

Port Authority  
August 19, 2024

The Fergus Falls Port Authority held a meeting on August 19, 2024, in the City Council Chambers. Port Authority President Scott Rachels called the meeting to order at 5:58 pm and the following members were in attendance: Rufer, Kremeier, Rachels, Fish, Job and Kvamme. Hicks was absent.

**Minutes**

A motion and second were made by Job and Kvamme to approve the minutes from the June 17, 2024, meeting and the motion carried with Kremeier abstaining (Kremeier was not a member of the Port Authority for its last meeting).

**RFQ for Snow and Lawn Services**

The Port Authority owns the Community Behavioral Health Hospital (CBHH) building at 1801 Alcott Ave W, which is leased to the State of Minnesota. As the landlord, the Port is responsible for providing lawn maintenance and snow/ice removal services for the facility. The last Request for Quotes (RFQ) was issued in 2020. Staff recommends initiating a new RFQ process for these services, with the contract running from November 1, 2024, to November 1, 2026. A motion was made by Kvamme and seconded by Rufer to approve the RFQ process, and the motion carried.

**Request for Right of First Refusal, SCR Solutions**

The Port Authority owns the land behind SCR Solutions which is part of a conservation easement with the DNR. Staff have been talking with the DNR about removing the easement to promote industrial growth. SCR Solutions understands the land is not available at this time but have provided a written request for the right of first refusal if the easement were to be lifted. A motion and second were made by Rufer and Kvamme to direct the City Attorney to draft a proposal agreement for the first right of refusal with SCR Solutions and the motion carried.

**2025 Port Authority Budget**

Finance Director Bill Sonmor reviewed the Port Authority's proposed budget. As a separate legal government entity, they have levied a tax of \$72,000 for 2024. They are proposing a levy of \$120,000 in 2025, which includes a \$48,000 contract with Greater Fergus Falls for economic development professional services. A working group of City Council members and Greater Fergus Falls will be discussing a services agreement and will bring forward a recommendation to the Port Authority at their next meeting. Sonmor also reviewed staffing, the farmland rental and the CBHH facility portions of the budget. The CBHH facility is fully funded by the State of Minnesota. The Port will be asked to adopt the preliminary budget following discussion at a September 3 meeting.

The meeting adjourned at 6:15 pm

*Lynne Olson*