township/City)

WHEREAS, the _____ hereinafter called the
(Township/City)
"Owner", has deemed this project to be necessary and beneficial.

NOW THEREFORE, BE IT RESOLVED, that the following request is approved by
the Owner and Otter Tail County is hereby requested to take the necessary action to have the
work completed.

BE IT FURTHER RESOLVED, that the work may be included in future County
Contracts, added to existing County Contracts or by any other method deemed to be the most
advantageous by the County after consultation with the Owner.

TYPE OF REQUEST _____ TRAFFIC MARKING _____

LOCATION _____

APPROX. LENGTH _____

BE IT FURTHER RESOLVED, that the Owner shall be responsible for all project
costs, including engineering.

Adopted this _____ day of _____, 20 ____.

Township Chair/City Mayor

Attest:

Clerk



Planning Commission Staff Report

To: City Council
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: V-2024-1

REQUESTED ACTION

Approve Habitat for Humanity's variance application to split Lot 71001990569000 into two nonconforming 50-foot wide lots.

GENERAL INFORMATION

Applicant	Fergus Falls Area Habitat for Humanity	Planning Commission Hearing	February 26, 2024
Property Owner	Fergus Falls Area Habitat for Humanity	City Council Meeting	March 4, 2024
Address	Not assigned	Application Date	February 5, 2024
Parcel Number(s)	71001990569000	60-Day Expiration Date	April 5, 2024
Zoning	R-1, One-Family Residence District		

BACKGROUND

Site Information & Current Conditions

The parcel is situated at the corner of St. Charles Ave and Arlington Ave. St. Charles Ave is a paved road with water & sewer access. Arlington Ave is unimproved; the site sits at the meeting of residential/ agricultural areas.

Adjacent Zoning

R-1 and R-A zoning.

Adjacent Uses

Residential & agricultural

Proposed Project

Following a split of parcel 71001990569000, Fergus Falls Area Habitat for Humanity proposes to build two single-family homes valued at approximately \$183,500 on two 50 ft wide lots.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 14, 2024.

PROPOSED FINDINGS

§154.017(B)(4)(b) of the City Code states the Planning Commission and City Council consider the following criteria when evaluating a variance request:

1. Special conditions apply to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located.

Habitat for Humanity proposes to develop the unimproved single-family parcel by creating two single-family lots, each intended for the construction of a home. A distinctive aspect of this plan is the orientation of the homes, which will allow the two created lots to access utilities directly from St. Charles Ave rather than the unimproved Arlington Ave, where utilities are not readily available. Criteria Met.

2. The granting of the proposed variance will not be contrary to the intent of this chapter [meaning Chapter 154, Zoning and Subdivisions].

Despite deviating by feet from specific zoning regulations regarding required lot width in the R-1 zone, the variance aligns with the broader goals and principles established within the chapter. Criteria Met.

3. The special conditions or circumstances do not result from the actions of the owner/applicant.

The limitations related to infrastructure placement are not caused by the current owner. Criteria Met.

4. The granting of the variance will not merely serve as a convenience to the applicant, but is necessary to alleviate practical difficulties in complying with the zoning provisions of this code. *M.S. §462.357, Sub. 6 defines practical difficulties as: "the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties."*

The specific dimensions and existing infrastructure of the parcel on St. Charles Ave contribute to the practical difficulties faced in conforming strictly to the zoning provisions. These challenges are inherent to the property itself, are beyond the control of the landowner, and are not adequately addressed in another way by the existing zoning provisions. Criteria Met.

5. The variance requested is the minimum variance necessary to alleviate the practical difficulty.

Habitat for Humanity's request for a variance to split the lot into two nonconforming 50-foot lots, rather than the required 60-foot lots, reflects a carefully considered approach. This variance is essential to accommodate the construction of two single-family homes, which aligns with the organization's mission to provide affordable housing options to families.

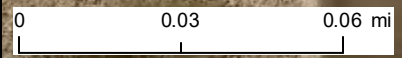
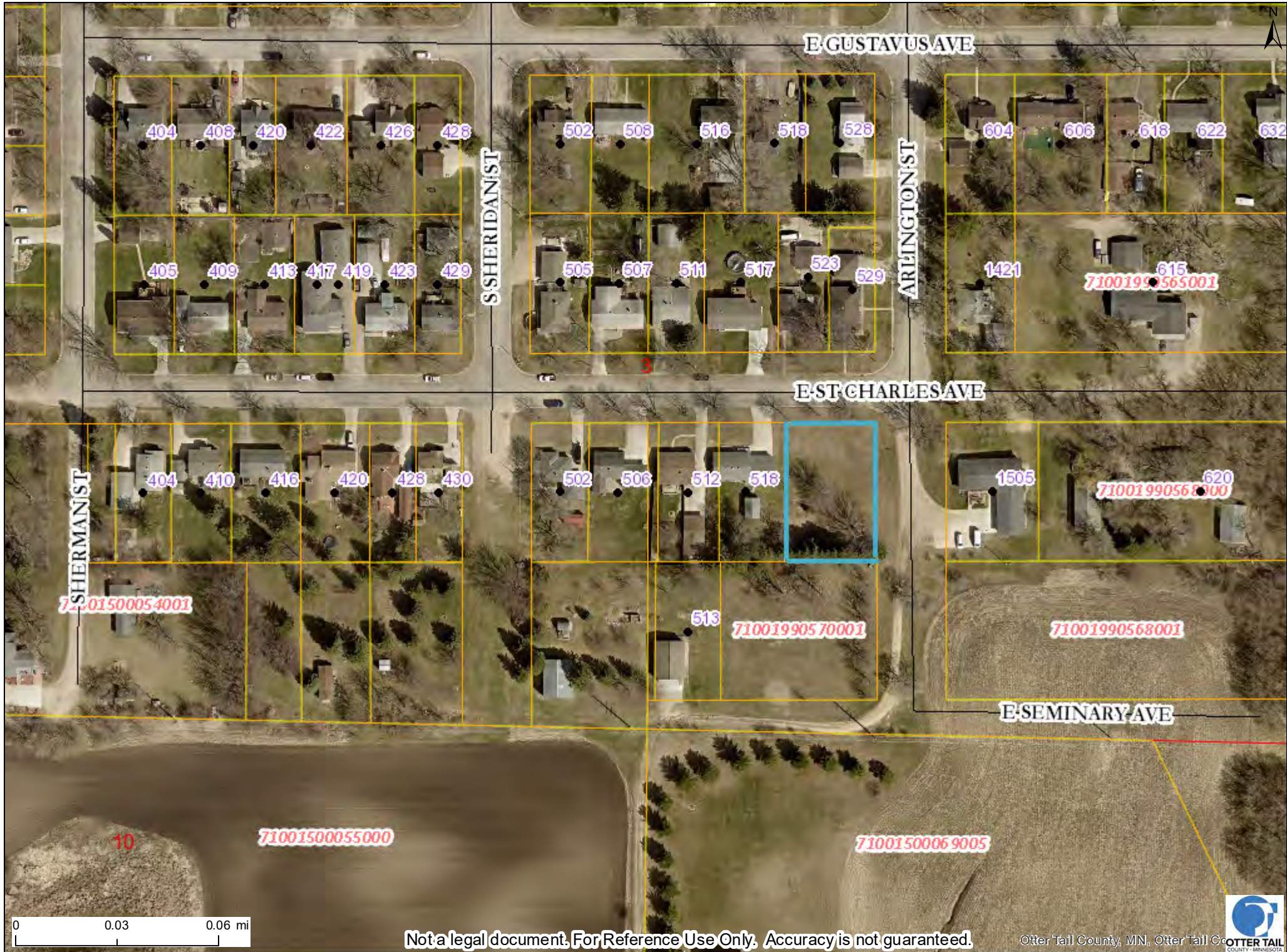
By requesting the minimum variance necessary, Habitat for Humanity may address the practical difficulties arising from the dimensions and existing infrastructure constraints of the property. The variance allows for the efficient utilization of available space while remaining compatible with the surrounding neighborhood context. Criteria Met.

RECOMMENDED ACTION

Approve Habitat for Humanity's variance application to split Lot 71001990569000 into two nonconforming 50-foot wide lots.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials



Not a legal document. For Reference Use Only. Accuracy is not guaranteed.





-  R-A : AGRICULTURAL RESIDENCE DISTRICT
-  R-1 : ONE FAMILY RESIDENCE DISTRICT
-  R-2 : ONE & TWO FAMILY RESIDENCE DISTRICT
-  R-3 : MULTIPLE FAMILY RESIDENCE (TOWNHOUSE)
-  R-4 : MULTIPLE FAMILY RESIDENCE DISTRICT
-  B-1 : LIMITED BUSINESS DISTRICT
-  B-2 : SERVICE BUSINESS DISTRICT
-  B-3 : GENERAL BUSINESS DISTRICT
-  B-6 : SUB-REGIONAL SHOPPING CENTER
-  I-1 : PLANNED INDUSTRIAL DISTRICT
-  I-2 : GENERAL INDUSTRIAL DISTRICT
-  I-3 : PLANNED INDUSTRIAL DISTRICT



1:1,800

71001990569000 Zoning

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



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: planning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Variance

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: FERGUS FALLS AREA HABITAT FOR HUMANITY INC.

Last name: CARRIGAN First name: STANLEY

Address: 225 W. CAVOUR ST. H City/State/Zip: FERGUS FALLS, MN 56537

Phone number: 218-736-2905 Email address: FERGUS.HABITAT@GMAIL.COM

2. Applicant Information: (if different from above)

SAME

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

XXX EAST ST. CHARLES AVE,

4. Zoning Designation: R-1

5. Statement of Intent: State exactly what is intended to be done on or with the property which does not conform to City Code requirements.

SPLIT THE PARCEL INTO THE ORIGINAL LOT 1 & LOT 2.
THIS WILL RESULT IN 2 LOTS WITH A 50' FRONTAGE
ON E. ST. CHARLES.

7. Additional Required Information: a. Legal Description and PIN: Provide the Parcel Identification Number(s) 71 001 990 569 000

The complete legal description(s) of the property involved or write "see attached"

LOTS 1 AND 2, BLOCK 9, HALLBERG'S SECOND ADDITION TO
FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA.

b. Practical Difficulty: The applicant should fully explain the "practical difficulty" that justifies the departure from the strict application of the Code.

1. Is the variance in harmony with the general purposes and intent of the ordinance?

YES. SEE ATTACHED.

2. Is the variance consistent with the comprehensive plan.- Not Applicable, no city plan.

3. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance?

YES. SEE ATTACHED.

4. The plight of the landowner is due to circumstances unique to the property not created by the landowner?

YES. SEE ATTACHED.

5. The variance, if granted, will not alter the essential character of the locality?

TRUE. SEE ATTACHED.

6. Economic considerations alone do not constitute practical difficulties, are there other reasons for the need for the variance?

YES. SEE ATTACHED.

c. Proposed Plans: A site plan is required, a landscape plan, grading and drainage plan and other plans may be required by the city/planning commission. Such plans shall be on 8½"x 11" or 11"x 17" paper or in PDF digital format. In cases of multiple variances, the applicant may be required to submit a property boundary and building survey.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: FEB 5, 2024

Applicant: _____ Date: _____

EXECUTIVE DIRECTOR



VALLEYVIEW SITE PLAN

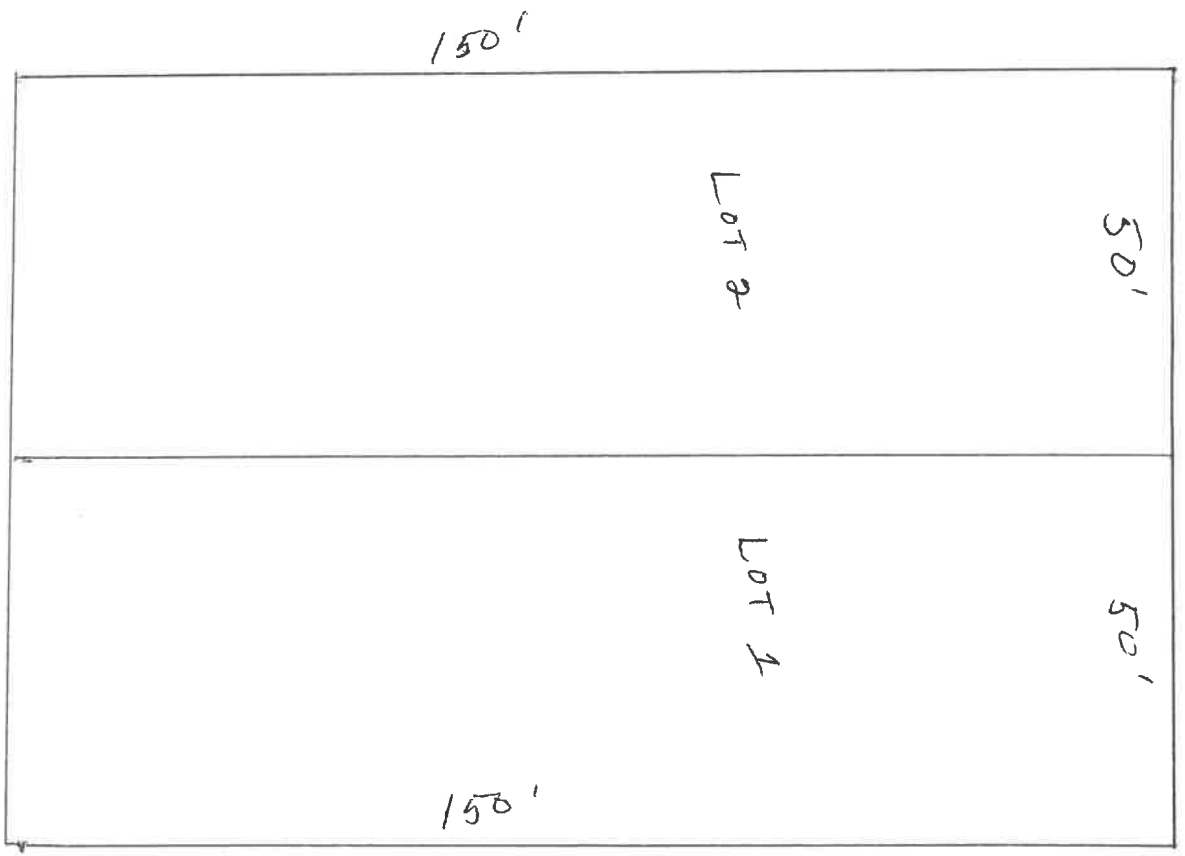
FIELDS FALLS AREA (HARBITAT FOR HUMANS) TR

FEB. 5, 2024

EAST ST. CHARLES AVE.

WEST

NEIGHBOR:
TIMOTHY PACHICO
518 E. ST. CHARLES



TRAIL

ARLINGTON ST.

NEIGHBOR TO THE SOUTH - LOTS 8, 9, 10 - TIMOTHY PACHICO

East St. Charles Avenue Variance Narrative

Submitted by Fergus Falls Area Habitat for Humanity

Date: February 5, 2024

1. Is the variance in harmony with the general purposes and intent of the ordinance?

Yes.

(A) Protecting the public health, safety, morals, convenience and general welfare.

There is no threat to public health, safety, morals, convenience or the general welfare.

(B) Lessening congestion in the public rights-of-way.

The addition of one single family dwelling will not appreciably increase the congestion on E. St. Charles or Arlington Street.

(C) Securing safety from fire, panic and other dangers.

The addition of one single family dwelling will not lessen safety from fire, panic and other dangers.

(D) Providing adequate light and air.

The addition of one single family dwelling will not decrease adequate light and air.

(E) Preventing the overcrowding of land.

The addition of one single family dwelling will not create overcrowding in this neighborhood.

(F) Avoiding undue concentration of population.

The addition of one single family dwelling will not appreciably create a concentration of population in the neighborhood.

(G) Facilitating the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.

The addition of one single family dwelling will make good use of the existing public infrastructure.

(H) Conserving the value of properties and encouraging the most appropriate use of land.

The addition of two new single-family dwellings will actually increase the property value in the neighborhood as the projected value of each home will be more than 20 of the approximately 22 homes on this two-block stretch of E. St. Charles based on a comparable single family home we built at 907 Aurdal Avenue in 2018 which now has a taxable value of \$183,500.00

2. NA

3. The Property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance?

Yes. We intend to build a single-family home which follows the zoning designation for the neighborhood.

4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

Yes. The size of the two lots combined is not consistent with the two-block stretch of E. St. Charles that comprises the neighborhood. No lot has 100' of frontage. All the back-lots are for practical purposes unbuildable for single family homes since the roads and the water & sewer lines are not extended to those lots.

Our organization considered splitting the lot north/south, which would have not required a variance, but the leaves an orphan lot to the south since the road, road services like plowing, and the water main does not extend down Arlington Avenue. The cost of improvements does not make it economically possible to build an affordable home on such an infill lot.

The original plot of the land was designed for 50' lots. For many years, cities around the country have experienced both a growth of lot sizes and house sizes. A 50' lot is adequate for constructing a modest home such as the house we built at 907 Aurdal Avenue. The side setbacks will remain 10' ensuring that each homeowner will have 20' between their dwellings. Even with the "small" size of our houses, they are 3-bedroom designs with 2 bathrooms and an attached, heated garage. The lot's depths of 150' allow for a nice backyard of about 50' for families to enjoy.

5. The variance, if granted, will not alter the essential character of the locality?

No. Our homes, while small by today's standard, are all comparable in size to others in the neighborhood. The smaller lot size of 50' is not an outlier. On the two-block stretch of E. St. Charles there are 3 houses with 50' frontages and several with 55' or 59'.

6. Economic considerations alone do not constitute practice difficulties, are there other reasons for the need for the variance?

Yes. Granting this variance will allow us to build an additional single-family home. Fergus Falls has an old and aging single family housing stock. Building new homes in older neighborhoods such as on E. St. Charles helps to stabilize the neighborhood. It will put an additional owner-occupied home in a relatively older, modest area increasing the city's tax base without additional infrastructure cost.

While not the primary reason, economic considerations are a part of every home builder's calculation. Building new homes is not possible without being economically viable – this is true even for a non-profit such as Habitat for Humanity. Finding and purchasing existing lots is challenging in Fergus Falls as there have been few single-family developments in the past 20 years. We were able to purchase this parcel at

a discount due to the generosity of the previous owner. If we can split this parcel, it would save us the \$10,000 - \$20,000 required to buy another lot to build the 2nd house we wish to build this coming year. In addition, our experience of building six homes on Lenore Way has demonstrated the effectiveness and efficiency of building on lots that are adjacent to each other. With only one tool trailer, it makes it difficult to work in two separate geographic areas. It is also easier to have an extra lot to park the trailer off the street, as well as stack building materials and supplies.

Building single family homes is our goal and we hope that the City of Fergus Falls will assist us in that mission.

ORDINANCE NO. 53, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, DELETING CITY CODE
CHAPTER 151.002 ENTITLED TREES IN STREETS
AND AMENDING CITY CODE CHAPTER 96
ENTITLED TREES.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 151.002, Trees in Streets, is hereby deleted in its entirety.

Section 2. City Code Chapter 96 is hereby amended to read as follows:

CHAPTER 96: TREES

Section

Tree Management

- 96.01 Declaration of policy
- 96.02 Designated enforcement officer
- 96.03 Trees constituting nuisance
- 96.04 Inspection and investigation
- 96.05 Entry on private premises
- 96.06 Abatement of nuisance
- 96.07 Removal of infected trees and wood
- 96.08 Trees in right of ways
- 96.09 Interference prohibited

TREE DISEASES

§96.01 DECLARATION OF POLICY.

The City Council determines that the health of the elm, oak and ash trees within the city is threatened by fatal disease known as Dutch Elm, Oak Wilt and Emerald Ash bore diseases, and other trees may be threatened by other epidemic diseases of shade trees. The City Council further determines that the loss of elm, oak and other trees growing upon public and private property would substantially depreciate the value of property within the city and impair the safety, good order, general welfare and convenience of the public. It is declared to be the intention of the City Council to control and prevent the spread of those diseases and this subchapter is enacted for that purpose.

§96.02 DESIGNATED ENFORCEMENT OFFICER.

It shall be the duty of the officer designated by the City Council to coordinate, under the direction and control of the City Council, all activities of the city relating to the control and prevention of Dutch Elm disease, Oak Wilt disease, Emerald Ash bore and other epidemic diseases of shade trees. The officer shall recommend to the City Council the details of a program for the control of diseases, and perform the duties incident to a program adopted by the City Council.

§96.03 TREES CONSTITUTING NUISANCE.

The following are public nuisances whenever they may be found within the city:

(A) Any living or standing elm tree or part thereof infected to any degree with the Dutch Elm disease fungus *Ceratocystis Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh.) or *Hylungopinus Rufipes* (Marsh);

(B) Any dead elm tree or part thereof, including branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle insecticide;

(C) Any living or standing oak tree or part thereof infected to any degree with the Oak Wilt fungus *Ceratocystis fagacearum*;

(D) Any living or standing ash tree or part thereof infected to any degree with Emerald Ash bore, *Agrilus planipennis*, must be disposed of in accordance with Department of Natural Resources' procedures;

(E) Any dead oak tree or part thereof which, in the opinion of the designated officer, constitutes a hazard, including, but not limited to, logs, branches, stumps, roots, firewood or other oak material which has not been stripped of its bark and burned or sprayed with an effective fungicide; and,

(F) Any other shade tree with an epidemic disease.

§96.04 INSPECTION AND INVESTIGATION.

(A) As often as practical, the designated officer shall inspect all public and private premises within the city which might harbor any plant pest, as defined in state statutes as they may be amended from time to time, to determine whether any condition described in 96.03 of this Chapter exists thereon.

(B) The designated officer shall investigate all reported incidents of infestation of Dutch Elm fungus, Emerald Ash bore, elm bark beetles, Oak Wilt fungus or any other epidemic disease of shade trees.

§96.05 ENTRY ON PRIVATE PREMISES.

The designated officer or his or her duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this subchapter.

§96.06 ABATEMENT OF NUISANCE.

It is unlawful for any person to permit any public nuisance, as defined in 96.03 of this chapter, to remain on any premises the person owns or controls within the city. The nuisances may be abated in the manner prescribed by this subchapter. In abating a nuisance defined in 96.03 of this chapter, the designated officer shall cause the infected tree or wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of epidemic diseases such as Dutch Elm disease, Emerald Ash bore and Oak Wilt disease. The designated officer shall also take other steps as are necessary to prevent root graft transmission of the diseases. The abatement procedures shall be carried out in accordance with current technical and expert opinions and plans as may be designated by the state's Department of Natural Resources.

§96.07 REMOVAL OF INFECTED TREES AND WOOD.

(A) *Action by the designated officer.* Whenever the designated officer finds, with reasonable certainty, that the infestation defined in 96.03 of this chapter exists in any trees or wood in any public or private place in the city, the designated officer shall, in writing, notify the owner of the existence of a nuisance, which notice shall state the owner has 60 days to abate the nuisance and avoid city action. However, the owner must respond to the notice within 14 days of receipt of the notice to what will be the disposition of the nuisance. If, within the 60 day period, the property owner has not abated the nuisance, the designated officer shall take action to remove and dispose of the nuisance at the owner's expense. (See division (C) below.)

(B) *Record.* The designated officer shall keep a record of the costs of abatement done under this chapter and shall report to the appropriate officer all work done for which assessments are to be made, stating and certifying the description of the land, lots, parcels involved and the amount chargeable to each.

(C) *Assessment.* On or before September 1 of each year, the City Administrator shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subchapter. The City Council may then spread the charges or any portion

thereof against the property involved as a special assessment under M.S. §429.101, as it may be amended from time to time, and other pertinent statutes for certification to the County Auditor and collection the following year along with the current taxes.

§96.08 TREES IN RIGHT OF WAYS.

(A) *City to control trees.* The city shall have control and supervision over all shrubs and trees upon or overhanging all streets or other public property. The supervision of all trees and shrubs may include ordering trimming or removal.

(B) *Permission to plant, remove and trim trees.* No person shall trim, cut or remove any of any tree which is under the supervision of the city without first procuring written permission from the city to do so, nor shall the authority conferred by written permission be exceeded. No person shall plant a tree or trees in a right of way or upon other public property under the supervision of the city without first procuring permission from the City Forester.

§96.09 INTERFERENCE PROHIBITED.

It is unlawful for any person to prevent, delay or interfere with the designated officer or his or her agents while they are engaged in the performance of duties imposed by this subchapter. However, it is a defense to prosecution under this subchapter that the interference alleged consisted of constitutionally protected speech only.

Section 3. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2024.

Section 4. Summary Publication. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Administrator, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

Ordinance No. 53, Eighth Series, adopted by the Fergus Falls City Council on the _____ day of _____, 2024, deletes City Code Chapter 151.002 entitled Trees in Streets and amends City Code Chapter 96 entitled Trees.

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 _____.

barb/acityoffergusfalls/ords/8thseries/Ord53

ORDINANCE NO. 54, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CITY CODE
CHAPTER 154.002, DEFINITION OF HOTELS.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Amendment. The Fergus Falls City Code Chapter 154.002, Definitions, Hotel, is hereby amended to read as follows:

HOTEL. Any building or portion thereof where sleeping accommodations are offered to the public for compensation on a transient basis in six or more rooms licensed under Minnesota Statutes Chapter 157. "Transient" shall mean the hotel is not the sole residence of the guest(s) and occupancy shall be limited to less than three hundred sixty-five (365) consecutive days. Hotels must conduct regular housekeeping services of guest rooms. A hotel may also include "extended stay" guest rooms which must contain a complete kitchen equipped with a full-sized refrigerator, built-in cooking facilities, microwave, sink, cooking utensils, dishes and cutlery. Hotels are therefore distinct from apartment buildings, boarding houses, or lodging houses as defined in this Chapter.

Section 2. Summary Publication. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CITY CODE
CHAPTER 154.002, DEFINITION OF HOTELS.**

Section 3. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2024.

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 _____.

barb/acityoffergusfalls/ords/8thseries/Ord54

ORDINANCE NO. 55, EIGHTH SERIES

AN ORDINANCE AMENDING CITY CODE SECTION 7.03 (ORIGINALLY ADOPTED AS PART OF ORDINANCE NO. 324), THEREBY AMENDING THE ZONING MAP PROVIDED FOR IN SUBDIVISION 2 OF SAID SECTION BY CHANGING THE BOUNDARY LINES OF CERTAIN DISTRICTS AND CHANGING THE CLASS OF DISTRICTS OF CERTAIN LANDS.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Hearing. Pursuant to due notice, a hearing was held by the Planning Commission on February 23, 2024, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

Section 2. First Amendment. That the following tract of land located within the corporate limits of the City of Fergus Falls and described as follows:

Outlot A of Deer Valley, Otter Tail County, Minnesota,

should be and is hereby removed from a R-1, One-Family Residence District and placed in a R-A, Agricultural-Residence District.

Section 3. Effective Date. The effective date of this ordinance shall be the _____ day of _____, 2024.

THIS ORDINANCE was introduced on _____, 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 _____, 2024.



Planning Commission Staff Report

To: City Council
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: Z-2024-1

REQUESTED ACTION

Approve the rezoning request for Parcel 71002991378024 (outlot A at 2008 COUNTY HIGHWAY 111) from R-1 to R-A.

GENERAL INFORMATION

Applicant	Alex and Megan Blondeau	Planning Commission Hearing	February 26, 2024
Property Owner	Alex and Megan Blondeau	City Council Meeting	March 4, 2024
Address	2008 COUNTY HIGHWAY 111	Application Date	February 6, 2024
Parcel Number(s)	71002991378024	60-Day Expiration Date	April 6, 2024
Zoning	R-1, One-Family Residence District		

BACKGROUND

Site Information & Current Conditions

The City of Fergus Falls has received a rezoning request for Parcel 71002991378024 from its current zoning classification of R-1 (Single Family Residential) to R-A (Residential Agricultural). The parcel in question is approximately 1.5 acres and is referenced as "Outlot A". Alex Blondeau and his wife Megan own Outlot A as well as parcel number 71002500004063 to the south, which is zoned R-A. Alex and Megan use both parcels as one property.

Parcel 71002991378024 was at one time intended to be a stormwater outlot for a proposed subdivision, but plans for that subdivision fell through. Alex and Megan have converted the outlot to native prairie plant species. They grow nursery stock on the land and would like to build a greenhouse.

Property in an R-1 zone cannot contain a stand-alone accessory structure like a greenhouse. Rezoning the parcel to R-A matches it to the zoning of their larger parcel containing their home and allows for the use of "Nurseries, landscape gardening and tree farms and greenhouses all for the growing of plants, but not to include retail sales" as specified in § 154.030(B)(3) of Fergus Falls City Code.

Adjacent Zoning

The area is a mixture of different densities, including R-A, R-1, R-2, and R-4.

Adjacent Uses

Adjacent uses are housing and/ or farming or recreation related.

Proposed Project

Alex and Megan grow nursery stock on the land for their small plant nursery business, Windflower Natives, and would like to build a greenhouse on Outlot A. This growing structure would not be a retail location open to the public.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 14, 2024.

PROPOSED FINDINGS

1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
Surrounding land uses include both residential and agricultural properties.
Rezoning the former outlot from R-1 to R-A perpetuates a balanced integration of different land uses within the vicinity. Criteria Met.
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan.
3. Circumstances have changed since the original zoning that now justifies a change.
Parcel 71002500004063 was at one time intended to be subdivided into single-family parcels, which would have necessitated Parcel 71002991378024's use as a stormwater outlot. This plan was abandoned prior to sale to Alex and Megan. Alex and Megan have converted this land to native prairie species and would like to build a greenhouse on it. Rezoning outlot A to RA would allow for this use and make sense of the new circumstances under which outlot A now exists. Criteria Met.

RECOMMENDED ACTION

Approve the rezoning request for Parcel 71002991378024 (outlot A at 2008 COUNTY HIGHWAY 111) from R-1 to R-A.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials



Not a legal document. For Reference Use Only. Accuracy is not guaranteed.



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Zoning Amendment Application

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Comprehensive Plan Designation: _____

5. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): _____

Proposed Designation(s): _____

b. Zoning Text Amendment: Identify which section of the City Code is to be amended and briefly describe how the text is to be changed in light of the intended project.

6. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the

following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.

c. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.

d. Other Information: In addition to the written narrative, including but not limited to, a full size site plan, topographic survey landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Department.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____ *Date:* _____

Applicant: _____ *Date:* _____

Alex and Megan Blondeau
February 6th, 2024

PIN: 71002991378024
TOWNSHIP: 133
SECTION: 25
RANGE: 043
Outlot A

The designation of outlot A as R1 is a holdover from its prior association with the Deer Valley subdivision. It has been subject to a range of uses under this designation. It has been used as a hay meadow as well as the site of a black dirt mining operation. Alex Blondeau and his wife Megan now own this parcel as well as parcel number 71002500004063 to the south which is zoned RA. Parcel 71002500004063 was at one time intended to be further subdivided into additional single family parcels, but this plan was abandoned prior to its sale to Alex and Megan. Alex and Megan have converted this land to native prairie species and use both parcels as a single unit. They grow nursery stock on the land and would like to build a greenhouse on outlot A. This growing structure would not be a retail location. A structure of this type is currently forbidden under R1 zoning ordinance. Rezoning outlot A to RA would allow for this use and make sense of the new circumstances under which outlot A now exists. No further land use applications would be needed to accommodate this intended use.

ORDINANCE NO. 56, EIGHTH SERIES

AN ORDINANCE AMENDING CITY CODE CHAPTER 154
BY CHANGING THE BOUNDARY LINES OF CERTAIN
DISTRICTS AND CHANGING THE CLASS OF DISTRICTS
OF CERTAIN LANDS.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. Hearing. Pursuant to due notice, a hearing was held by the Planning Commission on February 23, 2024, upon the changes herein described and all parties desiring to be heard thereon were afforded such opportunity.

Section 2. First Amendment. That the following tract of land located within the corporate limits of the City of Fergus Falls and described as follows:

That part of Government Lots Two (2) and Three (3), Section Four (4), Township One Hundred Thirty-two (132), Range Forty-three (43), described as follows: Commencing at a point on the town line between the town of Buse and town of Fergus Falls, 237 feet west of the west line of Buse Street extended, in the City of Fergus Falls, thence due west to the east line of Lot 11, Block 8 of Hill and Tod's Addition to said City, thence due south to the north line of the railroad right of way of the Northern Pacific Railway Company, thence easterly along the north line of the right of way to a line running due north and south which is 237 feet west of the west line of Buse Street, extended, thence north to township line between said townships, to point of beginning; and right to cross over tract located in Government Lot One (1) between above described land and west line of Buse Street, extended, of the width of 20 feet immediately south of township road between said townships, except flowage rights, Otter Tail County, Minnesota, subject to restrictions, reservations and easements of record, if any.

EXCEPT THE FOLLOWING TRACT:

All that part of Government Lot Three (3), Section Four (4), Township One Hundred Thirty-two (132), Range Forty-three (43), described as follows: Commencing at the north quarter corner of said Section Four (4); thence on an assumed bearing of North 88 degrees 42 minutes 39 seconds West along the north line of said Section 4, a distance of 768.45 feet to the point of beginning of the land to be described; thence South 01 degree 39 minutes 16 seconds West a distance of 463.12 feet to the northerly right-of-way line of the Burlington Northern Railroad; thence South 83 degrees 27 minutes 46 seconds West along said northerly right-of-way line, a distance of 126.24 feet to the east line of Lot 20, Block 11, Hill and Tod's Addition to Fergus Falls, according to the recorded plat thereof, Otter Tail County, Minnesota; thence North 01 degree 30 minutes 16 seconds East along said east line of Lot 20 and the east line of Lot 11, said Block 11 and along the east line of Lot 11, Block 8, said Hill and Tod's Addition to Fergus Falls, a distance of 480.31 feet to the said north line of Section 4; thence South 88 degrees 42 minutes 39 seconds East along

said north line of Section 4, a distance of 125.00 feet to the point of beginning. Subject to easements and reservations of record, if any.

AND EXCEPT that part of the above described tract which lies within the following: All that part of Government Lots Two (2) and Three (3) of Section Four (4), Township One Hundred Thirty-two (132), Range Forty-three (43), Otter Tail County, Minnesota, described as follows: Beginning at the north quarter corner of said Section 4; thence on an assumed bearing of North 88 degrees 42 minutes 39 seconds West along the north line of said Section 4, a distance of 768.45 feet; thence South 01 degree 30 minutes 16 seconds West a distance of 463.12 feet to the northerly right-of-way line of the Ottertail Valley Railroad; thence North 83 degrees 27 minutes 46 seconds East along said northerly right-of-way line, a distance of 611.49 feet; thence North 26 degrees 34 minutes 42 seconds East a distance of 420.11 feet to the north line of said Section 4; thence North 88 degrees 42 minutes 05 seconds West along said north line of Section 4, a distance of 15.07 feet to the point of beginning.

should be and is hereby removed from an I-2, General Industrial District and placed in a R-4, Multiple-Family Residence District.

Section 3. Effective Date. The effective date of this ordinance shall be the _____ day of _____, 2024.

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, City Code Chapter 154 has been amended by Ordinance No. 56, 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. 56, Eighth Series, is as follows:

AN ORDINANCE AMENDING CITY CODE CHAPTER 154
BY CHANGING THE BOUNDARY LINES OF CERTAIN
DISTRICTS AND CHANGING THE CLASS OF DISTRICTS
OF CERTAIN LANDS.

NOTICE IS FURTHER GIVEN, that a summary of Ordinance No. 56, Eighth Series, is as follows:

Section 1 reflects the hearing date of Planning Commission meeting as February 23, 2024.

Section 2 provides that property owned by Mark A. Christopherson and Brenda L.

Christopherson located in Government Lots 2 and 3 of Section 4, Township 132, Range 43, be rezoned from an I-2, General Industrial District to a R-4, Multiple-Family Residence District.

Section 3 provides for 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 _____, 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 _____, 2024.

barb/clients/city/ordnocs/eighth series/ord56



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: Z-2024-2

REQUESTED ACTION

Recommend approval of the rezoning request for 801 W STANTON AVE from I-2 GENERAL INDUSTRIAL DISTRICT to R-4 MULTIPLE-FAMILY RESIDENCE DISTRICT.

GENERAL INFORMATION

Applicant	City of Fergus Falls	Planning Commission Hearing	February 26, 2024
Property Owner	MARK A & BRENDA CHRISTOPHERSON	City Council Meeting	March 4, 2024
Address	801 W STANTON AVE	Application Date	February 13, 2024
Parcel Number(s)	71003500006000	60-Day Expiration Date	April 13, 2024
Zoning	I-2		

BACKGROUND

Site Information & Current Conditions

This city-initiated rezone aims to harmonize an opportunity site with the [City of Fergus Falls' Downtown Riverfront Master Plan](#). 801 W Stanton Ave, currently a blighted I-2 General Industrial District, resides within a residential neighborhood adjacent to well-maintained businesses. Situated across the railroad tracks from the Port Authority-owned Dairy Property (rezoned R-4 in 2022), both properties await residential redevelopment in prime locations along the river.

Adjacent Zoning

R-4, R-2, I-2, B-2

Adjacent Uses

Housing, business expansion area.

Proposed Project

801 W Stanton Ave is currently in an I-2 General Industrial District. This designation is not conducive to the present needs and development goals of the city. The City of Fergus Falls has therefore secured a \$640,250 grant from DEED's Community Energy Transition Grant program to acquire the property at 801 W Stanton Ave. The grant includes provisions for the demolition of existing structures and the cleanup of environmental hazards on the site and presents a valuable opportunity to repurpose the land for a more beneficial and community-oriented use as workforce housing. The rezoning is contingent upon the sale of the property to the City of Fergus Falls.

Major employers in Fergus Falls have reported a growing demand for workforce housing. Many individuals who work or want to work in the city struggle to find affordable housing options. By rezoning 801 W Stanton Ave to R-4, the city can create an opportunity to address this pressing need.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 16, 2024.

PROPOSED FINDINGS

1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
Converting the blighted industrial site into a residential use will contribute to the revitalization of the surrounding neighborhood. It will attract residents, stimulate local businesses by growing workforce and client base, and improve the overall aesthetic appeal of the area. Criteria Met.
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan.
3. Circumstances have changed since the original zoning that now justifies a change.
The rezone of 801 W Stanton Ave to an R-4 site for workforce housing represents a significant opportunity for the City of Fergus Falls to address blight, provide much-needed housing, and contribute to community revitalization. Following the cleanup and rezoning of the dairy site, a compatible rezoning of 801 W Stanton Ave from I-2 to R-4 aligns with the city's goals of revitalizing blighted areas and addressing the need for affordable housing for the workforce. Criteria Met.

RECOMMENDED ACTION

Approve the rezoning request for 801 W STANTON AVE from I-2 GENERAL INDUSTRIAL DISTRICT to R-4 MULTIPLE-FAMILY RESIDENCE DISTRICT and recommend approval to City Council.

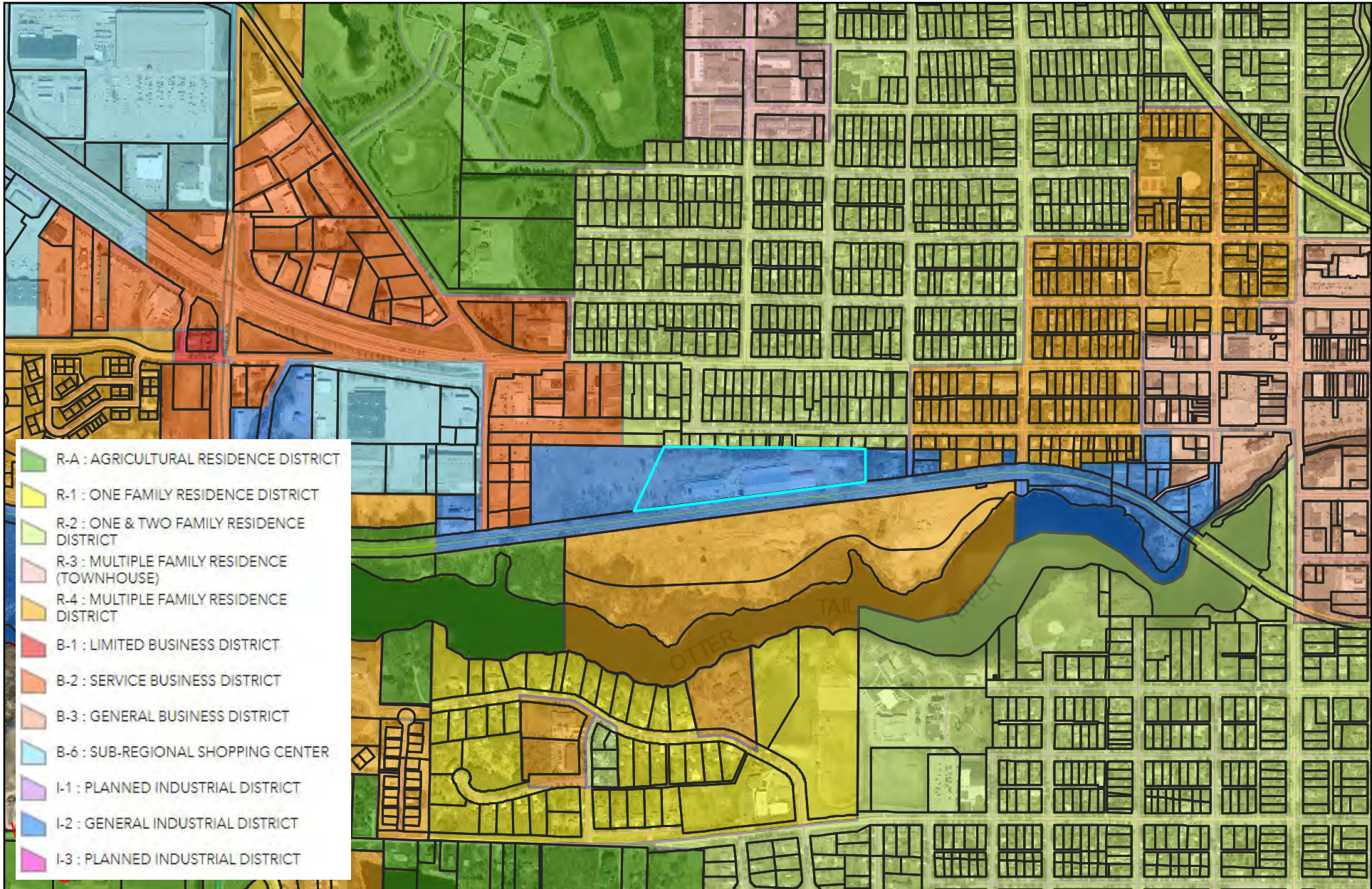
ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials



0 0.05 0.1 mi

Not a legal document. For Reference Use Only. Accuracy is not guaranteed.





112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Zoning Amendment Application

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: CHRISTOPHERSON First name: MARK A & BRENDA

Address: 2119 COUNTY HIGHWAY 111 City/State/Zip: Fergus Falls, MN 56537

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: City of Fergus Falls

Last name: Beck First name: Klara

Address: 112 W Washington Ave City/State/Zip: Fergus Falls MN 56537

Phone number: _____ Email address: klara.beck@fergusfallsmn.gov

3. Address(es) of Property Involved: (if different from above)

801 W STANTON AVE

4. Comprehensive Plan Designation: N/A

5. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): I-2

Proposed Designation(s): R-4

b. Zoning Text Amendment: Identify which section of the City Code is to be amended and briefly describe how the text is to be changed in light of the intended project.

6. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the

following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.

c. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.

d. Other Information: In addition to the written narrative, including but not limited to, a full size site plan, topographic survey landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Department.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: 2-21-24
Applicant: Klara Beck Date: 2/16/24

Parcel Number & Legal Description:

71003500006000

G L 2 & 3 N OF RR R/W & E OF LOT 11 BLK 8 EX TR HILL & TODD'S ADDN & EX TR

As Community Development Manager, I recommend approval of the rezone request for 801 W Stanton Ave from an I-2 industrial site to an R-4 site suitable for workforce housing. The rezoning is contingent upon the sale of the clean property to the City of Fergus Falls. This proposal aligns with the city's goals of revitalizing blighted areas and addressing the need for affordable housing for the workforce.

801 W Stanton Ave currently stands as a blighted I-2 industrial site. This designation is not conducive to the present needs and development goals of the city. The site has remained underutilized and does not contribute positively to the surrounding community. The rezone of 801 W Stanton Ave to an R-4 site for workforce housing represents a significant opportunity for the City of Fergus Falls to address blight, provide space for much-needed housing, and contribute to community revitalization.

Sincerely,

A handwritten signature in black ink that reads "Klara Beck". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Klara Beck
Community Development Manager
City of Fergus Falls



2024 Utility Rate Analysis

City Enterprise Funds

➤ Refuse Fund

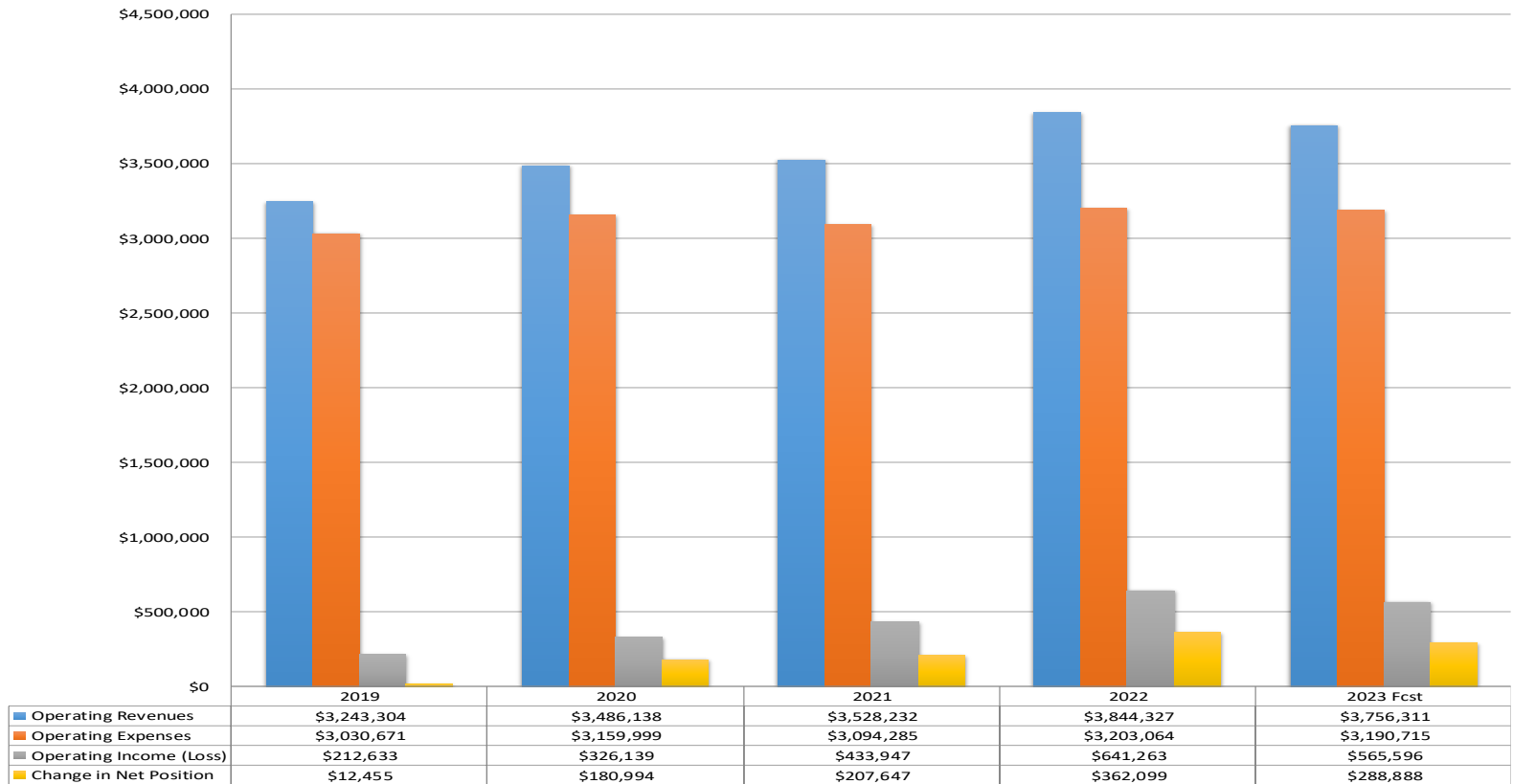
- Garbage (collection & disposal)
- Recycling (curbside service & tree mgmt.)
- Roll off
- Landfill Services & Demolition Debris

➤ Water Fund

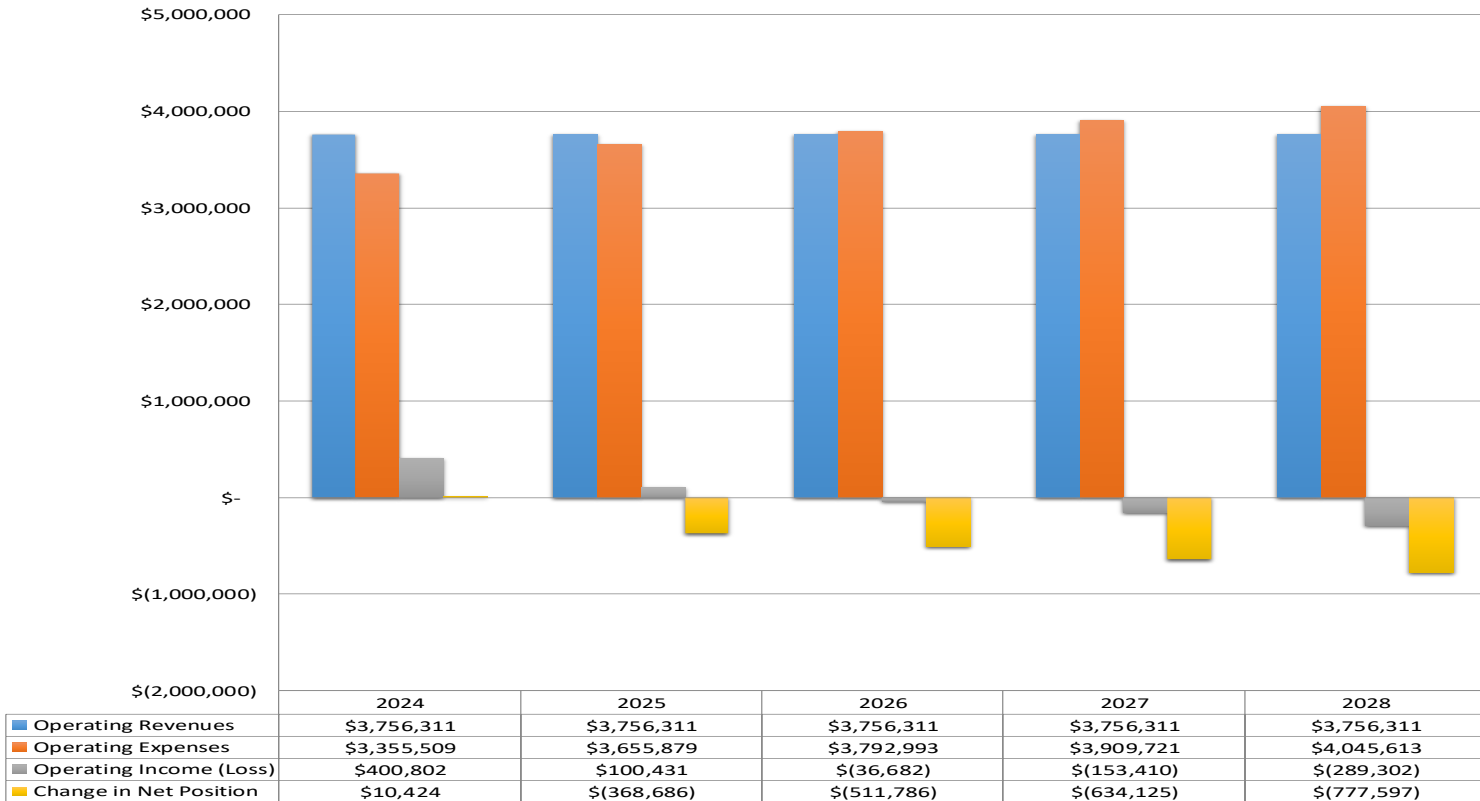
➤ Sewer Fund

➤ Stormwater Fund

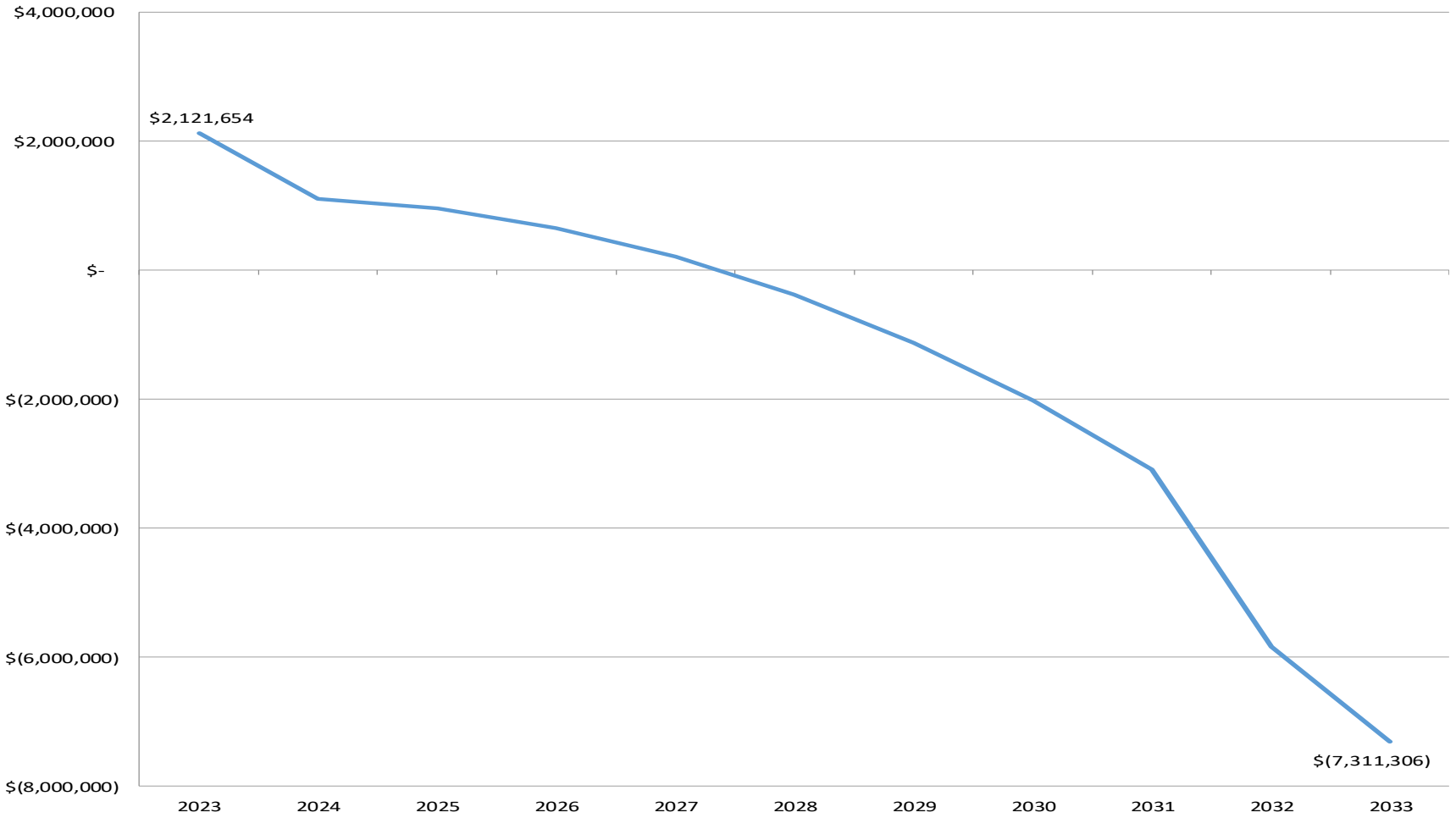
Refuse Fund Operations



Refuse Fund Projections (No Revenue Increase, 3–5% Expense Increase)



Refuse Fund Cash Balances (No Revenue Increase, 3–5% Expense Increase)



Refuse Fund – Garbage

➤ Current Trend:

- Operational costs of garbage collection continue to rise including increases equipment replacement
- Disposal rates at Otter Tail County increased 5.2% on 01/01/2024 (from \$123.93 to \$130.40)

➤ Recommended Rate Changes:

- 3.5% increase in residential/commercial collection and disposal fees in 2024, similar increases expected through 2033
- 3.5% increase in landfill fees (garbage) in 2024, similar increases expected through 2033
- 3.5% increase in tipping fees in 2024, similar increases expected through 2033
- 10% increase in roll off fees in 2024, similar increases expected through 2026, 4.0% through 2033

Refuse Fund – Recycling

➤ Current Trend:

- Operational costs of commercial and residential recycling continue to rise

➤ Recommended Changes:

- Recycling – \$.50 (7.75%) increase in recycling fees in 2024, similar increases in 2027, 2029, 2031 and 2033
- Tree Management – No increase in 2024, \$.20 (13%) increase in 2026 and no additional increases through 2033

Refuse Fund –Demolition Debris

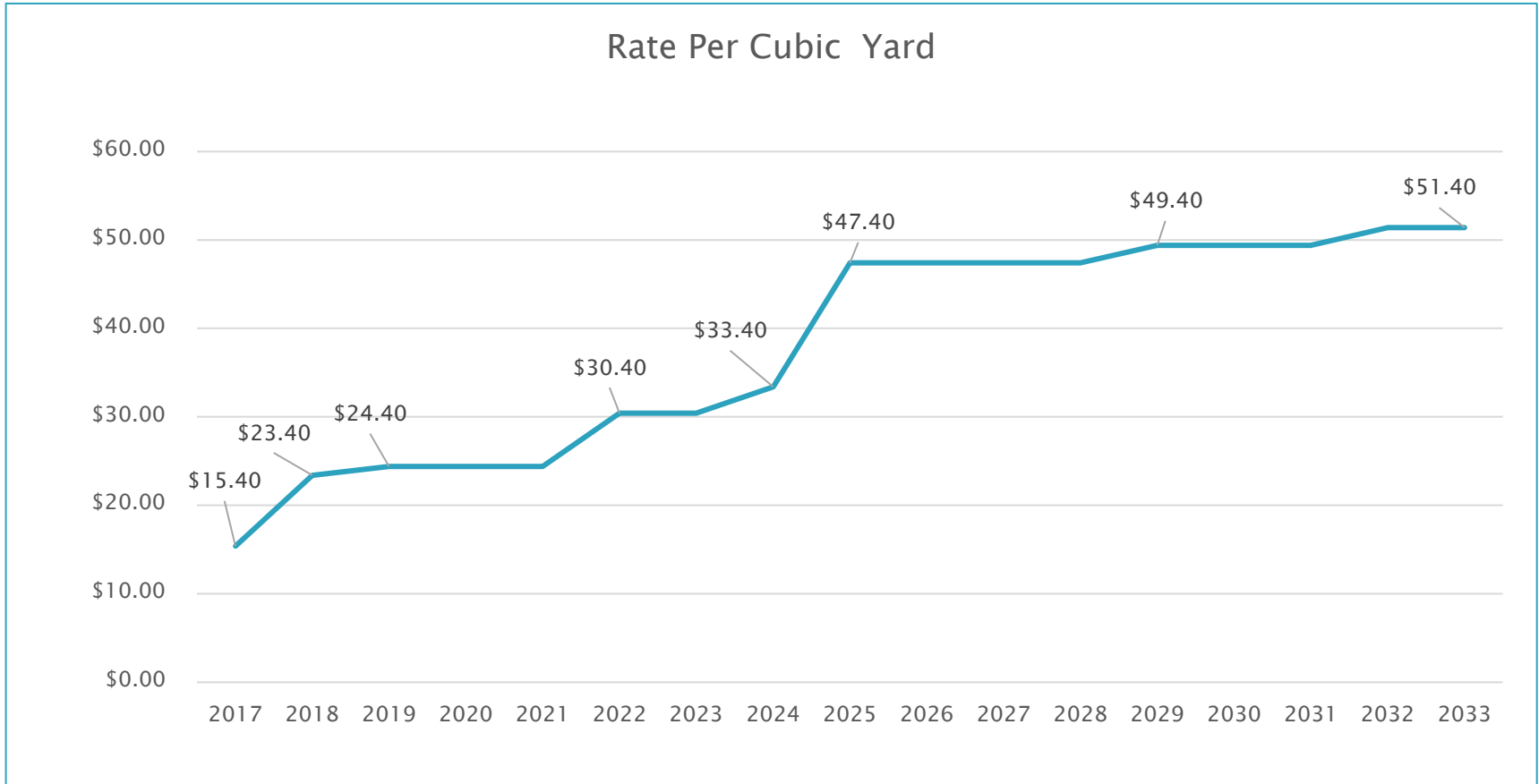
➤ Current Trend:

- Continued expansion of demo site will require significant investment and result in increases to existing demo rates
- Regionalization of demo disposal sites may be on the horizon as other sites find it cost prohibitive to comply with MPCA regulations, but timing is unknown (5–10 years?)

➤ Recommended Changes:

- 9.9% increase in 2024, 41.9% increase in 2025, 4.2% in 2029 and 4.0% in 2032

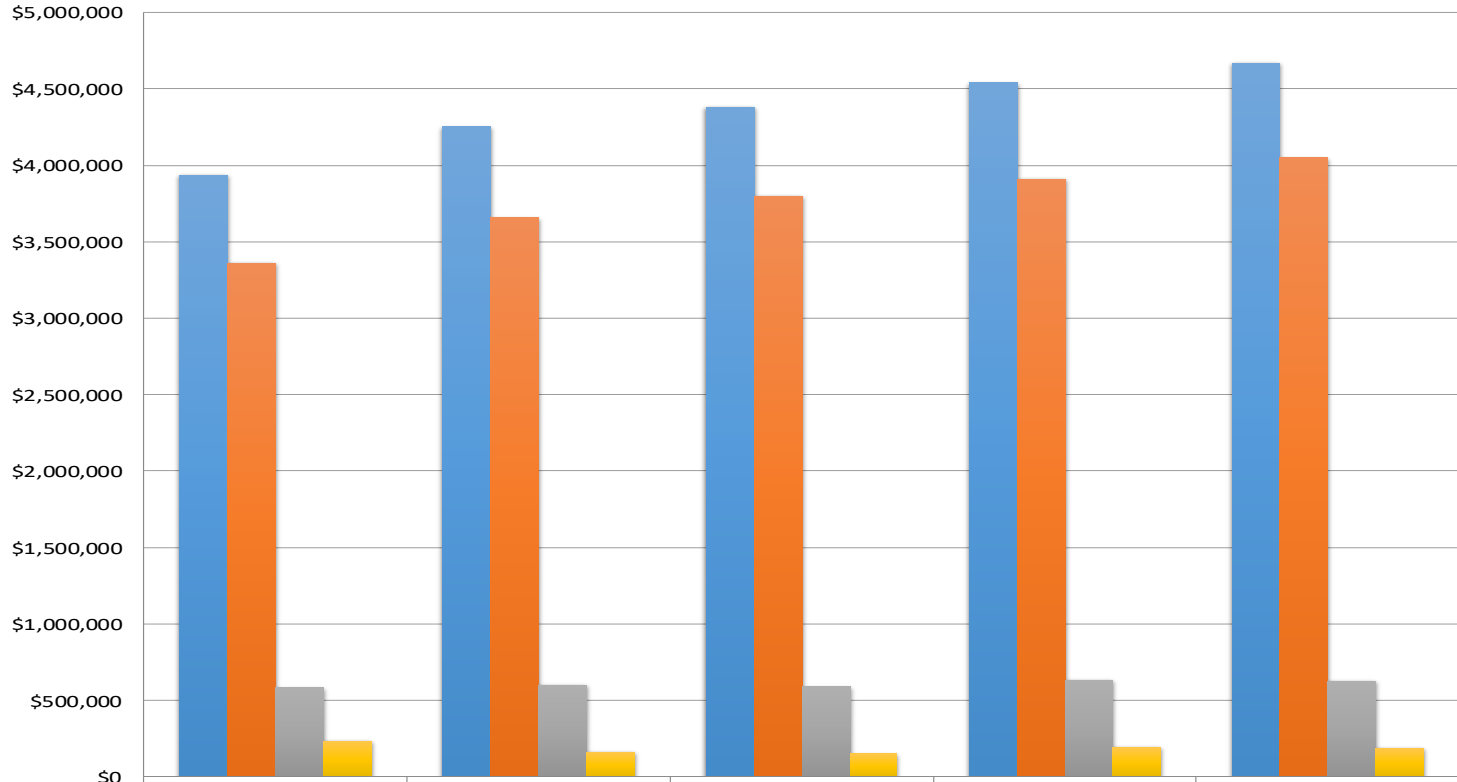
Rate Increases Required for Continuing Demo Cell Operations



Note: Other regional demo sites have significantly lower rates, but MPCA requirements will likely drive future rate increases at those sites.

Refuse Fund Projections

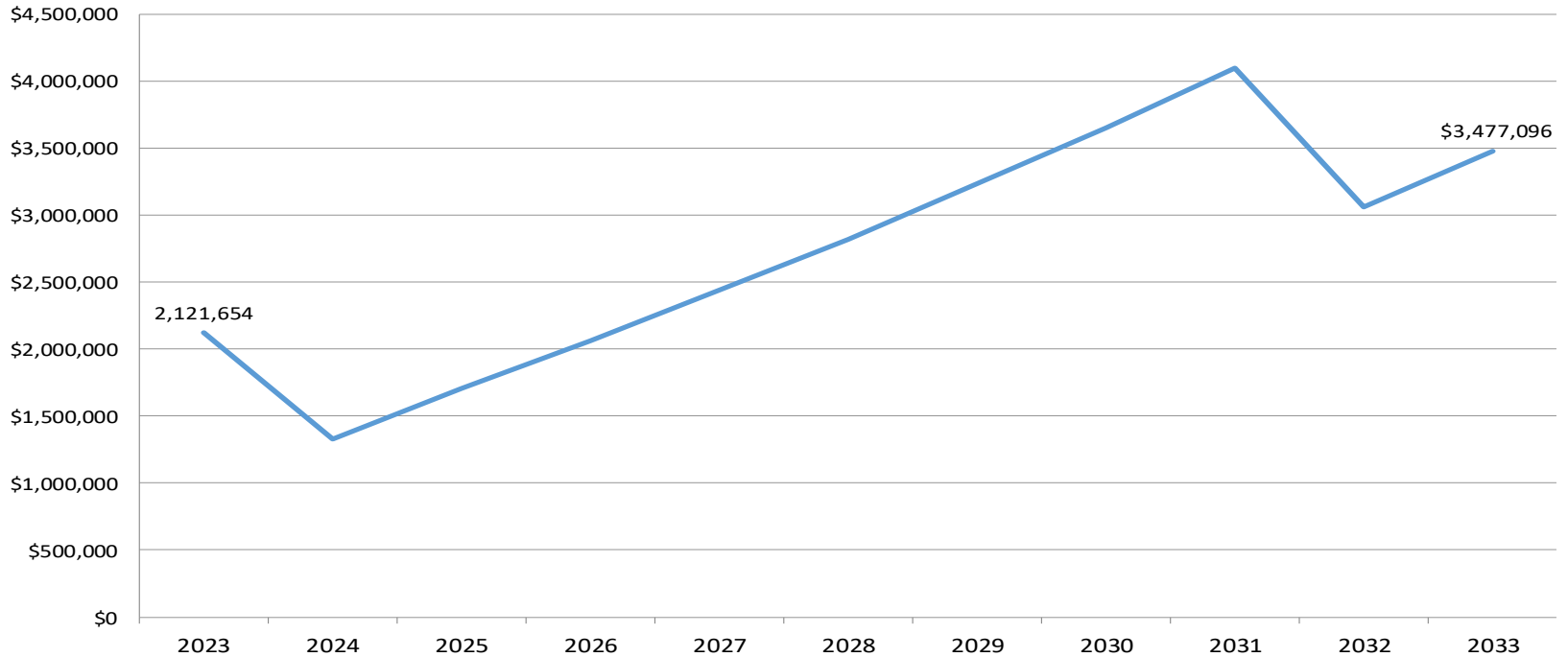
(With Revenue Increases in April 2024 and Subsequent Years)



	2024	2025	2026	2027	2028
Op. Revenues	\$3,935,204	\$4,255,393	\$4,380,652	\$4,541,171	\$4,669,385
Op. Expenses	\$3,355,509	\$3,655,879	\$3,792,993	\$3,909,721	\$4,045,613
Op. Income (Loss)	\$579,695	\$599,514	\$587,659	\$631,450	\$623,773
Change in Net Position	\$231,751	\$156,992	\$146,611	\$191,936	\$184,341

Refuse Fund Cash Balances

(With Revenue Increases January 2024 and Subsequent Years)



City Enterprise Funds

- Refuse Fund
 - Garbage (collection & disposal)
 - Recycling (curbside service & tree mgmt.)
 - Roll off
 - Landfill Services & Demolition Debris

- Water Fund

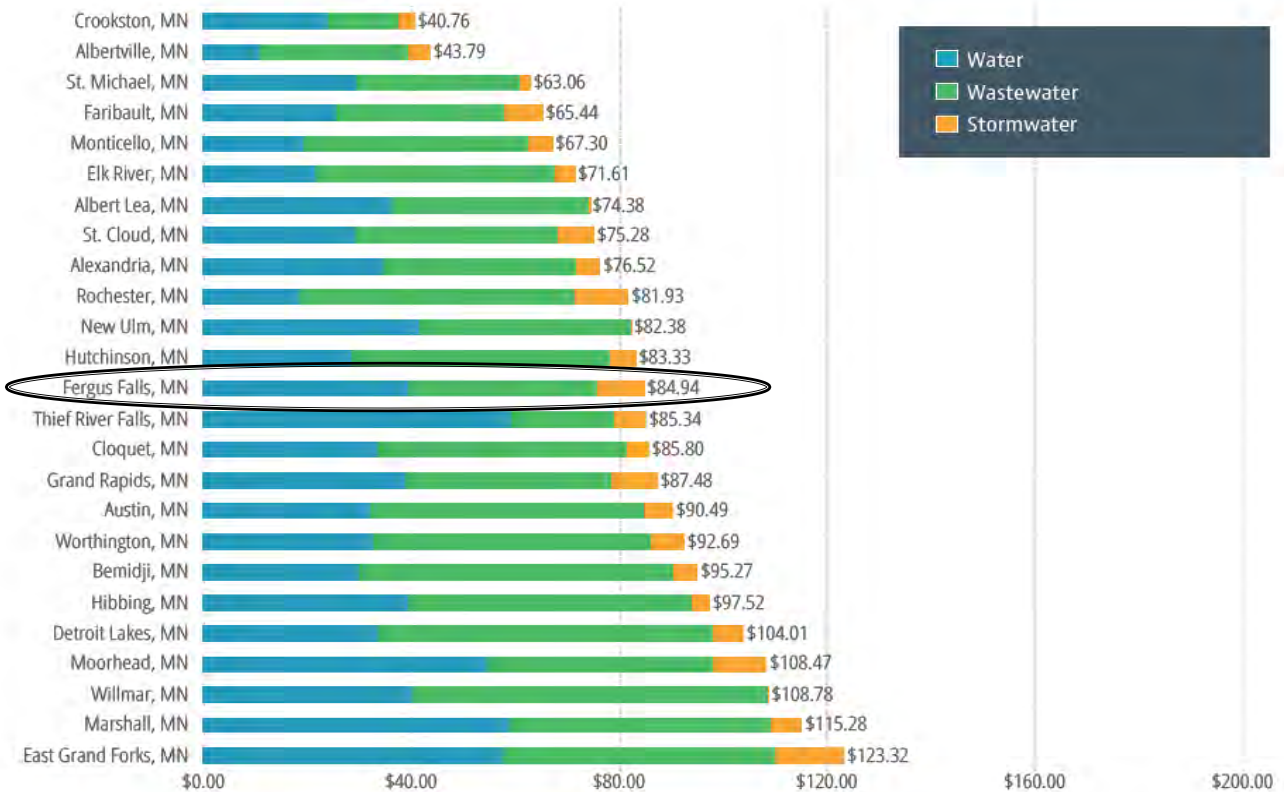
- Sewer Fund

- Stormwater Fund

Utility Rate Comparison

MINNESOTA

(Excluding Minneapolis/St. Paul Metro)



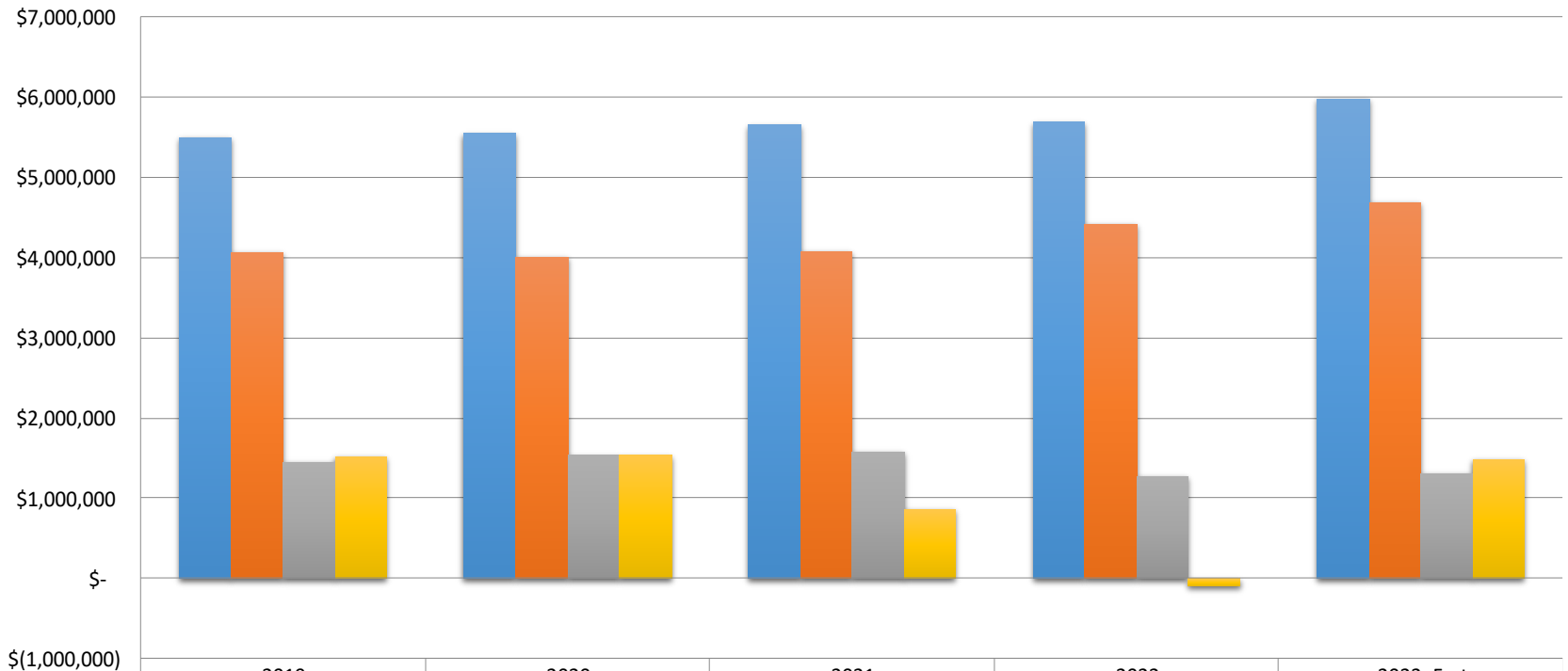
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Water, Sewer and Stormwater Funds

➤ Overview

- Operational costs within these funds continue to increase
- Capital improvement plans include the ongoing cost of maintaining infrastructure for these systems (for the treatment plants, water reservoirs, water towers, lifts stations, etc.)
- In addition, the fast-track street improvements being considered impacts these funds as they now include significant capital costs related to the replacement of the infrastructure under those streets
- Rate increases will be required in 2024 and beyond to maintain appropriate cash balances
- If franchise fees are not implemented, the fast-track street improvements will be spread over more years in the models which could reduce increases in 2025 and beyond

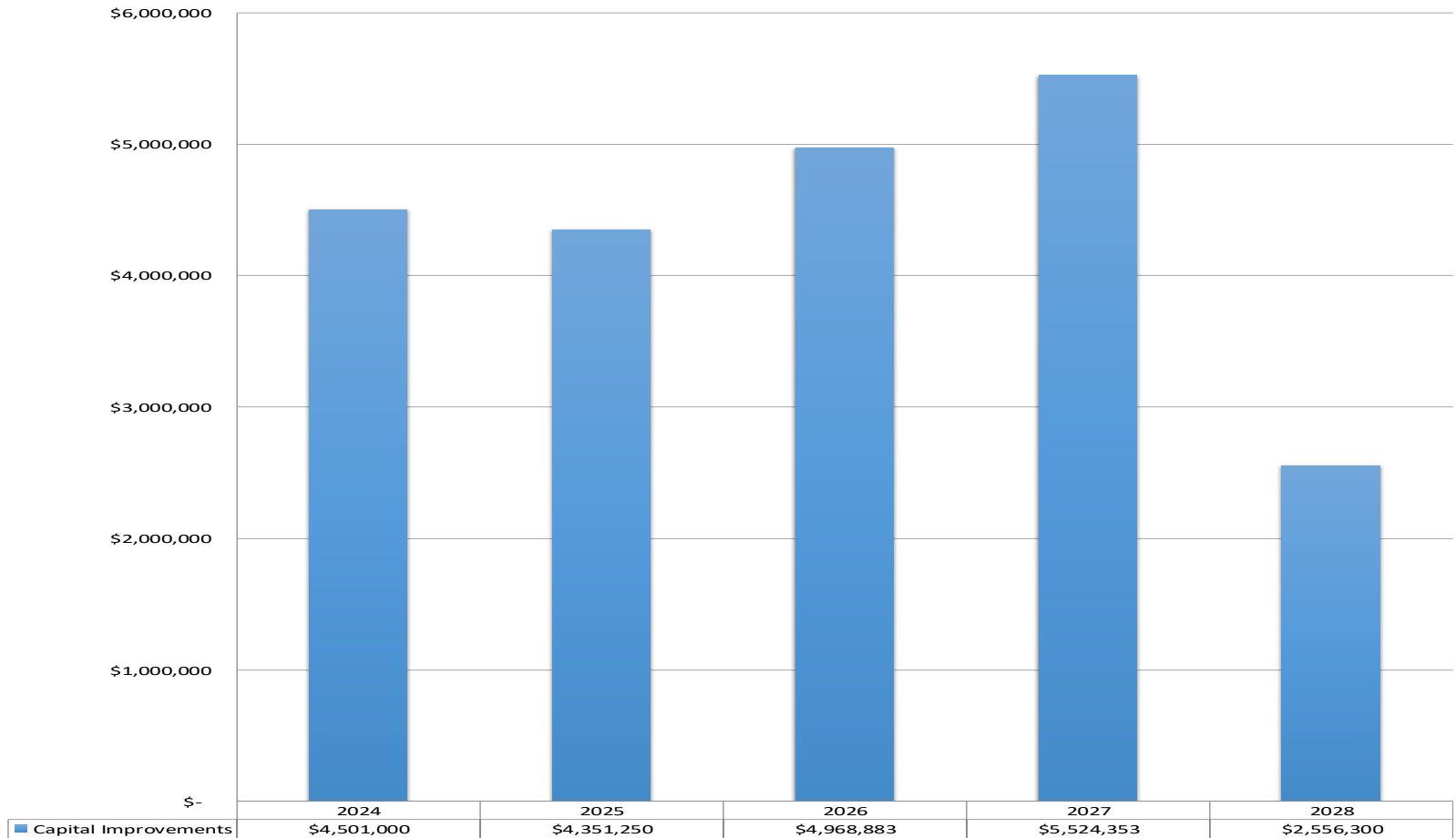
Water, Sewer and Stormwater Fund Operations



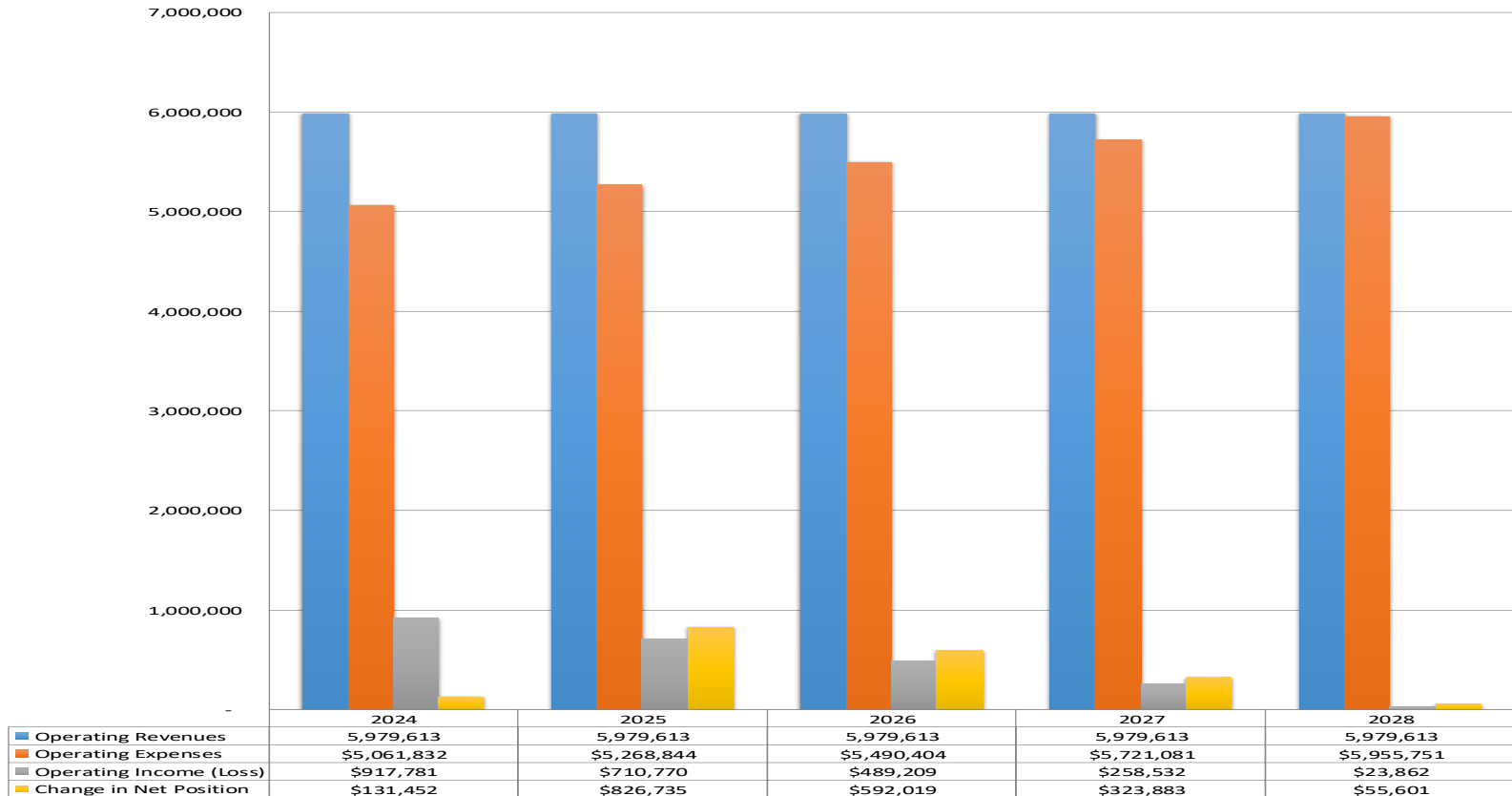
	2019	2020	2021	2022	2023 Fcst
Operating Revenues	\$5,492,077	\$5,545,497	\$5,652,770	\$5,681,630	\$5,979,613
Operating Expenses	\$4,053,210	\$4,012,368	\$4,081,236	\$4,419,097	\$4,681,163
Operating Income (Loss)	\$1,438,867	\$1,533,129	\$1,571,534	\$1,262,533	\$1,298,450
Change in Net Position	\$1,510,325	\$1,536,989	\$846,904	\$(86,125)	\$1,488,451

Note: 2022 decrease in net position due to investment losses.

Water, Sewer and Stormwater Fund Capital Improvements

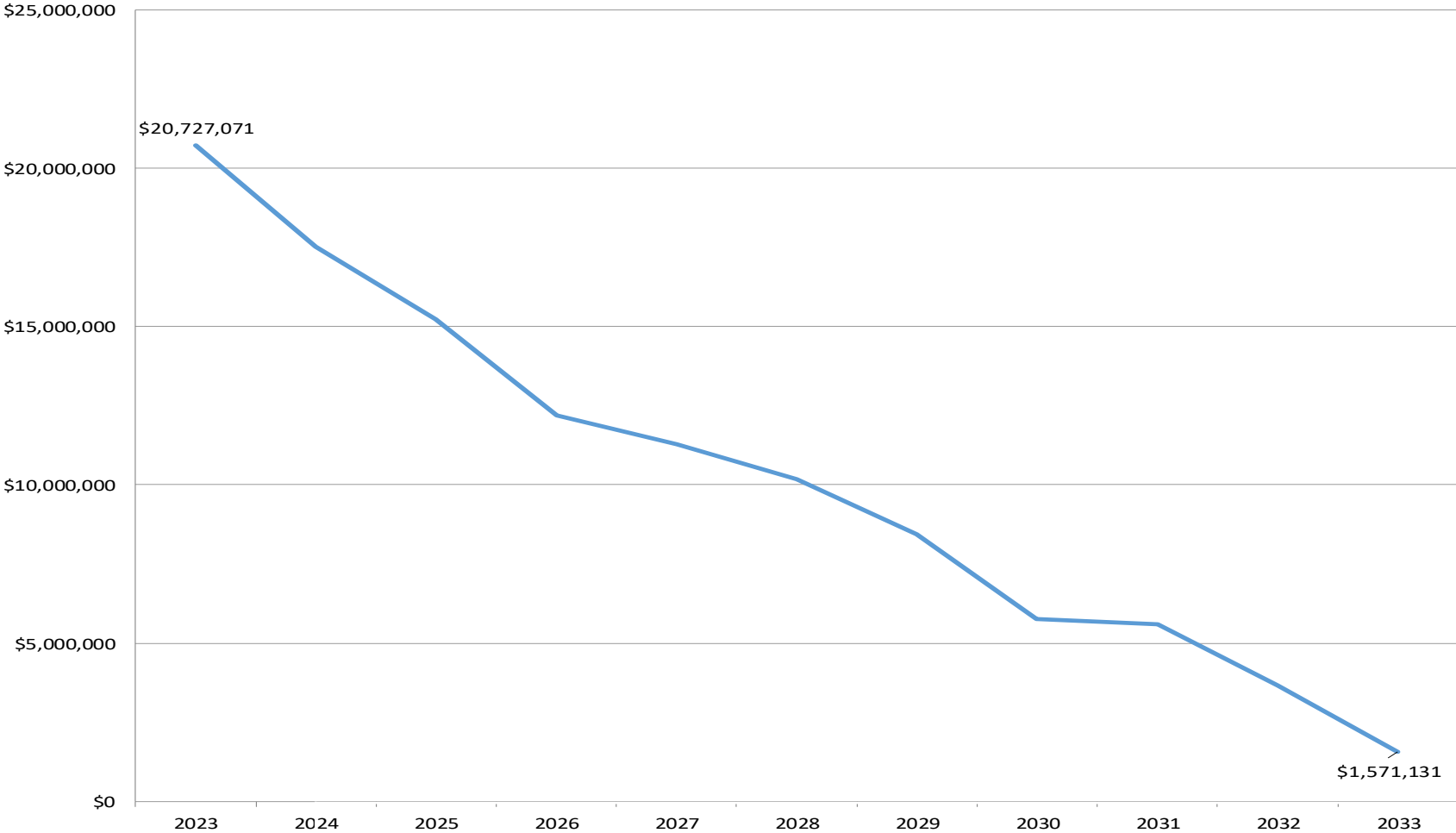


Water, Sewer and Stormwater Fund Operations (No Revenue Increase, 3%–5% Expense Increases)



Note: 2024 includes demolition of old sewer plant.

Water, Sewer, Stormwater Fund Cash Balances (No Revenue Increase, 3%–5% Expense Increases)



Water, Sewer and Stormwater Rate Increases

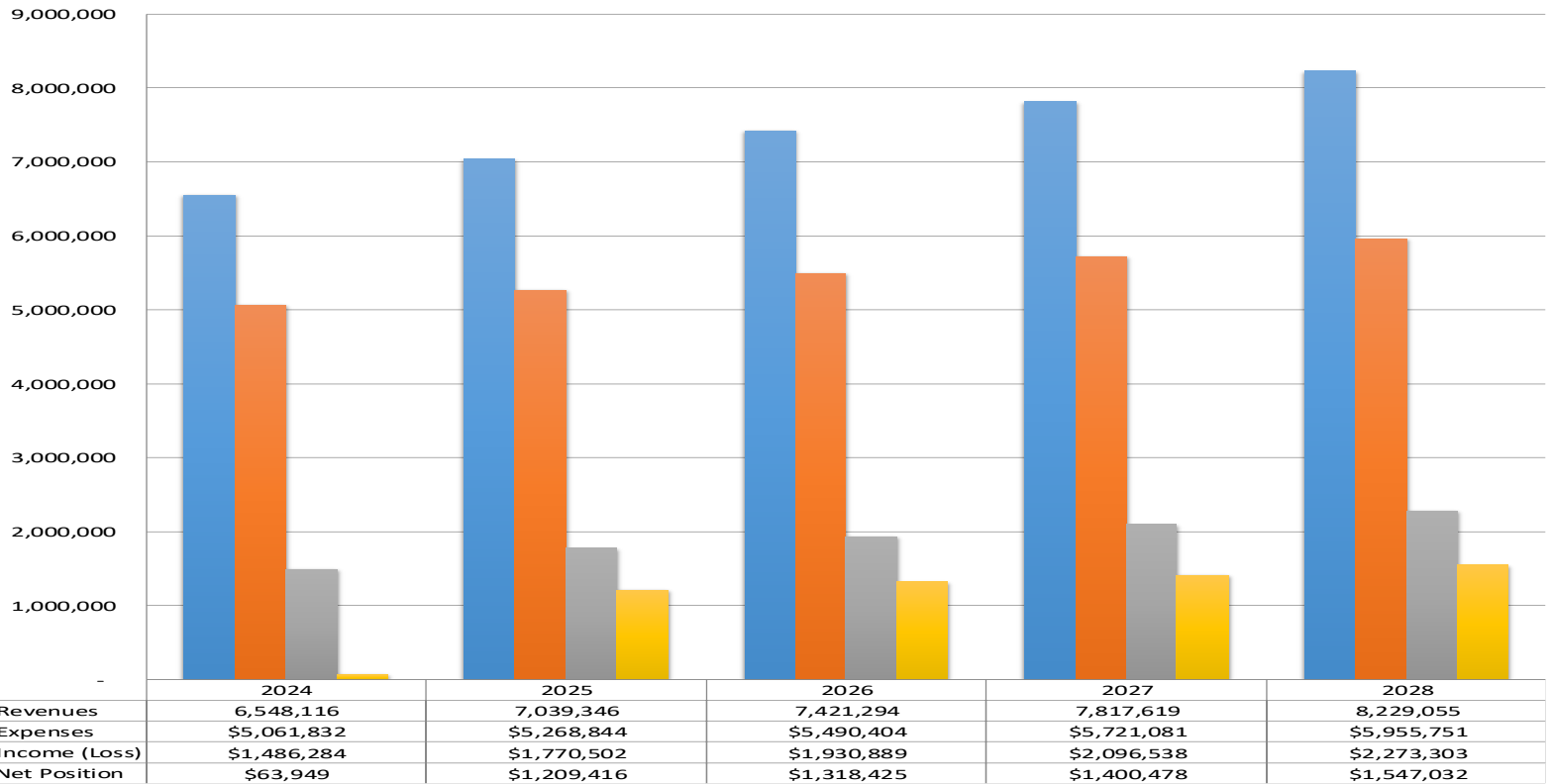
- Water Fund:
 - Flat & variable flow rates: 10% Increase in 2024, additional smaller increases needed in future years
 - \$2.7M debt issuance assumed in 2027

- Sewer Fund:
 - Flat & variable flow rates: 8% Increase in 2024, additional smaller increases needed in future years
 - No debt issuance included in the model

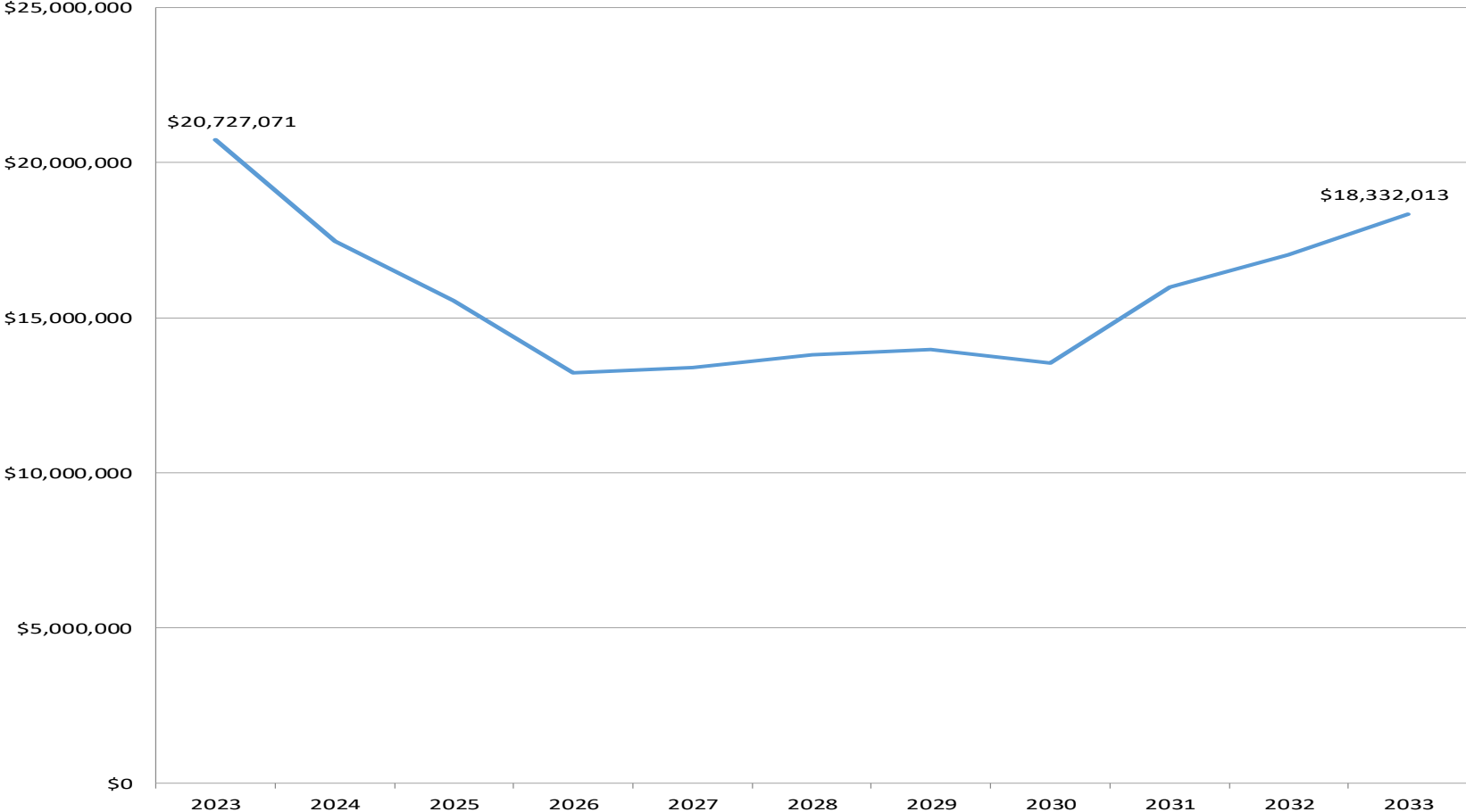
- Stormwater Fund:
 - Flat rate: Residential increase \$1.25 (14.3% from \$8.75 to \$10.00), additional smaller increases needed in future years
 - No debt issuance included in the model

Water, Sewer and Stormwater Fund Operations

(With Revenue Increases, 3%–5% Expense Increases)



Water, Sewer, Stormwater Fund Cash Balances (With Revenue Increases, 3%–5% Expense Increases)



Average Residential Utility Bill

(assumes 6,000 gallons of water usage)

	Current Monthly Rate	Proposed Monthly Rate	\$ Increase	Increase
Garbage (65 gal. can)	14.38	14.88	0.50	3.5%
Refuse Disposal (65 gal. can)	7.73	8.00	0.27	3.5%
Waste Management Tax (9.75%)	2.16	2.23	0.08	3.5%
Recycling	6.50	7.00	0.50	7.7%
Tree Management	1.50	1.50	-	0.0%
Sewer (5/8" meter)	36.67	39.60	2.93	8.0%
Water (5/8" meter)	39.52	43.47	3.95	10.0%
Storm Water	8.75	10.00	1.25	14.3%
Monthly Total	\$ 117.20	\$ 126.68	\$ 9.48	8.1%
Annual Total	\$ 1,406.45	\$ 1,520.17	\$ 113.73	8.1%

Utility Rate Change Schedule

- ▶ 02-20-24 Present utility summary along with franchise fee analysis to City Council work session
- ▶ 02-28-24 Present in-depth utility rate analysis and proposed rate changes to City Council Committee of the Whole
- ▶ 03-04-24 City Council approve rate changes
- ▶ Rate changes become effective for the utility bills printed at the end of April 2024

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

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

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

General

A-1 LOCK & KEY LLC	FEB LOCK CHANGES AT ARENA	639.55
AVT FERGUS FALLS	TOW CHEVY K1500/2404139	175.00
AVT FERGUS FALLS	TOW CHEVY SUBURBAN/24004803	532.00
ADMINISTRATOR'S CONTINGENCY FD	FEBRUARY MILEAGE	221.10
ADMINISTRATOR'S CONTINGENCY FD	JAN 2024 ANALYSIS SVC CHARGE	161.13
ADMINISTRATOR'S CONTINGENCY FD	JANUARY 2024 INTEREST EARNED	.02-
ARAMARK	FEBRUARY LINEN SUPPLY	37.91
SEAN ANDERSON	CLEANING FEB 12-19	448.50
AURA FABRICATORS INC.	FEB SAND BLAST MATERIAL PARK	350.00
BMO FINANCIAL GROUP	ASSET KEEPER SUBSCRIPTION RENE	429.00
BMO FINANCIAL GROUP	BIKE HELMETS FOR OPEN HOUSE	175.50
BMO FINANCIAL GROUP	BLDG OFFICIAL CONTINUING ED	510.00
BMO FINANCIAL GROUP	CEDERBERG UNIFORM PURCHASE	51.07
BMO FINANCIAL GROUP	CITY HALL COFFEE	47.92
BMO FINANCIAL GROUP	COMMUNITY ROOM SUPPLIES	9.97
BMO FINANCIAL GROUP	CONTINUING ED C.PETERSEN	210.00
BMO FINANCIAL GROUP	DEC WALVATNE RETIREMENT PARTY	79.99
BMO FINANCIAL GROUP	DISINFECTANT WIPES	49.50
BMO FINANCIAL GROUP	DOORSTOP, STAPLER, RUBBER STAMP	104.71
BMO FINANCIAL GROUP	FURNACE FILTERS	99.52
BMO FINANCIAL GROUP	GUN SUPPLIES	118.68
BMO FINANCIAL GROUP	HEINEN TRNG CLASS FEE	99.00
BMO FINANCIAL GROUP	HEINEN UNIFORM PURCHASE	184.03
BMO FINANCIAL GROUP	HEINEN/ESTEP DEF TACTICS CLASS	1,950.00
BMO FINANCIAL GROUP	JAN CEILING TILE, INSTALL KIT	820.07
BMO FINANCIAL GROUP	JAN CHAMBER CLOSET SHELVES	210.04
BMO FINANCIAL GROUP	JAN EXTERNAL HARD DR, MOUSE	95.98
BMO FINANCIAL GROUP	JAN HEARTSAVER CPR/AED ECARD	399.00
BMO FINANCIAL GROUP	JAN LAUNDRY SANITIZER, DUCT TAP	15.98
BMO FINANCIAL GROUP	JAN NUMERIC & MONTH LABELS	334.66
BMO FINANCIAL GROUP	JAN PLANNER&NOTEBOOK TEMPLATE	19.97

General

BMO FINANCIAL GROUP	JAN SHEET SCREWS,TORQUE WASHER	36.48
BMO FINANCIAL GROUP	JAN SHIPPING-FIRE CODE LETTER	5.08
BMO FINANCIAL GROUP	JAN TEMPLATE FOR TABLET	19.99
BMO FINANCIAL GROUP	JANUARY AUTOCAD WEB	10.79
BMO FINANCIAL GROUP	JANUARY BANK BAGS	139.95
BMO FINANCIAL GROUP	JANUARY BOILER LICENSE EXAM	50.00
BMO FINANCIAL GROUP	JANUARY CELL PHONE PROTECTOR	33.09
BMO FINANCIAL GROUP	JANUARY DISPOSABLE GLOVES	36.00
BMO FINANCIAL GROUP	JANUARY EXPLORER TRAINING	9.63
BMO FINANCIAL GROUP	JANUARY FURNITURE WAX POLISH	55.00
BMO FINANCIAL GROUP	JANUARY GEAR REPAIR/SHIPPING	35.32
BMO FINANCIAL GROUP	JANUARY HONOR GUARD UNIFORM	880.72
BMO FINANCIAL GROUP	JANUARY IT MEETING/SARTELL	9.88
BMO FINANCIAL GROUP	JANUARY LED 40W FILAMENT BULBS	49.61
BMO FINANCIAL GROUP	JANUARY LED 60W DIMMABLE BULBS	38.64
BMO FINANCIAL GROUP	JANUARY MAINTENANCE SUPPLIES	1,256.23
BMO FINANCIAL GROUP	JANUARY MEETING-LODGING	445.51
BMO FINANCIAL GROUP	JANUARY MEETING-LODGING,MEAL	166.19
BMO FINANCIAL GROUP	JANUARY MNDOT TRAINING-HAUGE	204.30
BMO FINANCIAL GROUP	JANUARY MTG-CAPITAL FOR A DAY	125.00
BMO FINANCIAL GROUP	JANUARY OFFICE SUPPLIES	32.32
BMO FINANCIAL GROUP	JANUARY PEPPERMINT EXTRACT	5.59
BMO FINANCIAL GROUP	JANUARY UTILITY HEATER	21.56
BMO FINANCIAL GROUP	JANUARY 2X6 10FT SPF	13.55
BMO FINANCIAL GROUP	JOB FAIR SUPPLIES	33.64
BMO FINANCIAL GROUP	LEVELS,BIT SET SOCKET	90.95
BMO FINANCIAL GROUP	LIEN UNIFORM PURCHASE	577.11
BMO FINANCIAL GROUP	MAILING LABELS	171.16
BMO FINANCIAL GROUP	MATTSON CLASS FEE	99.00
BMO FINANCIAL GROUP	MCMA SPRING CONFERENCE-LODGING	399.46
BMO FINANCIAL GROUP	MILLER/HOHRMAN/WEST/DELANEY	120.00
BMO FINANCIAL GROUP	MN STATE FIRE CHIEFS ASSN	15.00-
BMO FINANCIAL GROUP	MNIAAI MEMBERSHIP RENEWAL	25.00
BMO FINANCIAL GROUP	MONTHLY CONSTANT CONNTECT	45.00
BMO FINANCIAL GROUP	MOULTRIE MOBILE MONTHLY	9.99
BMO FINANCIAL GROUP	NFPA FIRE PROTECTION HANDBOOK	773.34
BMO FINANCIAL GROUP	NFPA SUBSCRIPTION RENEW	557.99
BMO FINANCIAL GROUP	NOTARY RENEWAL C.PETERSEN	120.00
BMO FINANCIAL GROUP	OFFICE SUPPLIES	23.99
BMO FINANCIAL GROUP	PD COFFEE	35.94
BMO FINANCIAL GROUP	PHONE SHOULDER REST	10.60
BMO FINANCIAL GROUP	POSTAGE/RETURNED UNIFORMS	12.45
BMO FINANCIAL GROUP	RECORDS EXPUNGMENT CLASS FEE	90.00

General

BMO FINANCIAL GROUP	RENNER UNIFORM PURCHASE	129.47
BMO FINANCIAL GROUP	SANITIZING WIPES	54.21
BMO FINANCIAL GROUP	SUPPLIES EXPANDING FILE FOLDER	26.97
BMO FINANCIAL GROUP	SUPPLIES STAPLER	151.46
BMO FINANCIAL GROUP	SUPPLIES 3V LITHIUM BATTERIES	34.95
BMO FINANCIAL GROUP	TASER CARTRIDGES	259.80
BMO FINANCIAL GROUP	THANK YOU NOTES	19.99
BMO FINANCIAL GROUP	THE POWER OF WOMEN/DIALOGUE	87.10
BMO FINANCIAL GROUP	TONER CARTRIDGE - RECORDS	227.89
BMO FINANCIAL GROUP	WASH BRUSH,DUAL ENDED POLE	40.91
BMO FINANCIAL GROUP	01/02-02/01/24 CREATIVE CLOUD	59.99
BMO FINANCIAL GROUP	01/06-02/25/24 PHOTO PLAN	10.78
BMO FINANCIAL GROUP	01/07/24-01/07/25 SUBSCRIPTION	29.00
BMO FINANCIAL GROUP	128GB FLASH DRIVE	38.62
BMO FINANCIAL GROUP	2024 MCMA CONFERENCE REGISTRAT	499.00
BMO FINANCIAL GROUP	2024 MIAMA MEMBERSHIP-ARENA	250.00
BMO FINANCIAL GROUP	2024 MN GRANTS DIRECTORY	90.00
BMO FINANCIAL GROUP	2024 MN STATE FIRE CHIEFS ASSN	280.00
BMO FINANCIAL GROUP	2024 MNGFOA MEMBERSHIP	70.00
BMO FINANCIAL GROUP	4TH QTR 2023 FILING FORM 941	8.50
CHARTER COMMUNICATIONS	CABLE 2/18-3/17	32.97
CHARTER COMMUNICATIONS	02/04-03/03/24 CABLE	52.62
CLIMATE CONTROL INC	FEB CHILLER ROOM GRAPHICS	75.00
COOPERS TECHNOLOGY GROUP	FEB DATE STAMP,RECYCLING BIN	38.65
COOPERS TECHNOLOGY GROUP	FEB TAPE W/ DISPENSER,FOLDERS	68.88
COOPERS TECHNOLOGY GROUP	FEB TAPE, DISPENSER, PENS	77.18
COOPERS TECHNOLOGY GROUP	FEBRUARY MESSAGE STAMP	7.89
DACOTAH PAPER CO	FEB TOWELS,TP,URINAL SCREENS	490.65
DACOTAH PAPER CO	FEBRUARY TOILET PAPER	137.34
DAILY JOURNAL	FEB HEARING-REZONING	246.27
DAILY JOURNAL	FEB HEARING-TAX REBATE	133.34
DAILY JOURNAL	FEB PRESIDENTIAL NOMINATING AD	64.44
DAILY JOURNAL	FEB PUBLISH ORDINANCE #52	203.52
DAILY JOURNAL	MAR PRESIDENTIAL NOMINATING AD	64.44
STATE OF MINNESOTA DEPARTMENT	2024 HAZARDOUS CHEMICAL FEE	25.00
EQUIPMENT FUND	MARCH EQUIPMENT RENT	127,704.85
EZ OPEN GARAGE DOOR	JULY REPAIR SOUTH DOOR-ARENA	199.00
JOHN DEERE FINANCIAL	FEB ECHO FUEL CAP JACOB PARKS	17.40
JOHN DEERE FINANCIAL	FEB SMALL ENGINE STOCK PARTS O	33.98
JOHN DEERE FINANCIAL	FEB STIHL GASKETS PARK & REC	14.97
FASTENAL COMPANY	FEB MISC S/S HARDWARE ORDER	51.79
FERGUS HOME & HARDWARE	FEB ANTI-FOG GEL SPRAY	9.99
GENERAL FUND	TIF 4-16 PUBLISHING	279.13-

General

GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	506,531.10-
GRAINGER INC	FEB MDL SERIES FUSES TRAFFIC C	33.08
GRAINGER INC	FEB TRAFFIC CONE WORK ZONE SIG	171.85
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	1,831.00
JACOB HALVORSON	2024 SAFETY BOOT REIMBURSEMENT	125.00
HOME DEPOT CREDIT SERVICES	FEB BANDED EAR PLUGS	7.77
HOME DEPOT CREDIT SERVICES	FEB PUBLIC WORKS OFFICE MATERI	23.92
HOME DEPOT CREDIT SERVICES	FEB PUBLIC WORKS OFFICE STUDS	7.44
HOME DEPOT CREDIT SERVICES	FEB QUIKRETE IMPOUND LOT GATE	25.69
HOME DEPOT CREDIT SERVICES	FEB RIDGID VAC PARTS (ARENA)	97.88
HOME DEPOT CREDIT SERVICES	FEB ROLLER COVER, DOORSTOP	37.95
HOME DEPOT CREDIT SERVICES	FEB SCOTCHGLUE, SPONGE, CLOTH	39.08
HOME DEPOT CREDIT SERVICES	FEB TUBE CUTTER, COP UNION CXC	27.27
HOME DEPOT CREDIT SERVICES	FEB 3" CONSTRUCTION SCREWS	44.98
HOME DEPOT CREDIT SERVICES	FEB 60" CLEAR MOUNTING TAPE	13.96
HOME DEPOT CREDIT SERVICES	FEBRUARY PAIL, COP UNION CXC	31.50
HUMANA INSURANCE CO	MAR VISION INSURANCE	29.03
JK OUTDOORS LLC	SONSTEBO UNIFORM PURCHASE	215.97
L G EVERIST INC	FEB FA2 CRUSHED GRANITE	821.37
L G EVERIST INC	FEB FA2 GRANITE CHIPS	384.19
LAKE REGION HEALTHCARE CORP	DEC PRE EMPLOYMENT TEST	75.00
LAKES COUNTRY SERVICE COOP	JANUARY RANDOM DRUG TESTING	140.00
MARCO TECHNOLOGIES LLC	COPIER 2/10-3/10	368.15
MARCO TECHNOLOGIES LLC	11/10/23-02/10/24 COPIER OVER	32.78
METRO SALES, INC	01/18-02/17/24 COPIER RENT	152.98
METRO SALES, INC	01/18-02/17/24 COPIER USAGE	22.03
MN DEPT OF TRANSPORTATION	EQUIPMENT CALIBRATION/TRAFFIC	1,191.70
MHSRC/RANGE	ESTEP EVOC/PIT REFRESHER	510.00
MHSRC/RANGE	HEINEN EVOC/PIT REFRESHER	510.00
MHSRC/RANGE	YOUNG EVOC/PIT REFRESHER	510.00
MINNKOTA ENVIROSERVICES INC	SHREDDING JANUARY	47.20
MOBOTREX INC	FEB TRAFFIC CABINET FAN MARCIA	34.00
MOBOTREX INC	FEB 12" SIGNAL VISORS (STK)	48.00
NARDINI FIRE EQUIPMENT CO INC	ANNUAL MONITORING FEE	368.00
BRUCE NELSON JR APPLIANCE SVC	FEBRUARY REPAIR DRYER	134.98
NYCKLEMOE & ELLIG, P.A.	MARCH RETAIN FEE/OFFICE ALLOW	7,450.00
OTTER TAIL COUNTY FIRE	2024 MEMBERSHIP DUES	50.00
OTC HUMANE SOCIETY INC	DECEMBER ANIMAL BOARDING FEES	400.00
OTTER TAIL TELCOM	BROADWORKS PHONE TRAINING	5,500.00
OTTER TAIL TELCOM	GRANDSTREAM ATA UNITS	525.00
OTTER TAIL TELCOM	OPTIMA CP965 CONF PHONES	3,354.00
OTTER TAIL TELCOM	POE NETWORK INJECTOR TP-LINK	34.95
OTTER TAIL TELCOM	SNGM PA1 INTERCOM SYS	225.00

General

OTTER TAIL TELCOM	VODAVI 2801 BLACK PHONES	396.00
OTTER TAIL TELCOM	WIRING & PATCH CABLES RJ45	350.00
OTTER TAIL TELCOM	YEALINK EXP MICS CP365	996.00
OTTER TAIL TELCOM	YEALINK PHONES	29,146.00
PEARSON EDUCATION INC	FEBRUARY EMR TEXT BOOKS	877.50
PITNEY BOWES CREDIT CORP	12/30/23-03/29/24 METER RENT	705.00
POLICE DEPT CONTINGENCY FUND	MATTSON UNIFORM PURCHASE	344.62
POLICE DEPT CONTINGENCY FUND	YOUNG, HEINEN, ESTEP CLASS MEA	54.39
POLICE DEPT PETTY CASH	ONSTAD UNIFORM PURCHASE	20.00
POLICE DEPT PETTY CASH	POSTAGE DUE ON PACKAGE RECEIVE	3.92
PUBLIC UTILITIES DEPARTMENT	FEB/UTILITIES-522 E HAMPDEN	36.64
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	4,256.65
REDSTONE TECHNOLOGIES INC	PREPAID AS400 TECH SUPPORT	3,000.00
THE SMOKE-EATER PUBLICATIONS	MN SMOKE EATER ANNUAL SUBSCRIP	25.00
SHI INTERNATIONAL CORP	MS OFFICE PRO PLUS SLNG SA	3,291.00
SHI INTERNATIONAL CORP	MS VISIO PRO SLNG SA	221.64
SHI INTERNATIONAL CORP	MS WIN SERVER CAL SLNG SA DCAL	441.00
SHI INTERNATIONAL CORP	MS WIN SERVER STANDARD CORE 2L	1,069.92
STENERSON BROTHERS LUMBER CO	FEB CHILLER ROOM BUILDING MATE	173.15
STENERSON BROTHERS LUMBER CO	FEB STEEL STUDS/SCREWS ARENA	18.02
STENERSON BROTHERS LUMBER CO	FEB 1/2" SHEETROCK AT ARENA	82.08
STENERSON BROTHERS LUMBER CO	FEBRUARY DRILL BIT FOR STATION	10.15
STENERSON BROTHERS LUMBER CO	FEBRUARY RETURN SHEETROCK	53.11-
USABLE LIFE	MAR LIFE INSURANCE	88.00
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	1,218.22
WIMACTEL INC	FEBRUARY TELEPHONE EXPENSE	99.00
	F U N D T O T A L	286,727.12-

P.A. General

JOHNSON CONTROLS INC	MONTHLY MAINT -HVAC FEB	810.35
NOVA FIRE PROTECTION, LLC	SEMI-ANNUAL SPRINKLER INSPECTI	185.00
UGSTAD PLUMBING INC	BOILER/GEN CK 02/01/24	90.00
UGSTAD PLUMBING INC	BOILER/GEN CK 02/07/24	90.00
UGSTAD PLUMBING INC	MARCH RETAINER FEE	125.00
	F U N D T O T A L	1,300.35

Public Library

ADMINISTRATOR'S CONTINGENCY FD	FEBRUARY POSTAGE	95.20
ARAMARK UNIFORM SERVICES	FEBRUARY LINEN SUPPLY	50.32
BAKER & TAYLOR INC	BOOKS	3,720.83
BAKER & TAYLOR INC	FREIGHT SURCHARGE	74.30
BAKER & TAYLOR INC	LOWE BOOKS	505.40
BAKER & TAYLOR INC	LOWE FREIGHT SURCHARGE	3.93
BAKER & TAYLOR INC	LOWE FREIGHT SURCHARGE	6.29
BAKER & TAYLOR INC	LOWE PROCESSING	49.18
BAKER & TAYLOR INC	PROCESSING	349.36
BAKER & TAYLOR INC	03/01/24-02/28/25 BWI REVIEWS	434.50
BMO FINANCIAL GROUP	JAN BOOK CLOTH FOR BOOKBINDING	13.99
BMO FINANCIAL GROUP	JANUARY ANTI FATIGUE FLOOR MAT	32.99
BMO FINANCIAL GROUP	JANUARY BOOKS	235.30
BMO FINANCIAL GROUP	JANUARY CLEANING GEL-KEYBOARDS	14.99
BMO FINANCIAL GROUP	JANUARY COMMAND HANG STRIPS	9.93
BMO FINANCIAL GROUP	JANUARY COVER CLEAR LAMINATE	126.90
BMO FINANCIAL GROUP	JANUARY DVD'S	528.37
BMO FINANCIAL GROUP	JANUARY HDMI CABLE	11.85
BMO FINANCIAL GROUP	JANUARY STAMPS	27.20
BMO FINANCIAL GROUP	JANUARY WIRELESS COUNTER	173.84
COOPERS TECHNOLOGY GROUP	INK FOR PRINTER	561.40
DEMCO EDUCATIONAL CORP	CD DVD PROCESSING SUPPLIES	593.19
THE FORUM	NEWSPAPER SUBSCRIPTION	326.89
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	2,008.75
HOOPLA	DIGITAL CONTENT	1,097.60
VICTOR LUNDEEN COMPANY	TAPE	39.28
MAGAZINE SUBSCRIPTION SERVICE	PERIODICAL NYT BOOK REVIEW FOL	242.80
MIDWEST PRINTING COMPANY	LABLES AND BOOKMARKS	135.00
OVERDRIVE INC	2023 DIGITAL CONTENT	914.88
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	295.00
VINCO INC	WIRING FOR WIFI	466.82
	F U N D T O T A L	13,146.28

Bigwood Event Center

ARAMARK	FEBRUARY LINEN SUPPLY	392.56
BJORN'S HEATING & AIR COND INC	BIGWOOD RTU-8 PREFUNCTION AREA	1,583.65
BMO FINANCIAL GROUP	01/13/24 BEVERAGES	16.78
BMO FINANCIAL GROUP	01/19/24 FOOD	82.57

Bigwood Event Center

BMO FINANCIAL GROUP	01/25/24 BEVERAGES	31.24
CLOVER	FEB POS MONTHLY CHARGE	177.83
DACOTAH PAPER CO	FEB STRAWS,COLD CUPS,GIBRALATO	301.63
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	1,189.00
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	1,384.84
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	510.63
TORKE COFFEE ROASTING COMPANY	FEBRUARY BEVERAGES-COFFEE	134.05
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	45.36
	F U N D T O T A L	5,850.14

T.I. 4-16 FM Bank

GENERAL FUND	TIF 4-16 PUBLISHING	279.13
	F U N D T O T A L	279.13

Capital Improvement

JOEL CARLSON INC.	MARCH LEGISLATIVE FEES	2,285.00
DAILY JOURNAL	FEB 2024 CHIP SEAL COAT & MARK	654.59
RACHEL CONTRACTING INC	PAY EST. NO. 1	35,809.30
	F U N D T O T A L	38,748.89

Airport Capital Improvement

QT PETROLEUM ON DEMAND LLC	BASE PLAN 01/01/24-12/31/24	1,195.00
SHORT ELLIOTT HENDRICKSON INC	AWOS RELOC.FINAL DESIGN,CONST	28,000.00
SHORT ELLIOTT HENDRICKSON INC	FUEL SYSTEM,CONST. ADMIN 90%	10,860.00
SHORT ELLIOTT HENDRICKSON INC	2023 AIRPORT MASTER PLAN	71,040.00
	F U N D T O T A L	111,095.00

Liquor Store

THE AMERICAN BOTTLING COMPANY	FEBRUARY/MIX	459.01
ARCTIC GLACIER USA INC	FEBRUARY/FREIGHT #3602405806	15.00
ARCTIC GLACIER USA INC	FEBRUARY/ICE #3602405806	128.52
ARTISAN BEER COMPANY	FEBRUARY/BEER	365.40
BELLBOY CORPORATION	FEBRUARY/FREIGHT	59.40
BELLBOY CORPORATION	FEBRUARY/LIQUOR	4,592.25
BEVERAGE WHOLESALERS INC	FEBRUARY/BEER	39,326.79
BEVERAGE WHOLESALERS INC	FEBRUARY/LIQUOR	2,125.20
BEVERAGE WHOLESALERS INC	FEBRUARY/MIX	237.30
BMO FINANCIAL GROUP	JANUARY MOOD PANDORA	62.44
BMO FINANCIAL GROUP	JANUARY POLY TWINE	61.47
BRAUN VENDING INC	FEBRUARY SUPPLIES-WATER	35.00
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/FREIGHT	175.31
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/LIQUOR	8,656.41
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/MIX	2.54
BREAKTHRU BEVERAGE MINNESOTA	FEBRUARY/WINE	2,128.00
CAYAN	FEB 2024 MONTHLY SERVICE FEE	160.74
D-S BEVERAGES, INC.	FEBRUARY/BEER	21,519.50
D-S BEVERAGES, INC.	FEBRUARY/LIQUOR	663.50
D-S BEVERAGES, INC.	FEBRUARY/MIX	497.80
DACOTAH PAPER CO	FEB DISH SOAP, CLOREX WIPES	101.05
DACOTAH PAPER CO	FEBRUARY BAGS	254.44
FERGUS BREWING COMPANY LLC	FEBRAURY/BEER	330.00
FERGUS BREWING COMPANY LLC	FEBRUARY/BEER	368.00
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	167,193.15
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	310.72
INDIGO SIGNS	FEB REPLACE FAILED LED LIGHTS	713.65
JB ELECTRIC	JANUARY LED RETROFIT	1,950.00
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/FREIGHT	1,000.66
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/LIQUOR	33,292.25
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/MIX	102.35
JOHNSON BROTHERS LIQUOR CO	FEBRUARY/WINE	13,683.55
JUNKYARD BREWING COMPANY LLC	FEBRUARY/BEER	497.00
LEAGUE OF MN CITIES INS TRUST	FEB WC DEDUCTIBLE-494365	201.78
THE MCKINNON COMPANY INC	FEBRUARY/MIX-RED BULL	580.20
PEPSI BEVERAGE COMPANY	FEBRUARY/MIX	701.15
PHILLIPS WINE & SPIRITS CO	FEBRUARY/FREIGHT	234.78
PHILLIPS WINE & SPIRITS CO	FEBRUARY/LIQUOR	6,600.26
PHILLIPS WINE & SPIRITS CO	FEBRUARY/MIX	86.46-
PHILLIPS WINE & SPIRITS CO	FEBRUARY/WINE	4,638.45
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	459.00
SMALL LOT MN	FEBRUARY/FREIGHT	18.00
SMALL LOT MN	FEBRUARY/LIQUOR	180.00

Liquor Store

SMALL LOT MN	FEBRUARY/WINE	708.00
SOUTHERN GLAZER'S OF MN	FEBRUARY/FREIGHT	218.61
SOUTHERN GLAZER'S OF MN	FEBRUARY/LIQUOR	16,371.69
SOUTHERN GLAZER'S OF MN	FEBRUARY/MIX	179.50
SOUTHERN GLAZER'S OF MN	FEBRUARY/WINE	1,796.72
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.21
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	78.36
VER-TECH INC	ANNUAL PM SERVICE ON BALER	288.20
VINOCOPIA INC	FEBRUARY/FREIGHT	5.00
VINOCOPIA INC	FEBRUARY/LIQUOR	148.75
	F U N D T O T A L	334,422.60

Refuse Disposal

WASTE MANAGEMENT	02/01-02/15/24 PRO SERVICES	3,897.71
EQUIPMENT FUND	MARCH EQUIPMENT RENT	46,971.08
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	86,059.65
HUNTER HAUGEN	2024 SAFETY BOOT REIMBURSEMENT	115.46
HOUSTON ENGINEERING INC	2023 FALL GW SW-184 PROF SERV.	8,188.75
HOUSTON ENGINEERING INC	2023 FALL GW SW-572 MONITORING	1,000.00
INDIGITAL INC	SCANNING 2021 AUDIT WORKPAPERS	120.89
LAKES COUNTRY SERVICE COOP	JANUARY RANDOM DRUG TESTING	70.00
LIBERTY TIRE SERVICES LLC	JANUARY CAR TIRES	1,154.00
METRO SALES, INC	01/18-02/17/24 COPIER RENT	16.56
METRO SALES, INC	01/18-02/17/24 COPIER USAGE	11.12
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	1,773.59
DEREK SHOL	2024 SAFETY BOOT REIMBURSEMENT	250.00
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	23.12
WEX	FEB EMPLOYER HSA CONTRIUBTION	416.66
	F U N D T O T A L	150,068.59

Sewage Treatment

ADMINISTRATOR'S CONTINGENCY FD	FEBRUARY TRAVEL ADVANCES	426.00
BMO FINANCIAL GROUP	JAN CLEANER, SEALANT	37.93

Sewage Treatment

BMO FINANCIAL GROUP	JAN DICKSON CIRCULAR CHART	228.97
BMO FINANCIAL GROUP	JAN MANUALS-WASTEWATER OPERATO	167.15
CARR'S TREE SERVICE, INC.	FEB WASTE WATER LINE TREES	2,639.35
CARR'S TREE SERVICE, INC.	WWTP TREE SERVICE	9,612.93
STATE OF MINNESOTA DEPARTMENT	2024 HAZARDOUS CHEMICAL FEE	100.00
EQUIPMENT FUND	MARCH EQUIPMENT RENT	13,569.00
FLEXIBLE PIPE TOOL COMPANY	FEB REPAIRS TO SEWER CAMERA	965.80
FLEXIBLE PIPE TOOL COMPANY	FEB SEWER CAMERA REPAIR PARTS	3,364.15
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	98,709.65
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	1,525.15
HAWKINS INC	FEB15:CHLORINE/SULFUR CYLINDER	50.00
INDIGITAL INC	SCANNING 2021 AUDIT WORKPAPERS	120.89
KORBY CONTRACTING COMPANY INC	FEB 18 TON CRANE, LIFT MIXER	440.00
LAKES COUNTRY SERVICE COOP	JANUARY RANDOM DRUG TESTING	70.00
METRO SALES, INC	01/18-02/17/24 COPIER RENT	16.56
METRO SALES, INC	01/18-02/17/24 COPIER USAGE	11.12
MN POLLUTION CONTROL AGENCY	FEB WASTEWATER ANNUAL PERMIT	5,900.00
STEFAN NELSON	2024 CDL EXAM	115.00
N.D. SEWAGE PUMP & LIFT STAT.	FEB LIFT STATION FLOATS (STK)	113.65
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	646.03
RMB ENVIRONMENTAL LABORATORIES	FEB ANALYSIS	334.40
RMB ENVIRONMENTAL LABORATORIES	FEB MONITORING	411.31
RMB ENVIRONMENTAL LABORATORIES	FEB 12: WEEKLY WASTEWATER	187.26
RMB ENVIRONMENTAL LABORATORIES	FEB12:WEEKLY WASTEWATER	147.14
RMB ENVIRONMENTAL LABORATORIES	FEB14: WEEKLY WASTEWATER	147.14
SPEE*DEE DELIVERY SERVICE INC	FEB SHIPPING	107.60
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	61.24
	F U N D T O T A L	140,225.42

Water

ADMINISTRATOR'S CONTINGENCY FD	FEBRUARY TRAVEL ADVANCE	213.00
ADMINISTRATOR'S CONTINGENCY FD	FEBRUARY UTILITIES REFUNDS	74.49
BMO FINANCIAL GROUP	JAN DRAIN SPADE,MINI SHOVEL	52.97
BMO FINANCIAL GROUP	JAN LOCKOUT BAGS FOR DEVICES	70.70
BMO FINANCIAL GROUP	JAN WALL CHARGER POWER STRIP	36.98
BMO FINANCIAL GROUP	JAN WIRELESS KEYBOARD & CASE	127.43
BMO FINANCIAL GROUP	JAN 3/8 DRIVE TORQUE WRENCH	19.99
BMO FINANCIAL GROUP	JANUARY BOILER LICENSE EXAMS	100.00

Water

BMO FINANCIAL GROUP	JANUARY DISPOSABLE GLOVES	10.30
BMO FINANCIAL GROUP	JANUARY IT MEETING/SARTELL	9.87
BMO FINANCIAL GROUP	JANUARY SCREEN PROTECTORS	7.86
BMO FINANCIAL GROUP	2024 MNGFOA MEMBERSHIP	70.00
CORE & MAIN LP	FEB 5/8X3/4 FLARED ANG MTR VLV	392.25
STATE OF MINNESOTA DEPARTMENT	2024 HAZARDOUS CHEMICAL FEE	100.00
EQUIPMENT FUND	MARCH EQUIPMENT RENT	5,183.83
JOHN DEERE FINANCIAL	FEB CO HWY 1 COMPRESSOR HYD HO	244.15
FERGUSON WATERWORKS #1657	FEB REPLACEMENT REGISTERS	787.08
FERGUSON WATERWORKS #1657	FEB 1.5" MACH 10 LIFE CHURCH	1,012.98
FERGUSON WATERWORKS #1657	FEB 1"FNPTX3/4" ANGLE MTR VALV	79.70
FERGUSON WATERWORKS #1657	FEB 2" MACH 10 METER COUNTRY I	1,202.77
FERGUSON WATERWORKS #1657	FEB 2" MACH 10 PARK GARDENS	1,197.79
FERGUSON WATERWORKS #1657	FEB 3/4" METER BOT CAP GASKET	2.10
FERGUSON WATERWORKS #1657	FEB 3/4" METER BOT CAP LINER	3.44
FERGUSON WATERWORKS #1657	FEB 3" MACH 10 METER AGGREGATE	3,159.80
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	80,203.65
GREAT PLAINS NATURAL GAS CO	FEBRUARY NATURAL GAS EXPENSE	1,553.40
HAWKINS INC	FEB CHLORINE/AMMONIA CYLINDER	20.00
INDIGITAL INC	SCANNING 2021 AUDIT WORKPAPERS	120.89
LAKES COUNTRY SERVICE COOP	JANUARY RANDOM DRUG TESTING	70.00
LEAGUE OF MN CITIES INS TRUST	FEB WC DEDUCTIBLE-496082	408.03
LOCATORS & SUPPLIES INC	FEB CLASS E HIGH VIS RAIN PANT	40.00
MCMASTER-CARR SUPPLY CO	FEB AUGER FLANGE BEARINGS	248.32
METRO SALES, INC	01/08-02/07/24 COPIER USAGE	70.94
METRO SALES, INC	01/18-02/17/24 COPIER RENT	16.55
METRO SALES, INC	01/18-02/17/24 COPIER USAGE	11.12
MOTION INDUSTRIES INC	FEB LIME AUGER PARTS (ADAM)	298.59
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	142.85
RMB ENVIRONMENTAL LABORATORIES	FEB 2ND HALF BACT. MONITORING	188.10
USA BLUEBOOK	FEB REPLACEMENT WINDSTOCK	104.17
USA BLUEBOOK	FEB SULFURIC/HACH FLOURIDE	290.02
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	409.55
	F U N D T O T A L	98,355.66

Storm Water

BMO FINANCIAL GROUP	JAN SWPPP RECERT. D.REGER	165.00
BMO FINANCIAL GROUP	JAN SWPPP RECERT. M.HARRINGTON	165.00

Storm Water

EQUIPMENT FUND	MARCH EQUIPMENT RENT	12,359.58
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	26,999.25
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	40.01
	F U N D T O T A L	39,728.84

Equipment

AURA FABRICATORS INC.	FEB SAND BLAST MATERIAL SHOP	100.00
AUTO VALUE - FERGUS FALLS	FEB AIR COUPLERS/TIRE PATCH SH	16.48
AUTO VALUE - FERGUS FALLS	FEB AIR FILTER UNIT 483	93.50
AUTO VALUE - FERGUS FALLS	FEB BLEND DOOR ACTUATOR U-44	22.99
AUTO VALUE - FERGUS FALLS	FEB CREDIT RETURNED BLOCK	23.99-
AUTO VALUE - FERGUS FALLS	FEB EMERY CLOTH (SHOP)	10.99
AUTO VALUE - FERGUS FALLS	FEB EMERY CLOTH (SHOP)	35.97
AUTO VALUE - FERGUS FALLS	FEB EPOXY PRIMER CATALYST	21.99
AUTO VALUE - FERGUS FALLS	FEB FILTER BYPASS VALVE U-5	31.99
AUTO VALUE - FERGUS FALLS	FEB FORD SQUAD BRAKE PADS/ROTO	169.97
AUTO VALUE - FERGUS FALLS	FEB LACQUER THINNER U-287	73.69
AUTO VALUE - FERGUS FALLS	FEB PAINT APPLICATOR GUN SHOP	208.99
AUTO VALUE - FERGUS FALLS	FEB PAINT HARDENER UNIT 287	39.98
AUTO VALUE - FERGUS FALLS	FEB PAINT MIXING CUP/FILTERS	3.06
AUTO VALUE - FERGUS FALLS	FEB SHOP TOWELS	21.99
AUTO VALUE - FERGUS FALLS	FEB STAT HOUSING UNIT 5	18.19
AUTO VALUE - FERGUS FALLS	FEB STOCK PARTS ORDER	38.83
AUTO VALUE - FERGUS FALLS	FEB URETHANE PRIMER U-287	125.08
AUTO VALUE - FERGUS FALLS	FEB WET OR DRY SANDPAPER	11.99
AUTO VALUE - FERGUS FALLS	FEB WET OR DRY SANDPAPER SHOP	11.99
AUTO VALUE - FERGUS FALLS	FEB 4 POLE CAR END TRAILER CON	9.99
BMO FINANCIAL GROUP	JAN ALUMINUM OXIDE BLACK 25#	159.96
BMO FINANCIAL GROUP	JAN BATTERY FUSE,CONNECTOR	73.67
BMO FINANCIAL GROUP	JAN 24 DRAWER PARTS STORAGE	39.60
BMO FINANCIAL GROUP	JANUARY CLEANER	26.97
BMO FINANCIAL GROUP	JANUARY CLEANER/DEGREASER	31.99
BMO FINANCIAL GROUP	JANUARY DISPOSABLE GLOVES	144.00
BMO FINANCIAL GROUP	JANUARY FACEBOOK AD-MECHANIC	33.83
BMO FINANCIAL GROUP	JANUARY WIPER/WASHER SWITCH	56.78
BMO FINANCIAL GROUP	JANUARY 12V REPLACEMENT BULB	53.69
DACOTAH PAPER CO	FEBRUARY URINAL SCREENS	105.00
STATE OF MINNESOTA DEPARTMENT	2024 HAZARDOUS CHEMICAL FEE	25.00

Equipment

EQUIPMENT FUND	MARCH EQUIPMENT RENT	1,833.33
EQUIPMENT FUND	RECEIPT MARCH EQUIPMENT RENT	207,621.67-
FARGO FREIGHTLINER	FEB CREDIT RETURNED TUBE	38.39-
FARGO FREIGHTLINER	FEB EGR PARTS FOR UNIT 242	92.96
FARGO FREIGHTLINER	FEB QUARTER FENDER TUBE U-242	64.99
FARGO FREIGHTLINER	FEB STEP UNIT 267	202.49
FASTENAL COMPANY	FEB LIFTMORE WINCH CABLES	258.36
FASTENAL COMPANY	FEB SHOP SUPPLY ORDER	160.64
GENERAL FUND	1ST QTR 2024 FIXED EXPENDITURE	44,168.00
NAPA AUTO PARTS - FERGUS FALLS	FEB FLOOR DRY (SHOP)	111.28
NAPA AUTO PARTS - FERGUS FALLS	FEB WHEEL VALVE STEMS	28.78
HOME DEPOT CREDIT SERVICES	FEB SANDBLASTER AIR REGULATOR	69.98
HOME DEPOT CREDIT SERVICES	FEB TAPE MEASURE (SHOP)	11.97
HOME DEPOT CREDIT SERVICES	FEB 3/8" QUICK CHANGE ARBOR	25.47
MCMASTER-CARR SUPPLY CO	FEB FOLDING TANK LEVEL RULER	75.10
MCMASTER-CARR SUPPLY CO	FEB M10X1.5 BOLTS (SHOP)	33.41
MCMASTER-CARR SUPPLY CO	FEB 1" BEARINGS FOR UNIT 468	63.61
MINNESOTA MOTOR COMPANY	FEB DOOR SILL PLATE/WEATHERSTR	212.66
NELSON AUTO CENTER	FEB SQUAD OIL DRAIN PLUGS STK	15.58
NELSON AUTO CENTER	2024 DODGE DURANGO #2104	42,163.00
NELSON AUTO CENTER	2024 DODGE DURANGO #2105	41,778.00
NORDWALL MACHINE	FEB DRILL/TURN PIN&SLUG U-214	112.50
OLSON OIL COMPANY INC	FEB NON OXYGENATED FUEL JACOB	62.01
OLYMPIC SALES INC	FEB COMPLETE HYD MANIFOLD U228	3,898.28
OLYMPIC SALES INC	FEB GRIPPER CYL/REBUILD KIT	2,258.62
POLICE DEPT CONTINGENCY FUND	2049/2082 TABS	48.00
POLICE DEPT CONTINGENCY FUND	2104 PLATES/TRANSFER TITLE/TAB	2,940.71
POLICE DEPT CONTINGENCY FUND	2105 TRANSFER TITLE	27.00
PRODUCTIVITY PLUS ACCOUNT	FEB AIR FILTER UNIT 487	59.75
PRODUCTIVITY PLUS ACCOUNT	FEB CE GRAY PAINT UNIT 287	168.03
PRODUCTIVITY PLUS ACCOUNT	FEB CREDIT ACCUMULATOR CLAMP	112.00-
PUBLIC UTILITIES DEPARTMENT	FEBRUARY PUBLIC UTILITIES	256.59-
SANITATION PRODUCTS INC	FEB 8" QUICK CLAMPS UNIT 262	254.21
SUMMIT COMPANIES	ANNUAL SPRINKLER INSPECTION	336.00
SWANSTON EQUIPMENT CO	FEB GLOBAL MAIN BROOM (STOCK)	1,142.86
SWANSTON EQUIPMENT CO	FEB GLOBAL SWEEPER PARTS ORDER	403.12
VERIZON WIRELESS	FEBRUARY CELL PHONE EXPENSE	82.48
WALLWORK TRUCK CENTER F.F.	FEB FIFTH WHEEL BUSHINGS U-214	41.95
	F U N D T O T A L	63,029.36-

Flexible Benefit Agency

Flexible Benefit Agency

WEX	REVERSE PO 134238 2023	668.34-
WEX	REVERSE PO 134238 2024	626.99-
WEX	2023 FLEX PLAN REIMB	291.60
WEX	2024 FLEX PLAN REIMB	5,449.03
	F U N D T O T A L	4,445.30

PEG Access

BMO FINANCIAL GROUP	4TH QTR 2023 FILING FORM 941	8.50
	F U N D T O T A L	8.50

Fergus Falls Convention and Visitor's Bureau, Inc.

BCBS OF MINNESOTA	MARCH HEALTH INSURANCE	1,108.81
BMO FINANCIAL GROUP	ANNUAL AUDIIO MEMBERSHIP	59.70
BMO FINANCIAL GROUP	JANUARY ALIBABA.COM	249.16
BMO FINANCIAL GROUP	JANUARY ALIBATA.COM/PENS	638.54
BMO FINANCIAL GROUP	JANUARY EVOLVE CREATIONS	300.00
BMO FINANCIAL GROUP	JANUARY GOOGLE ADVERTISING	141.84
BMO FINANCIAL GROUP	JANUARY INTERNET ON TABLET	5.55
BMO FINANCIAL GROUP	MONTHLY INTERNET	44.99
BMO FINANCIAL GROUP	01/06/24-01/05/25 ADOBE PHOTO	129.32
BMO FINANCIAL GROUP	01/20/24-01/19/25 ZOMM.US	172.51
BMO FINANCIAL GROUP	4TH QTR 2023 FILING FORM 941	8.50
	F U N D T O T A L	2,858.92
	T O T A L A L L F U N D S	590,777.14

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 04 DAY OF MARCH 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

3/04/2024

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

STATE OF MINNESOTA DEPARTMENT	250.00
MN DEPT OF TRANSPORTATION	1,191.70
MN POLLUTION CONTROL AGENCY	5,900.00
A-1 LOCK & KEY LLC	639.55
AVT FERGUS FALLS	707.00
ADMINISTRATOR'S CONTINGENCY FD	1,190.90
THE AMERICAN BOTTLING COMPANY	459.01
ARAMARK UNIFORM SERVICES	50.32
ARAMARK	430.47
SEAN ANDERSON	448.50
ARCTIC GLACIER USA INC	143.52
ARTISAN BEER COMPANY	365.40
AURA FABRICATORS INC.	450.00
AUTO VALUE - FERGUS FALLS	943.67
BAKER & TAYLOR INC	5,143.79
BELLBOY CORPORATION	4,651.65
BEVERAGE WHOLESALERS INC	41,689.29
BJORN'S HEATING & AIR COND INC	1,583.65
BCBS OF MINNESOTA	1,108.81
BMO FINANCIAL GROUP	20,323.39
BRAUN VENDING INC	35.00
BREAKTHRU BEVERAGE MINNESOTA	10,962.26
JOEL CARLSON INC.	2,285.00
CARR'S TREE SERVICE, INC.	12,252.28
CAYAN	160.74
CHARTER COMMUNICATIONS	85.59
CLIMATE CONTROL INC	75.00
CLOVER	177.83
COOPERS TECHNOLOGY GROUP	754.00
CORE & MAIN LP	392.25
D-S BEVERAGES, INC.	22,680.80
DACOTAH PAPER CO	1,390.11
DAILY JOURNAL	1,366.60
WASTE MANAGEMENT	3,897.71
DEMCO EDUCATIONAL CORP	593.19
EZ OPEN GARAGE DOOR	199.00
FARGO FREIGHTLINER	322.05
JOHN DEERE FINANCIAL	310.50
FASTENAL COMPANY	470.79
FERGUS BREWING COMPANY LLC	698.00
FERGUS HOME & HARDWARE	9.99
FERGUSON WATERWORKS #1657	7,445.66
FLEXIBLE PIPE TOOL COMPANY	4,329.95
THE FORUM	326.89
NAPA AUTO PARTS - FERGUS FALLS	140.06
GRAINGER INC	204.93
GREAT PLAINS NATURAL GAS CO	6,605.11

3/04/2024

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

JACOB HALVORSON	125.00
HUNTER HAUGEN	115.46
HAWKINS INC	70.00
HOME DEPOT CREDIT SERVICES	464.86
HOOPLA	1,097.60
HOUSTON ENGINEERING INC	9,188.75
HUMANA INSURANCE CO	29.03
INDIGITAL INC	362.67
INDIGO SIGNS	713.65
JB ELECTRIC	1,950.00
JK OUTDOORS LLC	215.97
JOHNSON BROTHERS LIQUOR CO	48,078.81
JOHNSON CONTROLS INC	810.35
JUNKYARD BREWING COMPANY LLC	497.00
KORBY CONTRACTING COMPANY INC	440.00
L G EVERIST INC	1,205.56
LAKE REGION HEALTHCARE CORP	75.00
LAKES COUNTRY SERVICE COOP	350.00
LEAGUE OF MN CITIES INS TRUST	609.81
LIBERTY TIRE SERVICES LLC	1,154.00
LOCATORS & SUPPLIES INC	40.00
VICTOR LUNDEEN COMPANY	39.28
MAGAZINE SUBSCRIPTION SERVICE	242.80
MARCO TECHNOLOGIES LLC	400.93
THE MCKINNON COMPANY INC	580.20
MCMASTER-CARR SUPPLY CO	420.44
METRO SALES, INC	328.98
MIDWEST PRINTING COMPANY	135.00
MHSRC/RANGE	1,530.00
MINNESOTA MOTOR COMPANY	212.66
MINNKOTA ENVIROSERVICES INC	47.20
MOBOTREX INC	82.00
MOTION INDUSTRIES INC	298.59
NARDINI FIRE EQUIPMENT CO INC	368.00
NELSON AUTO CENTER	83,956.58
BRUCE NELSON JR APPLIANCE SVC	134.98
STEFAN NELSON	115.00
NORDWALL MACHINE	112.50
N.D. SEWAGE PUMP & LIFT STAT.	113.65
NOVA FIRE PROTECTION, LLC	185.00
NYCKLEMOE & ELLIG, P.A.	7,450.00
OLSON OIL COMPANY INC	62.01
OLYMPIC SALES INC	6,156.90
OTTER TAIL COUNTY FIRE	50.00
OTC HUMANE SOCIETY INC	400.00
OTTER TAIL TELCOM	40,526.95
OVERDRIVE INC	914.88

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

PEARSON EDUCATION INC	877.50
PEPSI BEVERAGE COMPANY	701.15
PHILLIPS WINE & SPIRITS CO	11,387.03
PITNEY BOWES CREDIT CORP	705.00
POLICE DEPT CONTINGENCY FUND	3,414.72
POLICE DEPT PETTY CASH	23.92
PRODUCTIVITY PLUS ACCOUNT	115.78
PUBLIC UTILITIES DEPARTMENT	7,863.80
QT PETROLEUM ON DEMAND LLC	1,195.00
RMB ENVIRONMENTAL LABORATORIES	1,415.35
RACHEL CONTRACTING INC	35,809.30
REDSTONE TECHNOLOGIES INC	3,000.00
SANITATION PRODUCTS INC	254.21
DEREK SHOL	250.00
SHORT ELLIOTT HENDRICKSON INC	109,900.00
SMALL LOT MN	906.00
THE SMOKE-EATER PUBLICATIONS	25.00
SHI INTERNATIONAL CORP	5,023.56
SOUTHERN GLAZER'S OF MN	18,566.52
SPEE*DEE DELIVERY SERVICE INC	107.60
STENERSON BROTHERS LUMBER CO	230.29
SUMMIT COMPANIES	336.00
SWANSTON EQUIPMENT CO	1,545.98
TORKE COFFEE ROASTING COMPANY	134.05
TOTAL REGISTER SYSTEMS	32.21
UGSTAD PLUMBING INC	305.00
USABLE LIFE	88.00
USA BLUEBOOK	394.19
VERIZON WIRELESS	1,958.34
VER-TECH INC	288.20
VINCO INC	466.82
VINOCOPIA INC	153.75
WALLWORK TRUCK CENTER F.F.	41.95
WEX	4,861.96
TOTAL OTHER GOVERNMENT	7,341.70
TOTAL OTHER VENDORS	583,435.44
TOTAL ALL VENDORS	590,777.14

Will Meeks, Regional Director
U.S. Fish and Wildlife Service
5600 American Blvd. Suite 990
Bloomington, MN 55437-1458

February 16, 2024

I had a long discussion with Neil Powers, Project Leader for the Fergus Falls Wetland Management District, regarding the staffing issue at the Prairie Wetlands Learning Center in Fergus Falls. I have been associated with the Friends of the PWLC for about twenty-five years and was president for six years. This is the first time in the 25-year history of the Center that there are no FWS education staff. The PWLC is not only a local landmark, but a nationally recognized jewel and is the only residential learning center among the FWS Refuges. Its Prairie Science Classes are continuing but only because it is solely supported and staffed by the local school district. It has been recognized within the state as well as nationally and internationally for its success in teaching students about their natural environment within their normal curriculum. Most of the fourth and fifth grade students in School District 544 (up to 200/day) attend a half day of classes at the PWLC for the entire school year. There are currently no FWS staff available to assist those teachers nor provide services and programs to visitors or students from schools in the surrounding area. The FWS has an MOU with School District 544 as well as with the City of Fergus Falls to provide FWS educational staff and services.

So, what's the problem? Five years ago, several community members and Friends of the PWLC met with Tom Kerr and Charlie Blair, Refuge Chief, regarding the staffing issues at the Center. Specifically, there had not been a director at the Center for about three years and no Administrative Assistant for over a year. The Center successfully filled both of those positions in the ensuing year. Now the situation has become even more critical. The current Director of the PWLC is retiring at the end of March 2024. There has not been an Administrative Assistant for two years, and the three educational specialists that were here have all retired. It appears that the maintenance person will be the sole staff when our present director retires.

So, what can we do? First, there needs to be a mindset within the FWS that staffing is in a crisis and needs to have the highest priority. If there is money within the Service to buy all those white trucks, construct more storage buildings and make renovations on the Learning Center, there should be funds for staff. Second, the FWS must acknowledge it has an MOU with the school and another with the City of Fergus that is not being met. Third, the FWS, the Friends and the City of FF need to recognize that just because the PSC is functioning, the Learning Center is hurting and needs drastic measures to rectify this situation. Somehow a concerted lobbying network needs to be mounted by our community.

Rud C. Wasson
26284 190th St.
Fergus Falls, MN 56537
(c)218-205-4540

Prairie Wetlands Learning Center Needs Your Help

Staffing at the PWLC is in a crisis situation.

Current Status

For the first time in its 25 year history, there are no U.S. Fish and Wildlife Service (USFWS) education staff employed in Fergus Falls at the PWLC (as of summer 2023). The culmination of a trend that has been taking place for many years, positions once held by Dave Ellis, Teresa Jaskiewicz, and Molly Stoddard are expected to stand vacant for an unknown number of years. USFWS staff have been informed that the reason is because the U.S. Congress is failing to fund the USFWS at a level to keep up with the cost of inflation. While federal funding has been available to maintain facilities, budgets are inadequate to pay for employees as well as utilities.

As staff have retired, education positions have remained vacant, and services to the people of western Minnesota and beyond have been significantly reduced. For example,

- The visitor center and Bluestem Store are now closed to the public.
- The PWLC no longer offers USFWS staff-led educational programming for preschool through college level classes visiting the center with the exception of two visits per year with Fergus Falls Public Schools 3rd graders. Since most teachers prefer staff-led visits, the Prairie is void of the delighted voices of thousands of children from over 30 communities who visited up to 3 times per year.
- The PWLC no longer offers preschool through 6th grade summer nature programs, residential educational experiences for 5th grade and older, the Jr. Friends of the PWLC for youth, numerous special events for the public, and much more.

There are currently only two full-time USFWS employees at the PWLC, the maintenance worker and the visitor services manager. As of April 2024, there will be only one employee, the maintenance person.

The USFWS is legally obligated to provide staffing according to formal written agreements called Memorandums of Understanding held with the City of Fergus Falls (who owns the buildings) and Fergus Falls Public Schools (for the Prairie Science Class 4th and 5th grade partnership).

Decisions to fill positions are made at the midwest regional level. Local staff do not have hiring authority without permission from the regional office in Bloomington MN.

(Over for more...)

What is Being Done

The Friends of the PWLC, a local, private, non-profit organization, has taken a greater, temporary role in funding and hiring three seasonal positions to help fill the gaps in this crisis for spring 2024.

Leaders from local communities are joining together to express their concern and support for the PWLC to USFWS and U.S. Department of the Interior leadership and to federal senators and representatives.

An Invitation to Help the PWLC Thrive Again

Your help is also needed in the democratic process to voice your concerns as a private citizen and resolve this situation in a long-term, sustainable manner. Children, youth, and adults of west-central Minnesota CAN once again engage with USFWS staff in a meaningful way that leads to respect for and a positive relationship with the natural world that sustains us all. Would you please consider accepting this invitation to join us in supporting our much cherished Prairie Wetlands Learning Center? In expressing what the PWLC means to you, your family, your friends, your community?

Best Ways to Help

1. Write letters. Make phone calls.
2. Tell your friends, family, co-workers, and neighbors.
3. Copy this flyer and hand it out to people you know.
4. Share within your sphere of influence (social media, faith family, school, senior center, service club, day care, etc.)

Best People to Contact

U.S. Senator Amy Klobuchar
Dirksen Senate Building
Washington DC 20510
Phone: 202-224-3244

U.S. Senator Tina Smith
720 Hart Senate Office Building
Washington DC 20510
Phone: 202-224-5641

U.S. Representative Michelle Fischbach
1004 Longworth House Office Building
Washington DC 20515
Phone: 202-225-2165