

# FAIRMONT CITY COUNCIL AGENDA

## 1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

**MONDAY, JUNE 13, 2016**

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, May 23, 2016 (01-02)

## 6. OPEN DISCUSSION -

6.1 Open Discussion (03)

## 7. RECOGNITIONS/PRESENTATIONS -

## 8. SCHEDULED HEARINGS –

## 9. ADMINISTRATIVE APPEALS –

## 10. FINANCIAL REPORTS –

<b>11. REPORTS OF BOARDS, COMMITTEES, AND DEPARTMENT HEADS –</b>	
<b>12. LICENSES AND PERMITS –</b>	
<b>13. OLD BUSINESS –</b>	
<b>14. NEW BUSINESS –</b>	
14.1 Regional Wellness Center Feasibility Study	<b>(04)</b>
14.1a Bolton & Menk Feasibility Study Proposal	<b>(05-31)</b>
14.1b Resolution 2016-19	<b>(32)</b>
14.2 Local Option Sales Tax	<b>(33)</b>
14.2a Resolution 2016-20	<b>(34)</b>
14.3 North Avenue Surface Upgrades	<b>(35)</b>
14.3a June 3 <sup>rd</sup> Memo from City Engineer with map	<b>(36-37)</b>
14.4 Knollwood Trail Connection	<b>(38)</b>
14.5 AgStar Grant Agreement	<b>(39)</b>
14.5a AgStar Sponsorship Agreement	<b>(40-42)</b>
14.6 Approval of Preliminary Plat of Whitetail Ridge	<b>(43)</b>
14.6a Notice of Public Hearing, Staff Comments	<b>(44-47)</b>
14.6b Planning Commission Minutes, June 7, 2016	<b>(48)</b>
14.7 Conditional Use Permit for Todd & Margaret Gochanour	<b>(49)</b>
14.7a Hearing notice, staff review, site plan	<b>(50-53)</b>
14.7b Planning Commission Minutes, June 7, 2016	<b>(54)</b>

14.8	Conditional Use Permit for Hall Lake Cabins at 2410 Albion Ave.	(55)
14.8a	Hearing notice, staff review, site plan	(56-62)
14.8b	Planning Commission Minutes, June 7, 2016	(63-64)
14.9	Excess Inventory	(65)
14.9a	List of excess property	(66)
<b>15.</b>	<b>REGULAR AND LIQUOR DISPENSARY BILLS –</b>	
<b>16.</b>	<b>STATUS REPORTS/ORAL</b>	
<b>17.</b>	<b><u>ADJOURNMENT</u> –</b>	
	<b><u>ADDITIONAL ATTACHMENTS</u> –</b>	<b>(67)</b>
	Airport Advisory Board Minutes, May 10, 2016	

The minutes of the Fairmont City Council meeting held on Monday, May 23, 2016 at the City Hall Council Chambers.

Mayor Randy J. Quiring called the meeting to order at 5:30 p.m.

Council Members Terry Anderson, Chad Askeland, Wes Clerc and Bruce Peters were present. Also in attendance: City Administrator Mike Humpal, City Attorney Elizabeth Bloomquist, Public Works Director/City Engineer Troy Nemmers, Police Chief Greg Brolesma and City Clerk Patricia Monsen.

It was moved by Council Member Peters, seconded by Council Member Anderson and carried to approve the minutes of the regular City Council meeting of May 9, 2016.

During open discussion, Mayor Quiring stated that he attended a soccer tournament held in Fairmont this past weekend. He complimented the Park Department for having the fields looking so wonderful. He heard many positive comments.

Humpal also commented that while working at the Lakes Foundation Fishing Contest over the weekend, he encountered many people in the park and he also heard many positive comments about the soccer fields and the city in general.

Kyle Meyers of Abdo, Eick & Meyers presented the results from the 2015 financial audit. Council Member Peters moved to accept the 2015 audit and approve the distribution of the Comprehensive Annual Financial Report. Council Member Clerc seconded the motion and the motion carried.

Council Member Anderson made a motion to approve the renewal of alcoholic beverage licenses in the City. Council Member Peters seconded the motion and the motion carried.

Council Member Peters made a motion to approve a street closure for The Blazer Bar & Grill's street dance, as part of Interlaken Heritage Days celebration to be held on June 11, 2016. Council Member Askeland seconded the motion and the motion carried.

Council Member Anderson made a motion to approve the Event Permit for Interlaken Heritage Days to be held June 10-12, 2016. Council Member Peters seconded the motion and the motion carried.

Council Member Clerc made a motion to approve a transient merchant license for TNT Fireworks from Florence, AL, to sell fireworks in the Wal-Mart parking lot. Council Member Askeland seconded the motion and the motion carried.

Council Member Anderson made a motion to allow The Blazer Bar & Grill to serve alcoholic beverages in the public right-of-way in front of their building on June 11, 2016 for the Interlaken Heritage Days Festival street dance. Council Member Askeland seconded the motion and the motion carried.

Council Member Askeland moved to declare the 1987 Ingersoll Rand air compressor Model 100 and the 1985 Ditch Witch trencher with trailer Model 1420 as excess property. Council Member Anderson seconded the motion and the motion carried.

Council Member Clerc made a motion to authorize Canine Jango being allowed to retire with his handler Sgt. Chad Sanow and family as a private family pet.

Council Member Askeland moved to cooperate with CER to coordinate and fund a portion of a summer pilot program for children, not to exceed \$5,500. Council Member Clerc seconded the motion and the motion carried.

Council Member Peters made a motion to approve the payment of the May, 2016 bills in the amount of \$535,108.80. Council member Anderson seconded the motion and the motion carried.

A motion was made by Council Member Askeland, seconded by Council Member Anderson 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:** June 13, 2016

**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: June 13, 2016

SUBJECT: Regional Wellness Center Feasibility Study

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 Hoye, Finance Director

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

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
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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: At the April 11, 2016 council meeting, the Council authorized staff to draft a resolution authorizing the process to create a Local Option Sales Tax to help fund a Regional Wellness Center, other recreation amenities and trails in the community. In order to move forward with this process and to collaborate with Project 1590 and the Regional Wellness Center Committee, city staff is recommending approving the feasibility study with Bolton & Menk.

MOTION: To adopt Resolution 2016-19, authorizing the Bolton & Menk Feasibility Study.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Bolton & Menk Feasibility Study Proposal
2. Resolution 2016-19
3. \_\_\_\_\_

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



Proposal for  
**City of Fairmont**

Fairmont Regional Wellness Center

April 29, 2016

**Submitted by:**

Bolton & Menk, Inc.  
219 North Main  
Fairmont, MN 56031-1833  
P: 507-238-4738  
F: 507-238-4732

**Contact:**

Wesley Brown, P.E.  
C: 507-381-0380  
wesbr@bolton-menk.com

**In Coordination with:**







# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

219 North Main • Fairmont, MN 56031-1833  
Phone (507) 238-4738 • Fax (507) 238-4732  
www.bolton-menk.com

April 29, 2016

Mr. Paul Hoyer, Finance Director  
City of Fairmont  
100 Downtown Plaza  
Fairmont, MN 56031

RE: Proposal for Fairmont Regional Wellness Center Feasibility Study

Dear Mr. Hoyer:

The Fairmont Regional Wellness Center concept has been considered in various capacities a number of times over the past 30 years. While the project failed to proceed in the past, I firmly believe that the time is right and the community is ready for the concept to move forward today. **With proper planning, the Fairmont Regional Wellness Center will become a vibrant social and recreational attraction that the City can be proud of for decades to come.** The first step needed to advance the project and prepare for a Local Option Sales Tax (LOST) referendum in November is a detailed Feasibility Study. **Our team is uniquely qualified to provide the comprehensive planning services being requested by the City of Fairmont to complete this Feasibility Study.** As you review our qualifications, we believe you will find outstanding value in our approach to your project for the following reasons:

**Local Connection** - As a resident of the City of Fairmont and Steering Committee member for Project 1590, I am personally vested and passionate about the importance and potential impact this project has on our community. I bring to the team a unique understanding of the existing facilities, opportunities, and community goals that have been vetted by Project 1590 and others. **My supervision of the project team offers the distinct advantage of directly linking the architectural, financial, and engineering experts with the synergy that has developed throughout the community and within 1590.**

**Qualified Team** - For this project we have assembled a team of industry experts noted for their experience and expertise in engineering, architecture, and financial planning of public facilities. Bolton & Menk will lead the team including Oertel Architects and Springsted financial advisors. **Each member of the team brings extensive public facility focus and experience that cannot be matched in Southern Minnesota.**

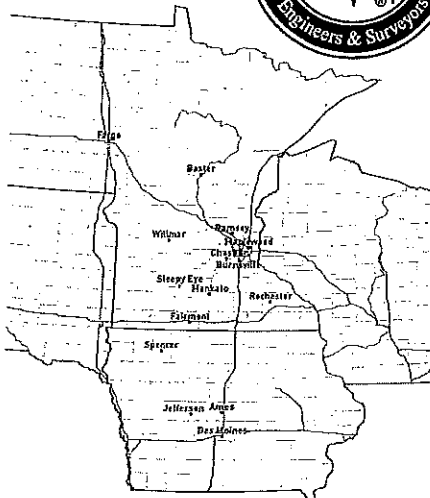
**Combined Experience** - Bolton & Menk and Oertel Architects have completed more than two dozen community center and recreational facility projects. That's not including Springsted's experience with the funding, financing, and programming of numerous additional public facilities. **Together, Bolton & Menk, Oertel Architects, and Springsted have successfully collaborated on various community center and other public facility projects for communities across Minnesota.**

In continued service to the City of Fairmont, we are excited at the opportunity to prepare the Fairmont Regional Wellness Center Feasibility Study for you. I will personally serve as your Project Manager and lead client contact on this project. Please contact me at 507-381-0380 or wesbr@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.

Wesley W. Brown, P.E.  
Principal Engineer



## Firm Profile

At Bolton & Menk, Inc. our staff is trained to consider new and innovative technologies in designing, planning and building for tomorrow. Ever since John Bolton and Martin Menk founded the company over six decades ago, we have been committed to improving quality of life through engineering excellence and client service. Today, Bolton & Menk has over 400 employees including a professional staff of over 150 engineers, planners, landscape architects, and surveyors.

In serving cities of all sizes for more than 65 years, we have become experts in providing essential community services such as reconstruction, expansion, and maintenance of public infrastructure. As city needs have grown more complex and diversified, we have added corresponding specialized expertise in many service areas.

### Engineering News-Record Top 500

Ranked #203 among the Top 500 Engineering and Surveying Firms in the United States.

### Services Provided:

Civil and Municipal Engineering  
Water and Wastewater Engineering  
Water Resources Engineering  
Traffic and Transportation Engineering  
Structural Engineering  
Aviation Planning and Engineering  
Coatings Inspection Services  
Landscape Architecture Services  
Land Surveying  
Geographic Information System Services  
Funding Assistance

### Bolton & Menk, Inc.

219 North Main, Fairmont, MN 56031  
P: 507-238-4738 | F: 507-238-4732

Beyond our technical experience and engineering skills, our ability to serve cities is also based on management and product delivery strategies we have developed over time:

- Learning and adapting to each city's standards and processes
- Early definition of the project, goals and expectations
- Staff retention that provides our clients with consistent and familiar staffing
- Proactive communication with city staff, stakeholders and the public
- Following through on all aspects of project delivery, start to finish

Bolton & Menk's success with municipalities is grounded not only in these technical and managerial approaches, but also in a commitment to customer service and client satisfaction. We realize that our clients can choose from a number of municipal consultants. Consequently, we must continually strive to not only be a reliable technical resource, but also a responsive partner with the ability to listen to and understand the unique needs of each city, resulting in a truly collaborative and successful relationship.



## CONSULTANT PROFILE

### OERTEL ARCHITECTS

**CONTACT:** Jeffrey Oertel, President  
(651) 696-5186 ext. 303  
joertel@oertelarchitects.com

**LOCATION:** 1795 St. Clair Avenue  
St. Paul, MN 55105

**LEGAL STATUS:** S Corporation

**YEARS IN BUSINESS:** 19

**YEAR ESTABLISHED:** est. in 1996

**OWNERSHIP:** Jeffery Oertel  
Diane Trout-Oertel

**STAFFING:** 9 total staff  
(6) Registered Architects  
(2) Designer  
(1) Interior Designer

**SPECIALTY CATEGORY:** Architectural

#### FIRM MISSION:

The mission of Oertel Architects is to serve all clients, large and small, using our attention to detail, understandable design process and problem solving method of tackling the big issues, regardless of project size and complexity.

#### FIRM VALUES:

Collaboration through teamwork  
Environmental stewardship  
Commitment to excellence  
Open communication  
Egalitarianism

#### FIRM GOAL:

To solve design and building challenges so that each and every project achieves its maximum potential at the least overall cost.

#### FIRM HISTORY:

Established and incorporated in the State of Minnesota in 1996, Oertel Architects specializes in municipal architecture, including public works facilities, park & rec facilities, and well houses.

#### WHAT CAN OERTEL ARCHITECTS BUILD FOR YOU?

Our professional staff comes from a broad range of design backgrounds which allows our firm to have experience in many municipal building types including: Public Works Facilities/ Maintenance Facilities/ Fuel Islands/ Wash Bays, Pump Houses/ Lift Stations, Parks and Recreation Facilities (park shelters, concession stands), Community Centers, City Halls, Municipal Liquor Stores, Aquatic Centers, and Historic Preservation/ Restoration. Our projects consist of new construction, expansions, and complicated renovations (many of which are occurring while the facilities are in operation and open to the public.)

#### ABOUT US:

Oertel Architects is a small firm by choice as we prefer a direct, "hands-on" approach to all of the projects we work on. We are committed to placing our clients as our first priority, while designing the built environment to be aesthetically pleasing, environmentally responsible, and technically sound. It is inevitable that all of our professionals will take a slightly different approach to design; however, they all share a passion for efficiency, sustainability, and the comfort of the end users.



# Project Approach

Community and/or recreational center planning often involves a number of participants and potentially a number of interrelated but very different elements. There are many factors involved, such as access to the site/facility, a broad variety of user groups and age groups, safety, ease of maintenance, flexibility, surveillance, customer satisfaction, and efficiency just to name a few.

We are practical in our approach to a project like this and strive to provide solutions to all user groups and stakeholders. At the same time, a facility such as this needs to be attractive, fun, and a source of pride for the community. Most important, a project like this needs to be feasible, workable, and determined a great value by those in the position to bring this project to fruition.

## Facilities Assessment

At the beginning of the project, we propose a careful and thorough analysis of existing City and school facilities. We will also review, in more detail, all of the various studies, findings, and goals. While it appears that each facility or previous findings and plans have been considered and thought out, we often find that tackling the problem from a different angle with “fresh eyes” provides a compelling and unique perspective.

While it is important to review each major component or operation, we are also looking for synergies and relationships that will inform the design moving forward. For example, if reviewed holistically, are there complementary or redundant features at each facility? Again, as we plan out and review the system as a whole, can we shift programmatic features in such a way that makes an existing facility more valuable than when viewed on a piece by piece basis. This type of analysis is imperative to the overall understanding of the project and is essential to wise investment in public infrastructure and good stewardship of public, natural, and financial resources.

It is important to note that we understand, as with any large-scale project, we are being introduced into a process that has been considered and reviewed over many years. As a team, we look forward to listening to the City and stakeholders; reviewing previous considerations, studies,

and analyses; and working within and learning from the framework for a comprehensive Master Plan. We have learned, time and time again, that what might work in one community might not work in another and that each project is driven by its own unique set of requirements.

## Process/Stakeholder Participation

For a multi-faceted project such as this, public input and participation will play a significant role in the success and feasibility of this project. It will be important to start conceptually and gradually work down to the detail.

Concerning public participation, as one example for the City of Vadnais Heights, we participated in a community task force which identified the type, frequency, and size of activities that might utilize the community center. What was interesting about that process was that, while the program initially focused on a single rec room, we quickly realized that most of the day-to-day activities of the center required smaller, 15-20 person conference rooms. Just as important, it was determined that a large banquet hall was needed in the community and there was potential for the City to use fees to operate the entire center. The initial program was subsequently altered to accommodate those needs as well. This process also helps identify redundancies and adjacent relationships within the program that assist the design team in providing maximum value and usability per square foot.

The design team will work continually with the steering committee to define the project parameters, identify potential partners, and to construct and maintain the critical path. We will work with the identified partners to conduct visioning sessions. These sessions will be designed to “turn on the faucet” in an effort to ensure that we are analyzing all aspects and ideas for inclusion in the project. These ideas will then be funneled and categorized into an outline of potential programmatic categories for review and vetted for feasibility, cost/benefit, and overall impact to the total building design.

During this phase, we would also include a Best Practices Review with a variety of focus groups. These Best Practices Reviews will provide a presentation of existing facilities to show current trends and examples in similar communities. Experiencing these facilities and components first hand and as a group will provide key information, actual sizing, and a better understanding of modern

facilities; both good and bad. Our experience tells us that these sessions provide a common frame of reference and are invaluable during the information gathering process as people tend to be more receptive and offer more concise input when given existing examples.

After the initial brainstorming and information gathering stage is complete, it is often beneficial to pare down the design group into smaller groups in an attempt to streamline the decision-making process and tackle the tough issues of budget and feasibility. It is during this period that amenities are often mixed and matched in an effort to discover which strategy offers the facility and the City the greatest value per dollar spent.

Working within a smaller group allows the team to move quickly and efficiently through a series of design concepts. In the study phase, we would provide options for a range of budgets. For example, we would choose three budget points and provide a program, building layout, and amenity list for each of those budgets. This strategy aids in the team's final value assessment and provides a preliminary expansion strategy for the future. These budgets will also include perceived operating costs and risks as part of the review. As we begin to finalize each option, periodic review presentations of planning options with City staff and Council Members help to assure that there are no surprises at the end of the project.

## Facility Funding

We have worked with dozens of municipalities and understand the importance and precious nature of public funding. Our team will actively work to identify potential funding sources, review appropriate guidelines, and provide cost/benefit analysis for each programmatic and building component.

One critical element of funding analysis and review often involves the complicated relationship between public and private stakeholders associated with this type of project. The project team will attempt to delineate the positive and negative aspects of these types of relationships and will work with the City to capitalize on potential market conditions and opportunities.

In our experience, financing often involves a complicated mixture of funding sources, each with their own set of criteria involving wage rates, additional sustainability

requirements, required bid procurement practices, impacts on scheduling, etc. While it seems inconceivable in this day and age, there are occasions when it is in a project's best interest to avoid a potential funding source due to potential impacts or quasi-related implications. Our goal is to find a strategy that is understandable and comfortable for the City and accounts for future debt structure, growth, and the long-term health and flexibility of the community moving forward.

It is also common on these types of projects to explore potential land sales or land swaps as part of development. This tactic has the potential to provide a significant portion of the initial capital required and would help mitigate funding requirements from bonding or other public revenue methodologies. We will coordinate with the City to determine market value, zoning, and the potential impacts to the overall City Master Plan and existing infrastructure.

It is clear that the on-going operations and maintenance requirements are of equal importance to the original facility funding. Each program comes with a unique set of criteria that needs to be assessed as part of the overall program. For example, many youth hockey programs are unable to provide a significant portion of the upfront costs of the facility. However, in many cases, they serve as the primary user of ice time, providing a continuous source of revenue. These types of relationships are the key to providing a project where the end goal is to provide an increased level of service within a maintainable operating structure.

## Deliverables and Scope

Our proposal includes the following set of tasks:

- Meetings with client/user groups (5 assumed)
- Preparation of a building program
- Preparation of initial planning options
- Advice and considerations for infrastructure and civil engineering related items
- Development of preferred planning option
- Considerations for phasing or alternatives
- Preparation of a simple three-dimensional model
- Preparation of total project cost estimates
- Advice on funding, generating income, and financial feasibility

## Fee

For the services noted herein, we propose a fee of \$17,500.00. This includes project related expenses.

## Hourly Rates

### **Bolton & Menk, Inc.**

Wes Brown, Project Manager/Client Manager: \$145/hr

### **Oertel Architects**

Jeff Oertel, Principal Architect: \$150.00/hr.

Andrew Cooper, Project Architect: \$110.00/hr.

CAD support: \$75.00/hr.

### **Springsted**

Nick Dragisich, Funding Specialist: \$215.00/hr.

Analyst: \$160.00/hr.

Support Staff: \$75.00/hr.

## Key Personnel

Bolton & Menk has assembled a highly motivated and experienced group of professionals for the Fairmont Regional Wellness Center project. Our team understands and values the importance of achieving a concept that can be supported by stakeholders and implemented efficiently and cost effectively. The team will be led by our Project Manager, Wes Brown, with architectural services provided by Jeffrey Oertel and Andrew Cooper of Oertel Architects, and financial projections provided by Nick Dragisich of Springsted. Resumes have been included on the following pages. Our team is ready to perform the work required to develop a Fairmont Regional Wellness Center concept that is sustainable, cost effective, and feasible.



Wesley W. Brown, P.E.  
Principal Project Manager



### Education

Bachelor of Science - Civil Engineering  
Iowa State University

### Registration

Professional Engineer, Minnesota, Iowa

### Organizations

American Public Works Association

American Society of Civil Engineers

Blue Earth Chamber of Commerce

City Engineers Association of Minnesota

Fairmont Chamber of Commerce

Minnesota Rural Water Association

Minnesota Society of Professional Engineers

National Society of Professional Engineers

Project 1590 Trail Chair

Spencer Chamber of Commerce

### Summary

Mr. Brown is a Principal Project Manager who began his career in 1998. He has experience with all phases of engineering including project administration, planning, design, construction, and financing of capital improvements. During his career, Mr. Brown has delivered successful projects for both private and municipal clients. His project experience includes street and highway improvements; residential, commercial, and industrial site designs; water supply, distribution, and treatment systems; wastewater collection and treatment systems; stormwater conveyance, collections, and treatment systems; and park, trail, and recreational facilities.

Mr. Brown embraces Bolton & Menk's approach to providing engineering services with an emphasis on frequent face-to-face communications with the client and project stakeholders. He prides himself on delivering engineering services to meet the specific goals and expectations of his clients.

Mr. Brown manages the firm's Fairmont office and currently serves as the City Engineer for the Cities of Blue Earth, Elmore, Ellendale, Northrop, and Laurens, IA.

### Experience

- Extensive municipal experience in streets and highways, stormwater management, water distribution, wastewater collection, new subdivisions, parks and trails, reconstruction projects, recreational facilities, and commercial site projects
- Familiar with funding opportunities and requirements of County State Aid, MnDOT Cooperative Agreements, Municipal State Aid, Federal Aid, USDA Rural Development, Minnesota Statute 429, bonding, and enterprise funds
- Project Manager for water and wastewater treatment projects for the Cities of Blue Earth, Elmore, Northrop, Waterville, and Winnebago
- Experience assisting client communities with comprehensive planning and developing multi-year Capital Improvement Plans
- Responsible for planning, design, and construction of new commercial, industrial, and residential developments
- Familiar with platting, infrastructure, and transportation planning, and siting requirements for various types of public facilities

**JEFFREY OERTEL, R.A.**

President, Principal-In-Charge,  
Oertel Architects  
joertel@oertelarchitects.com



**EDUCATION**

Master of Architecture, University of  
Wisconsin – Milwaukee  
Bachelor of Science in Environmental  
Design, University of Wisconsin –  
Milwaukee

**PROFESSIONAL AFFILIATIONS**

Association for Historic Preservation  
Technology  
National Trust for Historic Preservation  
Preservation Alliance  
Heritage Preservation  
NCARB National Certification  
American Public Works Association  
Minnesota Public Works Association

**SELECTED KEY PROJECTS**

Vadnais Heights, MN North Service  
Center: Fire Station, Public Works, and  
Community Center  
Shakopee Aquatic Facility-  
SandVenture  
Big Marine Park Reserve  
White Bear Lake Public Works Facility  
Maple Grove, MN Public Works Facility

**EXPERIENCE**

**Planning, Feasibility & Programming**

- Detailed analysis and reports for public works clients
- Historical surveys and CAP reports
- Empirical research and reports on multiple -handicapped children

**Specification Writing**

- Over a hundred full specifications written for various project types
- Numerous restoration / repair specifications

**Principal Architectural Historian**

- Numerous restoration and adaptive reuse projects on the National Register
- Several Environmental Assessments and Phase I and II investigations in Minnesota and Iowa, including work in Hennepin, Ramsey, Sherburne, McCleod, Olmsted, Washington and Scott Counties
- Numerous studies of historic properties

**Forensics/ Building Analysis**

- Analysis of dozens of buildings with water and structural damage
- Expert witness on special building problems
- On-site inspections and reports on in-progress construction, post-construction problems / causes and the degradation of materials and systems. Services include investigation, report preparation, repair specifications and related consulting

**Park & Recreation Projects**

- Community centers
- Fire stations
- State park contact stations
- Concession Stands, park buildings, shelters
- Swim beach facilities / aquatic centers
- Pump houses, treatment plants

**Municipal Buildings, Public Works Planning & Design**

- Close to 100 public works master planning / feasibility studies prepared for numerous cities and counties in Minnesota
- Over forty full service public works / transportation facilities / vehicle storage / maintenance facilities designed and constructed
- Several vehicle wash bay designs – both automated and manual
- Fire Station planning and design
- Planning and design of community centers, park buildings and recreation centers
- Special municipal building design including the Environmental Center for Washington County and the Arboretum Learning Center for the University of MN

**WORK HISTORY**

1996– Present: President, Oertel Architects, Ltd.  
1986-1996: Vice President / Project Manager / Director of Quality Assurance, BRW Architects, Inc.  
1984-1986: Architecture Department Head / Chief Architect, Kensington Architects  
1976-1984: Various Firms in Minnesota and Wisconsin





1795 ST. CLAIR AVENUE, ST. PAUL, MN 55105  
p: (651) 696-5186 www.oertelarchitects.com

**ANDREW COOPER, AIA**  
Project Architect  
acooper@oertelarchitects.com



**EDUCATION**

Bachelor of Architecture, North  
Dakota State University

**PROFESSIONAL  
AFFILIATIONS**

Registered Architect in the State  
of Minnesota  
American Institute of Architects  
Minnesota Society of the  
American Institute of Architects  
APWA- American Public Works  
Association  
MPWA- Minnesota Public Works  
Association

**EXPERIENCE** - Oertel Architects (May 2002- Present). Mr. Cooper has worked on a number of projects at the firm and has filled a variety of roles. He has worked with new construction projects and building renovations and expansions. Andrew's responsibilities include schematic design, master planning, project coordination, client/ public contact, 3D building modeling, construction documents and construction administration.

**PARK & REC PROJECTS:**

- City of Coon Rapids Riverview Park
- City of Coon Rapids Sand Creek Park
- City of South St. Paul Kaposia Landing
- City of Champlin Water Treatment Facility
- Square Lake Park Contact Station- Stillwater, MN
- Heritage Greens Pool House Facility- Hudson, WI
- City of Edina School & Recreation Center Study
- City of Prior Lake Park Building
- Support Staff on multiple projects

**PUBLIC WORKS & RELATED FACILITIES:**

- City of Plymouth Public Works Expansion
- Mankato Transit Facility
- MnDOT Maplewood Truck Station Building
- City of Carver Facilities Master Planning (multiple facilities)
- City of Corcoran Public Works Facility
- City of Maple Grove Public Works Facility
- City of Blaine, MN Cold Storage Building
- City of Ham Lake, MN Public Works Study
- City of Crystal, MN Public Works Study
- Washington County Environmental Center
- City of West St. Paul Public Works Study
- City of Blaine Building study & completed Public Works Facility
- City of Hilltop, MN Public Works Facility
- City of Rochester, MN Joint Facility Public Works & Transit Study
- Washington County North & South Shop Improvements
- City of Elk River, MN Public Works Study
- City of Faribault, MN Public Works Facility
- City of Minnetonka, MN Salt/ Sand Building
- Hennepin County Maintenance Facility Expansion- Osseo, MN
- Olmsted County Public Works Facility Master Planning- Rochester, MN
- City of Blaine, MN Public Works Mechanical & Electrical Upgrades
- Washington County Highway Department Master Plan
- City of Fridley, MN Public Works Expansion
- City of Bloomington, MN Salt/ Sand Facility
- City of Edina, MN Public Works Study
- Support Staff on multiple projects

**MULTI-FAMILY RESIDENTIAL PROJECTS:**

- Eclipse Lofts study, Downtown Minneapolis, MN
- Bridgewater Lofts- Washington Avenue, Downtown Minneapolis, MN
- 5<sup>th</sup> Avenue Lofts- Downtown Minneapolis, MN
- 212 Lofts- Downtown Minneapolis, MN
- Security Warehouse Lofts- Downtown Minneapolis, MN
- Rock Island Lofts- Downtown Minneapolis, MN

**MISCELLANEOUS PROJECTS:**

- City of Minnetonka Fire Station Remodel
- City of Waconia Fire Station Expansion
- City of St. Anthony Fire Station
- City of West St. Paul Ice Arena Study
- (2) Municipal Liquor Stores for the City of Columbia Heights, MN
- Christensen Metal Shop & Offices- Albertville, MN
- Office Renovation- Roseville, MN
- Northcrest Office Park Building Exterior Upgrades & Renovations- Edina, MN



Nicholas R. Dragisich  
Executive Vice President; Consultant



Springsted

380 Jackson Street, Suite 300, St. Paul, MN 55101

p: 651-223-3000 [www.springsted.com](http://www.springsted.com)

### Education

Master of Business Administration  
University of St. Thomas

Bachelor of Science - Civil Engineering  
University of Minnesota

### Registration

Professional Engineer, Minnesota, Washington

### Continuing Education

- Employee Labor Relations Law Course, Institute of Applied Management and Law
- Economic Development Professional Course, National Development Council
- Delineation of Wetlands in Minnesota, Minnesota Board of Water and Soil Resources

### Organizations

International City/County Management Association

Minnesota City/County Management Association

Minnesota Government Finance Officers Association

American Society of Civil Engineers

American Public Works Association

Water Environment Federation

### Summary

Mr. Dragisich is the leader of Springsted's Management Consulting Services Division. As a Consultant, he performs management studies for clients in areas that include long-range financial planning, financial feasibility, utility rates, capital improvement planning, executive search, organizational management and debt management.

Prior to joining Springsted, Mr. Dragisich served as Assistant City Manager where he managed a staff of approximately 1,000 and a budget of approximately \$176 million. While in Spokane, Mr. Dragisich restructured the Operations Division to increase efficiency and responsiveness to customers' needs. The Operations Division encompassed Capital Programs Planning/ GIS, Engineering Services, Real Estate, Building Codes, Environmental Programs, General Services, Planning, Solid Waste Collection and Recycling, Transportation, Wastewater and Stormwater management, and Water and Hydroelectricity. He also served as City Administrator for the City of Virginia, Minnesota for approximately ten years where he managed all City services including oversight responsibility for the Virginia Regional Medical Center and the Department of Public Utilities and as City Engineer for 13 years.

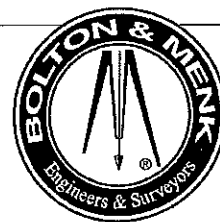
Not only does Mr. Dragisich have several years of public finance and management experience, he also has over 20 years of experience in engineering. He has served as a Project Engineer for a private firm in Northern Minnesota where he managed the design and construction of projects for municipal and private sector clients.

# Project Experience

The following is a partial listing of similar facilities for which Bolton & Menk, Inc. and Oertel Architects have provided planning and design services in the last several years. Additionally, we have included Project Reference Sheets in Appendix A and Planning Examples in Appendix B.

Client	Project	Facility Type	Services Provided
City of Arlington	Community Center Site	Community Center	Civil Site Design
City of Champlin	Andrews Park	Community Building, Splash Pad, Support Building (Restrooms/ Changing Facility)	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Emmetsburg	Community Center	Community Center	Planning and Civil Site Design
City of Hanska	Community Center	Community Center	Civil Site Design
City of Minneapolis	Bottineau Recreation Center	Community Center	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Minneapolis	Martin Luther King Park Renovation	Community Center	Architectural Design, Cost Estimating, Construction Administration
City of Minneapolis	Van Cleve Community Center Remodeling	Community Center	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Montrose	Community Center Remodel	Community Center	Civil Site Design
City of North Branch	Community Center Study	Community Center	Architectural Planning, Cost Estimating
City of Renville	Community Center	Community Center	Civil Site Design
City of Richfield	Community Center Upgrades	Community Center	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Saint Peter	Community Center South	Community Center	Civil Site Design
City of Shakopee	Community Center Improvements Study	Community Center	Architectural Planning, Cost Estimating
City of Shakopee	SandVenture Aquatic Center	Pool, Changing Facility, Lifeguard Station, Concessions	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Sleepy Eye	Community Center Improvements	Community Center	Civil Site Design/Project Team
City of Springfield	Community Center	Community Center	Civil Site Design/Project Team
City of St. Bonifacius	Community Center Parking	Community Center	Civil Site Design/Project Team
City of Vadnais Heights	The Commons (Part of North Service Center Joint Facility which includes Community Space, a Fire Station, and Public Works)	Community Center	Architectural Planning, Cost Estimating, Design, Construction Administration
City of Wausau	Kaiser Pool House	Pool, Changing Facility, Lifeguard Station, Concessions	Architectural Design
City of Wausau	Memorial Pool House	Pool, Changing Facility, Lifeguard Station, Concessions	Architectural Design
City of Wausau	Schulenburg Pool House	Pool, Changing Facility, Lifeguard Station, Concessions	Architectural Design
City of West St. Paul	Ice Arena Master Planning	Ice Arena	Architectural Planning, Cost Estimating
Shakopee Mdewakanton Sioux Community	Community Center	Community Center	Planning and Civil Site Design
Southwest YMCA	Community Center Renovations and Upgrades	Community Center	Architectural Planning, Cost Estimating, Design, Construction Administration

Project Reference Sheets  
Appendix A





## CITY OF VADNAIS HEIGHTS

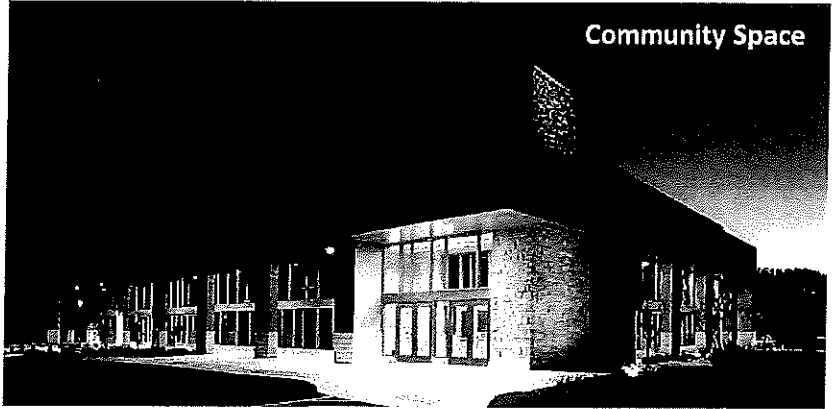
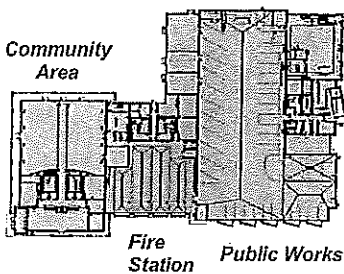
THE COMMONS  
AT THE NORTH SERVICE CENTER  
VADNAIS HEIGHTS, MN

Contact: Mark Graham  
Director of Public Services, City Engineer  
p: (651) 204-6150  
e: mark.graham@cityvadnaisheights.com

Size: 78,100 sq. ft.  
Cost: \$11,110,118  
Completion: 2010

The project includes the design of 78,100 square foot joint facility consisting of public works, a fire station and community area spaces. During the schematic design phase of the project the firm participated in numerous meetings which included public workshops, city council and staff meetings to determine the scope and feasibility of the project. The final program for the facility includes a public works office, locker rooms, vehicle maintenance, vehicle storage, a public works staff meeting/ lunch area, a fire station, dispatch office, apparatus bays, a dayroom for the fire staff, sleeping quarters for the fire staff/volunteers, extensive storage areas, a community area with seating for 350, conference rooms, and a community commercial kitchen area.

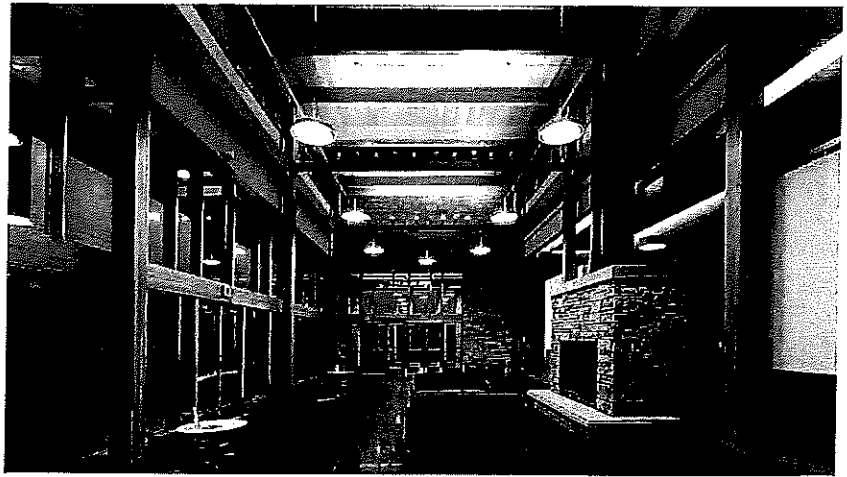
The city is renting out the large community space to the public for weddings, large gatherings and other community events.



The WoodWorks Central Region Wood Design Awards presented Oertel Architects with the 2011 Interior Beauty of Wood Award on December 7<sup>th</sup> 2011 in Irving, TX.

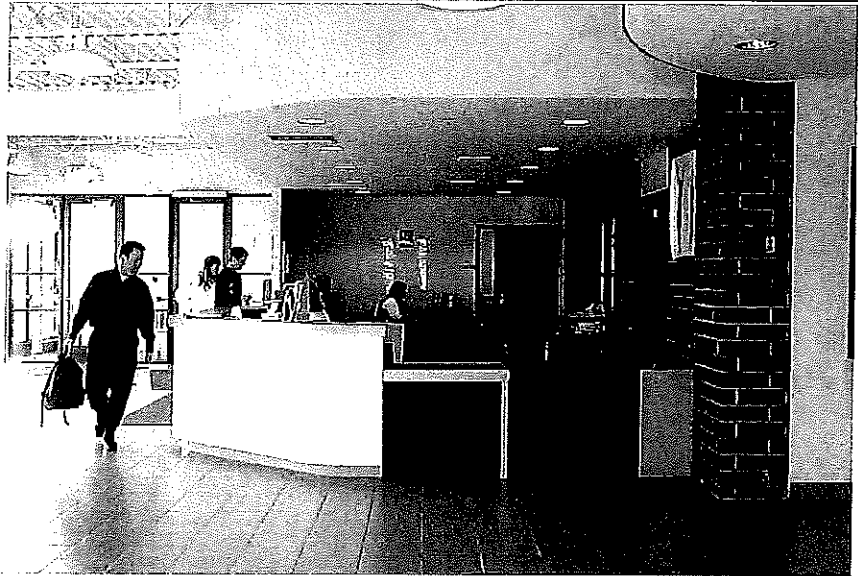


Above: A view of the large multipurpose room staged for a wedding reception. The room has operable partitions to make the space more flexible. Below: a view of the lobby/ gathering room. Many smaller functions such as bridal showers/ baby showers, luncheons, and cocktail parties have been held in this space.

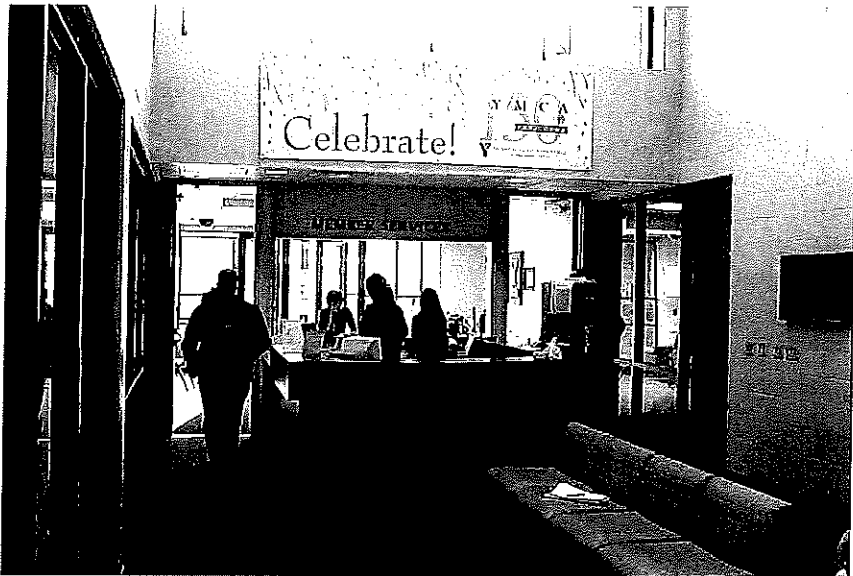


**SOUTHWEST YMCA**  
EXTENSIVE RENOVATIONS & UPGRADES

This popular YMCA underwent an extensive renovation in order to incorporate a substantial day care wing, enlarged food preparation area and support areas, a new loading and storage wing and a member services expansion. Included in the work were classrooms, offices, lounges, a gymnasium, support areas, storage, program areas, a new control area, and a central gathering space for members.



The unifying concept in incorporating the existing facility to the various new wings was a "main street" concept. Essentially, a long and wide corridor was used to connect all the spaces. For fund raising purposes the work was intentionally left in off-white colors to convey to the members that funds are needed to add special touches to the facility.

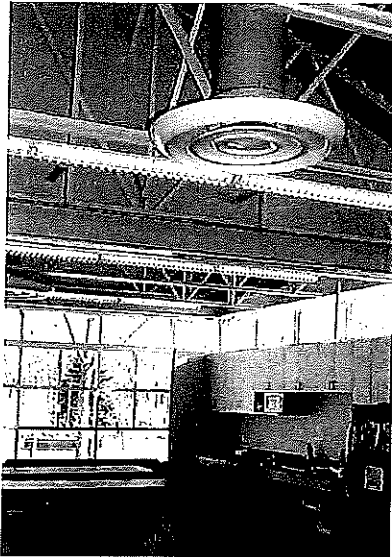


The previous main entry was a relatively small and crowded area. The new entrance combined a large control desk and work area with generous corridor space, a fireplace area and tables for snacking.

The team had to plan and work around ongoing use of the facility. Each wing and modification was planned to minimize the negative impact on the members and users.



**CITY OF MINNEAPOLIS**  
BOTTINEAU REC CENTER  
MINNEAPOLIS, MN



The original gym and recreation building, located on this park site in Minneapolis, was built in the 1970s, but destroyed by arsonists several years ago. Consequently, this park project was very important to the community. There were major budget concerns, increasing program needs and other complications. Despite this, the project came in under budget, mainly due to the non-typical use of a fabric covered, pre-engineered truss system for the field house.

Although this type of building system is much less expensive than a conventional building system, it does require a bit more maintenance. While it is very cost effective and visually interesting, the membrane needs to be replaced every twenty years; however, this is similar to most flat roofing systems.

The arched roof concept, used on the Field House, was also included at the Recreation Center. The Rec component consists of a conventional standing steel roof, with the exposed trusses and ceiling at the interior, for visual interest and a more spacious feeling.

The architect used a grid pattern in many of the finishes, the curtain wall, the restroom tile floors and walls, and the entire brick facade. The brick checkerboard pattern was used to help make the building more prominent, interesting and identifiable.



## CITY RICHFIELD

### COMMUNITY CENTER UPGRADES

Contact: Jim Topitzhofer  
Parks & Recreation Services Director  
p: (612) 861-9394  
e: jtopitzhofer@cityofrichfield.org

The project consisted of extensive upgrades to the interior and exterior of the existing Richfield Community Center.

#### Upgraded items included:

- A senior center
- Installation of commercial kitchen at lower level
- New accessible restrooms at upper and lower level
- Installation of moveable partitions for flexible meeting spaces
- Creation of computer learning center for senior group
- New private conference room at upper level
- New reception area and service counter
- Additional windows and window replacement
- Mechanical and Electrical systems replacement

During the study phase of the project, it became clear that the community center's primary demographic was the local seniors. Some of the upgrades that were made allowed the city to expand its services to this group including: offering tax preparation, computer literacy classes, and a kitchen and banquet room for special events. These additional services were provided without affecting any of the existing valuable services the community center offered the



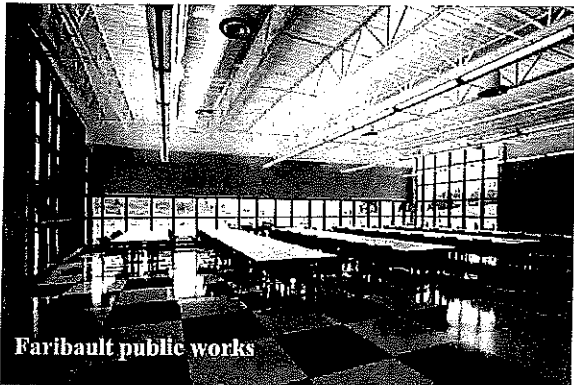


## MULTI-PURPOSE ROOMS

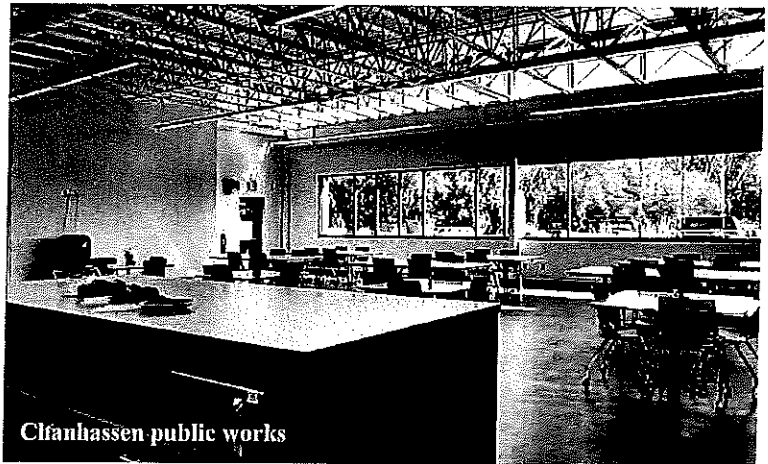
Our firm has extensive experience with public works facilities. Virtually all of them have a large multi-purpose room for the community to utilize. Many of these facilities have played host to everything from Boy Scout meetings to serving as a polling place.



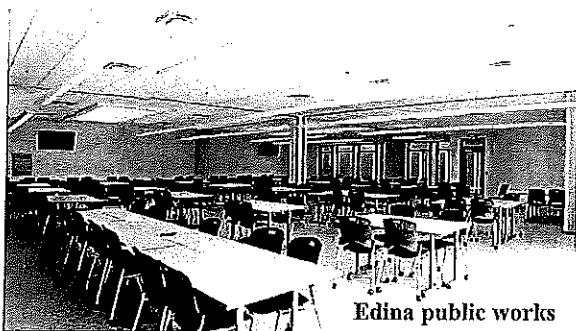
Maple Grove public works



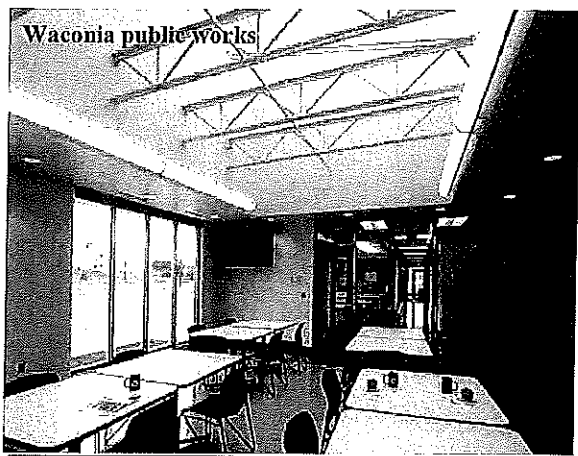
Faribault public works



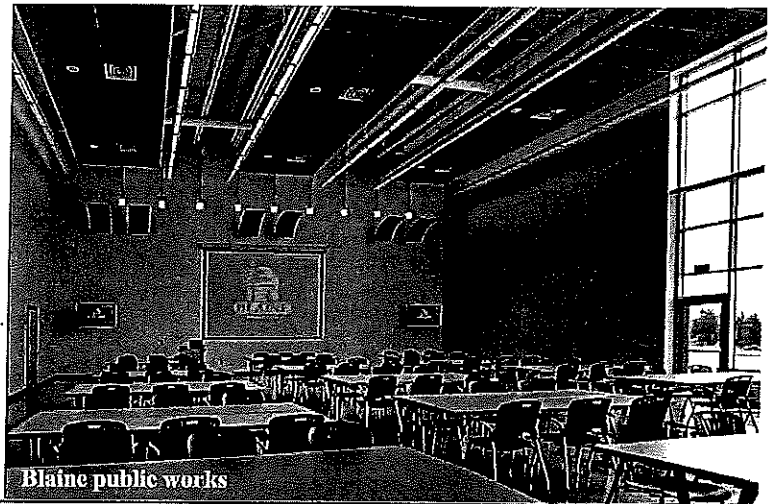
Clanhattan public works



Edina public works



Waconia public works



Blaine public works

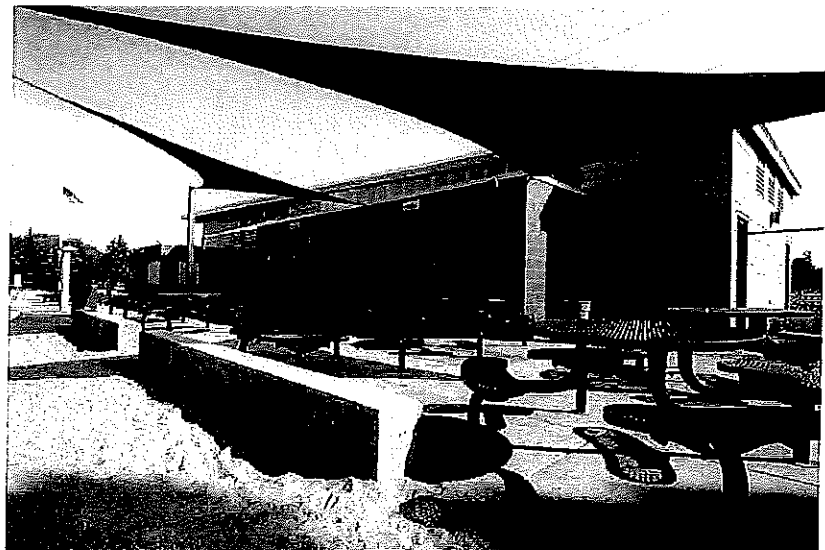
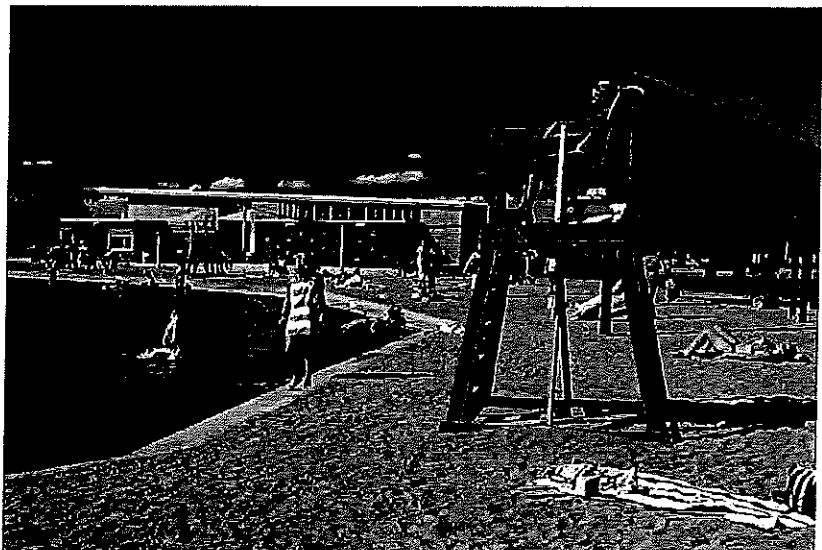
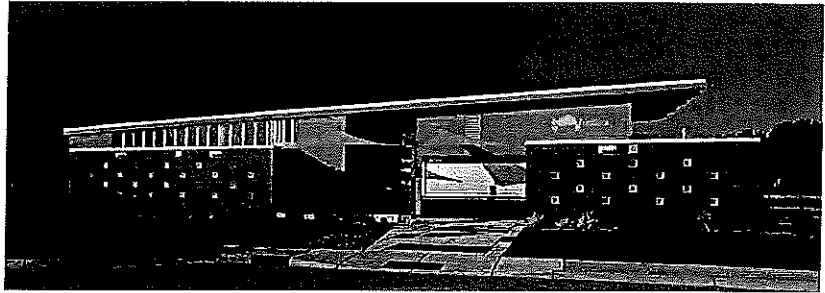
**CITY OF SHAKOPEE  
SANDVENTURE AQUATIC  
CENTER**

SHAKOPEE, MN

Contact: Travis Karlen  
Recreation Supervisor during design and  
construction- currently with the city of  
Plymouth as their Recreation Manager  
p: (763) 509-5223  
e: tkarlen@plymouthmn.gov

Size: 3,900 sq. ft.  
Cost: \$768,500  
Completion: 2007

The city of Shakopee Aquatic Park is a unique sand-bottom swimming facility. The existing support building was built in 1967 and was in need of major repairs and upgrades. A new 3,900 square foot facility was designed and built which includes restrooms / changing rooms, storage areas, concessions / lifeguard room, offices, and administration areas. Other improvements on the site included new picnic tables, a new diving board, fabric awnings at the entrance, a fabric covered pavilion area, concrete pathway with colored concrete blocks, a new bike rack, and new shade structures to block the filtration equipment from UV rays. We also added ADA compliant restrooms to an existing restroom facility that serves Lions Park.



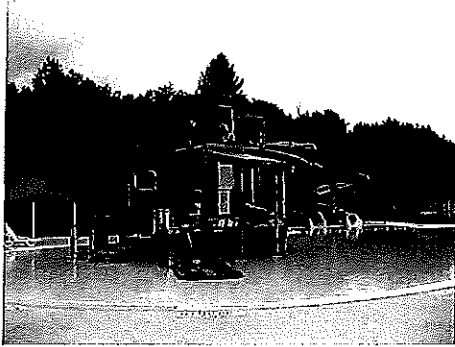


**KAISER POOL**  
CITY OF WAUSAU, WI

Contact: Jody Dahms  
Aquatics Lead- Project Manager  
p. (952) 356-6047  
e. jody.dahms@aquaticdesignsolutionsllc.com



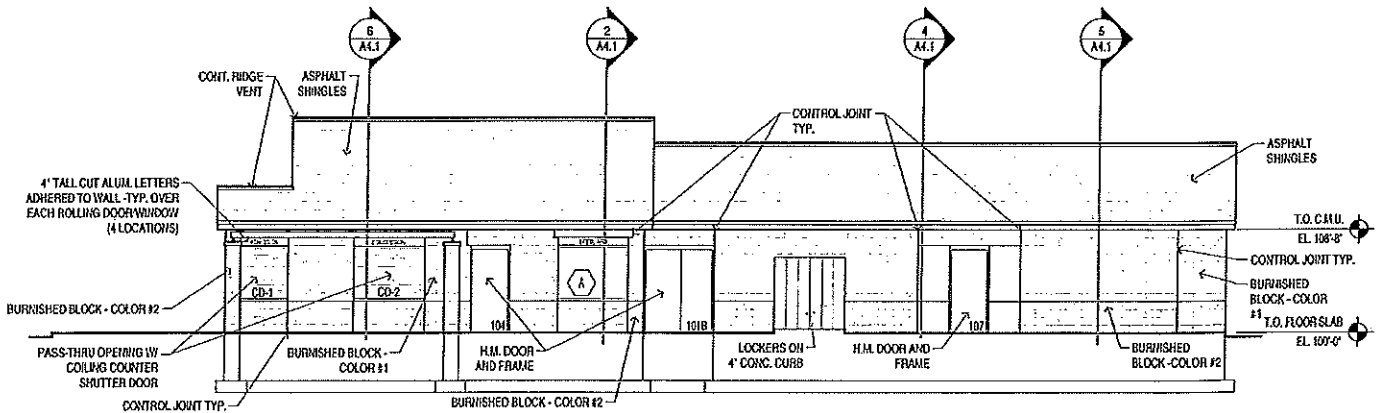
Oertel Architects working as consultant to Aquatic Design Solutions recently completed the reconstruction of the pool and support building for the Kaiser Pool. The project is the first phase of the reconstruction of all three municipal pools in Wausau over the next three years. The support building houses restrooms/ changing rooms, a concession stand, a lifeguard station, and all of the mechanical equipment for the pool.



**MEMORIAL POOL**  
CITY OF WAUSAU, WI

Contact: Jody Dahms  
Aquatics Lead- Project Manager  
p. (952) 356-6047  
e. jody.dahms@aquaticdesignsolutionsllc.com

Oertel Architects working as consultant to Aquatic Design Solutions on the reconstruction of the pool and support building for the Memorial Municipal Pool. The project is the second phase of the reconstruction of all three municipal pools in Wausau over the next three years. The support building houses restrooms/ changing rooms, a concession stand, a lifeguard station, and all of the mechanical equipment for the pool and the reconstruction should be complete in time for the 2016 swimming season.



24.

**ANDREWS PARK**  
Champlin, MN

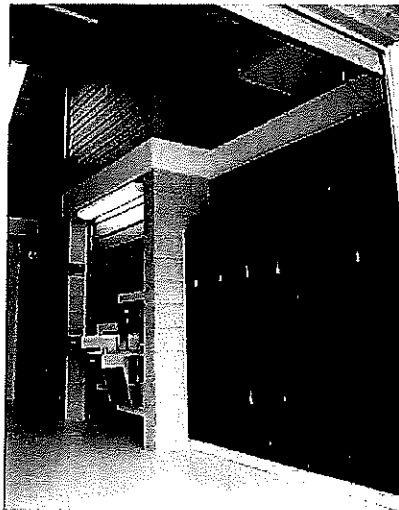
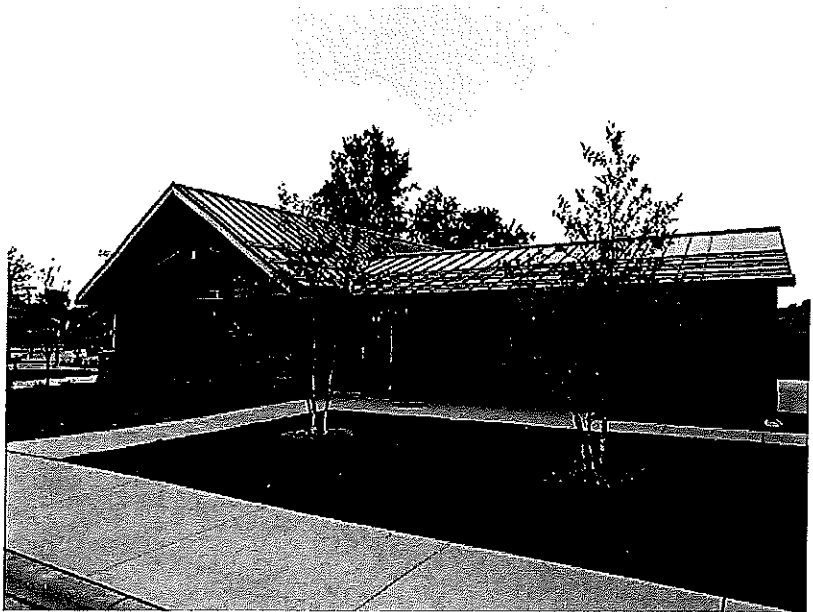
Contact: Dan Masloski  
Park Facilities Manager  
p: (763) 923-7163  
dmaskloski@ci.champlin.mn.us

- Picnic area and restroom facilities in an existing park
- Construction Cost: \$1,653,000
- Completion: May 2014

This project added two new structures to a large and heavily used existing park in the City of Champlin. The new structures include restrooms, meeting spaces and sheltered outdoor areas that will serve a new splash pad and existing playground at one of the parks' three activity hubs. In addition to the new splash pad, there is an existing dog park, basketball courts, volleyball courts, picnic areas, and baseball fields.

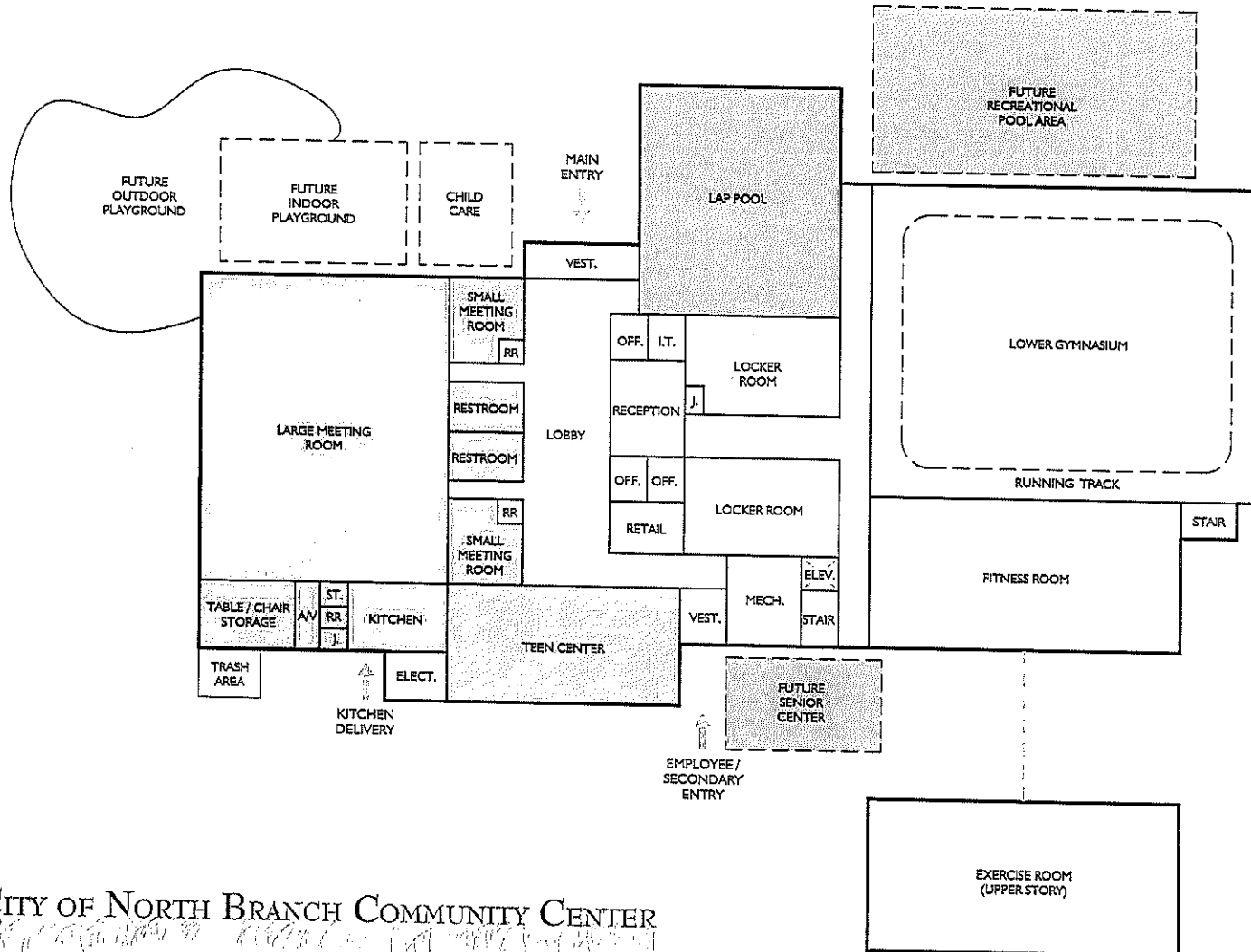
As the park is unsupervised, the building and trail layout was designed to be intuitive and easy to navigate. The design team also focused on using durable, and sometimes replaceable, materials at the exterior of the buildings. Heavy timber, decorative block, wood siding and trim, and steeply pitched roofs were used at both buildings.

The existing trees and vegetation played an intricate role in the park's overall identity and character, to the point where some of the public developed a personal attachment with particular areas of the park. The design team worked with city staff and the public to reduce or eliminate the impact of new development.

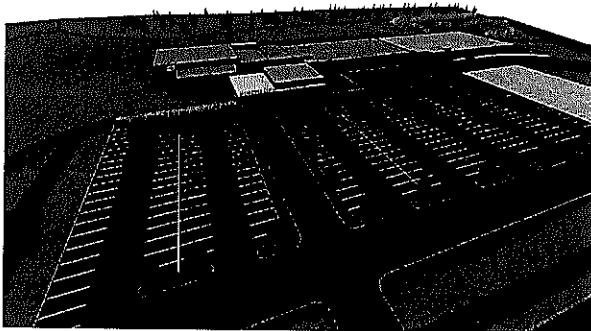
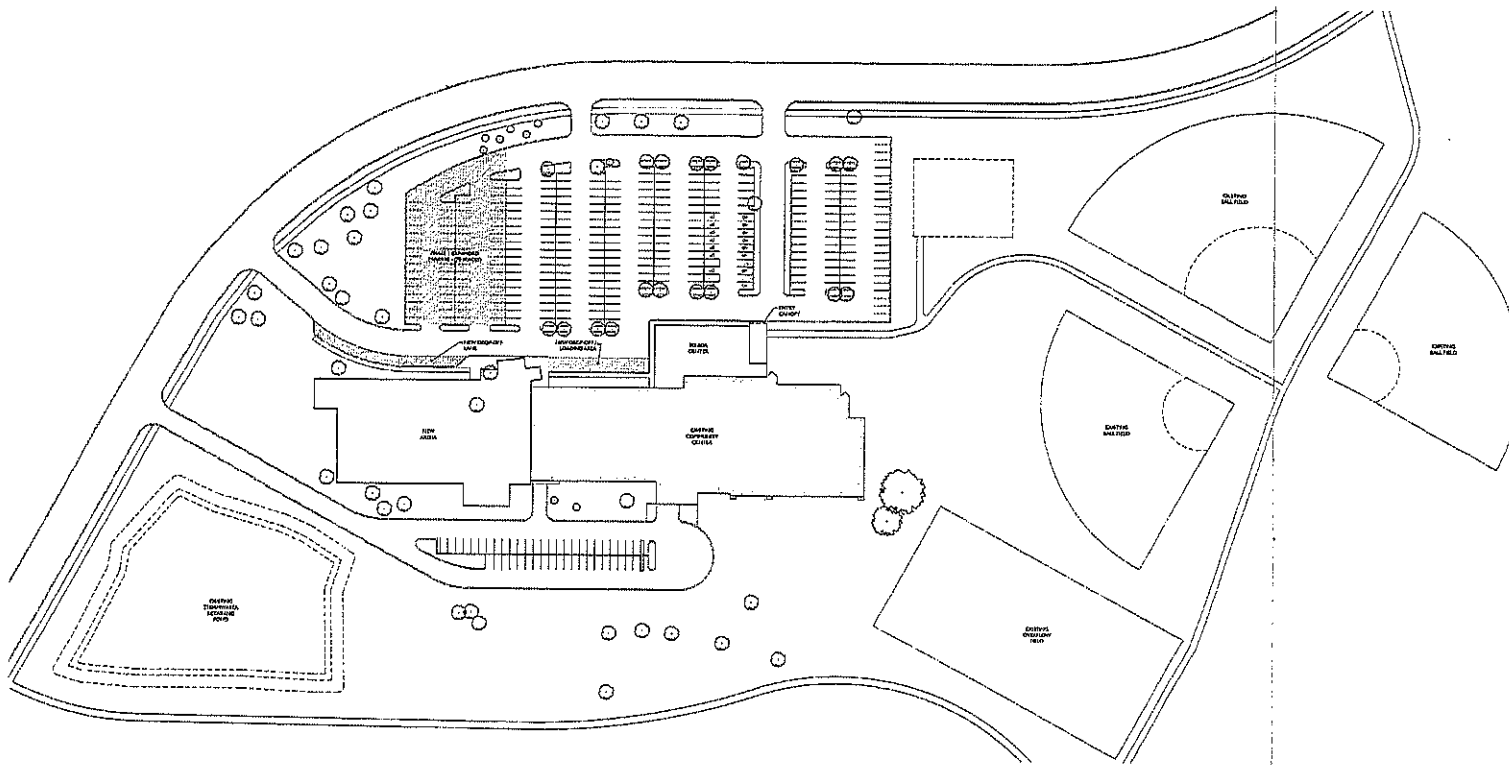


Planning Examples  
Appendix B





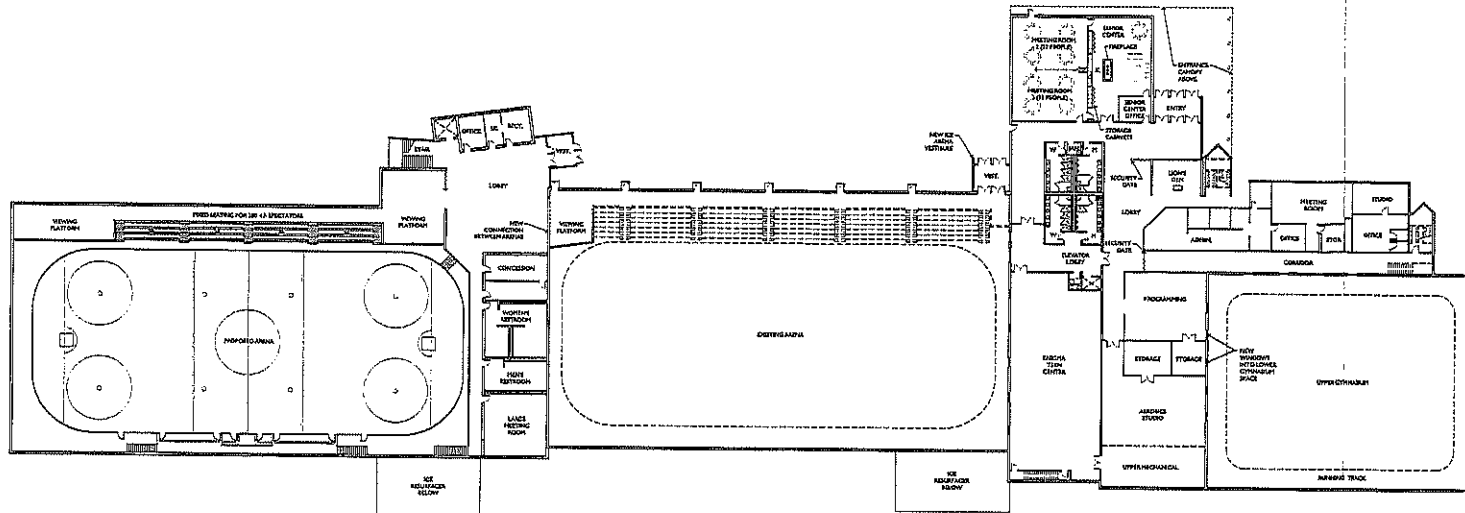
CITY OF NORTH BRANCH COMMUNITY CENTER



PHASE I IMPROVEMENTS:

- EXPANDED ICE ARENA AND SUPPORT SPACES - 32,800 s.f.
- RENOVATED CYCLING, CARDIO, AND FREE WEIGHT AREA - 4800 s.f.
- SENIOR CENTER, PUBLIC MEETING ROOMS, EXPANDED RESTROOMS - 6500 s.f.
- RENOVATED AEROBICS STUDIO - 4800 s.f.

SHAKOPEE COMMUNITY CENTER IMPROVEMENTS -- PHASE I



1 FLOOR PLAN  
UPPER LEVEL  
1" = 20'-0"

**OERTEL ARCHITECTS**  
17th Street, Suite 200, Shakopee, MN 55379  
612-444-1111  
www.oertel.com

PROJECT NUMBER: 10-12  
DATE: AUGUST 9, 2010  
DRAWN BY: TRB  
CHECKED BY: JLO  
SCALE: 1/8" = 1'-0"

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT IN THE STATE OF MINNESOTA.

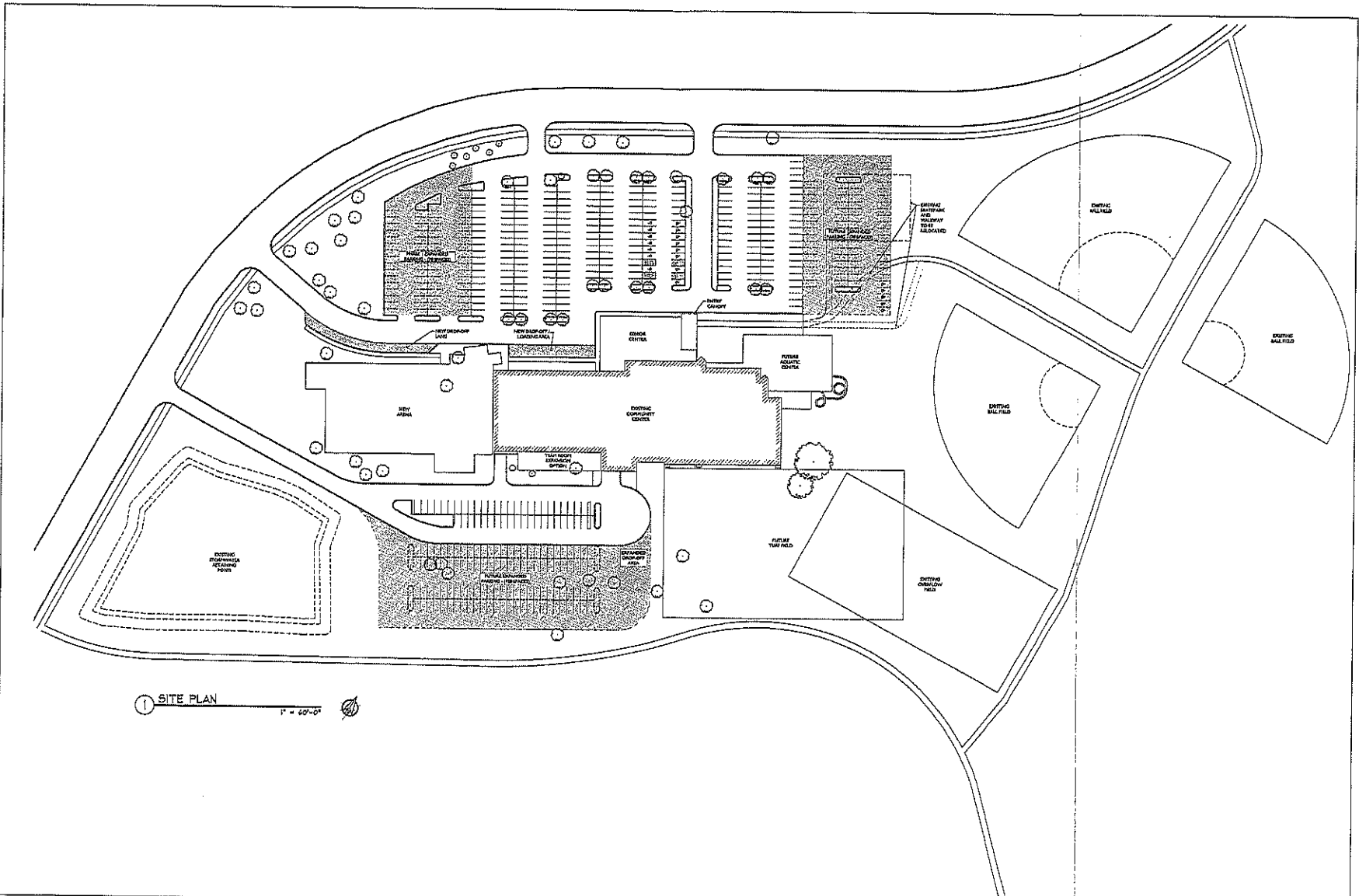
PROJECT NAME:  
**SHAKOPEE COMMUNITY CENTER ADDITION STUDY**  
1255 FULLER STREET SOUTH, SHAKOPEE, MINNESOTA 55379

DATE: 08/09/10  
DRAWN BY: TRB  
CHECKED BY: JLO  
SCALE: 1/8" = 1'-0"

100%  
UPPER LEVEL  
**OPT. A**

29.





① SITE PLAN  
1" = 40'-0"

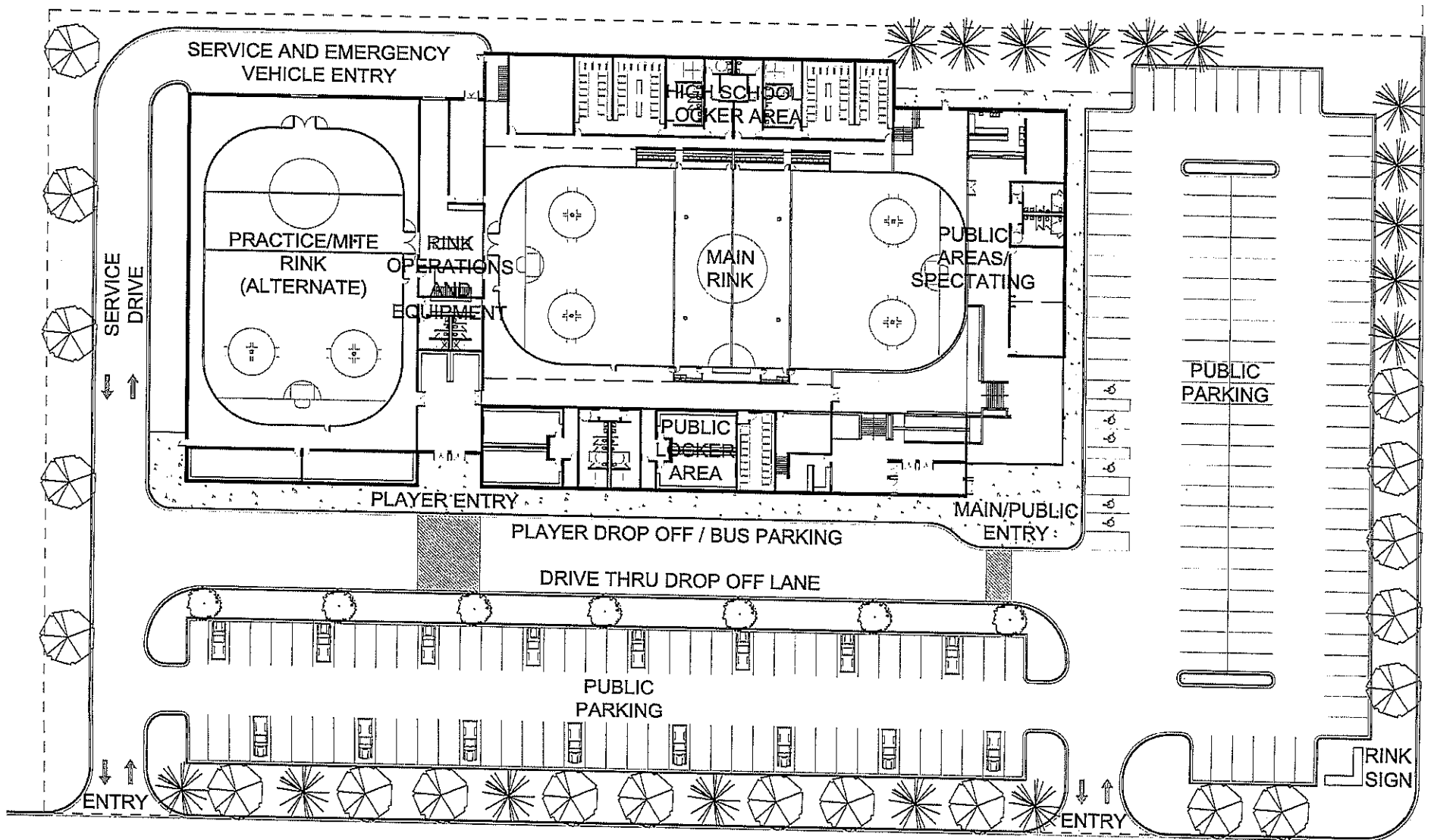
**OERTEL ARCHITECTS**  
 278 Paul Gilman Drive, St. Paul, Minnesota 55109  
 651-465-5145 TEL. 651-465-5146 FAX  
 www.oertel.com

PROJECT NUMBER	10-02
DATE	AUGUST 20, 2010
PROJECT NAME	TR5
PROJECT LOCATION	JLG
PROJECT NUMBER	

I HEREBY CERTIFY THAT THE DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly REGISTERED ARCHITECT IN THE STATE OF MINNESOTA.

PROJECT NAME  
**SHAKOPEE COMMUNITY CENTER ADDITION STUDY**  
 1255 FULLER STREET SOUTH, SHAKOPEE, MINNESOTA 55379

PAGE NO.  
 SITE PLAN  
 OPT. A



**RESOLUTION NO. 2016-19**

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

**APPROVING FEASIBILITY STUDY WITH BOLTON & MENK**

WHEREAS, the City is facing increasing demand for recreational amenities, trails and a Regional Wellness Center; and,

WHEREAS, the City Staff and Community groups have assessed the City’s recreational amenities and engaged citizens in conversations that identified the needs and wants of the community.

WHEREAS, Bolton & Menk, Inc. has submitted a proposal to the City of Fairmont to prepare a Regional Wellness Center Feasibility Study.

NOW THEREFORE, BE IT RESOLVED, that the City of Fairmont approve entering into a contract with Bolton & Menk, Inc. to prepare a Fairmont Regional Wellness Center Feasibility Study.

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

PASSED, APPROVED AND ADOPTED this 13th day of June, 2016.


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

ATTEST:

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

MEETING DATE: June 13, 2016

SUBJECT: Local Option Sales Tax

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input checked="" 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 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 of Fairmont is interested in adopting a half-cent local option sales tax to help fund recreational amenities, trails, and a regional wellness center. State Statute requires municipalities to hold a referendum on the sale tax before seeking authorization from the legislature. Staff is recommending that referendum be held during the 2016 general election. City Council is required to take such action by resolution at a public meeting.

**MOTION:** To Adopt Resolution 2016-20 Authorizing a Referendum during the 2016 General Election proposing a half-cent local option sales tax.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. Resolution 2016-20
2. \_\_\_\_\_
3. \_\_\_\_\_

\*\*\*\*\*

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

**RESOLUTION NO. 2016-20**

STATE OF MINNESOTA )  
COUNTY OF MARTIN )SS  
CITY OF FAIRMONT )

**TO PLACE LOCAL OPTIONAL SALES TAX ON  
THE NOVEMBER, 2016 GENERAL ELECTION BALLOT**

WHEREAS, the City of Fairmont has a demand for capital investment beyond its current tax levy; and,

WHEREAS, the City is facing increasing demand for recreational amenities, trails and a Regional Wellness Center; and,

WHEREAS, the City Staff and Community groups have assessed the City's recreational amenities and engaged citizens in conversations that identified the needs and wants of the community. The estimated cost to meet those needs will be in excess of \$30,000,000; and,

WHEREAS, Fairmont currently has a 6.875% sales tax in place; and,

WHEREAS, a half-cent sales tax would generate an estimated \$15,000,000 - \$20,000,000 over the next 25 years.

NOW THEREFORE, BE IT RESOLVED, that the City of Fairmont authorize a referendum for the November 2016 general election, proposing a 25 year, half-cent sales tax to commence in 2018 and run until 2043 to fund Fairmont's recreational needs and to further seek legislative approval for the authority to implement such a sales tax.

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

PASSED, APPROVED AND ADOPTED this 13th day of June, 2016.

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

ATTEST:

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

MEETING DATE: June 13, 2016

SUBJECT: North Avenue Surface Upgrades

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

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

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 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: Staff has been coordinating with the Martin County Highway department to complete upgrades to North Avenue from Margaret Street to the Center Creek bridge. This upgrade would provide paved shoulders for pedestrian and bicycle traffic and also upgrade the traveled road section. The City's cost for this upgrade would be \$74,137.98. See attached memo for additional details. Staff is recommending to participate with Martin County to complete the project this summer.

MOTION: To approved participating with Martin County to complete surface upgrades to North Avenue from Margaret Street to the Center Creek bridge.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. June 3<sup>rd</sup> Memo from City Engineer with map
- 2.
- 3.

\*\*\*\*\*

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



Phone (507)238-9461

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

Fax (507)238-9469

MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Troy Nemmers, PE, Director of Public Works/City Engineer *TN*  
**Cc:** Mike Humpal, CEcD, City Administrator;  
Paul Hoye, Finance Director  
**DATE:** June 3, 2016  
**SUBJECT:** North Avenue surface upgrades

=====

The City completed a resurface on North Avenue from Margaret Street to the Center Creek bridge in 2011. At that time the existing street width and centerline grade were maintained by reclaiming the existing bituminous surface and placing 3" of new asphalt pavement. That project was limited to the existing street width due to the bonding requirements of the state assessment process.

Last fall I was contacted by the Martin County Highway Department and was told that they would be completing a 3" mill and overlay of CR 41 (North Avenue) from the north City limits to CR 32 in 2016. They also said that they were planning to add 4' paved shoulders to improve safety for pedestrians and bicyclists on their segment of the project. We discussed the potential of extending the County project south to Margaret Street. This project would intersect with the paved trail planned on Margaret Street in 2017 and provide an additional upgrade to the street and the City's trail system. For these reasons, I requested they include quantities for doing that work to the City's segment south of the bridge. See attached sheet for the breakdown of City (Part A) and County (Part B) segments.

The County opened bids this spring and the cost to have 4' paved shoulders and a full 3" overlay on the City's portion of this project is \$74,137.98. This project was not specifically budgeted for in 2016 improvements, but the City receives approximately \$170,000 each year for maintaining City State Aid routes. Since this is a State Aid route staff would propose using this money to fund the project. No assessments would be levied as part of this project since previous work was completed in 2011. Staff is recommending to participate with Martin County to complete the project this summer.

Please contact me with any questions or concerns.





**NOTE:**

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL "D". THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

**MINN PROJECT NO.**  
**MINNESOTA DEPARTMENT OF TRANSPORTATION**  
**COUNTY STATE AID HIGHWAY NO. 41 (212TH AVE.)**  
**CONSTRUCTION PLAN FOR: MILLING & BITUMINOUS WEAR**

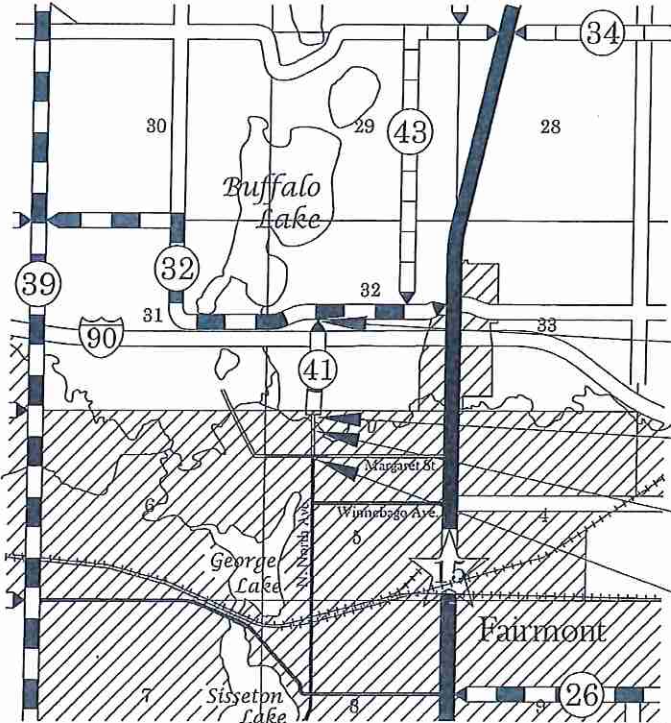
FROM: MARGARET ST.  
TO: C.S.A.H. 32  
FROM: 50' N. OF THE INTERSECTION OF 212TH AVE AND MARGARET ST.  
TO: A POINT 180' E. OF THE SE. COR. SW1/4 NW1/4 SEC. 32

**S.A.P. NO. 046-641-008 PART A**

**S.A.P. NO. 046-641-008 PART B**

GROSS LENGTH 850.50 FEET 0.161 MILES  
BRIDGES LENGTH 0.00 FEET 0.000 MILES  
EXCEPTIONS LENGTH 0.00 FEET 0.000 MILES  
NET LENGTH 850.50 FEET 0.161 MILES

GROSS LENGTH 2,936.09 FEET 0.556 MILES  
BRIDGES LENGTH 369.62 FEET 0.070 MILES  
EXCEPTIONS LENGTH 0.00 FEET 0.000 MILES  
NET LENGTH 2,936.09 FEET 0.556 MILES



**INDEX OF SHEETS**

- SHEET NO.1 TITLE SHEET & LAYOUT MAP
- SHEET NO.2 ESTIMATED QUANTITIES
- SHEET NO.3 CONSTRUCTION NOTES
- SHEET NO.4 TYPICAL SECTIONS & SAFETY EDGE DETAIL
- SHEET NO.5 APPROACHES AND ENTRANCES
- SHEET NO.6 SILT FENCE DETAIL
- SHEET NO.7 STORM DRAIN INLET DETAIL

END S.A.P. 046-641-008  
STA. 29+36.09 PART B

BEGIN S.A.P. 046-641-008  
STA. 0+00.00 PART B

END S.A.P. 046-641-008  
STA. 9+00.50 PART A

BEGIN S.A.P. 046-641-008  
STA. 0+50.00 PART A

**GOVERNING SPECIFICATIONS**

THE 2016 EDITION OF THE MINNESOTA DEPARTMENT TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH, IN THE CONSTRUCTION OF THIS PROJECT.

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

**DESIGN DESIGNATION (RURAL)**

STA. 0+50.00 TO STA. 9+00.50  
STA. 0+00.00 TO STA. 29+36.09

ADT (2016) 1,061  
ADT (2036) 1,379

9 TON DESIGN

DESIGN SPEED 40 MPH

SOIL FACTOR 130%

SHOULDER WIDTH 4.0 FEET

STOPPING SIGHT DISTANCE BASIS:

HEIGHT OF EYE 3.5 FEET

HEIGHT OF OBJECT 0.5 FEET

STA. 2+28.77 PART A TO STA. 27+64.3 PART B - 40 MPH SPEED ADVISORY

*Kevin Peyman*  
KEVIN PEYMAN COUNTY ENGINEER

DATE 12/23/15

MARTIN COUNTY

LIC. NO. 40,907

*Duke Kubacki*  
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE-AID RULES/POLICY.

DATE 12/29/2015

*Duke Kubacki*  
APPROVED: FOR STATE AID FUNDING: STATE AID ENGINEER

DATE 12/29/2015



MEETING DATE: June 13, 2016

SUBJECT: Knollwood Trail Connection

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input checked="" 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 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:** At the budget work session, the Knollwood bike/walk trail connection was listed as a priority for 4 of the 6 councilmembers. To be able to provide the city council with adequate information for budgeting purposes and to move the project forward, staff will need to incur some cost, meet with landowners, and have staff complete some preliminary engineering to have adequate cost estimates. Staff will also need to spend time researching options for land acquisition or amending an existing city easement.

**MOTION:** To direct city staff to complete the needed analysis to give the city council adequate information to consider including the Knollwood trail connection as part of the 2017 budget.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**


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

\*\*\*\*\*

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

MEETING DATE: June 13, 2016

SUBJECT: AgStar Grant Agreement

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: Linsey Preuss, Economic Development Coordinator/  
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: Linsey Preuss, Economic Development Coordinator, applied for a Rural Feasibility Study Grant through AgStar. A \$5,000.00 grant was awarded, contingent upon the City contributing the remaining balance of the cost for the Regional Wellness Center feasibility study.

MOTION: To accept the Sponsorship Agreement regarding a \$5,000.00 grant from AgStar to be used for a feasibility study of a Regional Wellness Center.

VOTE REQUIRED: Simple majority.

ATTACHMENTS:

1. AgStar Sponsorship Agreement
2. \_\_\_\_\_

\*\*\*\*\*

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



## SPONSORSHIP AGREEMENT

This SPONSORSHIP AGREEMENT ("Agreement"), dated May 25, 2016, is made by and between City of Fairmont (hereinafter referred to as "Grantee") and AgStar Financial Services, ACA (hereinafter referred to as "AgStar" or "Sponsor").

WHEREAS, AgStar has in place a discretionary corporate giving and sponsorship program named the AgStar Fund for Rural America, and

WHEREAS, Grantee desires to commence or has commenced a project for which Grantee desires financial sponsorship (the "Project"); and

WHEREAS, the project and its goals are consistent with the mission of the AgStar Fund for Rural America and its Rural Feasibility Study Grant Program; and

NOW THEREFORE, the parties agree to the following terms and conditions:

1. The Project for which Grantee desires financial sponsorship is described as follows:

A study to determine the feasibility of a city-owned Regional Wellness Center.

Total Amount Granted: \$5,000

2. AgStar will provide financial sponsorship to Grantee for the Project in the amount of \$5,000. Grantee understands and agrees that the funds provided by Sponsor may be spent only for the Project and for no other purpose. Grantee has full responsibility for the conduct of the Project sponsored hereunder and for adherence to this Agreement. Grantee shall not use the funds for any purpose prohibited by applicable law, and shall use the funds only for those purposes which are permissible under all applicable laws and regulations, including but not limited to the Internal Revenue Code, as amended and the regulations issued thereunder. Grantee shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances.

3. Grantee shall return to AgStar any funds provided by AgStar which are not used for the Project. Grantee is responsible for the appropriate expenditure of funds and for maintaining adequate supporting records. Grantee shall provide to the AgStar Fund Specialist, Melanie Olson, periodic status reports, which shall include a progress narrative and a report of expenditures, on a \_\_\_ monthly \_\_\_ quarterly X other (explain) study completion basis (check one). In addition, as and when such documentation becomes available preliminary reports, completed study and any supporting amendments. If AgStar determines, in its sole discretion, that the funds have not been used for the Project or Grantee has otherwise failed to comply with this Agreement, the funds shall be promptly returned to AgStar.
4. Grantee is required to recognize Sponsor and/or the AgStar Fund for Rural America in all publicity materials related to the Project, unless requested otherwise by AgStar or as mutually agreed upon by Grantee and Sponsor. Approval of AgStar is required prior to any announcement or release of publicity which references AgStar. Grantee shall not use the AgStar name or logo for any purpose or under any circumstance except as agreed upon in advance by AgStar.
5. Grantee agrees to indemnify and hold AgStar harmless and, at Grantee's cost and expense, defend AgStar and AgStar's officers, employees and directors from and against any and all liability and claims for damages or loss, including but not limited to costs, expenses and reasonable attorney's fees, arising out of Grantee's actions in furtherance of the Project. AgStar shall not be liable for any claims arising out of the Project or for any work performed in connection therewith. Grantee shall be solely responsible for the acts or omissions of its officers, agents, employees, directors and contractors.
6. Grantee warrants and represents that it has not made to AgStar any material false statement or misstatement of fact in connection with the Project or its receipt of sponsorship funds from AgStar, and all information provided to AgStar, whether previously provided or to be provided in the future, is and will be true and correct.
7. Grantee shall not engage in discriminatory practices with respect to the Project for which sponsorship funds have been provided, and shall, with respect to the Project, fully comply with all applicable state and federal nondiscrimination laws.
8. Grantee agrees that AgStar's financial sponsorship of the Project is done with the understanding that AgStar has no obligation to provide other or additional support to the Grantee.
9. Nothing contained in this Agreement, nor in the provision of funds, shall be intended or construed in any manner as creating or establishing a relationship of partners or joint venture between the Grantee and AgStar, nor shall Grantee be considered or deemed to be an agent, representative or employee of AgStar.
10. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any proceedings or disputes arising out of this Agreement shall be venued in Blue Earth County, Minnesota.

11. The waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any breach in the future or any other breach of any other provision.

12. Grantee may not assign this Agreement or the sponsorship funds provided by AgStar.

13. Grantee hereby states that no goods or services were received in exchange for the donation from AgStar Financial Services.

IN WITNESS WHEREOF, this Agreement is entered into as of the date first written above.

GRANTEE:

City of Fairmont

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

Its: \_\_\_\_\_

SPONSOR:


AGSTAR FINANCIAL SERVICES, ACA

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

Its: \_\_\_\_\_

MEETING DATE: June 13, 2016

SUBJECT: Approval of Preliminary Plat of **Whitetail Ridge**

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 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 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:** The Planning Commission held a public hearing on the preliminary plat of Whitetail Ridge on June 13, 2016. The Commission reviewed the platting requirements laid out in the City Code Sections 24-77 and 92. The plat is conforming. The Planning Commission unanimously recommends approval of the preliminary plat of Whitetail Ridge as presented.

**MOTION:** To approve the preliminary plat of Whitetail Ridge contingent on the City acquiring all necessary property encompassed by the plat.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. PC Notice of Public Hearing, Staff Comments
2. Planning Commission Minutes, June 7, 2016

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



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

Phone (507) 238-9461

Fax (507) 238-9469

**PUBLIC HEARING NOTICE**

Dear Property Owner:

**YOUR ATTENTION** is called by the Planning Commission to a Public Hearing to be held on **June 7, 2016 at 5:30 P.M. at the Fairmont City Hall Council Chambers at 100 Downtown Plaza in the City of Fairmont** to consider:

**THE CITY CODE REQUIRES . . .Section 24-78. Public hearing.** The Planning Commission shall hold a public hearing on a preliminary plat. Notice of the hearing shall be mailed not less than five (5) days before the date of the hearing to all property owners within one hundred (100) feet of the proposed plat.

**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.

**APPLICANT IS REQUESTING CONSIDERATION OF THE FOLLOWING TO THE ABOVE REQUIREMENTS:** . . . The applicant is requesting the Planning Commission take public input, review and make recommendation to the City Council on the preliminary plat of **Whitetail Ridge**.

**Applicant:** Fairmont Area School District/Andrea Luedtke

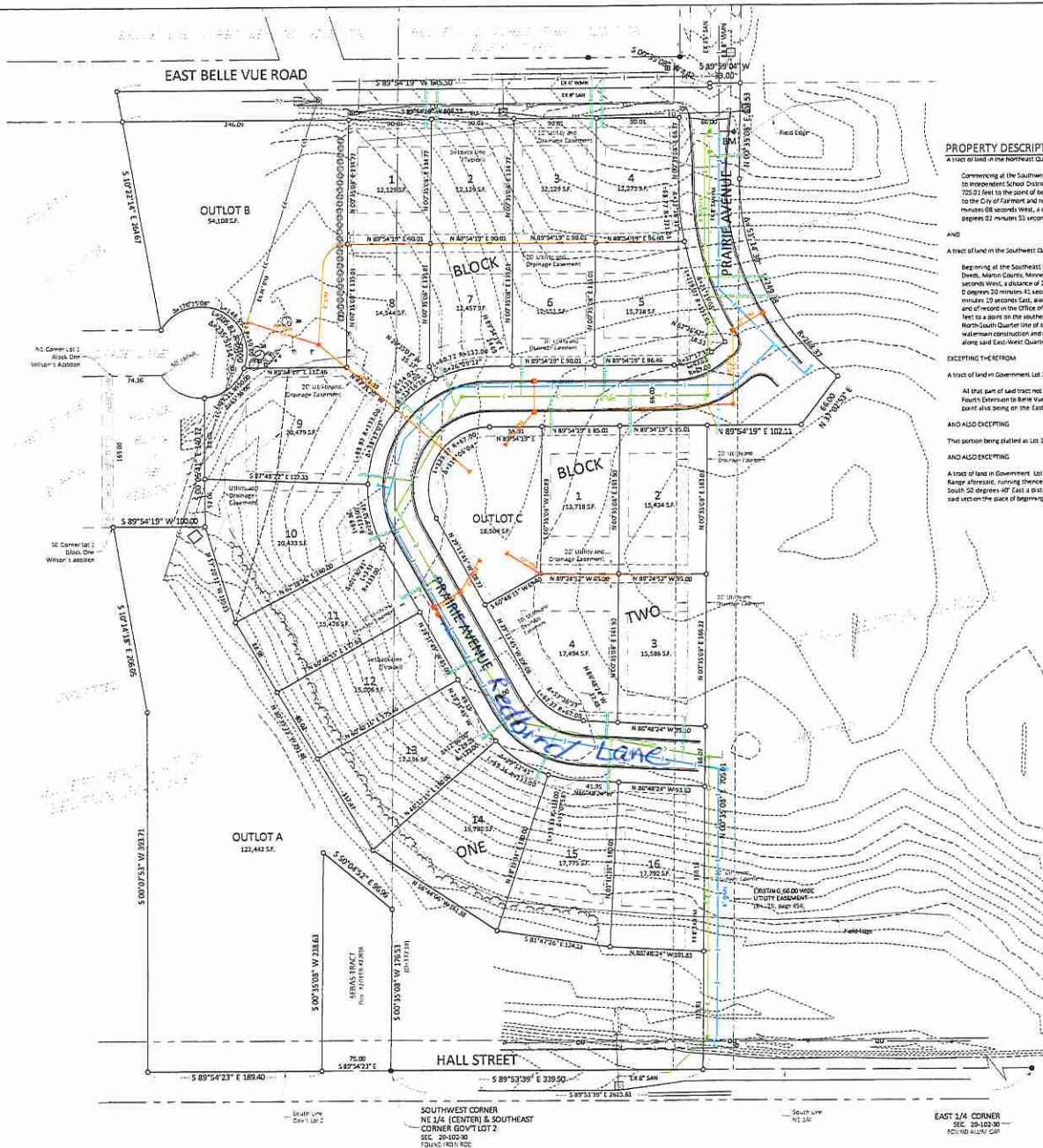
**Proposed Plat:** Whitetail Ridge

C I T Y O F L A K E S

44



PRELIMINARY PLAT OF  
**WHITETAIL RIDGE**  
 IN THE  
 CITY OF FAIRMONT, MARTIN COUNTY, MINNESOTA



**PROPERTY DESCRIPTION**

A tract of land in the Northwest Quarter of Section 20, Township 102 North, Range 30 West, in City of Fairmont, Martin County, Minnesota described as follows:  
 Commencing at the Southwest corner of the Northeast Quarter of said Section 20, thence South 83 degrees 35 minutes 39 seconds East, along the south line of said Section 20, a distance of 329.50 feet to the east line of a tract of land hereinafter described, thence North 83 degrees 35 minutes 39 seconds East, along the east line of said Independent School District No. 454 tract, a distance of 725.21 feet to the point of beginning; thence continuing North 20 degrees 12 minutes 30 seconds East, along the east line of said Independent School District No. 454 tract, a distance of 273.21 feet, to the south line of a tract of land hereinafter described, thence North 83 degrees 35 minutes 39 seconds East, along the south line of said City tract, a distance of 110 feet; thence South 00 degrees 15 minutes 00 seconds West, a distance of 124.51 feet; thence South 65 degrees 14 minutes 10 seconds West, along a tangential circular curve concave north-south having a radius of 182.20 feet and a central angle of 55 degrees 32 minutes 35 seconds; thence South 37 degrees 02 minutes 31 seconds West, not tangent to said curve, a distance of 66.00 feet; thence South 89 degrees 54 minutes 13 seconds West, a distance of 223.11 feet to the point of beginning.

AND  
 A tract of land in the Northwest Quarter and in Government Lot 2 of Section 20, Township 102 North, Range 30 West, Martin County, Minnesota, more particularly described as follows:  
 Beginning at the Southwest corner of said Government Lot 2, thence South 89 degrees 55 minutes 39 seconds West, along the south line of said Government Lot 2, a distance of 764.40 feet to the Southwest corner of a tract of land as described on Page 142, Book 202 Deeds, Martin County, Minnesota, thence North 0 degrees 07 minutes 07 seconds West, along the east line of said tract, a distance of 293.71 feet to a stone with cross, said stone being the Northeast corner of said tract; thence North 0 degrees 29 minutes 18 seconds West, a distance of 205.00 feet to the Southwest corner of Lot 1, Block One, Whitetail Addition to the City of Fairmont, Minnesota, according to the plat on file and of record in the Office of the Register of Deeds, Martin County, Minnesota; thence North 89 degrees 55 minutes 39 seconds East, along said southerly line, a distance of 74.16 feet to the intersection of said southerly line and the southerly prolongation of the westerly line of Block Three of the Fourth Extension to Belle Vue Heights in the City of Fairmont, Minnesota, according to the plat on file and of record in the Office of the Register of Deeds, Martin County, Minnesota; thence North 0 degrees 37 minutes 37 seconds West, along said southerly line and the southerly prolongation of said westerly line, a distance of 715.00 feet to a point on the westerly line of a tract of land as described on Page 646 of Book 202 of Deeds, Martin County, Minnesota; thence North 89 degrees 55 minutes 39 seconds East, along the southerly line of said tract, a distance of 203.29 feet to a point on the westerly line of said Section 20, thence continuing North 19 degrees 39 minutes 39 seconds East, along said southerly line, a distance of 232.29 feet to the center of a 66.00 foot wide arc segment of a circle tangent to said southerly line and said East-West Quarter line, a distance of 238.20 feet to the point of beginning.

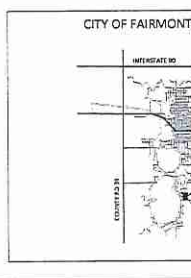
EXCEPTING THEREFROM  
 A tract of land in Government Lot 2, Section 20, Township 102 North, Range 30 West, Martin County, Minnesota, described for street purposes more particularly described as follows:  
 At the start of said tract, not previously platted as State Lane in the City of Fairmont, within the circumference of a 30.00 foot radius circle, the radius point of said circle being described as follows: Commencing at the Southwest corner of Lot 2, Block Three of Fourth Extension to Belle Vue Heights in the City of Fairmont, Minnesota, thence Southwesterly at an angle of 120 degrees 35 minutes 39 seconds as measured clockwise from the westerly line of said Block Three, a distance of 52.00 feet to said radius point, said radius point also being on the Eastern prolongation of the centerline of State Lane as platted in said City of Fairmont, Minnesota.

AND ALSO EXCEPTING  
 That portion being platted as Lot 1, Block One, HONE ADDITION in the City of Fairmont according to the recorded plat thereof on file and of record in the Office of the County Recorder, Martin County, Minnesota.  
 AND ALSO EXCEPTING  
 A tract of land in Government Lot 2, Section Twenty (20), Township One Hundred Two (102) North, Range Thirty (30) West of the fifth Principal Meridian, bounded and described as follows to-wit: Beginning at the corner point of said Section Twenty (20), Township and Range aforesaid, running thence West on the East and West quarter line a distance of seventy-five (75) feet, running thence North and parallel to the North and South quarter line a distance of two hundred thirty-eight and six one hundredths (238.61) feet, running South 50 degrees 40' East a distance of one hundred and ninety-seven and one hundredths (197.01) feet to the north and South quarter line of said section, running thence South a distance of one hundred seventy-seven and one hundredths (177.01) feet to the corner point of said section the place of beginning.

- OWNERS:**  
 FAIRMONT AREA SCHOOL DISTRICT #2752  
 ANDREA LUEDTKE
- CURRENT ZONING:**  
 R-1 SINGLE FAMILY RESIDENTIAL DISTRICT
- SETBACKS:**  
 FRONT YARD - 30 feet minimum.  
 INTERIOR SIDE YARD - 50% of lot width not more than 10 feet required  
 CORNER YARD - 25 feet minimum.  
 REAR YARD - not less than 25 percent of lot depth.
- MINIMUM LOT REQUIREMENTS:**  
 LOT AREA - 6,500 square feet  
 LOT WIDTH - 85 feet  
 EXCEPTION - Not exempted use, no structure shall exceed two (2) stories or 35 feet in height.

**BENCH MARK**  
 TOP OF HYDRANT PRAIRIE AVE.  
 AND E. BELLE VUE ROAD  
 ELEV=1182.28

**VICINITY MAP**



- LEGEND**
- 3/4" IRON PIPE MONUMENT SET MARKED BY REC. NO. 49309
  - MONUMENT FOUND
  - ✦ BENCH MARK
  - ⊕ AIR CONDITIONER
  - ⊕ AIR-CON
  - ⊕ CATCH BASIN
  - ⊕ CONTROL POINT
  - ⊕ CLEAN OUT
  - ⊕ CURB STOP VALVE
  - ⊕ ELECTRIC METER
  - ⊕ ELECTRIC TRANSFORMER
  - ⊕ GAS VALVE
  - ⊕ GAS METER
  - ⊕ HANDICAPPED PARKING
  - ⊕ HAND HOLE
  - ⊕ HYDRANT
  - ⊕ IRRIGATION CONTROL VALVE
  - ⊕ LIGHT OCCUPANCY
  - ⊕ MAILBOX
  - ⊕ UTILITY MANHOLE
  - ⊕ ELECTRIC MANHOLE
  - ⊕ SANITARY MANHOLE
  - ⊕ STORM MANHOLE
  - ⊕ TRAFFIC SIGN
  - ⊕ SPIRIT LEVEL HEAD
  - ⊕ COMMUNICATION POSTAL
  - ⊕ UTILITY POLE
  - ⊕ DECIDUOUS TREE
  - ⊕ CONIFEROUS TREE
  - ⊕ BUSH
  - ⊕ WATER VALVE
  - ⊕ ELECTRIC UNDERGROUND
  - ⊕ GAS LINE
  - ⊕ COMMUNICATION UNDERGROUND
  - ⊕ FIBER OPTIC UNDERGROUND
  - ⊕ UTILITY OVERHEAD
  - ⊕ WATER SYSTEM
  - ⊕ STORM SEWER
  - ⊕ SANITARY SEWER
  - ⊕ INTERMEDIATE CONTOURS
  - ⊕ INDEX CONTOURS
  - ⊕ PROPOSED WATER MAIN
  - ⊕ PROPOSED STORM SEWER
  - ⊕ PROPOSED SANITARY SEWER

**TOTAL SUBDIVISION AREA**  
 14.91 ACRES

Horizontal Datum: HARN 2011 County Coordinate System  
 Vertical Datum: NAVD 1988

**SURVEYOR'S CERTIFICATION**  
 I hereby certify that this survey was conducted and made under my direct supervision and that I am a duly licensed professional surveyor under the laws of the State of Minnesota.  
 [Signature]  
 License Number 42709  
 Date 6-1-16

THIS PLAT PREPARED BY **BOLTON & MENK, INC.**  
 DRAWN BY: DCAJAH

45.





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

Phone (507) 238-9461

www.fairmont.org

Fax (507) 238-9469

**TO:** Fairmont Planning Commission  
**FROM:** Community Development Staff  
**DATE:** June 1, 2016  
**SUBJECT:** **Public hearing to review proposed Preliminary Plat of Whitetail Ridge**

Staff Review: This preliminary plat comes as a joint project between the City of Fairmont and the Fairmont Area School District addressing the communities need for additional residential lots. This staff review is in accordance with the requirements of Chapter 24, Article IV of Fairmont's City Code.

Preliminary Plat

**24-77. Required information.**

1. Name: **Whitetail Ridge**
2. Legal description: **Yes. See Preliminary Plat**
3. Date: **5/31/2016**
4. Acreage of land to be subdivided: **14.91 Acres**
5. Zoning classification of land to be subdivided and all adjacent lands: **R-1 Single Family Residential**
6. Contours at an interval of two (2) feet: **Yes.**
7. Boundary lines of area to be subdivided, their bearings and distances. **Yes.**
8. Existing and proposed easements and their locations, widths and distances. **Utility and drainage easements are identified.**
9. Streets on and adjacent to the tract and their names, widths, proposed approximate grades and proposed relative ground elevations at the intersections of all streets and every one hundred (100) feet along such streets and at the corners or extremities of the plat, and other dimensions

as may be required. **Yes. Existing Prairie Avenue, East BelleVue Road, and Hall Street.**

10. Utilities on and adjacent to the tract showing proposed connections to existing utility systems. **Yes.**
11. Lot lines, lot numbers, lot dimensions and square footage of each lot. **Yes. All dimensions etc. are in place.**
12. Sites and their acreages, if any to be reserved or dedicated for parks, recreation areas open spaces, schools or other public uses. **Outlots A, B, and C; no park land dedication required.**
13. Minimum building setback lines. **Yes. Setbacks are defined.**
14. Location of railroads, streams, natural and proposed drainage courses, permanent buildings, natural features, and other information. **Yes.**
15. Other reasonable information, such as percolation and other soil tests, if so requested by the city planner or planning commission. **None requested.**
16. Description of any proposed deed restrictions. **None.**
17. An informational statement as to the general plan of improvement, drainage, and development. **Includes property description, ownership, zoning for general development.**
18. Does the plat fit the Comprehensive Plan? **Yes. The property is designated as residential.**

**Staff Recommendation:** Staff recommends that the Planning Commission approve the preliminary plat of **Whitetail Ridge** contingent on the City acquiring all necessary property encompassed by the plat and make a recommendation to the City Council to do the same.

CDS/lz

## MINUTES OF THE FAIRMONT PLANNING COMMISSION

### Regular Meeting

June 7, 2016

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

**Members present:** Chris Pierce, Jenny Trushenski, Margaret Dillard and Ed Willett

**Members absent:** Ian Bents, Scott Unke

**Others present:** Rod Halverson-KSUM/KFMC, Judy Bryan-Sentinel, City Administrator  
Mike Humpal and Community Development Intern Matt Malvin


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

The **Agenda** was accepted as presented on a motion be Willett, seconded by Trushenski and carried.

**Minutes:** The minutes of the March 1, 2016 meeting were approved as presented on a motion by Dillard, seconded by Willett and carried.


**Annual Reviews:** Humpal reviewed the conditional use and home occupation permits up for review and presented staff's recommendation for all the permits to be renewed for another year. Trushenski made the motion to renew the permits as presented. The motion was seconded by Dillard and it carried.

### Public Hearings:

- 
- A) Review of preliminary plat of **Whitetail Ridge**. Chairman Pierce opened the public hearing at 5:32 p.m. Humpal went over the preliminary plat requirements from Fairmont's Zoning Code Section 24-77. Jim Neuenschwander, 309 E. Belle Vue Road questioned why the name of the street would be S. Prairie Avenue when it didn't really extend all the way to Hall Street. Humpal noted that there was an error on the preliminary plat and that the street should actually be Redbird Lane. Chuck Mixson, 136 E. Belle Vue Road expressed concern that his housing value would continue to go up as a result of the subdivision. Humpal suggested that housing values were going up due to community-wide assessment by the assessor and not the effect of the new subdivision. Mr. Mixson asked if the wetland area surrounding the subdivision would be affected. Humpal stated the wetland would not be impacted by the subdivision; two detention basins were placed in the subdivision to meet MPCA Standards, to direct the storm water into those basins from the subdivision. Mixson also questioned if the main road through the subdivision would connect with Hall Street. Mr. Humpal said it would at some point but not until much later. Staff would recommend that S. Prairie Avenue would extend east and then south before connecting to Hall Street. Mary Sebas, 505 N. Park Street questioned whether her property to the south and east would be impacted. Humpal stated it would not. There being no further public comment, Willett made a motion to close the public hearing. The motion was seconded by Trushenski and carried. Dillard made the motion to approve the preliminary plat of Whitetail Ridge contingent on the City acquiring all necessary property encompassed by the plat and recommend approval by the City Council. The motion was seconded by Willett and carried.
- B) Review of request for a conditional use permit for a planned unit development for **Hall Lake Cabins at 2410 Albion Avenue**. Chairman Pierce opened the public hearing at 5:47 p.m. Humpal reviewed the process of approving a conditional use permit for a planned unit development. Humpal reviewed City Code Section 26-276 Planned Unit

MEETING DATE: June 13, 2016

SUBJECT: Conditional Use Permit for **Todd & Margaret Gochanour** at **334 Lake Aires Road** for a Conditional Use Permit for a Boathouse (Water-oriented structure)

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION:

By Petition	By Board	By Staff	By Council	X	By Commission	By Committee
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SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD City Administrator

COUNCIL LIAISON: Terry Anderson

TYPE OF ACTION:

X	Motion (Voice Vote)	Resolution (Roll call)	Discussion
	Ordinance 1st Reading (Introduction Only)	Set Public Hearing (Motion)	Information Only
	Ordinance 2nd Reading (Roll call)	Hold public hearing (Motion to close)	Budget Amendment

RECOMMENDED ACTION BY:

City Staff	Board	X	Commission	Committee
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Issuance	X	Approval	Authorization	No Recommendation
Denial		Rejection	No Action Needed	

STATEMENT: The Fairmont Planning Commission held a public hearing on June 7, 2016 on a request for a conditional use permit for a boathouse. After Commission review and receiving no public input, the Planning Commission voted unanimously to recommend the conditional use permit to the City Council for approval.

MOTION: To approve conditional use permit for **Todd & Margaret Gochanour** at **334 Lake Aires Road** for a boathouse (Water-oriented structure) in the Shoreland Management District

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Hearing notice, staff review, site plan
2. Planning Commission Minutes, June 7, 2016
3. \_\_\_\_\_

Council Action: \_\_\_\_\_ DATE: \_\_\_\_\_



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

Phone (507) 238-9461

Fax (507) 238-9469

**PUBLIC HEARING NOTICE**

Dear Property Owner:

**YOUR ATTENTION** is called by the Planning Commission to a Public Hearing to be held on **June 7, 2016 at 5:30 P.M. at the Fairmont City Hall Council Chambers, 100 Downtown Plaza in the City of Fairmont** to consider:

**THE CITY CODE REQUIRES IN: . . . Section 26-79. Public Hearing.** The Planning Commission shall hold at least one (1) public hearing on the request for a conditional use permit.

**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.

-----  
**APPLICANT IS REQUESTING CONSIDERATION OF THE FOLLOWING TO THE ABOVE REQUIREMENTS. . .** The applicant is requesting a conditional use permit for the placement of a boat house (water-oriented structure) at **334 Lake Aires Road.**

**Address of Request: 334 Lake Aires Road**

**Applicant: Todd N. and Margaret Gochanour**





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

Phone (507) 238-9461

Fax (507) 238-9469

**MEMO TO:** Fairmont Planning Commission  
**MEMO FROM:** Community Development Staff  
**DATE:** June 2, 2016  
**SUBJECT:** Public hearing to review an application for a conditional use permit for Todd & Margaret Gochanour of 334 Lake Aires Road for a 10' x 16' boathouse (water-oriented structure) in the Shoreland Overlay District

\*\*\*\*\*

**Introduction:** Section 26-503 of Fairmont’s City Code “Shoreland Overlay District” allows boathouses to be established with a conditional use permit. The structural setback in the Shoreland Overlay District is fifty (50) feet from the ordinary high water level for sewered lots. This fifty (50) foot setback is called the shore impact zone and boathouses or water-oriented structures are allowed if the conditional use permit is granted.

**Review Standards:** The Planning Commission and pertinent staff shall review applications for conditional use permits based upon the following standards:

1. Must be in conformance with the Comprehensive Plan. ‘
2. Must not be detrimental or injurious to the general vicinity and uses already permitted in the area.
3. Not impede the normal and orderly development of surrounding vacant property.
4. Will be served by adequate utilities, public roads, and municipal facilities. Such requirements for public facilities shall not be detrimental to the economic welfare of the city.
5. Must not cause offensive odors, fumes, dust, noise, and vibration that would be injurious or a nuisance to adjacent uses and the surrounding area.
6. Will conform to specific standards of this chapter applicable to the particular use.

**Conditions for Conditional Use:** The Planning Commission may recommend conditions relating to the granting of a conditional use permit as they deem necessary to carry out the intent and purpose of this chapter and protect the general welfare of the city. Recommended conditions may include the following general conditions (if applicable) and shall include specific conditions in this chapter:

1. That the architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area so as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot.
2. That the entire site other than that taken up by a building, structure, or plantings shall be surfaced with a material to control dust and drainage. This surfacing is subject to approval by appropriate city staff.
3. That the lighting shall be accomplished in such a way as to have no direct source of light visible from adjacent land in residential use or from public right-of-way.

4. That vehicular access points shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this chapter.
5. That open storage and refuse from the use shall be adequately contained and controlled on-site.
6. Any other condition as deemed necessary to protect the public health, safety and general welfare.

**Staff Review and Recommendation:** This section of Fairmont's code is nothing new and was already a part of the zoning code when the State of Minnesota mandated cities to adopt the shoreland management laws. In 1986, the zoning code allowed boathouses with a conditional use permit, but in 1992 the state expanded the definition of boathouses to mean water-oriented structures. These structures can be used to store boats, fishing poles, motors, water skis, life jackets, oars and any other water-oriented or marine equipment.

Staff has reviewed the State's shoreland rules which allow one (1) water-oriented accessory structure such as a boathouse to a maximum of 400 sq.ft. It also cannot exceed 10 feet in height or 20 feet in width along the shoreline. The color must be natural or earth toned and if possible it should be screened from the lake with vegetation. The Gochanours have agreed to comply with the above rules and therefore staff recommends approval of the conditional use permit with the following conditions:

- 1) The structure not exceed 400 sq.ft. or 10 feet in height nor 20 feet in width.
- 2) The color to be natural, earth tone or match the house.
- 3) Vegetative screening to be planted and maintained on the sides of this structure.

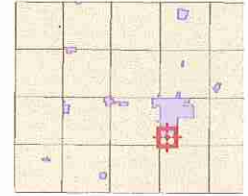
**Action:** The Commission has the following options:

1. Recommend approval to the City Council with any applicable conditions the Planning Commission deems necessary.
2. Recommend denial by stating reasons for denial (this would be final unless the applicant appeals the decision to the City Council).
3. Table this application for more information and continue the public hearing at the July Planning Commission meeting.

CDS/lz



**Overview**



**Legend**

- Parcels
- MobileHomes
- Road Centerlines
- Corporate Limits
- Political Township

Parcel ID	232300240	Alternate ID	n/a	Owner Address	GOCHANOUR, TODD N & MARGARET
Sec/Twp/Rng	--	Class	201 - RESIDENTIAL		359 LAKE AIRES RD
Property Address	334 LAKE AIRES RD	Acreage	n/a		FAIRMONT, MN 56031
	FAIRMONT			Note	n/a
District	n/a				
Brief Tax Description	FRED STADE AMBER LAKE OUTLOT 1 (EX E304.75') & (EX W136')				
	(Note: Not to be used on legal documents)				

Date created: 5/25/2016

Developed by  
The Schneider Corporation

☒ Shows approx. location where we would like to put a garden shed which would be portable 10' x 16" with wood floor on skids.



Development and Section 26-524 Shoreland Management Ordinance. Humpal outlined the process stating the development includes 11 units (cabins) which could be sold individually and the remaining land than would be owned by a homeowner's association. Leland Leichtnam, applicant answered some questions for the commission centered on the homeowner's association and when it would be completed. There being no public comment Trushenski made the motion to close the public hearing. The motion was seconded Dillard and carried. Trushenski made the motion to recommend approval of the conditional use permit to the City Council contingent on staff's approval of the homeowner's association agreement. The motion was seconded by Dillard and carried.



- C) Review of request for a conditional use permit for a boathouse for **Todd & Margaret Gochanour at 334 Lake Aires Road**. Chairman Pierce opened the public hearing at 5:56 p.m. Humpal outlined the process for approving conditional use permit for a water-oriented structure. Conditions would include: the structure not to exceed 400 square feet, no taller than 10' nor wider than 20' along the shoreline. Humpal noted that the structure could not be lived in, could not have running water or bathroom facilities. It's only use would be for storing fishing equipment, boating equipment; water related items. Hearing no public input, Trushenski made the motion to close the public hearing at 5:59 p.m. The motion was seconded by Dillard and carried. Willett made the motion to approve the conditional use permit as presented. 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 6:01 p.m. The motion was seconded by Dillard and carried.

Respectfully submitted:

Mike Humpal, CEcD  
City Administrator

MEETING DATE: June 13, 2016

SUBJECT: Conditional Use Permit for **Hall Lake Cabins at 2410 Albion Avenue** for a Conditional Use Permit for a Planned Unit Development

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

**SUBJECT INITIATION:**

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

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

**COUNCIL LIAISON:** Terry Anderson

**TYPE OF ACTION:**

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

**RECOMMENDED ACTION BY:**

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input checked="" 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 Fairmont Planning Commission held a public hearing on June 7, 2016 on a request for a conditional use permit for a planned unit development to allow for the cabins to be sold separately and form a homeowner's association for management of the property as a whole at 2410 Albion Avenue (Hall Lake Cabins). After Commission review and receiving no public input, the Planning Commission voted unanimously to recommend the conditional use permit to the City Council for approval contingent on staff's approval of the homeowner's association agreement.

**MOTION:** To approve conditional use permit for **Hall Lake Cabins at 2410 Albion Avenue** for a planned unit development.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. Hearing notice, staff review, site plan
2. Planning Commission Minutes, June 7, 2016
3. \_\_\_\_\_

\*\*\*\*\*

**Council Action:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Page No. \_\_\_\_\_

# PUBLIC HEARING NOTICE

**YOUR ATTENTION** is called by the Planning Commission to a Public Hearing to be held on **June 7, 2016 at 5:30 P.M. at the City Hall Council Chambers, 100 Downtown Plaza, in the City of Fairmont** to consider:

THE CITY CODE REQUIRES IN:

Article VI. Shoreland Management.

**Sec. 26-524. - Planned Unit Development (PUD's).** (a) Types of PUD's permissible. Planned unit developments (PUD's) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. The land use districts in which they are an allowable use are identified in the land use district descriptions of this ordinance and the official zoning map. Also, any multifamily buildings over four (4) units in the shore land area shall comply with the PUD regulations of this section. (b) Processing of PUD's. Planned unit developments shall be processed as a conditional use,

**Sec. 26-79. - Public hearing.** The planning commission shall hold at least one (1) public hearing on the request for a conditional use permit. Notice of such hearing shall be mailed not less than ten (10) days before the date of hearing to the applicant and each property owner situated wholly or partly within three hundred and fifty (350) feet of the applicant's property.

**YOU ARE HEREBY FURTHER NOTIFIED.** Your presence at this hearing is not mandatory, but 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.

---

## **APPLICANT IS REQUESTING CONSIDERATION OF THE FOLLOWING TO THE ABOVE**

**REQUIREMENTS:** The applicant is requesting a conditional use permit for a planned unit development conversion of the existing development at 2410 Albion Avenue.

Address of Request: 2410 Albion Avenue

Applicant: Hall Lake Cabins & Rentals  
1661 Patriot Dr.  
Fairmont, MN

## **CITY OF FAIRMONT**

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

56.



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

Phone (507) 238-9461

Fax (507) 238-9469

**MEMO TO:** Planning Commission  
**FROM:** Community Development Staff  
**DATE:** June 2, 2016  
**SUBJECT:** Conditional Use Permit- Planned Unit Development  
Hall Lake Cabins Conversion (2410 Albion Avenue)

---

**Background and Review:**

A planned unit development conversion is a conditional use permit under **Section 26-276** Planned Unit Development and **Section 26-524** Shoreland Management District.

The property located at 2410 Albion Avenue known as Hall Lake Cabins existed prior to being annexed in 1967, and has operated as a legal non-conforming use since. The property is 1.85 acres and currently zoned R-1 with General Business (B-3) to its east across Albion Avenue and is subject to the Shoreland Overlay District. The development sits atop a steep slope down to Hall Lake on its west and Albion Avenue on the east. The owners of the property are seeking a conditional use permit to convert the property to a Planned Unit Development, allowing them to subdivide the cabins into 11 units with common open space under an Owner's Association so they can be sold individually. The proposal will be evaluated using R-1 zoning along with the Shoreland Management Overlay in accordance to **Section 26-524.-Planned Unit Development (PUD's) subpart (g) Conversions.**

**Section 26-524.-**

(g)(1) Proposed conversions shall be initially evaluated using the same procedures for residential planned unit developments involving all new construction. Inconsistencies between existing features of the development and these standards shall be identified.

The property meets the zoning areas height requirement and has adequate parking. Due to its original placement and the location of Albion Avenue the property would not meet current road or bluff setbacks, or the area and lot/lake frontage requirements from **Sec. 26-516.-Lots and setbacks**, needed for the eleven existing units.

The review of **Sec. 26-524** omits review of parts (d) *Site "suitable area" evaluation* and (e) *Residential and commercial PUD density evaluation, due to the development being pre-existing. Only the relevant code is reviewed considering there will be no new development occurring.*

**Sec. 26-524. - Planned Unit Development (PUD's).**

(a) *Types of PUD's permissible.* Planned unit developments (PUD's) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. The land use districts in which they are an allowable use are identified in the land use district descriptions of this ordinance and the official zoning map. Also, any multifamily buildings over four (4) units in the shoreland area shall comply with the PUD regulations of this section.

(b) *Processing of PUD's.* Planned unit developments shall be processed as a conditional use, except that an expansion to an existing commercial PUD involving six (6) or less new dwelling units or sites since the date this ordinance was adopted is permissible as a permitted use provided the total project density does not exceed the allowable densities calculated in the project density evaluation procedures. Approval cannot occur until the environmental review process (EAW/EIS) is complete.

The property is an already existing development therefore environmental review is not required.

(c) *Application for PUD's.* Application for a PUD shall include the following:

(1) A site plan and/or plat for the project showing locations of property boundaries, surface water features, existing and proposed structures and other facilities, land alterations, sewage treatment and water supply systems (where public systems will not be provided), and topographic contours at ten-foot intervals or less. When a PUD is a combined commercial and residential development, the site plan and/or plat shall indicate and distinguish which buildings and portions of the project are residential, commercial, or a combination of the two.

(2) A property owners association agreement (for residential PUD's) with mandatory membership, and all terms in accordance with the requirements of this subdivision.

(3) Deed restrictions, covenants, permanent easements or other instruments that:

a. Properly address future vegetative and topographic alterations, construction of additional buildings, beaching of watercraft, and construction of commercial buildings in residential PUD's; and

b. Ensure the long-term preservation and maintenance of open space in accordance with the criteria and analysis specified in this ordinance.

*Site plans have been submitted and meet the requirements necessary to move for approval.*

*Currently waiting on the Owner's Association Agreement (OAA.) (Need to address individual water shutoffs.) for review. Review of the OAA must ensure **Sec. 26-524.** - (f) Maintenance and design criteria for the following.*

- (1) Maintenance and administration requirements.
- (2) Open space requirements.

The owner's attorney is working on the Association Agreement. This would be submitted and reviewed by staff prior to taking the conditional use permit to the Council for their approval.

**Section 26-524.-**

(g)(2) Deficiencies involving water supply and sewage treatment, structure color, impervious coverage, open space, and shore recreation facilities shall be corrected as part of the conversion or as specified in the conditional use permit.

The property currently is serviced by City water and sewer. Due to the small size of the cabins and large lot size the existing buildings are well within the impervious surface limits and maintain at least 50% of the lot as natural open space.

**Section 26-524.-**

(g)(3) Shore and bluff impact zone deficiencies shall be evaluated and reasonable improvements made as part of the conversion. These improvements shall include, where applicable, the following:

- a. Removal of extraneous buildings, docks, or other facilities that no longer need to be located in shore or bluff impact zones;
- b. Remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water; and
- c. If existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alterations. The conditions shall also provide for future relocation of dwelling units, where feasible, to other locations, meeting all setback and elevation requirements when they are rebuilt or replaced.

The original placement of the buildings directly along the bluff and the location of Albion Avenue make future compliant relocation on the property infeasible.

**Section 26-524.-**

(g)(4) Existing dwelling unit or dwelling site densities that exceed standards may be allowed for continue but shall not be allowed to be increased, either at the time of conversion or in the future. Efforts shall be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralizing shore recreation facilities, installing new sewage treatment systems, or other means.

The existing density is greater than allowable by code, and will never be increased. Given the size, nature, and access to public utilities of the cabins the impacts due to high densities are unlikely.

**Section 26-503.- Shoreland overlay district (SOD).**

(d) Any uses of shorelands in existence prior to June 30, 1984, which are permitted within the applicable underlying zoning district, but do not meet the minimum lot area, setbacks, or other dimensional requirements of this division are substandard uses. Substandard uses other than uses regulated in subsection (e) shall be allowed to continue. However, any structural alteration or addition to a substandard use on waterfront lots that will increase the substandard dimensions shall not be allowed.

**Is the proposal in line with the Goals of the Comprehensive Plan?**

“Encourage implementation of Fairmont’s Housing Goals [. . .]. The housing goals should be used as a guide for reviewing development proposals. These goals include:

- Maintain and add life to existing structures (rehabilitation).” (Fairmont, 2009)

“Identify changing housing market trends [. . .] i.e. [. . .] and shared access developments around the lakes.” (Fairmont, 2009)

The DNR was contacted to review this request. The development preceded the adoption of the Shoreland Ordinance. Per DNR density calculations the site exceeds the guidelines by 3 units. Knowing the existing unity density exceeds current stands the DNR recommends the following conditions:

1. Existing percentage of impervious is not increased and opportunities to decrease the percent impervious are pursued and implemented;
2. No new structures or enlarging existing structures be allowed; and
3. The number of docks into the lake is appropriate for the number of units.

**Recommendation:**

Given the level of property control associated with the Owner’s Association Agreement staff recommends approval of a Condition Use Permit for the conversion of Hall Lake Cabins to a Planned Unit Development under **Sec. 26-524. - Planned Unit Development (PUD's)**. (g) *Conversions* contingent on staff’s approval of the OAA and that this conversion maintains the status quo in that the property will not be able to be expanded as it will still be deemed

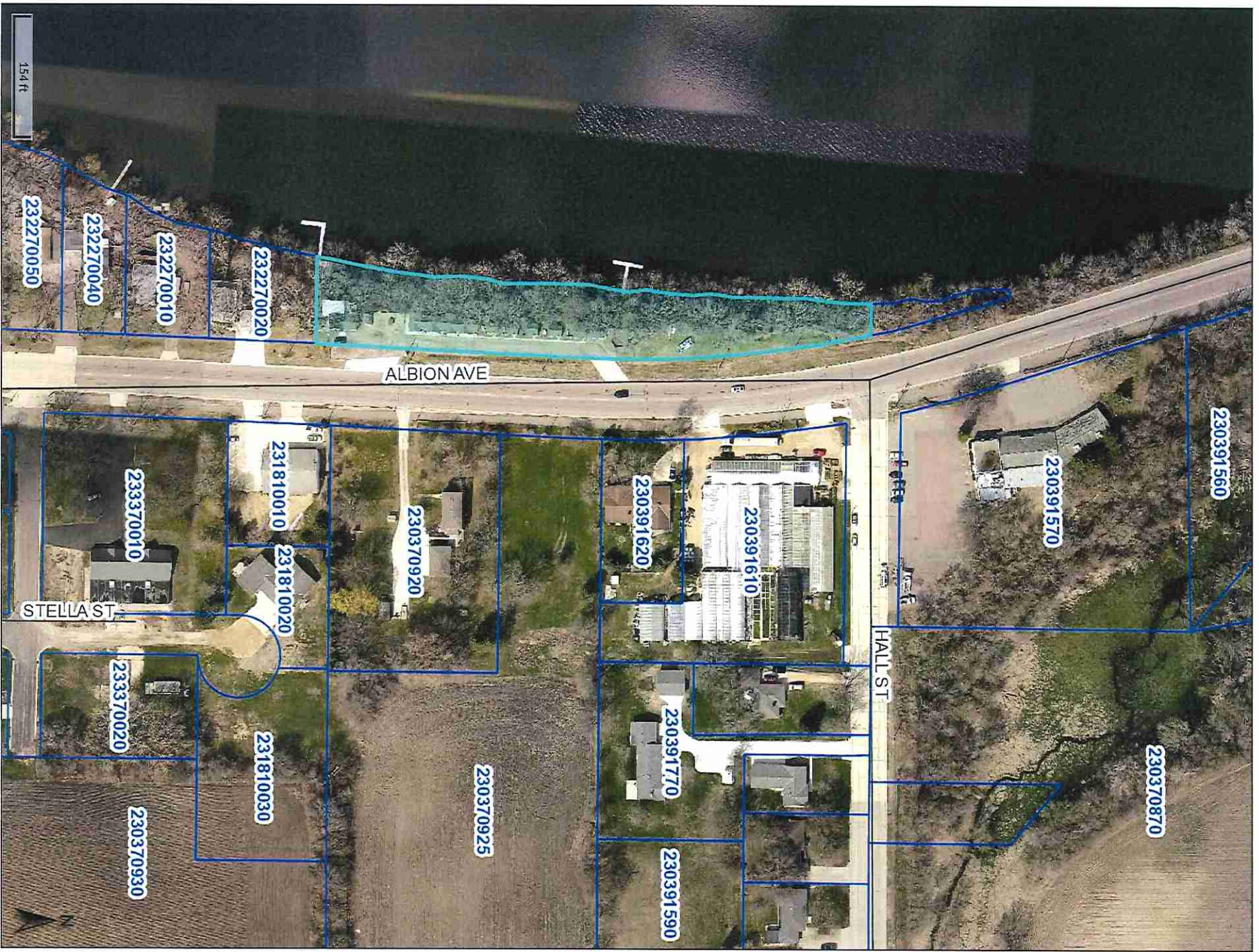
substandard; no increase in impervious coverage and the number of docks into the lake is appropriate for the number of units.

The only changes within the proposed conversion will be the ability to buy and sell an individual cabin within the property along with a shared interest in the common land. The Community Development Department feels the private ownership of individual cabins along with the additional restrictions within the Owner's Association will reinvigorate the property and facilitate the maintenance of the property making use of the existing infrastructure for many years to come.

CDS/lz

61.





62.



## MINUTES OF THE FAIRMONT PLANNING COMMISSION

### Regular Meeting

June 7, 2016

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

**Members present:** Chris Pierce, Jenny Trushenski, Margaret Dillard and Ed Willett

**Members absent:** Ian Bents, Scott Unke

**Others present:** Rod Halverson-KSUM/KFMC, Judy Bryan-Sentinel, City Administrator  
Mike Humpal and Community Development Intern Matt Malvin

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


The **Agenda** was accepted as presented on a motion be Willett, seconded by Trushenski and carried.

**Minutes:** The minutes of the March 1, 2016 meeting were approved as presented on a motion by Dillard, seconded by Willett and carried.

**Annual Reviews:** Humpal reviewed the conditional use and home occupation permits up for review and presented staff's recommendation for all the permits to be renewed for another year. Trushenski made the motion to renew the permits as presented. The motion was seconded by Dillard and it carried.

### Public Hearings:

A) Review of preliminary plat of **Whitetail Ridge**. Chairman Pierce opened the public hearing at 5:32 p.m. Humpal went over the preliminary plat requirements from Fairmont's Zoning Code Section 24-77. Jim Neuenschwander, 309 E. Belle Vue Road questioned why the name of the street would be S. Prairie Avenue when it didn't really extend all the way to Hall Street. Humpal noted that there was an error on the preliminary plat and that the street should actually be Redbird Lane. Chuck Mixson, 136 E. Belle Vue Road expressed concern that his housing value would continue to go up as a result of the subdivision. Humpal suggested that housing values were going up due to community-wide assessment by the assessor and not the effect of the new subdivision. Mr. Mixson asked if the wetland area surrounding the subdivision would be affected. Humpal stated the wetland would not be impacted by the subdivision; two detention basins were placed in the subdivision to meet MPCA Standards, to direct the storm water into those basins from the subdivision. Mixson also questioned if the main road through the subdivision would connect with Hall Street. Mr. Humpal said it would at some point but not until much later. Staff would recommend that S. Prairie Avenue would extend east and then south before connecting to Hall Street. Mary Sebas, 505 N. Park Street questioned whether her property to the south and east would be impacted. Humpal stated it would not. There being no further public comment, Willett made a motion to close the public hearing. The motion was seconded by Trushenski and carried. Dillard made the motion to approve the preliminary plat of Whitetail Ridge contingent on the City acquiring all necessary property encompassed by the plat and recommend approval by the City Council. The motion was seconded by Willett and carried.

 B) Review of request for a conditional use permit for a planned unit development for **Hall Lake Cabins at 2410 Albion Avenue**. Chairman Pierce opened the public hearing at 5:47 p.m. Humpal reviewed the process of approving a conditional use permit for a planned unit development. Humpal reviewed City Code Section 26-276 Planned Unit

Development and Section 26-524 Shoreland Management Ordinance. Humpal outlined the process stating the development includes 11 units (cabins) which could be sold individually and the remaining land than would be owned by a homeowner's association. Leland Leichtnam, applicant answered some questions for the commission centered on the homeowner's association and when it would be completed. There being no public comment Trushenski made the motion to close the public hearing. The motion was seconded Dillard and carried. Trushenski made the motion to recommend approval of the conditional use permit to the City Council contingent on staff's approval of the homeowner's association agreement. The motion was seconded by Dillard and carried.

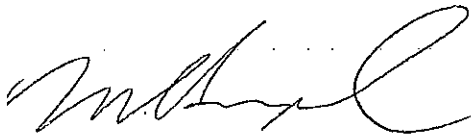
- C) Review of request for a conditional use permit for a boathouse for **Todd & Margaret Gochanour at 334 Lake Aires Road**. Chairman Pierce opened the public hearing at 5:56 p.m. Humpal outlined the process for approving conditional use permit for a water-oriented structure. Conditions would include: the structure not to exceed 400 square feet, no taller than 10' nor wider than 20' along the shoreline. Humpal noted that the structure could not be lived in, could not have running water or bathroom facilities. It's only use would be for storing fishing equipment, boating equipment; water related items. Hearing no public input, Trushenski made the motion to close the public hearing at 5:59 p.m. The motion was seconded by Dillard and carried. Willett made the motion to approve the conditional use permit as presented. 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 6:01 p.m. The motion was seconded by Dillard and carried.


Respectfully submitted:



Mike Humpal, CEcD  
City Administrator

MEETING DATE: June 13, 2016

SUBJECT: Excess Inventory

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: Mike Humpal, CEcD, City Administrator

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
<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. \_\_\_\_\_

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



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**MEMO TO:** Troy Nemmers  
**MEMO FROM:** Nick Lardy  
**DATE:** 06-09-2016  
**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 on minbid.org:

- Street Unit #11 **1987 FORD F-700** Bucket Truck w/ Telect T4000 bucket apparatus

This unit has 67,262 miles and has served its useful life. Vehicle condition is poor condition and not worth putting any more money into it. This unit is being replaced with a newer used bucket truck.

- 6 Used tires from Fire Truck #11.

Truck was repurposed from on/road to on/off road so a more aggressive tread was needed.

- Several used mobile radios.

These radios were replaced with portable ARMER radios. These are the newest radios from our old radio inventory. They have been sent to ALPHA Wireless to be cleared. They are reprogrammable to abide to the narrow band requirements. They will not operate until they are reprogrammed.

These items will be sold on the State of Minnesota's minnbid.org auction website.

Please contact me if you have any questions.

Nick Lardy



**DRAFT**

**Fairmont Airport Advisory Board Minutes**  
**May 10, 2016 5:30pm**

**Board members present:** Kate Hawkins, Dennis Turner, Tim McConnell, Jeff Militello, Dustin Wiederhoeft

**Council Liaison Present:** Terry Anderson

**Staff Present:** Lee Steinkamp, Airport Manager

**Others:** Marcus Watson, KLJ (telephone)

The meeting was called to order at 5:30pm.

The minutes from the March 8, 2016 board meeting were approved as presented on a motion by Kate Hawkins, seconded by Tim McConnell and carried. There was no meeting in April due to lack of quorum.

**Airport consultant update** was provided by Marcus Watson of KLJ. The hangar area pavement project was discussed. Bids were received from contractors and KLJ recommended the City Council award the project to Landwehr Construction of Saint Cloud, MN.

**The Airport Manager's report** was provided by Lee Steinkamp. The report included information on recent activity and fuel sales.

**Old Business:** None

**New Business:** None

No further business for the board, a motion by Dennis Turner to adjourn the meeting at 6:10pm. The motion was seconded by Jeff Militello and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager