

# FAIRMONT CITY COUNCIL AGENDA

## 1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

**MONDAY, SEPTEMBER 14, 2015**

at 5:30 p.m. in the City Hall Council Chambers

## 2. ROLL CALL -

Mayor Quiring  
Councilors: Anderson  
Askeland  
Clerc  
Peters  
Zarling

## 3. DETERMINATION OF QUORUM -

## 4. PLEDGE OF ALLEGIANCE

## 5. READINGS OF MINUTES -

- 5.1 Minutes of Regular Meeting, August 24, 2015 (01-02)

## 6. OPEN DISCUSSION -

- 6.1 Open Discussion (03)

## 7. RECOGNITIONS/PRESENTATIONS -

- 7.1 Project 1590 Presentation (04)

**8. SCHEDULED HEARINGS –**

- 8.1 Public Hearing – Sale of 33.5’ x 46’ of 1330 N. North Avenue (05)
  - 8.1a Hearing Notice (06-07)
  - 8.2b Draft Ordinance 2015-08 (08-09)
- 8.2 Public Hearing – Sale of Lake Shore Lots along Lake Park Blvd. (10)
  - 8.1a Hearing Notice (11-12)
  - 8.2b Draft Ordinance 2015-09 (13-14)

**9. ADMINISTRATIVE APPEALS -**

**10. FINANCIAL REPORTS –**

**11. REPORTS OF BOARDS, COMMITTEES, AND DEPARTMENT HEADS –**

**12. LICENSES AND PERMITS –**

- 12.1 Application for On Sale Liquor License/Sunday Liquor License for Fraternal Order of Eagles #3394 (15)
- 12.2 Martin County Preservation Association – Temporary On-Sale Liquor License (16)
  - 12.2a Application (17)

**13. OLD BUSINESS –**

**14. NEW BUSINESS –**

14.1	Excess Inventory	(18)
14.1a	List of excess property	(19)
14.2	Call for a Public Hearing on Proposed Ordinance 2015-10 Ordinance Amending City of Fairmont's Zoning Map	(20)
14.2a	Staff comments, Planning Commission Public Hearing Notice	(21-24)
14.2b	Planning Commission Minutes, September 1, 2015	(25-26)
14.2c	Draft Ordinance No. 2015-10	(27-28)
14.3	2016 Proposed Budget and Tax Levy	(29)
14.3a	Memo to Mayor and City Council	(30)
14.3b	Proposed 2016 Budget and Tax Levy Information	(31-42)
14.4	Airport Grant Agreement	(43)
14.4a	Resolution 2015-27	(44)
14.4b	State Grant Agreement	(45-48)

**15. REGULAR AND LIQUOR DISPENSARY BILLS –**

**16. STATUS REPORTS/ORAL**

**17. ADJOURNMENT –**

**ADDITIONAL ATTACHMENTS –**

The minutes of the Fairmont City Council meeting held on Monday, August 24, 2015 at the City Hall Council Chambers.

Mayor Randy Quiring called the meeting to order at 5:30 p.m. Council Members Terry Anderson, Chad Askeland, Wes Clerc, Bruce Peters and Jim Zarling were present. Also in attendance: City Administrator Mike Humpal, Public Works Director/City Engineer Troy Nemmers, City Attorney Elizabeth W. Bloomquist, Finance Director Paul Hoye, Police Chief Greg Broolsma and City Clerk Patricia Monsen.

It was moved by Council Member Clerc seconded by Council Member Askeland and carried to approve the minutes of the regular City Council meeting of August 10, 2015.

During open discussion, Mayor Quiring thanked the Martin County Fair Board for another successful year of the Martin County Fair. Council Member Askeland asked the Council to consider allowing camping for tournaments in Fairmont.

Council Member Anderson made a motion to allow The Gathering to hold events in Citizen's Plaza Park and Sylvania Park on September 26, 2015. Council Member Peters seconded the motion and the motion carried.

Council Member Clerc made a motion to allow Grant Street to be blocked off between Tilden Street and Webster Street for a Rally Sunday Carnival and block party on September 13, 2015 from 10:30 a.m. to 2:00 p.m. Council Member Anderson seconded the motion and the motion passed.

Council Member Askeland made a motion to set a public hearing for September 14, 2015 to finalize lake access lot sales along Lake Park Boulevard. Council Member Peters seconded the motion and the motion carried.

Much discussion was held on the issue of changing the speed limits along South State Street and Albion Avenue from TH15 to Interlaken Road. Council Member Zarling made a motion to leave the speed limits as they currently are along South State Street and Albion Avenue from TH15 to Interlaken Road. Council Member Clerc seconded the motion and the motion carried. Council Member Askeland opposed the motion.

Council Member Peters made a motion to set a public hearing for September 14, 2015 on proposed **Ordinance 2015-08** for the sale of 33.5' x 46' from 1330 N North Avenue. Council Member Askeland seconded the motion and the motion carried.

Council Member Zarling made a motion to adopt **Resolution 2015-24** declaring costs for the 2015 Improvement Program and ordering the assessment roll to be prepared. Council Member Peters seconded the motion. On roll call: Council Members Peters, Zarling, Anderson, Askeland and Clerc all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Clerc made a motion to adopt **Resolution 2015-25** calling for a public hearing on proposed assessments for the 2015 Improvement Projects to be held on Monday,

September 28, 2015. Council Member Anderson seconded the motion. On roll call: Council Members Zarling, Anderson, Askeland, Clerc and Peters all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Anderson made a motion to authorize the Mayor to sign the Grant Agreement for Phase 1 design of the hangar area pavement project at the airport. Council Member Askeland seconded the motion and the motion passed.

Council Member Anderson made a motion to issue an Order to Thomas D. Unruh to make repairs or raze nine properties that are owned by him and to direct staff to bring a motion for summary enforcement to Martin County District Court if the Order is not complied within 30 days. Council Member seconded the motion and the motion passed.

Council Member Zarling made a motion to approve the appointment of Mary Jo Moltzen to the Public Utilities Commission. Council Member Askeland seconded the motion and the motion passed.

A motion was made by Council Member Zarling, seconded by Council Member Askeland and carried to adjourn the meeting at 6:05 p.m.

ATTEST:


\_\_\_\_\_  
Randy J. Quiring  
Mayor

\_\_\_\_\_  
Patricia J. Monsen, City Clerk

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.1**

**MEETING DATE:** September 14, 2015

**SUBJECT:** Open Discussion

**REVIEWED BY:** Mike Humpal, CEcD, City Administrator 

**SUBJECT INITIATION BY:**

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:**

**INTRODUCED BY:** Mayor Randy Quiring

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input checked="" type="checkbox"/>	No action needed	<input type="checkbox"/>	

**STATEMENT:** Prior to regular business, is there any open discussion?

**MOTION:** None

**VOTE REQUIRED:**

**ATTACHMENTS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

MEETING DATE: September 14, 2015

SUBJECT: Project 1590 Presentation

REVIEWED BY: Mike Humpal, CEcD, City Administrator *MH*

SUBJECT INITIATION BY:

<input checked="" type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENDED ACTION BY:

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input checked="" type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: Project 15-90 will give an update.

MOTION: N/A

VOTE REQUIRED: N/A

ATTACHMENTS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

MEETING DATE: September 14, 2015

SUBJECT: Public Hearing – Sale of 33.5’ x 46’ of 1330 N. North Avenue

REVIEWED BY: Mike Humpal, CEcD, City Administrator *[Signature]*

**SUBJECT INITIATION BY:**

<input checked="" type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input checked="" type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input checked="" type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input checked="" type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

**STATEMENT:** The Council will take public input on the sale of 33.5’ x 46’ from 1330 N North Avenue. This property was donated to the City; the City removed the blighted house and garage from this lot earlier this summer. The sale of the piece of property will square up both lots. The adjoining property owner has offered to purchase the property for either \$350 and incur all the associated costs to combine the piece with their property at 1324 N North Avenue.

**MOTION #1:** To close Public Hearing

**MOTION #2:** To approve Ordinance No. 2015-08, the sale of 33.5’ x 46’ from 1330 N North Avenue for the sum of \$350 to Rebecca Denaway.

**VOTE REQUIRED MOTION #1:** Simple majority

**VOTE REQUIRED MOTION #2:** Simple majority (Roll call)

**ATTACHMENTS:**

- Hearing Notice
- Draft Ordinance 2015-08

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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_



OFFICIAL PUBLICATION

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Fairmont will hold a public hearing to consider proposed Ordinance No. 2015-08.

WHEREAS, the City of Fairmont is the owner of real estate located at 1330 N. North Avenue, Fairmont, Martin County, Minnesota, and;

WHEREAS, said real property is legally described as:

Lot Fifteen, in Block Four of Lake George Addition to Village (now City) of Fairmont, according to the map or plat thereof on file and of record in the Office of the County Recorder in and for said County and State, excepting therefrom the West 120 feet thereof, and;

WHEREAS, City staff was approached by Rebecca Denaway with a request to purchase the vacant property described above for \$350.00, and;

WHEREAS, the City obtained title to the above described real property so that it could demolish a blighted building located thereon, and;

WHEREAS, the blighted building has been demolished and the City does not have any plans to develop the described real property, and;

WHEREAS, it would be in the City's best interest to have the real property placed back on the tax rolls by transferring it into a private ownership, and;

WHEREAS, the Fairmont City Council, after holding a public hearing, determined that it is in the best interest of the City of Fairmont to transfer the above described real estate to Rebecca Denaway.

NOW THEREFORE, it is hereby ordained by the Fairmont City Council as follows:

The real property described above will be transferred from the City of Fairmont to Rebecca Denaway for the sum of \$350.00.

Rebecca Denaway pay all costs associated with the transfer of the real estate and joining it to her real property at 1324 N. North Avenue.

The Mayor and the City Clerk are authorized to sign any and all documents necessary to transfer the real property described above.

**You are further notified** said hearing will be held in the **City Council Chambers of City Hall**, 100 Downtown Plaza, Fairmont, Minnesota on Monday, September 14, 2015 at 5:30 p.m.

BY ORDER OF THE CITY OF FAIRMONT

/s/ Patricia J. Monsen  
Patricia J. Monsen  
City Clerk

ORDINANCE NO. 2015-08

DRAFT

ORDINANCE TO SELL REAL PROPERTY

WHEREAS, the City of Fairmont is the owner of real estate located at 1330 N. North Avenue, Fairmont, Martin County, Minnesota, and;

WHEREAS, said real property is legally described as:

Lot Fifteen, in Block Four of Lake George Addition to Village (now City) of Fairmont, according to the map or plat thereof on file and of record in the Office of the County Recorder in and for said County and State, excepting therefrom the West 120 feet thereof,

and;

WHEREAS, City staff was approached by Rebecca Denaway with a request to purchase the vacant property described above for \$350.00, and;

WHEREAS, the City obtained title to the above described real property so that it could demolish a blighted building located thereon, and;

WHEREAS, the blighted building has been demolished and the City does not have any plans to develop the described real property, and;

WHEREAS, it would be in the City's best interest to have the real property placed back on the tax rolls by transferring it into a private ownership, and;

WHEREAS, the Fairmont City Council, after holding a public hearing, determined that it is in the best interest of the City of Fairmont to transfer the above described real estate to Rebecca Denaway.

NOW THEREFORE, it is hereby ordained by the Fairmont City Council as follows:

1. The real property described above will be transferred from the City of Fairmont to Rebecca Denaway for the sum of \$350.00.
2. Rebecca Denaway pay all costs associated with the transfer of the real estate and joining it to her real property at 1324 N. North Avenue.
3. The Mayor and the City Clerk are authorized to sign any and all documents necessary to transfer the real property described above.

PASSED, APPROVED AND ADOPTED, this 14th day of September, 2015.

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Randy Quiring, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk

1<sup>st</sup> Reading: August 24, 2015  
2<sup>nd</sup> Reading: September 14, 2015

Motion by:  
Seconded by:  
All in favor:  
Opposed:  
Abstained:  
Absent:

MEETING DATE: September 14, 2015

SUBJECT: Public Hearing – Sale of lake shore lots along Lake Park Boulevard

REVIEWED BY: Mike Humpal, CEcD, City Administrator *MH*

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input checked="" type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input checked="" type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

<input checked="" type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The Council will take public input on the sale of the lake shore lots located along Lake Park Boulevard.

MOTION #1: To close Public Hearing

MOTION #2: To approve Ordinance No. 2015-09, the sale of lake shore lots along Lake Park Boulevard to the adjacent property owners for the appraised prices.

VOTE REQUIRED MOTION #1: Simple majority

VOTE REQUIRED MOTION #2: Simple majority (Roll call)

ATTACHMENTS:

1. Hearing Notice
2. Ordinance 2015-09

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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICIAL PUBLICATION

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Fairmont will hold a public hearing to consider proposed Ordinance No. 2015-09.

WHEREAS, the City of Fairmont is the owner of real estate located along Lake Park Boulevard in the City of Fairmont, Martin County, Minnesota, and;

WHEREAS, said real property is legally described as:

A tract of land in Southwest Quarter of the Southwest Quarter of Section 8, Township 102 North, Range 30 West, City of Fairmont, Martin County, Minnesota, described as follows:

Commencing at the Northwest corner of Lot 3 Block 3 in BRODT'S LAKE PARK ADDITION according to the plat thereof on file and of record in the office of County Recorder; thence North 00 degrees 13 minutes 08 seconds West on the northerly extension of the west line of Lot 3 of said Block 3, a distance of 58.73 feet to the point of beginning; thence North 58 degrees 08 minutes 52 seconds East, a distance of 388.94 feet to a non tangential circular curve having a radius of 85.00 feet and a center of radius that bears South 36 degrees 20 minutes 32 seconds East; thence Northeasterly, along said curve a distance of 29.63 feet through a central angle of 19 degrees 58 minutes 17 seconds; thence North 40 degrees 49 minutes 41 seconds West, a distance of 29 feet, more or less to the water's edge of Lake Sisseton; thence Southwesterly, along said water's edge, a distance of 393 feet, more or less; to a point on the northerly extension of the west line of said Lot 3; thence South 00 degrees 13 minutes 08 seconds East, along said line, a distance 43 feet, more or less to the point of beginning,

and;

WHEREAS, City Council voted to sell this property to abutting land owners to create more lake access in the City, and;

WHEREAS, the City had the property surveyed into individual lots to be sold, and;

WHEREAS, the City had an appraiser value each of the lots, and;

WHEREAS, all of the abutting property owners have agreed to purchase the abutting lots at the appraised value, and;

WHEREAS, the Fairmont City Council, after holding a public hearing, determined that it is in the best interest of the City of Fairmont to transfer the individual lots to the abutting property owners.

NOW THEREFORE, it is hereby ordained by the Fairmont City Council as follows:

The real property described above will be transferred from the City of Fairmont to each abutting property owner for the appraised value.

The City will pay all costs associated with the transfer of the real estate.

The Mayor and the City Clerk are authorized to sign any and all documents necessary to transfer the real property described above.

**You are further notified** said hearing will be held in the **City Council Chambers of City Hall**, 100 Downtown Plaza, Fairmont, Minnesota on Monday, September 14, 2015 at 5:30 p.m.

BY ORDER OF THE CITY OF FAIRMONT

/s/ Patricia J. Monsen

Patricia J. Monsen

City Clerk

ORDINANCE NO. 2015-09

ORDINANCE TO SELL REAL PROPERTY

WHEREAS, the City of Fairmont is the owner of real estate located along Lake Park Boulevard in the City of Fairmont, Martin County, Minnesota, and;

WHEREAS, said real property is legally described as:

A tract of land in Southwest Quarter of the Southwest Quarter of Section 8, Township 102 North, Range 30 West, City of Fairmont, Martin County, Minnesota, described as follows:

Commencing at the Northwest corner of Lot 3 Block 3 in BRODT'S LAKE PARK ADDITION according to the plat thereof on file and of record in the office of County Recorder; thence North 00 degrees 13 minutes 08 seconds West on the northerly extension of the west line of Lot 3 of said Block 3, a distance of 58.73 feet to the point of beginning; thence North 58 degrees 08 minutes 52 seconds East, a distance of 388.94 feet to a non tangential circular curve having a radius of 85.00 feet and a center of radius that bears South 36 degrees 20 minutes 32 seconds East; thence Northeasterly, along said curve a distance of 29.63 feet through a central angle of 19 degrees 58 minutes 17 seconds; thence North 40 degrees 49 minutes 41 seconds West, a distance of 29 feet, more or less to the water's edge of Lake Sisseton; thence Southwesterly, along said water's edge, a distance of 393 feet, more or less; to a point on the northerly extension of the west line of said Lot 3; thence South 00 degrees 13 minutes 08 seconds East, along said line, a distance 43 feet, more or less to the point of beginning,

and;

WHEREAS, City Council voted to sell this property to abutting land owners to create more lake access in the City, and;

WHEREAS, the City had the property surveyed into individual lots to be sold, and;

WHEREAS, the City had an appraiser value each of the lots, and;

WHEREAS, all of the abutting property owners have agreed to purchase the abutting lots at the appraised value, and;

WHEREAS, the Fairmont City Council, after holding a public hearing, determined that it is in the best interest of the City of Fairmont to transfer the individual lots to the abutting property owners.



NOW THEREFORE, it is hereby ordained by the Fairmont City Council as follows:

1. The real property described above will be transferred from the City of Fairmont to each abutting property owner for the appraised value.
2. The City will pay all costs associated with the transfer of the real estate.
3. The Mayor and the City Clerk are authorized to sign any and all documents necessary to transfer the real property described above.

Motion by:  
Seconded by:  
All in favor:  
Opposed:  
Abstained:

PASSED, APPROVED AND ADOPTED, this \_\_\_\_ day of September, 2015.

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Randy Quiring, Mayor

ATTEST:


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Patricia J. Monsen, City Clerk

1<sup>st</sup> Reading: August 24, 2015  
2<sup>nd</sup> Reading: September 14, 2015

**MEETING DATE:** September 14, 2015

**SUBJECT:** Application for On Sale Liquor License/Sunday Liquor License for Fraternal Order of Eagles #3394

**REVIEWED BY:** Mike Humpal, CEcD, City Administrator 

**SUBJECT INITIATION BY:**

<input checked="" type="checkbox"/>	Petition		Board		Staff		Council		Commission		Committee
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**SUBJECT BACKGROUND:** Mike Humpal, CEcD, City Administrator

**INTRODUCED BY:** Mike Humpal, CEcD, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

<input checked="" type="checkbox"/>	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1 <sup>st</sup> Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2 <sup>nd</sup> Reading (Roll call)		Hold Public Hearing (Motion to close)		

**RECOMMENED ACTION BY:**

<input checked="" type="checkbox"/>	City Staff		Board		Commission		Committee
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	Issuance	<input checked="" type="checkbox"/>	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

**STATEMENT:** The Fraternal Order of Eagles #3394 has made application for their On-Sale Liquor License/Sunday Liquor License. The Eagles are changing from an On-Sale 3.2, Wine License and a Set-Up License to the On Sale Liquor License/Sunday Liquor License. Staff is recommending Council approval. All paperwork and payment of the license fee has been completed.

**MOTION:** To approve the On Sale Liquor License/Sunday Liquor License for the Fraternal Order of Eagles #3394.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. \_\_\_\_\_  
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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

MEETING DATE: September 14, 2015

SUBJECT: Martin County Preservation Association - Temporary On-Sale Liquor License

REVIEWED BY: Mike Humpal, CEcD, City Administrator *MH*

SUBJECT INITIATION BY:

<input checked="" type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input checked="" type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

<input checked="" type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The Martin County Preservation Association is asking for a Temporary On-Sale Liquor Licenses for an event that will take place at the Red Rock Center on September 26, 2015. The Temporary On-Sale Liquor Licenses will allow wine and beer to be served at their 10<sup>th</sup> Year Anniversary Celebration.

MOTION: To approve the Temporary On-Sale Liquor Licenses for the Martin County Preservation Association for September 26, 2015.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Application
2. \_\_\_\_\_

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Council Action: \_\_\_\_\_ Date: \_\_\_\_\_



Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar Street Suite 222, St. Paul MN 55101-5133  
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555  
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT  
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>(Red Rock)</i> Martin Co. Presentation Assoc		DATE ORGANIZED 2005	TAX EXEMPT NUMBER 38202
STREET ADDRESS 222 E. Blue Earth Ave		CITY Fairmont	STATE MN
		ZIP CODE 56031	
NAME OF PERSON MAKING APPLICATION Sonia Fortune		BUSINESS PHONE 507-235-9262	HOME PHONE ( )
DATES LIQUOR WILL BE SOLD 9/26/15		TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER <u>NONPROFIT</u>	
ORGANIZATION OFFICER'S NAME Sandy Meschke		ADDRESS 1105 Albion Ave.	
ORGANIZATION OFFICER'S NAME John Edmarz		ADDRESS 818 Albion Ave.	
ORGANIZATION OFFICER'S NAME Vikki Langford		ADDRESS 1002 Day St.	

Location license will be used. If an outdoor area, describe

*inside the Red Rock Center*

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

*NO*

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

*yes - west Bend Ins. \$1,000,000*

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

CITY FEE AMOUNT \_\_\_\_\_

LICENSE DATES \_\_\_\_\_

DATE FEE PAID \_\_\_\_\_

SIGNATURE CITY CLERK OR COUNTY OFFICIAL \_\_\_\_\_

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT \_\_\_\_\_

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

**MEETING DATE:** September 14, 2015

**SUBJECT:** Excess Inventory

**REVIEWED BY:** Mike Humpal, CEcD, City Administrator *AK*

**SUBJECT INITIATION BY:**

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Troy Nemmers, P.E., Public Works Director/City Engineer

**INTRODUCED BY:** Mike Humpal, CEcD, City Administrator

**COUNCIL LIAISON:** Mike Humpal, CEcD, City Administrator

**TYPE OF ACTION:**

<input checked="" type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input checked="" type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

**STATEMENT:** The City will sell the excess property on the State of Minnesota’s minnbid.org website or use an on-site auction service.

**MOTION:** To declare the inventory reported as excess property.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. List of excess property.
2. \_\_\_\_\_
3. \_\_\_\_\_

\*\*\*\*\*

Council Action: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031  
www.fairmont.org + citygov@fairmont.org

Phone (507)238-9461

Fax (507)238-9469

**MEMO TO:** Troy Nemmers  
**MEMO FROM:** Nick Lardy  
**DATE:** 08-06-2015  
**SUBJECT:** Excess/Unused Inventory

Troy,  
Following is a list of equipment I would like to have the council declare excess inventory so I may sell it on minbid.org:

- Park Unit 2      1995 Chevrolet K-1500 1GCEK14KXSZ218933      REPLACED

This unit has 200,484 miles and has served its useful life. Vehicle condition is poor and not worth putting any more money into it. Street 4 was moved from the street department to replace it.


- Old metal slide from Sioux Park. A new one was purchased to replace this

Please contact me if you have any questions.

Nick Lardy

**MEETING DATE:** September 14, 2015

**SUBJECT:** Call for Public Hearing on Proposed Ordinance 2015-10 Ordinance Amending City of Fairmont's Zoning Map

**REVIEWED BY:** Mike Humpal, CEcD, City Administrator 

**SUBJECT INITIATION BY:**

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input checked="" type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Mike Humpal, CEcD, City Administrator

**INTRODUCED BY:** Mike Humpal, CEcD, City Administrator

**TYPE OF ACTION:**

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input checked="" type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input checked="" type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

**STATEMENT:** Call for a public hearing on rezoning request. The Fairmont Planning Commission held a public hearing on September 1, 2015 on the rezoning request by Joe Haefner, Bolton & Menk (for Bradford Development LLC) to rezone split zoning in Lot 1, Block 1 of Willowbrook Addition from R-1 Single family residential and A Agriculture-transition to R-3 Multiple-family residential district. After receiving public input, the Planning Commission voted unanimously to recommend approval of the rezoning request.

**MOTION #1:** Set public hearing on amending the City of Fairmont's official zoning map; rezoning Lot 1, Block 1 of Willowbrook Addition from R-1 Single family residential and A Agriculture-transition to R-3 Multiple-family residential district for September 28, 2015

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. Staff comments, Planning Commission Public Hearing Notice
2. Planning Commission Minutes, September 1 2015
3. Draft Ordinance No. 2015-10



**MEMO TO:** Fairmont Planning Commission

**MEMO FROM:** Community Development Staff

**DATE:** August 25, 2015

**SUBJECT:** **Amendment of official zoning map  
Rezoning of future Willowbrook Addition from “A”  
Agriculture, R-1 Single-family residential to R-3 Multiple-  
family residential district**

.....

**Introduction:** A new cooperative housing project is being proposed at the east end of Adams Avenue. This property will be platted as Willowbrook Addition. See attached drawing. Currently this area has a split zoning of agriculture, single-family residential and multiple-family residential. Bradford Development LLC is requesting the agriculture and single-family residential area be rezoned to R-3 Multiple family residential.

**Recommendation:** Staff supports the rezoning request; it would be the best use/zone for this property and would make the contiguous property all one zone.

1. Is there a public need for additional land space to be zoned to the district? **Yes. The 2013 Housing Study indicates the need for multi-family rental units along with facilities for specialized senior housing noting Fairmont as the best possible location for this type of senior housing in Martin County.**
2. Should the rezoning be done in the area requested or would the public interest be better served if the rezoning were done in another area of the community? **Yes. Since this property abuts and is across the street from R-3 zoned property it would be in the public’s best interest.**
3. Would the granting of the rezoning request adversely affect the property values of adjacent landowners to an unreasonable degree? **No. The property across the street is zoned R-3 and has been operated as a multi-family facility since 2007. This area has a mixed use of single-family and multiple-family with no issues.**
4. Would the granting of the rezoning request conform to the presently accepted future land use plans for the City as well as present land use? **Yes.**
5. Would the granting of the request impose other undue hardship on adjacent landowners such as: noise, electrical display signs, odors, or other nuisances? **The adjacent property has been R-3 and operated as**



**a multi-family use with no issues. There have not been reported hardships of noise, odors, electrical display signs.**

6. If the request was granted, would necessary utilities be available to serve the purpose intended? **Street; mains are in place. Some additional storm sewer will be added.**
7. Was there an oversight in preparing the zoning map that should be amended at this time? **No. R-1, R-2 and R-3 districts are compatible districts.**
8. Is this change really needed by the public, or is it merely a convenience to the owner? **Staff feels that the public will benefit from this change to allowing for additional housing options for our community and the surrounding areas.**

City staff recommend approval of this zoning request and passing it onto the Fairmont City Council with a positive recommendation.

CDS/lz



CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031  
www.fairmont.org

Phone (507) 238-9461

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**PUBLIC HEARING NOTICE**

**YOUR ATTENTION** is called by the Planning Commission to a Public Hearing to be held on **September 1, 2015 at 5:00 P.M. (Note change in time due to the County Commissioner Primary) at the City Hall Council Chambers, 100 Downtown Plaza, in the City of Fairmont** to consider:

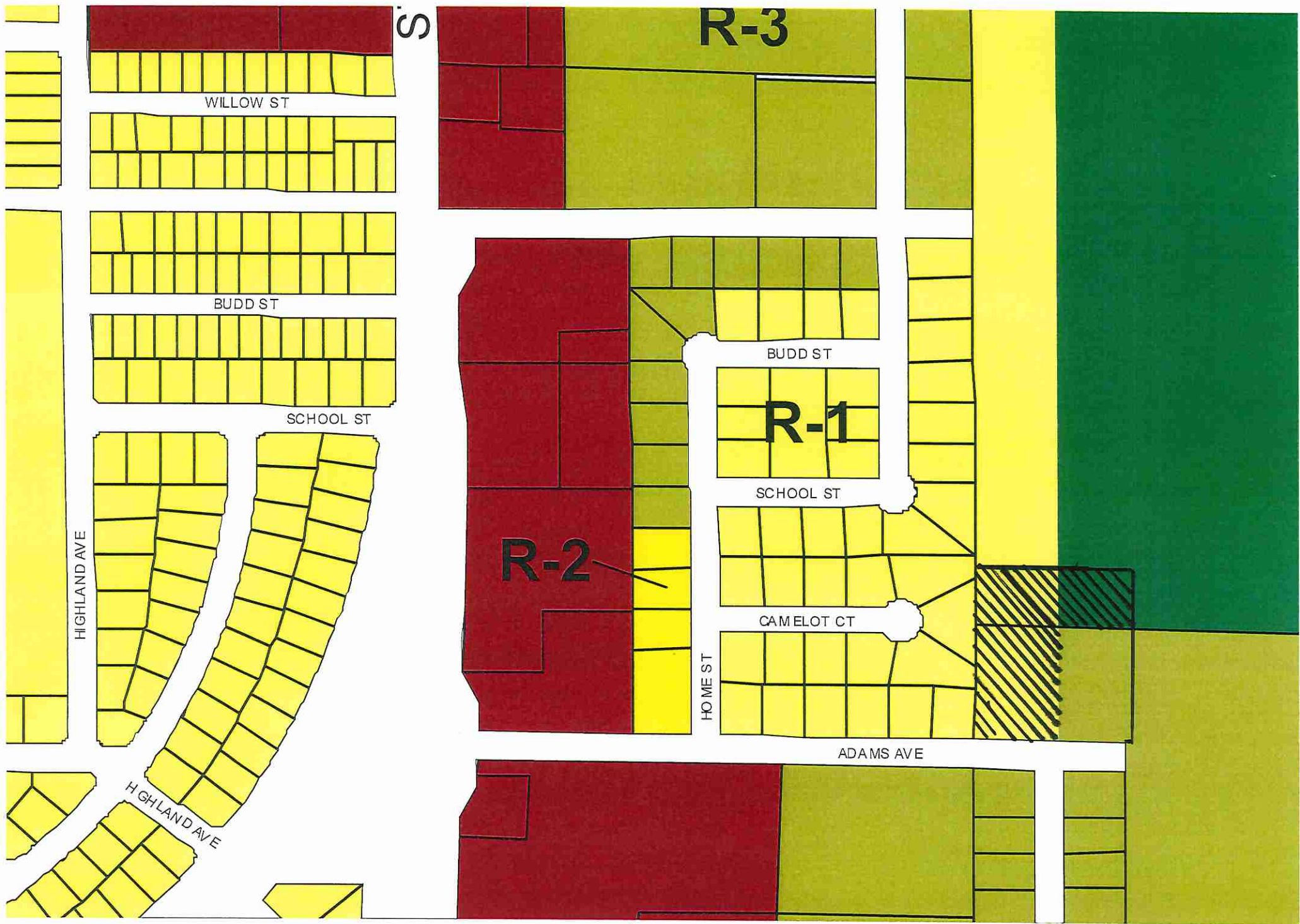
**THE CITY CODE REQUIRES: . . . Section 26-38. Public hearing.** The Planning Commission shall hold at least one (1) public hearing on the request for an amendment to this chapter or the official zoning map.

**YOU ARE HEREBY FURTHER NOTIFIED**, that your presence at this hearing is not mandatory, but it may be in your best interest to attend. This is a courtesy notice to said hearing according to Section 26-79 of the Fairmont City Code; which states: at least one (1) public hearing shall be held affording an opportunity for all parties interested to be heard.

-----  
**CITY STAFF IS REQUESTING CONSIDERATION OF THE FOLLOWING TO THE ABOVE REQUIREMENTS: . . .** The applicant is requesting amending the official zoning map rezoning the unplatted property noted on the attached zoning map to be platted as Willowbrook Addition. Currently this land has a split zoning of “A” Agriculture, R-1 Single family and R-3 Multiple-family. The applicant is requesting that the property to be platted as Willowbrook Addition be zoned in it’s entirety to R-3 Multiple-family residential district.

**Applicant:** Joe Haefner, Bolton & Menk  
For Bradford Development LLC

**Address:** 1335 Adams Avenue  
Fairmont, MN



S

R-3

WILLOW ST

BUDD ST

SCHOOL ST

HIGHLAND AVE

HIGHLAND AVE

R-2

BUDD ST

R-1

SCHOOL ST

CAMELOT CT

HOME ST

ADAMS AVE

24.

## MINUTES OF THE FAIRMONT PLANNING COMMISSION

### Regular Meeting

September 1, 2015

5:30 p.m. – Fairmont City Hall Council Chambers

**Members present:** Ian Bents, Chris Pierce, Jenny Trushenski

**Members absent:** Wendy Emler, Ed Willett, Scott Unke

**Others present:** Rod Halverson-KSUM/KFMC, Judy Bryan-Sentinel, City Administrator  
Mike Humpal and Leanne Zarling

Chairman Pierce called the meeting to order at 5:30 p.m.

**Minutes:** The minutes of the July 7, 2015 meeting were approved as presented on a motion by Trushenski, seconded by Bents and carried.

**Annual Reviews:** Leanne Zarling presented the five (5) home occupations up for review noting staff's recommendation for approval for another year. Bents made the motion to renew the permits as presented. Trushenski seconded the motion and it carried.

### Public Hearings:



- A) **Amendment of official zoning map; rezoning of Willowbrook Addition from R-1 Single family residential and A Agriculture-transition to R-3 Multiple-family residential district.** Chairman Pierce opened the public hearing. Leanne Zarling explained that a new cooperative housing project is being proposed at the east end of Adams Avenue. This property will be platted as Willowbrook Addition. See attached drawing. Currently this area has a split zoning of agriculture, single-family residential and multiple-family residential. Bradford Development LLC is requesting the agriculture and single-family residential area be rezoned to R-3 Multiple family residential. Staff reviewed the requirements laid out in the City Code noting the need for this type of housing confirmed by the Comprehensive Plan and the 2013 Housing Study. The Village Cooperative has been in existence since 2007 and compatible with the neighborhood. Staff supports the rezoning request. Hearing no public input, Trushenski made the motion to close the public hearing at 5:06 p.m. The motion was seconded by Bents and carried. Trushenski made the motion to approve the rezoning as presented and recommend approval of this zoning request onto the Fairmont City Council. The motion was seconded by Bents and carried.
- B) **Preliminary and Final Plat of Willowbrook Addition:** Zarling noted that the proposed Willowbrook Addition consists of one lot; one block. Staff reviewed the preliminary and final platting criteria from Chapter 24 of the City Code noting compliance of the preliminary & final plats. Staff is requesting the Commission review and take public input on both the preliminary and final plat. Chairman Pierce opened the public hearing. Hearing no public input, Bents made a motion to close the public hearing at 5:08 p.m. The motion was seconded by Trushenski and carried. Bents made the motion to approve the preliminary and final plat of **Willowbrook Addition** and make a recommendation to the City Council to accept and approve the preliminary and final plat of **Willowbrook Addition**. The motion was seconded by Trushenski and carried.
- C) **Conditional Use Permit request** for a multi-unit housing project at **1335 Adams Avenue**. Chairman Pierce opened the public hearing. Zarling explained Bradford Development LLC has been marketing a multi-unit coop housing project in Fairmont for

about six months. They have found a strong interest in this type of living unit. Fairmont City code requires that any units over eight must have a conditional use permit. This project will be part of a truly mixed use area of commercial, multi-family and single family housing. It will help this area of Fairmont grow. This project is consistent with the Comprehensive Plan. Zarling reviewed the standards and conditions addressed in the Code. This development meets or exceeds. Paul Kloeckner, 1309 Adams Avenue commented that if a designated right turn lane was added at the intersection of Adams Avenue and TH 15 S would help with the flow of traffic in the area. Bents made a motion to close the public hearing at 5:15 p.m. The motion was seconded by Trushenski. Bents made the motion to recommend approval of the conditional use permit request to the City Council. The motion was seconded by Trushenski and carried.

**Old Business: None**

**New Business: None**

There being no further business, Trushenski made the motion to adjourn the meeting at 5:18 p.m. The motion was seconded by Bents and carried.

Respectfully submitted:

  
Leanne Zarling  
Community Development Coordinator

**DRAFT**

**ORDINANCE NO. 2015-10**

**STATE OF MINNESOTA)  
COUNTY OF MARTIN ) ss  
CITY OF FAIRMONT )**

**ORDINANCE AMENDING CITY OF FAIRMONT'S ZONING MAP**

**Whereas**, an application has been received by the City to rezone the following described real properties, located in the City of Fairmont, County of Martin, State of Minnesota, to-wit:

Lot 1, Block 1, Willowbrook Addition in the City of Fairmont, Martin County, Minnesota.

**Whereas**, this property is currently zoned R-1 Single family residential, A Agriculture-transition and the request is to rezone the property to R-3 Multiple family residential, and;

**Whereas**, notice of a public hearing to be held by the Fairmont Planning Commission on the rezoning described above was properly served on the property owners and published as required by law, and;

**Whereas**, the Fairmont Planning Commission has held a public hearing and took testimony from the public with respect to the application and recommendations on September 1, 2015, and;

**Whereas**, the Fairmont Planning Commission has recommended the rezoning requests detailed above, and;

**Whereas**, notice of a public hearing in front of the Fairmont City Council was properly served upon the property owners and published as required by law and;

**Whereas**, the Fairmont City Council held a public hearing and took testimony from the public with respect to the application and recommendations on September 28, 2015, and;

**Whereas**, the Fairmont City Council finds that the rezoning application is reasonable and in the best interest of the City, and;

**Whereas**, Fairmont's Zoning Map is to be amended by ordinance, approved by the Fairmont City Council.

**Now, therefore be it ordained** by the City Council of the City of Fairmont that the following described piece of real property located in the City of Fairmont, County of Martin, State of Minnesota, be rezoned as follows:

**Rezoning from  
R-1 Single-family residential district and A Agriculture-transition to R-3 Multiple family residential district**

**Lot 1, Block 1 of Willowbrook Addition in the City of Fairmont, Martin County, Minnesota.**

**Duly adopted** by the City Council on this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Randy Quiring, Mayor

ATTEST:

\_\_\_\_\_  
Patricia Monsen, City Clerk

1st Reading: September 14, 2015  
2nd Reading: September 28, 2015

MEETING DATE: September 14, 2015

SUBJECT: 2016 Proposed Budget and Tax Levy

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Paul Hoyer, Finance Director and Mike Humpal, City Administrator

INTRODUCED BY: Mike Humpal, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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<input type="checkbox"/>	Issuance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The proposed budget and tax levy for 2016 will be discussed at the Council meeting. Staff's intention is to ask Council to adopt the Preliminary Budget at the September 28<sup>th</sup> City Council meeting.

MOTION:

VOTE REQUIRED:

ATTACHMENTS:

1. Memo to Mayor and City Council
2. Proposed 2016 Budget and Tax Levy Information.

\*\*\*\*\*

Council Action: \_\_\_\_\_ Date: \_\_\_\_\_






CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031

Phone (507) 238-9461

www.fairmont.org

Fax (507) 238-9469

MEMO

**DATE:** September 9, 2015  
**TO:** Mayor and City Council  
**FROM:** Mike Humpal, CEcD, City Administrator   
**RE:** Proposed 2016 Preliminary Budget

As we discussed at our Work Sessions, Fairmont lost \$105,000 of LGA Funding in 2015 and another \$105,000 in 2016 due to legislative formula calculations. So basically, our levy increase of 3.0% last year did not cover our LGA losses and we will need to increase the tax levy at least 3.5% this year to cover LGA losses for 2016. Our cost of day to day expenditures have stayed pretty flat increasing moderately at 2% or approximately \$100,000. The real challenge is keeping up with capital improvements, i.e. dump trucks, fire trucks, replacement equipment and remodeling shelter houses in the parks. The list goes on. We have used liquor store funds as efficiently as possible and we continue to save for that next “big” project. This year staff is recommending an 8.9% or \$304,671 levy increase. The first 3.5% will not have an impact on property taxes. The remaining 5.35% will have a modest impact on taxes increasing the City portion of taxes on a \$150,000 home by \$36.90 annually. Fairmont will still have one of the lowest levies of 14 peer cities, only Alexandria will have a lower levy.

The budget and levy increase will allow Fairmont to maintain the service level citizens expect along with quality amenities and the equipment to maintain those amenities. This budget also maintains the city’s reserves and holds our debt service levy within the \$1,081,000 target.

Please see Paul or me with questions. Staff will ask the Council to adopt the preliminary budget at the September 28<sup>th</sup> Council meeting.

MH:pm



# **Proposed Budget 2016**

**September 14, 2015**

# Proposed Budget Overview 2016

## Revenue

State Aid	4,398,016	34%
State Grants	240,000	2%
Federal Grants	700,000	5%
Taxes	3,816,706	30%
Assessments	455,000	4%
All Other	1,393,171	11%
Transfers	1,859,632	14%
<b>Total Revenue</b>	<b>12,862,525</b>	<b>100%</b>

## Expenditures

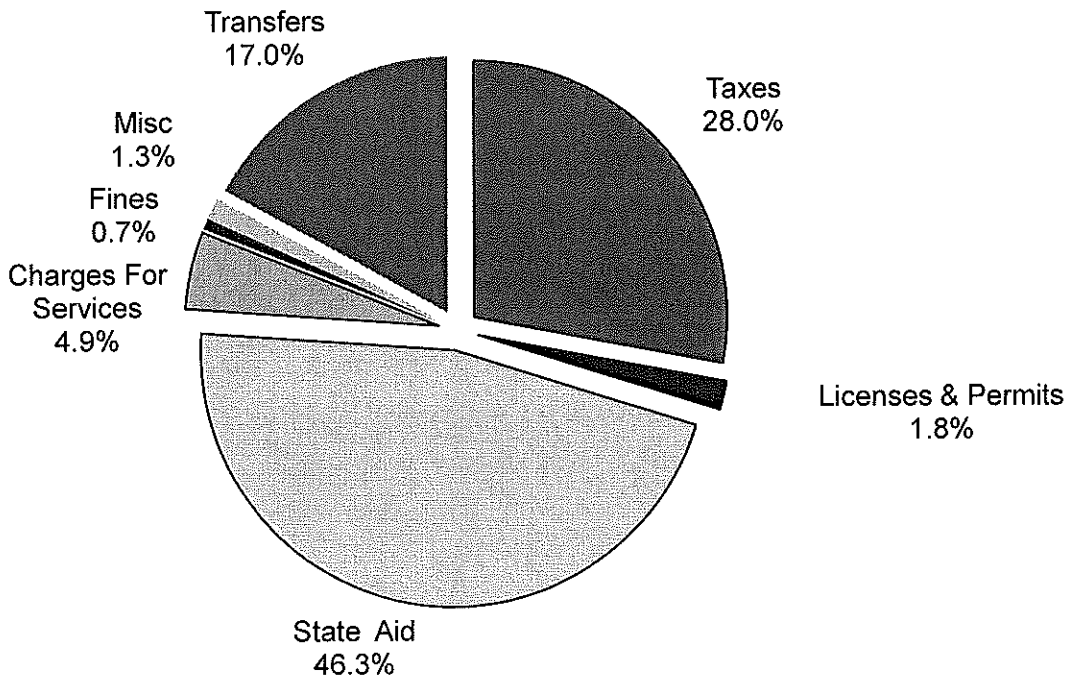
General Government	1,275,599	10%
Public Safety	3,665,416	27%
Public Works	1,941,213	15%
Parks & Recreation	2,035,012	15%
Economic Development	228,700	2%
SMEC	90,819	1%
Airport	533,774	4%
Lake Restoration	63,870	0.5%
Debt Service	1,660,625	12%
Capital Improvements	1,270,000	10%
Transfers	575,000	4% *
<b>Total Expenditures</b>	<b>13,340,028</b>	<b>100%</b>

\* \$550,000 Debt Service Reserves for Fire Truck

# General Fund Revenue Source

	<u>2015</u>	<u>2016</u>
Taxes	2,279,866	2,502,996
Licenses & Permits	163,875	163,375
State Aid	3,898,956	4,143,016
Charges For Services	440,688	434,421
Fines	72,000	65,000
Misc	105,250	113,800
Transfers	879,632	1,519,632
<b>Total Sources</b>	<b>7,840,267</b>	<b>8,942,240</b>

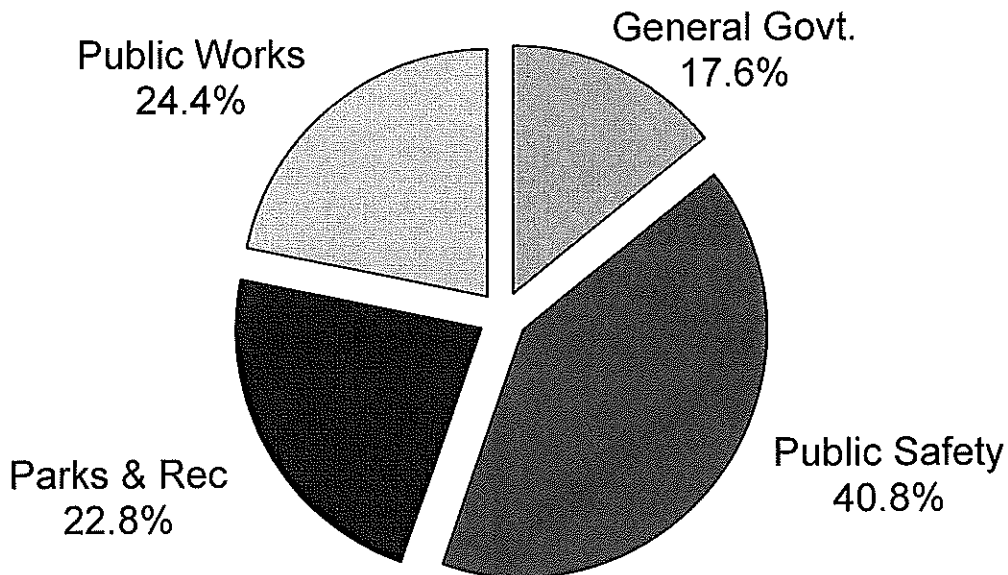
## 2016 Budget



# General Fund Expenditures

	<u>2015</u>	<u>2016</u>
General Gov't	1,285,413	1,275,599
Public Safety	3,122,627	3,665,416
Public Works	1,751,301	1,941,213
Parks & Rec	1,481,451	2,035,012
Transfers	50,000	25,000
<b>Total Expenditures</b>	<b>7,690,792</b>	<b>8,942,240</b>

## 2016 Budget



## General Fund Expenditure Detail

	<u>2015</u>	<u>2016</u>
Mayor and Council	35,145	34,755
City Administrator	112,863	115,133
City Clerk	86,359	102,330
Finance	301,077	295,467
Capital	-	3,000
City Attorney	163,121	163,023
Planning & Zoning	127,151	136,198
Gen. Govt. Bldgs.	134,346	136,583
Capital	30,000	30,000
Library	64,560	65,860
Capital	2,500	34,500
Other General Govt.	228,611	158,750
<b>Total General Govt.</b>	<b>1,253,233</b>	<b>1,208,099</b>
<b>Capital</b>	<b>32,500</b>	<b>67,500</b>
Police Department	2,302,078	2,315,613
Capital	46,000	70,000
Fire Department	407,572	435,368
Capital	53,060	515,000
Inspection Depts.	186,466	200,675
Capital	-	-
Civil Defense	950	950
Capital	-	-
Animal Control	126,501	127,810
<b>Total Public Safety</b>	<b>3,023,567</b>	<b>3,080,416</b>
<b>Capital</b>	<b>99,060</b>	<b>585,000</b>

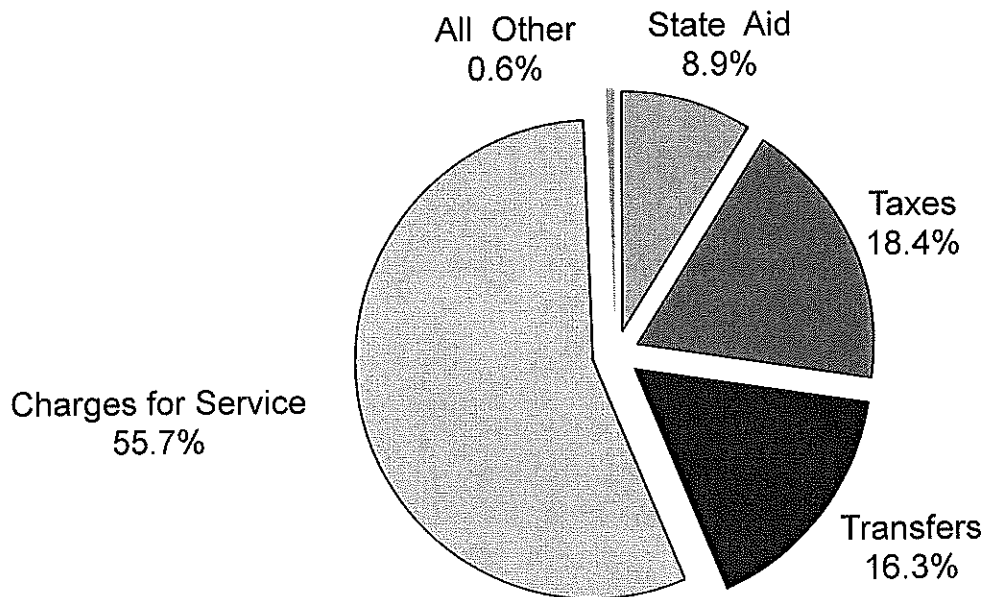
## General Fund Expenditure Detail

	<u>2015</u>	<u>2016</u>
Streets	1,204,944	1,197,251
Capital	55,000	247,000
Engineering	342,370	339,911
Capital	14,000	17,000
Health & Sanitation	134,987	140,051
<b>Total Public Works</b>	<b>1,682,301</b>	<b>1,677,213</b>
<b>Capital</b>	<b>69,000</b>	<b>264,000</b>
Parks	966,981	972,021
Capital	130,000	621,000
Aquatic Park	374,470	395,991
Capital	46,000	46,000
<b>Total Parks &amp; Recreation</b>	<b>1,341,451</b>	<b>1,368,012</b>
<b>Capital</b>	<b>176,000</b>	<b>667,000</b>
<b>Operations</b>	<b>7,300,552</b>	<b>7,333,740</b>
<b>Capital</b>	<b>376,560</b>	<b>1,583,500</b>
<b>Transfers</b>	<b>50,000</b>	<b>25,000</b>
<b>Total General Fund</b>	<b>7,727,112</b>	<b>8,942,240</b>

# Special Revenue Funds Revenue Sources

	<u>2015</u>	<u>2016</u>
State Aid	60,000	85,000
Taxes	150,000	175,000
Transfers	136,000	155,000
Charges for Service	533,840	529,375
All Other	8,600	5,500
<b>Total Sources</b>	<b>888,440</b>	<b>949,875</b>

## 2016 Budget

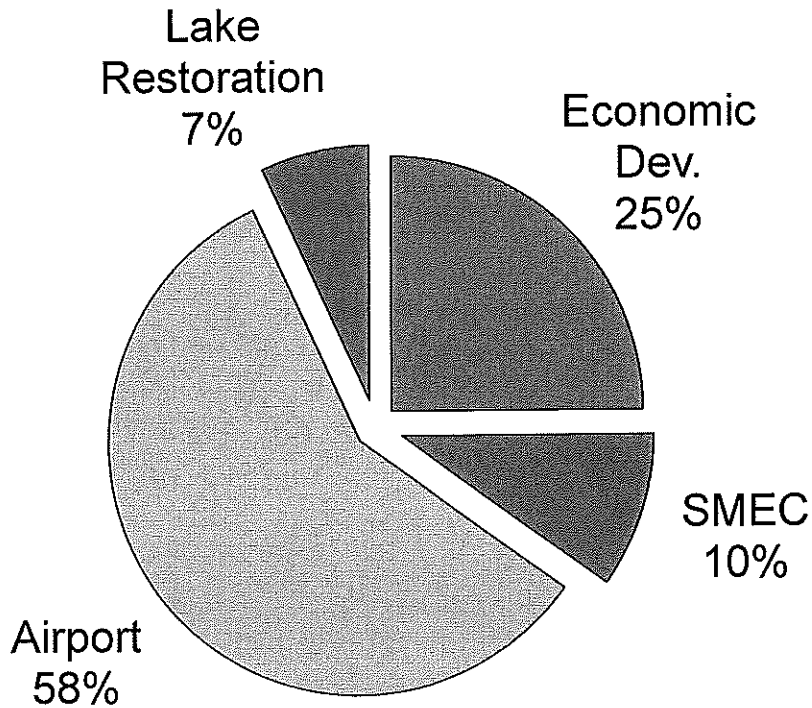




# Special Revenue Funds Expenditures

	<u>2015</u>	<u>2016</u>
Economic Dev.	207,326	228,700
SMEC	94,869	90,819
Airport	515,178	533,774
Lake Restoration	430,770	63,870
<b>Total</b>	<b>1,248,143</b>	<b>917,163</b>

## 2016 Budget



## Debt Service Budget

### Revenues

	<u>2015</u>	<u>2016</u>
Taxes - General	1,015,169	1,071,710
Taxes - Tax Increment	67,865	67,000
Assessments	460,000	455,000
Transfers In	50,000	25,000
Other	20,000	81,700
<b>Total</b>	<b>1,613,034</b>	<b>1,700,410</b>

### Expenditures

	<u>2015</u>	<u>2016</u>
Improvement Proj.	1,609,443	1,593,625
Tax Increment Proj.	67,865	67,000
G.O. Proj.	-	-
Transfers Out	-	550,000
<b>Total</b>	<b>1,677,308</b>	<b>2,210,625</b>

# 2016 Capital Expenditures

## Departmental Capital

Finance	3,000
General Gov't Buildings	30,000
Library	34,500
Police	70,000
Fire	515,000
Streets	247,000
Engineering	17,000
Parks & Rec.	667,000
Airport	20,000
Lake Restoration	50,000
	<hr/>
	<b>1,653,500</b>

## Improvement Projects

Airport Hangar Pavement Repairs	1,100,000
2016 Street Improvements	170,000
	<hr/>
	<b>1,270,000</b>

## Improvement Project Revenue Sources

Federal Grants - Airport Hangar Pavement	700,000
State Grants - Airport Hanagar Pavement	240,000
Liquor Store Funds - Airport Hangar Pavement	160,000
State Aid - 2016 Street Improvements	170,000
	<hr/>
	<b>1,270,000</b>

## Liquor Store Project Funding

Net Income Before Transfers	464,953
SMEC	(55,000)
Housing Demo	(42,500)
Trail Improvements	(150,000)
Airport Hangar Pavement	(160,000)
Set Aside	(50,000)
	<hr/>
	<b>7,453</b>

**2016 Departmental Capital Project List**

<b>Finance</b>	
Furniture	\$3,000
<b>General Gov't Bldg</b>	
HVAC/Mold	\$30,000
<b>Library</b>	
Carpet	\$32,500
Furniture	\$2,000
	<u>\$34,500</u>
<b>Police</b>	
Tasers	\$5,000
Squad Video System	\$50,000
Narcotics Bug System	\$8,000
Squad Equipment (Crown Vic to Explorer)	\$7,000
	<u>\$70,000</u>
<b>Fire</b>	
Air Packs	\$240,000
Rescue Truck	\$275,000
	<u>\$515,000</u>
<b>Streets</b>	
Plow/Dump Truck	\$160,000
New Box for unit #16	\$10,000
Bucket Truck (50/50 with Parks)	\$50,000
Computer Replacements	\$2,000
Downtown Paver Repairs	\$25,000
	<u>\$247,000</u>
<b>Engineering</b>	
Survey Equipment	\$6,000
Street Rating Software	\$11,000
	<u>\$17,000</u>
<b>Parks</b>	
Bucket Truck (50/50 with Streets)	\$50,000
Sylvania Park Shelter House	\$45,000
Computer Replacement	\$2,000
Pickup	\$20,000
Skate Park Ramps	\$4,000
Trail Improvements	\$500,000
AP - Interior Painting	\$5,500
AP - Pool Pumps	\$6,000
AP - Replace Cargo Net (lily pad)	\$10,000
AP - Replace Deck Chairs	\$11,250
AP - Replace Guard Stands	\$4,000
AP - Replace Chemtrol Automatic Control System	\$6,000
AP - Swimming Lesson Lifevests	\$1,500
AP - Sand Pit Diggers	\$1,000
AP - Aquafitness Belts & Dumbbells	\$750
	<u>\$667,000</u>
<b>Airport</b>	
Terminal Improvements	\$20,000
<b>Lake Restoration</b>	
Shoreline Restoration Projects	15,000
Invasive Species Projects	20,000
Boat Landing Repairs	15,000
	<u>50,000</u>

## Proposed Property Tax Levy Increase


2015 Levy	Debt Service	1,068,229
	Operations	2,341,806
	<b>Total</b>	<b>3,410,035</b>
2016 Levy	Debt Service	1,071,710
	Operations	2,642,996
	<b>Total</b>	<b>3,714,706</b>
Levy Increase:	\$304,671	8.9%

### 2016 Property Tax Impact - 5.3% Increase

	Residential Property		
	\$95,000	\$150,000	\$250,000
2015 City Tax	438.61	692.55	1,154.25
2016 City Tax	<u>461.98</u>	<u>729.45</u>	<u>1,215.75</u>
	23.37	36.90	61.50
	Commercial/Industrial Property		
	\$500,000	\$1,000,000	\$2,000,000
2015 City Tax	4,270.73	8,887.73	18,121.73
2016 City Tax	<u>4,498.28</u>	<u>9,361.28</u>	<u>19,087.28</u>
	227.55	473.55	965.55

MEETING DATE: August 24, 2015

SUBJECT: Airport Grant Agreement

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input checked="" type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: Troy Nemmers, PE, Director of Public Works/City Engineer

INTRODUCED BY: Troy Nemmers, PE, Director of Public Works/City Engineer

COUNCIL LIAISON: Councilor Anderson

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input checked="" type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

<input checked="" type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
<input type="checkbox"/>	Issuance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The City has received a grant offer (#1001574) from the State of MN for \$81,621 to complete the design of the hangar area pavement project. The City currently is under contract with KLJ to complete the design of this project with construction scheduled for 2016. Accepting this grant enables the City to begin requesting the reimbursement for work completed on this project.

MOTION: To authorize the Mayor and City Clerk to sign the state grant agreement for design of the hangar area pavement project.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Resolution 2015-27
2. State Grant Agreement
- 3.

\*\*\*\*\*

Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

**RESOLUTION 2015-27**

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

It is resolved by the City of Fairmont as follows:

1. That the state of Minnesota Agreement No. 1001574,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. A4601-50 at the Fairmont Municipal Airport is accepted.
2. That Randy J. Quiring, Mayor and Patricia J. Monsen, City Clerk, are  
authorized to execute this Agreement and any amendments on behalf of the  
City of Fairmont.

**CERTIFICATION**

STATE OF MINNESOTA  
COUNTY OF MARTIN

\_\_\_\_\_

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Fairmont at an authorized meeting held on the 14th day of September, 2015 as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_  
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the City of Fairmont (“Recipient”).

**WHEREAS**, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

**WHEREAS**, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

**WHEREAS**, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until 12/31/2018.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
Design - Taxi-lane reconstruction in Hangar Area	33.63%	51.98%	14.39%

The Project costs will not exceed \$157,028.00. The proportionate shares of the Project costs are: Federal: Committed \$52,802.00, Multi-Year Amount: \$0.00; State: \$81,621.00, and Recipient: \$22,605.00. This project is not estimated to be completed this fiscal year and the federal multiyear amount is an estimate only. These additional funds are not committed by the state and are only available after being made so by the U.S. government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.

3. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
4. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
5. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
  - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.

45.



- b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
  - c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
  - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
  - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
  - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
6. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
  7. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
  8. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
  9. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
  10. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
  11. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.

12. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.
13. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
14. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
15. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
16. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
17. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
18. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
19. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 14 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
20. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
21. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

**State Encumbrance Verification**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: \_\_\_\_\_

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

SWIFT Purchase Order: \_\_\_\_\_

**Recipient**

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: \_\_\_\_\_  
Randy J. Quiring

Title: \_\_\_\_\_  
Mayor

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

By: \_\_\_\_\_  
Patricia J. Monsen

Title: \_\_\_\_\_  
City Clerk

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

**Commissioner, Minnesota Department of Transportation**

By: \_\_\_\_\_  
Director, Office of Aeronautics

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

**Mn/DOT Contract Management**

as to form & execution

By: \_\_\_\_\_

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