



City of Fergus Falls Committee of the Whole Agenda

March 27, 2024
7:00 am
City Council Chambers

- A. Call to Order
- B. Roll Call
- C. Discussion Items
 - 1. City Logo
Jean Bowman
Requested Action: Recommendation to the council to approve the new city logo
 - 2. Open Forum Policy
Andrew Bremseth
Requested Action: Recommendation to the council to amend the open forum policy
 - 3. Grant Agreement with the Office of Justice Departments
Kile Bergren
Requested Action: Recommendation to the council to accept a Pathways to Policing grant from the Office of Justice Programs
 - 4. Council Cannabis Committee Update
Kile Bergren

Additional Agenda Items

Announcements

March 29 Most city offices closed for the observance of Good Friday. Garbage and recycling normally picked up on Friday will be moved to Thurs the 28th. Thursday's collection will be moved to Wed March 27.

April 1 City Council meeting 5:30 pm

April 10 Committee of the Whole meeting 7:00 am

Adjourn

Council Action Recommendation

Page 1 of 2

Meeting Date

March 27, 2024 – Committee of the Whole

April 1, 2024 – City Council

Subject

Updated City Logo and Brand Guidelines

Action Requested

Approve the New City Logo

Background

On September 5, 2023, the City Council approved the communications plan which includes a logo refresh and branding guidelines. The purpose of a new logo is to bring a fresh identity and cohesive energy around a more modern and updated logo mark. The new logo will make a strong first impression and become the foundation of our brand identity. It will revive the city's image, serve as a visual representation, and will emphasize the uniqueness and positive aspects of Fergus Falls. The image will reflect our progress, growth, strengths, and values and help citizens identify and align with the city.

The current logo was designed in the early 1990s through a community contest for the city's tourism work (which was then handled in-house). The font and colors are outdated, and the graphic image (three waves/falls) don't adequately represent the city's strengths/identifying assets.

Process

In 4Q 2023 we engaged the professional services of Intrinsic Designs, a local firm with experience in brand identity and general design expertise. Over the course of five months, we conducted five stakeholder focus groups, both internal and external. External focus groups included local marketing professionals, local youth (marketing students at FFHS) and members of the Fergus Falls Senior Center. We brainstormed the city's values and refined designs through four iterations, ultimately agreeing unanimously on the final selection.

Recommendation

The recommended logo (right) builds on the three "waves" and uses dark blue, reminiscent of the current logo. These "waves" can generally depict water, waterfalls, the river or even a road/journey. The lower half suggests forward motion, action, momentum. Blue is associated with knowledge and reliability. The top portion, the prairie flowers, and grasses (and a bird) provide a sense of identity and place-making. Orange is associated with energy, welcoming and liveliness.



During the design process, department heads provided an inventory of places/things that would need the new logo. Everything from the water tower (est. 2027) to business cards and all electronic elements will eventually incorporate the new logo. This will occur gradually as funds are available. Digital elements will roll out as soon as possible.

Additional Brand Guidelines

PRIMARY

FergusFalls_primary_color



FergusFalls_primary_black



WORDMARK

FergusFalls_wordmark 1



FergusFalls_wordmark 2



FergusFalls_wordmark 3



Budgetary Impact

None

Respectfully Submitted: Jean Bowman



Council Action Recommendation

Page 1 of 2

Meeting Date:

3/27/2024 Committee of the Whole, 4/1/24 City Council

Subject:

Open Forum Policy Revisions

Recommendation:

- Resolution adopting a revised open forum policy

Background/Key Points:

After a productive discussion at the March 18, 2024 City Council meeting, the Council directed staff to bring back proposed revisions to the open forum policy based on takeaways from this conversation. It was evident to staff that there was a majority of Council members that favored moving the open forum portion of the meeting to a time prior to the meeting and off-camera. This is consistent with the other local governments in Fergus Falls and still provides direct and meaningful access to the City Council with questions, comments, or concerns. Having it before the meeting allows for more “informal” discussion, which could include answering the speaker’s question in real time or asking follow-up questions. Further, it allows the Council the ability to add a topic, by unanimous consent, to the agenda for that evening’s meetings. Staff is proposing that the open forum be held at 5:15 PM prior to each Council meeting and that the Council is seated and prepared to begin at that time, as no prior sign-up is required to participate in the open forum.

The other revision that the Council articulated a desire for is a process related to how we follow up with speakers. If a speaker is sharing feedback or a comment, no follow up may be necessary. If there is a question that is posed that can’t be answered on the spot, staff can compile an answer and a recap can be provided by the mayor at the following meeting. In some cases, staff may ask the Council to make a motion directing staff to address the topic, as depending on the circumstances, it may be time and labor intensive. The intent is not to create additional work for staff or to create new data, but rather to provide and supply existing information to answer the public’s questions.

Similar to legislative hearings, staff is requesting that individuals “sign in” immediately before or after speaking at the open forum. This allows us to get the name/spelling of the individual correct in the record, but it also allows us to know how to contact or follow up with them.

The council also asked staff to weigh-in about how the minutes would be handled if the open forum was held “outside” of the meeting. As we did when the open forum was previously held before the meeting, we would note at the end of the meeting minutes (after Lynne’s signature) who spoke at the open forum and the topic they discussed. This keeps them “out” of the official minutes but allows a permanent record to exist.

Other parts of the open forum policy seem to be working well and are consistent with other local governments in Fergus Falls. Staff feels that the rest of the policy can remain in place to ensure a respectful and efficient open forum process.

Budgetary Impact:

None

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

None

Open Forum Policy

1. The City of Fergus Falls offers an open forum at 5:15 pm on the dates the City Council holds their regular City Council meetings. The open forum is an opportunity to address the Fergus Falls City Council regarding a city business item that is not on the agenda of a regular meeting to talk about a city issue. It is not intended as a time for ~~to make a~~ presentations. The open forum is not televised, broadcast or streamed.
2. When addressing the council, participants shall address the Council from the podium and speak into the microphone. Each participant shall begin by stating their name and if they are a resident of the city. Participants are asked to provide their name and contact information to ensure the correct spelling of names and the best way to respond to the speaker.
3. Speakers will be limited to a maximum of THREE minutes, unless additional time is granted by the Mayor.
4. All remarks should be directed to the City Council. The Mayor may limit the number of individuals on any issue to accommodate time set aside for the open forum session.
5. Open forum comments may be limited if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, discriminatory, or do not relate to official city business. Participants shall conduct themselves in a professional, courteous manner and refrain from the use of profanity.
6. The open forum must not be used to make personal attacks on the Mayor, Council, city staff, members of the public, or any business.
7. It is inappropriate to use the open forum to make political endorsements, political speeches or for any political campaign purposes.
8. The council will generally not engage in debate or dialogue with speakers during the open forum session. The City Council ~~and~~ may refer the issue to staff or ask that it be scheduled on a future agenda, if necessary. If information is available, staff will provide a recap for the mayor to read at the next City Council meeting.
9. Speakers will not be permitted on the same subject more than 2 times within a 12-month period.
10. The use of city technology may be allowed with advance notice and availability.

Formatted: Justified

Formatted: Strikethrough



Council Action Recommendation

Page 1 of 1

Meeting Date: March 27, 2024

Subject: Pathways to Policing Grant

Recommendation: Approve and sign contract grant.

Background/Key Points: The police department applied for and received a Pathways to Policing grant administered by the Office of Justice Programs. The grant provides funding to help fill police officer positions by providing funding for tuition and salaries for non-traditional applicants. The grant is a 50% match to department funds. We were awarded \$16,380 for two positions.

Budgetary Impact: Match of \$16,380.

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515

Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799

www.ojp.dps.mn.gov

March 13, 2024

Chief Kile Bergren
Fergus Falls Police Department
122 W Junius Ave
Fergus Falls, mn 56537

Dear Chief Bergren,

I am pleased to inform you that the proposal A-PTP-2024-FERGUSPD-010 for the 2024-25 Pathways to policing program has been selected for funding. The tentative award amount is \$16,380, contingent upon final negotiation of a budget.

Kristin Lail will be contacting you soon to finalize negotiations and start the pre-award process. Once the application is approved, we will initiate the grant contract agreement in e-grants. You will then receive a message from e-grants when the grant agreement is ready for signature.

Contact Kristin at kristin.lail@state.mn.us if you have any questions.

Congratulations on being selected for funding. We look forward to working with you to ensure success on your initiative.

Sincerely,

Kim Babine
Deputy Director of Programs
Office of Justice Programs

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ will enter into
(Name of your organization)
a cooperative agreement with the Office of Justice Programs in the
Minnesota Department of Public Safety.

_____ is hereby authorized to execute
(Title of authorized official)
such agreements and amendments, as are necessary to implement
the project on behalf of _____.
(Name of your organization)

I certify that the above resolution was adopted by the

_____ of _____ on
(Executive Body) (Name of your organization)

(Date)

SIGNED:

(Signature)

(Title)

(Date)

WITNESSETH:

(Signature)

(Title)

(Date)

FERGUS FALLS POLICE DEPARTMENT

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

To: Mayor and City Councilmembers
From: Kile Bergren, Chief of Public Safety
Ref: Cannabis Zoning
Date: March 22, 2024

The cannabis working group has been examining the issue of zoning of cannabis businesses in town. Currently our ordinance indicates that Hemp-derived THC sales can only occur in a B3 zone or higher. The working group feels that for new Cannabis Retailers a B3 or B6 zone or higher is the appropriate place for licensed cannabis sales. Cannabis Microbusinesses and Mezzobusinesses will be placed in an industrial zone.

The state law also allows for cities to adopt reasonable zoning restrictions on the time, place and manner of cannabis business operations. State law allows a city to place a restriction of up to 1000 feet from a school and up to 500 feet from a park, day care, or residential treatment facility.

In general, I think the group mostly supports these restrictions. The question has come up regarding the downtown business district, and whether the distance restrictions from parks should be maintained at 500 feet, reduced to a lower distance, or exclude the downtown area from the restrictions.

The central downtown business district is defined in ordinance as the area bounded by Washington Avenue to the south and Cavour Avenue to the north. Vine Street to the west and Whitford and Friberg Avenue to the east.

Before proceeding with a final recommendation, the group would like to gather additional input from the council. The scope of this question is strictly related to zoning and setback requirements. If you have any other questions regarding the process, please feel free to contact me or a member of the working group.