

Fergus Falls

Port Authority

112 West Washington, Fergus Falls, MN 56537
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MEMORANDUM

TO: Port Authority Commissioners
Rolf Nycklemoe
Bill Sonmor
Mayor Ben Schierer
News Media

FROM: Klara Beck

DATE: August 15, 2024

A Port Authority meeting will be held on **Monday, August 19, 2024** in the Council Chambers of City Hall following the City Council meeting.

The Agenda is as follows:

- 1) Approval of Meeting Minutes from June 17, 2024, Port Authority meeting
- 2) New Business
 - a) RFQ for snow & lawn services at CBHH (1801 Alcott Ave W)
 - b) Request for Right of First Refusal- SCR Solutions
- 3) 2025 Port Authority Budget Discussion
- 4) Old Business
- 5) Adjourn

For accommodations if you have special needs, please call 332-5400 or 1-800-627-3529, TTY, Voice, ASCII (Minnesota Relay Service)

Port Authority Meeting
June 17, 2024

The Fergus Falls Port Authority held a meeting on June 17, 2024, in the City Council Chambers. Port Authority President Scott Rachels called the meeting to order at 7:37 pm, and the following members were in attendance: Rachels, Hicks, Fish, Job, Kvamme, and Rufer.

Minutes

A motion and second were made by Rufer and Hicks to approve the minutes from the January 16, 2024, and the February 5, 2024, Port Authority meetings and the motion carried.

Greater Fergus Falls

A working group of City Council members and Greater Fergus Falls has been meeting to consider an amendment to their current contract language. Greater Fergus Falls is proposing they receive an additional \$4,000 per month to market and sell city and Port Authority owned land to encourage economic development. Greater Fergus Falls has proposed receiving a 5% commission for each of their sales. The agreement would be reviewed after three years. An additional \$48,000 would come from a 0.6% increase in the Port Authority levy.

The group has also been working on improving communication between the two organizations. Quarterly reports have been suggested to be provided to the council and that a council member become a board member of the Greater Fergus Falls organization. After discussion, a motion and second were made by Hicks and Kvamme to direct the City Attorney draft a professional services agreement that both the city and port would need to consent to, and the motion carried. A motion and second were made by Fish and Job to appoint Scott Rachels to the Greater Fergus Falls board and the motion carried.

The meeting adjourned at 7:55 pm

Lynne Olson



Port Authority Memo

Page 1 of 1

Meeting Date: August 19, 2024

Subject: Request for Quotes (RFQ)

Recommendation: Authorize Port Authority staff to release an RFQ for lawn maintenance and snow removal services for the CBHH.

Background/Key Points: The Port Authority is the owner of the treatment facility at 1801 Alcott Ave W. The facility is leased to the State of Minnesota for operation of the Community Behavioral Health Hospital (CBHH). As landlord, the Port Authority has the responsibility to provide lawn maintenance and snow and ice removal services to the tenants.

The Port Authority last went out for quotes for outdoor services for the CBHH in 2020. To ensure a fair and open process for employing service providers, staff suggest running an RFQ period from Tuesday, September 3- Friday, September 13. At its Monday, September 16 meeting, the Port may then vote to accept a quote for contract services beginning November 1, 2024- November 1, 2026.

Respectfully Submitted:

Klara Beck, Executive Director
Fergus Falls Port Authority



Fergus Falls Port Authority
112 W Washington Ave
Fergus Falls, MN 56537

Letter of Interest to Purchase Land / First Right of Refusal

August 13, 2024

To Whom It May Concern:

I am writing this letter on behalf of my client Marc Sikkink and SCR Solutions, to declare interest in purchasing the following property from the Fergus Falls Port Authority:

- 1) Parcel ID #: 71003500011005

Based on discussions with City Staff, we understand the subject parcel to be a part of a conservation easement with the DNR and discussions are ongoing to “exchange” this land for another parcel, thus removing the conservation easement and allowing for SCR Solutions to purchase this parcel and ensure their continued growth. Purchasing the land is the ultimate goal of SCR Solutions.

Since this isn't possible today, SCR Solutions would request the Port Authority and City of Fergus Falls provide them with a first right of refusal so that in the event the land does become available, they have the first option to purchase it from the Port Authority.

Thank you for considering our proposal. We look forward to the opportunity to discuss this matter further.

Best regards,

Andrew Yaggie

Andrew Yaggie