

FAIRMONT CITY COUNCIL AGENDA

1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

MONDAY, JULY 23, 2018

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

2. ROLL CALL -

Mayor Foster

Councilors:

Cyphers
Hawkins
Hasek
Peters
Zarling

3. DETERMINATION OF QUORUM -

4. PLEDGE OF ALLEGIANCE -

5. APPROVAL OF AGENDA -

6. READING OF MINUTES –

6.1 Minutes of Regular Meeting, July 9, 2018 (01)

7. OPEN DISCUSSION

7.1 Open Discussion – Brian Lindh (02)
Note: This item will be addressed to the end of the meeting to accommodate Mr. Lindh

8. RECOGNITIONS/PRESENTATIONS -

9. SCHEDULED HEARINGS –

10. ADMINISTRATIVE APPEALS –

11. FINANCIAL REPORTS –

- 11.1 June 30, 2018 Investment Report (03)
- 11.1a Investment Schedule (04-06)

12. REPORTS OF BOARDS, COMMITTEES, AND DEPARTMENT HEADS –

13. LICENSES AND PERMITS –

- 13.1 Event Permit for Cedar Creek Open Disc Golf Tournament (07)
- 13.1a Permit Application (08-10)
- 13.2 Event Permit for Movie in the Park (11)
- 13.2a Permit Application (12-13)
- 13.3 Fireworks Display Permit – Hairball Concert at Martin County Fair (14)
- 13.4 Solicitors License for Alise Duce with Southwestern Advantage (15)

14. OLD BUSINESS –

15. NEW BUSINESS –

- 15.1 Goose Hunting (16)
- 15.1a Memo from City Administrator with Map (17-18)

15.2	Debt Policy	(19)
	15.2a Debt Policy	(20-21)
15.3	Comprehensive Land Use Plan Update	(22)
	15.3a Comprehensive Plan Update Memo-Megan Boeck	(23)
	15.3b Proposal for Consulting Services – WSB & Associates	(24-43)
15.4	Award Contract for 2018-A Improvement Project	(44)
	15.4a Resolution 2018-19	(45-46)
15.5	Advertise for Bids for 2018-B Cedar Creek Park Trail	(47)
	15.5a Resolution 2018-20	(48-49)
15.6	Task Order #8 with KLJ for Professional Services at Airport	(50)
	15.6a Task Order #8 with KLJ	(51-62)
15.7	Award Contract for 2018-C Improvement Project	(63)
	15.7a Resolution 2018-21	(64-65)
16.	REGULAR AND LIQUOR DISPENSARY BILLS –	
	15.1 July 2018 Accounts Payable	(66-92)
17.	STATUS REPORTS/COUNCIL/STAFF INFORMATION	
18.	<u>ADJOURNMENT</u> –	
	<u>ADDITIONAL ATTACHMENTS</u> –	(93-96)
	Fairmont Airport Advisory Board Meeting Minutes, June 12, 2018	
	Park Board Meeting Minutes, June 19, 2018	
	Fairmont Planning Commission Meeting Minutes, July 10, 2018	

The minutes of the Fairmont City Council meeting held on Monday, July 9, 2018 at the City Hall Council Chambers.

Mayor Deborah Foster called the meeting to order at 5:30 p.m.

Mayor Deborah Foster, Council Members Ruth Cyphers, Jim Zarling, Tom Hawkins, Wayne Hasek and Bruce Peters were present. Also in attendance: City Administrator Mike Humpal, Public Works Director/City Engineer Troy Nemmers, City Attorney Elizabeth W. Bloomquist, City Clerk Patricia J. Monsen and Chief of Police Mike Hunter.

It was moved by Council Member Peters to approve the agenda as presented. Council Member Hawkins seconded the motion and the motion carried.

It was moved by Council Member Cyphers, seconded by Council Member Peters and carried to approve the minutes of the regular City Council meeting of June 25, 2018.

The Fairmont City Council went into closed session pursuant to Minnesota Statute 13D.05, Subd. 3(a) to discuss the City Administrator's performance evaluation at the July 9, 2018 council meeting. Mayor Foster reported the results of the performance evaluation. Humpal received a score of 7, which is "Commendable". This score was up from his 2017 score of 6.1, "Fully Satisfied".

Cyphers stated that she will be attending an Airport meeting on Tuesday, July 10th and a CER meeting on Thursday, July 12th.

Zarling reminded the Council of the Community Center meeting to be held Thursday, July 12th at 10:00 a.m. This meeting was noticed in the Fairmont Sentinel, so all council members can attend.

A motion was made by Council Member Zarling, seconded by Council Member Peters and carried to adjourn the meeting at 5:34 p.m.

Deborah J. Foster
Mayor


ATTEST:

Patricia J. Monsen, City Clerk

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 7.1

MEETING DATE: July 23, 2018

SUBJECT: Open Discussion

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY: Mike Humpal, CEcD, City Administrator

<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: Mayor Deborah J. Foster

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: Brian Lindh of 1032 Shoreacres Drive will address the council regarding noise control from live bands in a residential zone.

MOTION: None

VOTE REQUIRED:

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: July 23, 2018

SUBJECT: June 30, 2018 Investment Report

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: Paul Hoye, Finance Director

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: Attached is the June 30, 2018 investment schedule showing the investments held by the City on that date. The letter next to the investment policy column indicates the authorizing paragraph in the City’s investment policy. Total interest during the period was \$213,876.79. The full broker statements are available for inspection upon request.

MOTION:

VOTE REQUIRED:

ATTACHMENTS:

- 1. Investment Schedule

Council Action: _____ Date: _____


**City Of Fairmont
Investment Schedule
6/30/2018**

INV #	Broker	Investment Type	Investment Policy		Cusip	FDIC#	Purchase Date	Maturity Date	Investment Rate	Balance 1-1-18	Purchased	Redeemed	Balance 12-31-18	Date	Interest Received
	Wells Fargo	MM	C	Income					Variable	-					34.79
15-3	Wells Fargo	CD	B	Capital One Bank	140420RH5	33954	7/22/2015	1/22/2018	1.25	248,000.00		248,000.00	-	1/22	1,562.74
15-29	Wells Fargo	CD	B	Everbank	28976DC24	34775	9/30/2015	9/30/2020	2.00	245,000.00			245,000.00	9/29	2,429.86
15-33	Wells Fargo	CD	B	Key Bank	49306SVK9	17534	10/28/2015	10/29/2018	1.35	230,000.00			230,000.00	4/30	1,548.25
15-36	Wells Fargo	CD	B	Webbank	947547HU2	34404	10/30/2015	2/28/2018	1.10	249,000.00		249,000.00	-	monthly	450.25
16-02	Wells Fargo	CD	B	BankUnited Natl	068519BH1	58979	2/17/2016	2/20/2018	1.10	245,000.00		245,000.00	-	2/20	1,380.73
16-19	Wells Fargo	FNMA	G	Step up - 1.829% YTM	3136G3YY5		7/27/2016	7/27/2021	1.00	750,000.00			750,000.00	1/29	4,887.50
16-23	Wells Fargo	FNMA	G	Step up - 1.98% YTM	3136G3V77		8/24/2016	8/24/2021	1.00	1,000,000.00			1,000,000.00	2/28	7,500.00
16-28	Wells Fargo	FHLMC	G	Step up - 1.886% YTM	3134GALY8		9/30/2016	9/30/2021	1.00	1,000,000.00			1,000,000.00	4/2	8,750.00
16-34	Wells Fargo	FHLMC	G	Step up - 2.032% YTM	3134GASR6		10/28/2016	10/28/2021	1.00	1,500,000.00			1,500,000.00	4/30	15,000.00
16-35	Wells Fargo	FHLMC	G	Step up - 1.837% YTM	3134GAVJ0		11/3/2016	10/28/2021	1.00	1,000,000.00			1,000,000.00	4/30	7,500.00
17-07	Wells Fargo	CD	B	Iroquois Federal Savings & Loan	46355PCD8	29675	9/21/2017	9/21/2022	2.05	245,000.00			245,000.00	monthly	2,504.38
17-08	Wells Fargo	FHLMC	G	2.05% Coupon	3134GBH39		9/29/2017	9/29/2022	2.05	755,000.00			755,000.00	9/29	7,738.75
17-09	Wells Fargo	CD	B	Bank Champaign	06607ABK6	22434	10/30/2017	10/31/2022	2.20	245,000.00			245,000.00	monthly	2,687.61
18-01	Wells Fargo	CD	B	MB Financial Bank	55266CXY7	3628	1/29/2018	1/29/2020	2.15	-	245,000.00		245,000.00	monthly	2,179.17
18-04	Wells Fargo	CD	B	First Natl Bank Omaha	332135HH8	5452	2/21/2018	2/21/2020	2.30	-	245,000.00		245,000.00	monthly	1,852.60
18-14	Wells Fargo	CD	B	Bofi Federal Bank	09710LCZ6		6/28/2018	9/28/2018	2.10	-	245,000.00		245,000.00		
									Wells Fargo Totals	7,712,000.00	735,000.00	742,000.00	7,705,000.00		67,806.63
													101-00000-10400		
	RBC	MM	C	Income					Variable	-					163.95
13-27	RBC	CD	B	Compass Bank, AL	20451PBN5	19048	7/25/2013	7/31/2018	1.70	247,000.00			247,000.00	1/31	2,116.76
14-11	RBC	CD	B	Belmont Svgs Bank	080515AW9	23901	8/4/2014	2/5/2018	1.25	249,000.00		249,000.00	-	2/5	1,577.57
15-8	RBC	CD	B	Frontier Bank	359067CH6	33922	4/22/2015	1/22/2019	1.35	249,000.00			249,000.00	monthly	1,676.16
15-18	RBC	CD	B	State Bank of India	856263Y99	33682	7/16/2015	7/16/2019	2.00	247,000.00			247,000.00	1/16	2,490.30
15-24	RBC	CD	B	Capital One National Assn	14042E4S6	4297	7/15/2015	7/15/2019	1.95	247,000.00			247,000.00	1/16	2,428.04
15-31	RBC	CD	B	Bank Hapoalim	06251AK25	33686	10/9/2015	10/9/2020	2.00	247,000.00			247,000.00	4/9	2,463.23
15-47	RBC	CD	B	Enerbank, UT	29266NU62	57293	11/27/2015	11/27/2020	1.95	249,000.00			249,000.00	monthly	2,421.08
16-10	RBC	CD	B	Home Savings & Loan	43731LBB4	28114	5/31/2016	12/31/2020		95,580.00			95,580.00		
16-11	RBC	CD	B	Bank of the West	06426XJB7	3514	5/31/2016	10/29/2020		194,880.00			194,880.00		
16-12	RBC	FHLMC	G	Step up 1.866% YTM	3134G9NU7		6/18/2016	6/18/2021	1.50	810,000.00			810,000.00	8/18	6,581.25
16-15	RBC	CD	B	Firstbank PR Santurce	33767AZQ7	30387	6/10/2016	6/11/2018	1.00	249,000.00		249,000.00	-	monthly	1,248.41
16-22	RBC	CD	B	Admirals Bank	007220AM8	27015	8/25/2016	8/27/2018	1.10	249,000.00			249,000.00	monthly	1,365.75
16-38	RBC	CD	B	Ally Bank	02006LR62	57803	11/17/2016	11/19/2018	1.25	248,000.00			248,000.00	5/17	1,537.26
17-02	RBC	CD	B	Bank India NY	06279HVV1	33648	2/23/2017	2/21/2018	1.00	247,000.00		247,000.00	-	2/21	2,456.47
17-04	RBC	CD	B	Morgan Stanley	61747MXJ5	32992	7/27/2017	7/27/2018	1.50	246,000.00			246,000.00		
17-05	RBC	CD	B	Morgan Stanley	61760ACL1	34221	8/3/2017	8/5/2019	1.70	247,000.00			247,000.00	2/5	2,116.76
17-06	RBC	CD	B	Berkshire Bank	084801JV6	23621	8/14/2017	2/14/2018	1.25	248,000.00		248,000.00	-	2/14	1,562.74

17-07	RBC	CD	B	Stearns Bank	857894UF4	10988	9/13/2017	3/13/2019	1.60	249,000.00		249,000.00	monthly	1,986.55	
17-12	RBC	CD	B	BMW Bank, Salt Lake City UT	05580ALE2	35141	11/17/2017	11/17/2020	2.00	247,000.00		247,000.00	5/17	2,449.70	
17-13	RBC	CD	B	Wex Bank, UT	92937CGJ1	34697	11/22/2017	1/22/2019	1.75	247,000.00		247,000.00	5/22	2,143.49	
17-14	RBC	CD	B	Sallie Mae	795450F83	58177	11/22/2017	11/22/2019	1.80	247,000.00		247,000.00	5/22	2,204.73	
17-19	RBC	CD	B	Midland States Bank	59774QFG2	1040	12/14/2017	6/14/2019	1.85	249,000.00		249,000.00	monthly	2,296.96	
18-02	RBC	CD	B	Citizens National Bank	17476TAE5	15760	1/31/2018	7/30/2020	2.15	-	249,000.00	249,000.00	monthly	1,760.05	
18-03	RBC	CD	B	First State Bank Dequeen	338460CN8	21805	2/20/2018	8/20/2020	2.30	-	249,000.00	249,000.00	monthly	1,882.84	
18-05	RBC	CD	B	Investors Community Bank	46147UTM2	34295	2/28/2018	5/28/2020	2.30	-	249,000.00	249,000.00	monthly	1,882.84	
18-06	RBC	CD	B	Live Oak Banking Co.	538036DN1	58665	3/9/2018	3/9/2021	2.55	-	249,000.00	249,000.00	monthly	1,461.26	
18-12	RBC	CD	B	Mercantil Commerce Bank	58733AEX3		6/21/2018	6/21/2021	3.00	-	246,000.00	246,000.00			
										RBC Totals	5,808,460.00	1,242,000.00	993,000.00	6,057,460.00	50,274.15
	Morgan/Stan	MM	C	Income						41,980.97	17,265.02		59,245.99		
13-06	Morgan/Stan	CD	B	Cathay Bank	149159HS7	18503	4/24/2013	4/30/2018	1.00	245,000.00		245,000.00	monthly	1,013.56	
14-03	Morgan/Stan	CD	B	Third Federal, Cleveland, OH	88413QAK4	30012	3/4/2013	12/21/2017	1.10	-					
14-04	Morgan/Stan	CD	B	1st Merchants Bank, Muncie, IN	32082BCU1	4365	3/4/2013	9/21/2018	1.40	245,000.00		245,000.00	3/21	1,700.90	
16-04	Morgan/Stan	CD	B	Comenity Bank (Formerly World Financial)	20099ATU1	27499	4/6/2016	4/6/2021	1.80	200,000.00		200,000.00	monthly	1,795.05	
16-24	Morgan/Stan	CD	B	JPMorgan Chase Bank	48126XAM7	628	8/8/2016	8/16/2018	1.10	245,000.00		245,000.00		679.29	
16-26	Morgan/Stan	CD	B	Medallion Bank	58403B5B8	57449	9/22/2016	9/23/2019	1.30	245,000.00		245,000.00	5/16 3/22	657.14 1,579.41	
16-27	Morgan/Stan	FHLMC	G	Step up 1.733% YTM	3134GAHP2		9/30/2016	9/30/2021	1.00	500,000.00		500,000.00	4/2	2,500.00	
16-30	Morgan/Stan	FHLB	G	Callable - 1.70% Coupon	3130A9GS4		10/12/2016	10/12/2021	1.70	500,000.00		500,000.00	4/12	4,250.00	
16-31	Morgan/Stan	CD	B	Lakeside Bank	51210SLW5	19573	10/19/2016	4/19/2019	1.15	245,000.00		245,000.00	monthly	1,404.88	
17-20	Morgan/Stan	CD	B	Bar Harbor Bank	066851VV5	11971	12/29/2017	12/29/2020	2.20	245,000.00		245,000.00	monthly	2,687.61	
18-10	Morgan/Stan	CD	B	BMO Harris Bank	05581WWY7		4/30/2018	4/30/2019	2.15	-	245,000.00	245,000.00			
										Morgan Stanley Totals	2,711,980.97	262,265.02	245,000.00	2,729,245.99	18,267.84
	MultiBank Securities	MM	C	Income											
13-31	MultiBank Securities	CD	B	Bank of Baroda, NY	0606247B3	33681	11/12/2013	11/13/2018	2.15	249,000.00		249,000.00	5/14	2,654.75	
13-32	MultiBank Securities	CD	B	Synchrony Bank (Formerly GE Cap Retail)	36160NZM4	27314	11/15/2013	11/15/2018	2.05	249,000.00		249,000.00	5/15	2,531.27	
14-07	MultiBank Securities	CD	B	Barclays Bank, DE	06740KGF8	57203	5/21/2014	4/16/2018	1.45	248,000.00		248,000.00	4/16	1,802.93	
15-17	MultiBank Securities	CD	B	American Express	02587CDK3	35328	7/8/2015	7/9/2018	1.65	249,000.00		249,000.00	1/8	2,071.13	
15-22	MultiBank Securities	CD	B	Dollar Bank	25665QAT2	32245	7/29/2015	7/30/2018	1.40	249,000.00		249,000.00	1/29	1,757.33	
15-39	MultiBank Securities	CD	B	HSBC Bank, Callable YTM 2.32	MBS103323	57890	11/17/2015	11/17/2020	1.60	245,000.00		245,000.00	5/17	1,943.89	
15-42	MultiBank Securities	CD	B	Wells Fargo	9497482Q9	3511	11/12/2015	11/13/2018	1.40	249,000.00		249,000.00	monthly	1,738.22	
16-07	MultiBank Securities	CD	B	Customers Bank Phoenixville PA	23204HDL9	34444	4/22/2016	4/23/2018	1.05	249,000.00		249,000.00	4/23	1,310.83	
16-16	MultiBank Securities	CD	B	Americas Credit Union	03065AAE3	9373	6/17/2016	6/15/2018	1.10	249,000.00		249,000.00	6/15	1,365.75	
16-21	MultiBank Securities	CD	B	Pacific Conti Bank	69413CEE5	20774	7/19/2016	3/19/2019	1.60	225,000.00		225,000.00	monthly	1,795.05	
16-25	MultiBank Securities	CD	B	Israel Discount Bank	465076JK4	19977	9/14/2016	9/14/2018	1.20	249,000.00		249,000.00	3/14	1,481.72	
16-29	MultiBank Securities	CD	B	JPMorgan Chase Bank	48126XFX8	628	9/30/2016	9/30/2021	1.70	245,000.00		245,000.00	1/21, 4/2	2,065.39	

MEETING DATE: July 23, 2018

SUBJECT: Event Permit for Cedar Creek Open Disc Golf Tournament

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

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

RECOMMENED ACTION BY:

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

STATEMENT: This is the 12th Annual Cedar Creek Open Disc Golf Tournament. The tournament and weekend events are planned for Friday, August 17th through Sunday, August 19th at Cedar Creek Park. This event will be offering Temporary Overnight camping. See attached application for details.

MOTION: To approve the Event Permit for the Cedar Creek Disc Golf Association Tournament and camping at Cedar Creek Park for August 17-19, 2018.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Permit Application.

Council Action: _____ Date: _____



EVENT APPLICATION/PERMIT

This form must be filed with the City at least thirty (30) days in advance of the event. The City will review the application in accordance with the permitting process outlined in the City Code, Chapter 18. Attach additional sheets, maps, etc. if necessary. For events which include overnight camping a separate addendum must be included with the event application.

Date: August 17-19, 2018

Permit Fee: \$15.00

Event: Cedar Creek Open (Disc Golf Tournament)

Sponsoring entity: Cedar Creek Disc Golf Association

Address: Cedar Creek Park

Maximum estimated number of persons expected to attend at any one time: 216

Event coordinator(s): Trevor Boehne
Contact Info: 612-850-8795 Phone #
trevorboehne@gmail.com E-mail

Primary contacts (during event):
Name: Trevor Boehne Name Kelly DiCenzo
Cell#: 612-850-8795 Cell# 507-399-1178
E-mail: trevorboehne@gmail.com E-mail: _____

Event Start: Day/Date Friday, August 17 Time: 12:00pm
Event End: Day/Date Sunday, August 19 Time: 6:00pm
Setup: Day/Date Friday, August 17 Start time: 8:00am End Time: 12:00pm
Teardown: Day/Date Sunday, August 19 Start time: 6:00pm End Time: 8:00pm

1. Type and description of the event and a list of all activities to take place at the event.
Disc Golf Tournament. Friday's activities will include player check in and an opportunity for participants to practice the courses prior to the tournament starting. Saturday and Sunday is the tournament itself.
Each day players will play two 18-hole rounds, with a lunch break in between. Saturday afternoon and early evening, after the competitive rounds have finished for the day, can practice more or participate in extra skills competitions and activities.

2. Proposed location of event, including a site plan or diagram of the proposed area to be used showing the location of any barricades, perimeter/security fencing, fire extinguishers, safety or first aid stations, entertainment, stages, restrooms or portable toilets, parking areas, ingress and egress routes, signs, special lighting, trash containers and any other items related to the event.

Event will be held at Cedar Creek Park and use the three Cedar Creek disc golf courses. No extra barricades, fencing, stages, etc will need to be set up. The courses are already installed, and all player check in will be done within the shelter house and garage at Cedar Creek Park. Three portable toilets will be set up, by hole 2 on Cedar Creek West, hole 17 on Cedar Creek West and hole 11 on Cedar Creek East.

3. Will outside drinking water or waste collection systems be supplied? Yes; No
If yes, supply public health plans, including the number of toilet facilities that will be available.
Three portable toilets will be put in place, one on each disc golf course.
4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter. Yes; No
If yes, provide the written plans.
5. Will organizers allow outside food wagon/vendors at the event? Yes; No
If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment. Permit and payment has already been submitted.
6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex): Yes; No
If yes, event coordinator must complete temporary overnight camping permit and submit payment.
7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments? Yes; No
If yes, please describe: Handheld megaphone for player meeting and awards - 10 minutes total.
8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns? Yes; No
If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).
9. Will you be providing shuttle service? Yes; No
If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and hold the City of Fairmont, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City of Fairmont, its officials, employees and agents. The applicant agrees to pay all fees and meet all City Code requirements.

Signature Trevor Boehne Title Tournament Director Date July 5, 2018

If you would like your event published on the City's website/Community Calendar, please indicate: Yes; No

Office Use Only			
\$15.00 Fee Paid	Date:	Received by:	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	<u>7-23-18</u>	Date
		No	

Permit distribution:
 City
 Applicant
 Police
 Parks/Streets
 Other



CITY OF FAIRMONT

Temporary Overnight Camping Permit

Allowed in Cedar Creek Park and Winnebago Sports Complex Designated Areas (Map attached)


Special Event Information		
Name of Event	Cedar Creek Open	
Date(s) of Event	August 18-20, 2017	
Start/Finish Time	Start August 17, 12:00pm	Finish August 19, 6:00pm
Location	Cedar Creek Park	WSC
Estimated # of Units	10-15	
Estimated # of people	10-15	
Applicant Information		
Sponsoring Organization	Cedar Creek Disc Golf Association	
Mailing Address	4397 Arden View Ct, Arden Hills, MN 55112	
Applicant Name	Trevor Boehne	
Address	4397 Arden View Ct, Arden Hills, MN 55112	
Phone		
Cell Phone	612-850-8795	
E-Mail	trevorboehne@gmail.com	
Sponsoring Organization/Event Website: www.cedarcreekdiscgolf.com		
NOTE: Each unit must obtain a vehicle permit which will be available from the event organizer. The permit must be posted in the windshield of the vehicle. The area will be patrolled and anyone without a displayed vehicle permit will be asked to leave.		
Fee for the special event camping permit - \$50.00		

See attached regulations.

OFFICE USE ONLY		
\$50.00 Fee Paid	Date:	Received by:
Approved		Denied
Signature		Date

MEETING DATE: July 23, 2018

SUBJECT: Event Permit for Movie in the Park

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input checked="" type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: American Family Insurance and True Value are planning an event at Sylvania Park for Saturday, August 25, 2018 from 8:00 p.m.-11:00 p.m. They will be hosting a free movie in the park for the community. This event will be free for all. This will be the second year for this event.

MOTION: To approve the Event Permit for American Family Insurance and True Value to provide a movie in the Park on August 25, 2018.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Permit Application.

Council Action: _____ Date: _____



EVENT APPLICATION/PERMIT

This form must be filed with the City at least thirty (30) days in advance of the event. The City will review the application in accordance with the permitting process outlined in the City Code, Chapter 18. Attach additional sheets, maps, etc. if necessary. For events which include overnight camping a separate addendum must be included with the event application.

Date: Saturday 8/25/2018 Permit Fee: \$15.00

Event: Movie in The Park / Sylvania Park

Sponsoring entity: American Family Insurance / True Value

Address: 100 N. State Street Fairmont MN

Maximum estimated number of persons expected to attend at any one time: 100

Event coordinator(s): Jillian Vothers
Contact Info: 507 822 4972 Phone # 507 238 9417 E-mail JVothers@AMFAM.com

Primary contacts (during event):
Name: Same Name _____
Cell#: _____ Cell# _____
E-mail: _____ E-mail: _____

Event Start: Day/Date 8/25/18 Time: 8:00pm
Event End: Day/Date 8/25/18 Time: 10:30pm
Setup: Day/Date 8/25/18 Start time: _____ End Time: 6:00pm
Teardown: Day/Date 8/25/18 Start time: 10:30 End Time: 11:00pm

1. Type and description of the event and a list of all activities to take place at the event.
Free Movie in Sylvania Park (Second Annual event)
is put on professionally by "Why Not Events" from
Marquette mn.

2. Proposed location of event, including a site plan or diagram of the proposed area to be used showing the location of any barricades, perimeter/security fencing, fire extinguishers, safety or first aid stations, entertainment, stages, restrooms or portable toilets, parking areas, ingress and egress routes, signs, special lighting, trash containers and any other items related to the event.
Sylvania Park - 401 Lake Ave Fairmont MN

3. Will outside drinking water or waste collection systems be supplied? ____ Yes; No
If yes, supply public health plans, including the number of toilet facilities that will be available.
4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter. ____ Yes; No
If yes, provide the written plans.
5. Will organizers allow outside food wagon/vendors at the event? ____ Yes; No
If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment.
6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex): ____ Yes; No
If yes, event coordinator must complete temporary overnight camping permit and submit payment.
7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments? ____ Yes; No
If yes, please describe: _____
8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns? ____ Yes; No
If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).
9. Will you be providing shuttle service? ____ Yes; No
If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and hold the City of Fairmont, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City of Fairmont, its officials, employees and agents. The applicant agrees to pay all fees and meet all City Code requirements.

Signature *[Signature]* Title *Owner / Applicant* Date *7/5/18*


If you would like your event published on the City's website/Community Calendar, please indicate: Yes; ____ No

Office Use Only			
\$15.00 Fee Paid	Date: <i>7-10-18</i>	Received by: <i>Patty Morse</i>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; ____ No	Council Meeting Date: <i>7-23-18</i>	Action:
City Administrator Approval	Yes	No	Date

- Permit distribution:
- ___ City
 - ___ Applicant
 - ___ Police
 - ___ Parks/Streets
 - ___ Other

MEETING DATE: July 23, 2018

SUBJECT: Fireworks Display Permit – Hairball Concert at Martin County Fair

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

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

RECOMMENED ACTION BY:

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

STATEMENT: Tracy Frink with Hairball Productions, is applying for a permit for an outdoor public firework display for the band Hairball. The band will be playing at the Martin County Fair on August 16, 2018. Hairball uses pyrotechnics during its performance. The appropriate liability insurance has been provided. Hairball has performed at the fair for the last four years with a firework display permit and there have been no problems.

MOTION: To approve the permit application for the August 16, 2018 performance of Hairball at the Martin County Fair.

VOTE REQUIRED: Simple majority

ATTACHMENTS:


- 1.
- 2.

Council Action: _____ Date: _____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 13.4

MEETING DATE: July 23, 2018

SUBJECT: Solicitors License for Alise Duce with Southwestern Advantage

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

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

RECOMMENED ACTION BY:

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

STATEMENT: Alise Duce with Southwestern Advantage is applying for a solicitor’s license. If approved, she will begin a door-to-door campaign in the City of Fairmont, contacting residents to sell educational books and online subscriptions. The applicant has paid the license fee of \$150 for one month. A police investigation has been conducted and has been approved.

MOTION: To approve the application for a solicitor’s license submitted by Alise Duce with Southwestern Advantage.

VOTE REQUIRED: Simple majority


ATTACHMENTS:

- 1.
- 2.

Council Action: _____ Date: _____

MEETING DATE: July 23, 2018

SUBJECT: Goose Hunting

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:

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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"/>	Council	<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 council approved goose hunting in the city limits on private land zoned agriculture in 1998, 2000, 2014 and 2016. Since that time annual goose hunting has been allowed. The council should review our policies and reauthorize city limit goose hunting.

MOTION: To authorize goose hunting in the city limits of Fairmont on private land zoned Ag Transition during goose hunting seasons as set by the state of Minnesota.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:

1. Memo from City Administrator with map
2. _____
3. _____

Council Action: _____ Date: _____




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

Phone (507) 238-9461

Fax (507) 238-9469

MEMO

DATE: July 12, 2018
TO: Mayor, City Council and Management Staff
FROM: Mike Humpal, City Administrator 
RE: Goose Hunting in the City Limits

In May of 1998, the City Council approved goose hunting in the city limits on privately owned land only. Other restrictions included that:

- Goose was the only species allowed and did not include ducks, pheasants, etc.
- Hunters must obtain a permit from the City Clerk.
- Hunters must prove in writing they have permission from the land owner.
- Hunting would be allowed within 1,000' of an occupied dwelling with the permission of the land owner.
- All other State and Federal hunting regulations would apply.

The special hunting regulations were to be reviewed in two years. On September 25, 2000, the City Council authorized hunting in the City limits for an additional two years. Since that time, goose hunting within the same perimeters has been allowed each year. Approximately 45 special permits are issued by the City Clerk each year. The practice has taken place now for eighteen years without any major incidents or complaints.

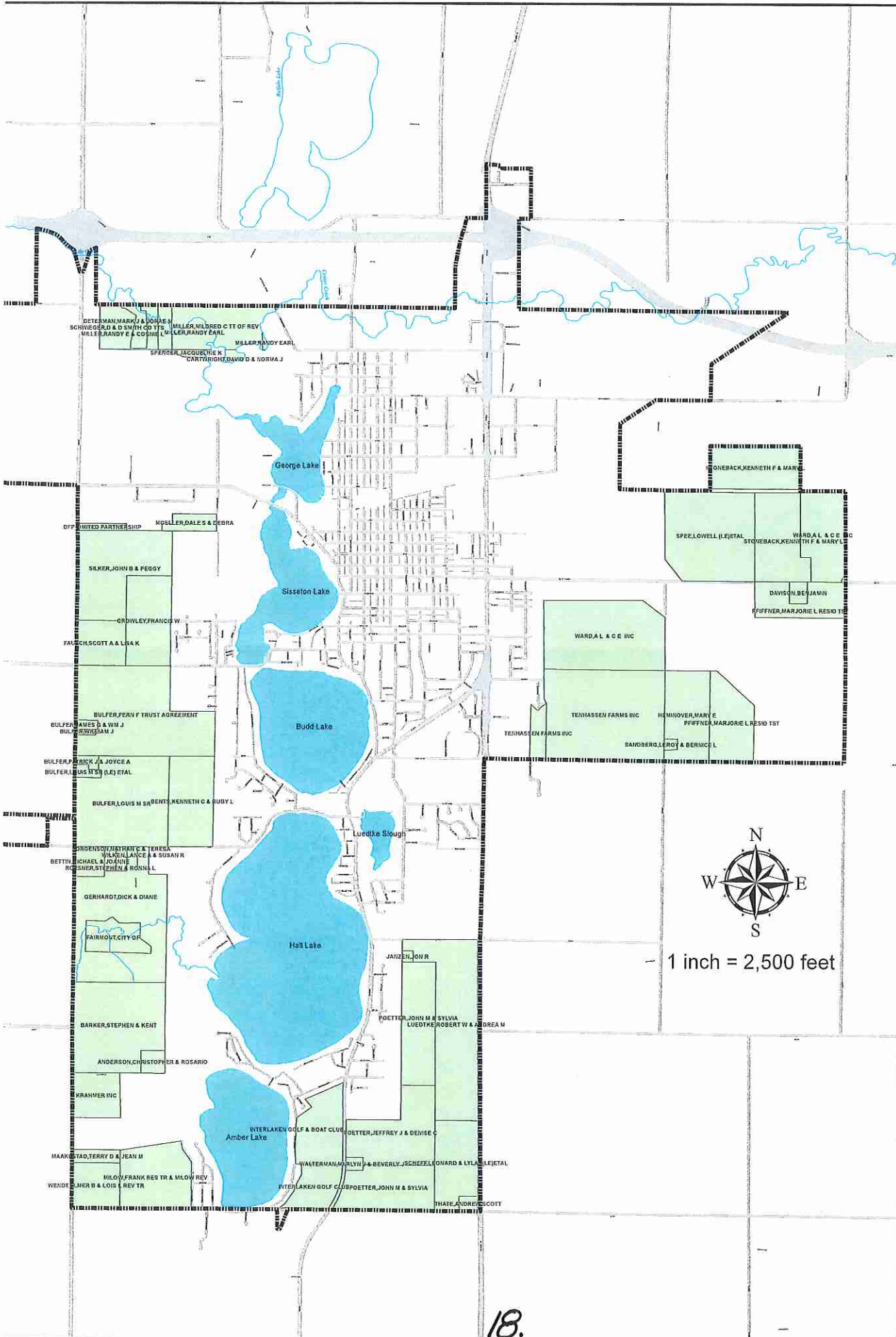
Hunting is limited to specific land that is zoned agriculture and is not allowed on any City owned property. A map of allowable lands is attached for your review.

I have had discussions with the Chief of Police, Sheriff and Conservation Officer. All expressed they received few complaints and are generally supportive of City limit hunting.

Since we have not reviewed the issue since 2016, I would like the City Council to discuss and take public comment at the July 23, 2018. Staff's recommendation will be to continue to allow goose hunting in city limits on private agriculture land during the goose seasons as set by the State of Minnesota.


MH:pjm
Attachment

Goose Hunting Allowed in City Limits



MEETING DATE: July 23, 2018

SUBJECT: Debt Policy

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, 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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: City Staff has been working with Northland Securities, the City’s financial advisor, to draft a debt policy. Rusty Fifield from Northland Securities presented this policy along with a debt model to the Council at a work session on June 11th. This policy and debt model will be a tool that City Staff and Council can use to make better informed decisions on financing future capital projects.

MOTION: To approve the Debt Policy.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:

- Debt Policy

Council Action: _____ Date: _____

**CITY OF FAIRMONT
DEBT MANAGEMENT POLICY
ADOPTED – JULY 23, 2018**

PURPOSE

The use of borrowing and the issuance of debt is an important and flexible revenue source available to the City of Fairmont. The issuance of debt is a mechanism which allows capital improvements to proceed when necessary and in advance of when it may otherwise be feasible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future property owners and customers of the City.

Debt management is an integral part of the financial management of the City. Adequate financial resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain and/or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a financial burden on taxpayers and can create challenges for the local economy as a whole.

POLICY STATEMENT


Fiscally prudent and managed use of debt provides financial and operating advantages. Extensive use of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

1. The City intends to restrict long-term borrowing to planned capital improvements, as included in the City's Capital Improvement Plan (CIP).
2. The City will strive to maintain a "pay-as-you-go" capital funding policy, supporting capital spending without use of debt whenever appropriate and feasible. Borrowing for capital equipment shall be used on a limited basis.
3. The City will not use long-term debt for current operations.
4. The City will pay back debt within a period not to exceed the expected useful life of the projects.
5. The City will maintain good communications with bond rating agencies regarding its financial condition.
6. The City will follow a policy of full disclosure in every financial report and bond disclosure document.
7. The City will establish procedures for post-issuance compliance, including bond covenants, continuing disclosure, and arbitrage.

- a. Information about the City's debt structure, including estimated total debt outstanding for both existing debt and new debt issuance plans and estimated sources of revenue for payment of debt service, shall be considered as part of the annual capital improvements planning process.
8. The City will use the following criteria to manage and monitor the use of debt.
- a. Outstanding debt shall not use more than 50% of the statutory debt limit.
 - b. Outstanding G.O. debt shall not exceed \$5,000 per capita.
 - c. Annual debt service payments for G.O. debt shall not exceed 35% of total budgeted expenditures.
 - d. Outstanding net general obligation (G.O.) debt shall not exceed 5% of the Economic Market Value for the City. (Net G.O. debt represents all G.O. debt less debt that is considered self-supporting.)
 - e. Outstanding net general obligation (G.O.) debt shall not exceed 60% of annual operating revenues.

MEETING DATE: July 23, 2018

SUBJECT: Comprehensive Land Use Plan Update

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY: Mike Humpal, CEcD, City Administrator

<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: Megan Boeck, Planner/Code Enforcement Technician

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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 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: Fairmont’s Comprehensive Plan was last updated in 2009 and was done almost completely “in house”. Because of the extensive time and effort required to create a good working document, staff distributed RFP’s to qualified planning firms seeking proposals to assist in the update process. Five proposals were received and ultimately one has been selected by the Planning Commission for Council approval.

MOTION: To contract with WSB & Associates for the update of Fairmont’s Comprehensive Land Use Plan at a base price of \$55,674.

VOTE REQUIRED: Simple majority.

ATTACHMENTS:

1. Comprehensive Plan Update Memo- Megan Boeck
2. Proposal for Consulting Services- WSB & Associates

Council Action: _____ Date: _____



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

Phone (507) 238-9461

Fax (507) 238-9469

TO: Honorable Mayor Foster & Council Members
FROM: Megan Boeck, Planner/Code Enforcement Technician
DATE: July 16, 2018
RE: Comprehensive Land Use Plan

In mid April I drafted and distributed an RFP to nine different planning firms seeking proposals to assist in the update of our Comprehensive Land Use Plan. We received five really impressive proposals and a sub-committee of the Planning Commission narrowed those five down to three. WSB & Associates, Landform and Bolton & Menk all presented their ideas and comprehensive planning approach to the full Planning Commission on July 10th.

Several members of the Planning Commission were impressed with WSB & Associates recent work in a community of similar size and characteristics. In addition, the Board felt that their approach to economic development would create a more multifunctional plan.

City Administrator Humpal and myself recently met with Jim Gromberg and Molly Patterson-Lundberg, the two project leads that will guide us through the update process, to further discuss the project scope and to schedule our kick-off meeting. We are confident that they have the skills and expertise necessary to help craft an update that will be beneficial to all of Fairmont.

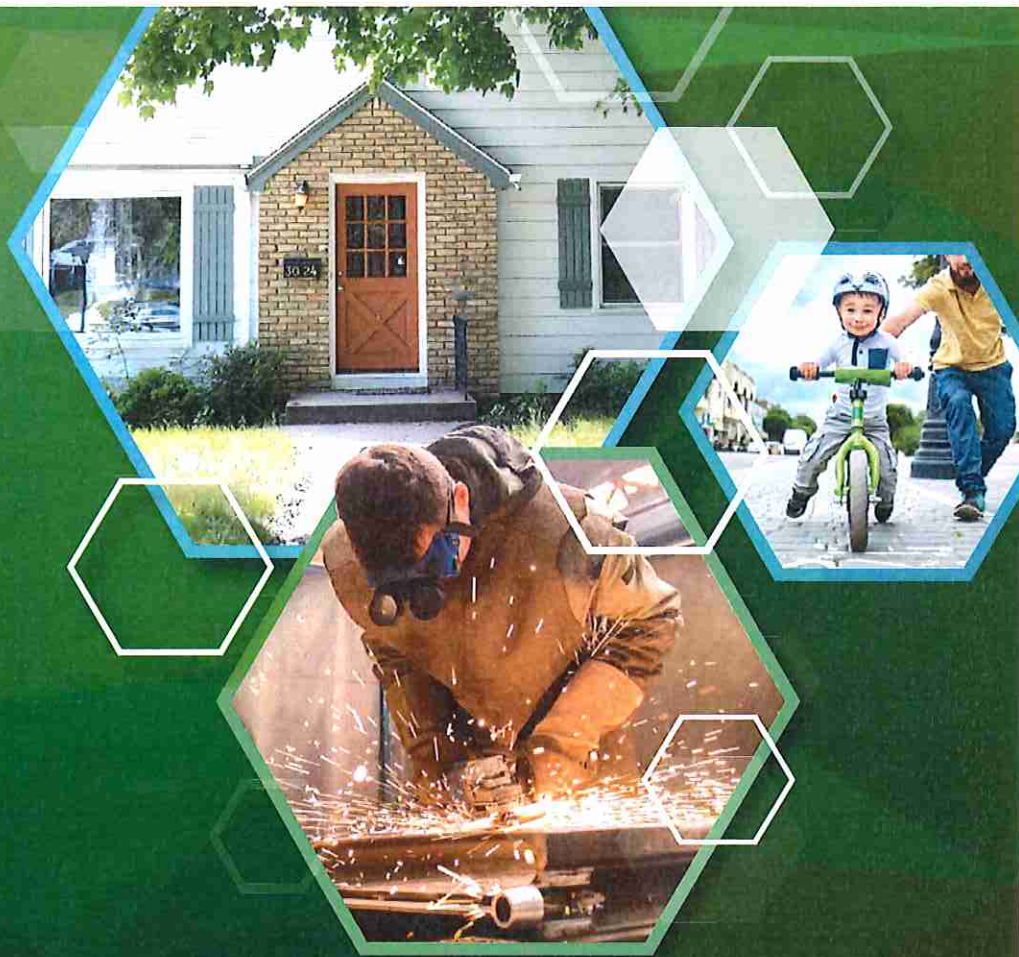
As we move forward with this process we will be seeking a number of community members, including members of the Council, to be a part of a steering committee that will help WSB and staff landscape a Comprehensive Plan for Fairmont that is easy to understand and well used over the next 10-20 years. If you have interest in that committee please let me know.

Lastly, I'm requesting approval to contract with WSB & Associates for the update Fairmont's Comprehensive Land Use Plan at a base price of \$55,674. This includes:

- A kick-off meeting
- Four steering committee meetings
- Two pop up events/booths. One could be as early as November, during the Fairmont Glows Parade.
- Social Pinpoint. An online engagement tool for people who are less likely to attend meetings or events to still be able to submit their thoughts and ideas electronically.
- ESRI StoryMap. This will combine authoritative maps with text and images to create and easy to read and understand final document.

Please let me know if you have any questions.


Megan Boeck, Planner/Code Enforcement Technician



A Proposal for Consulting Services for the

Update to the Comprehensive Land Use Plan

for the City of Fairmont





May 9, 2018

Megan Boeck
Planner/Code Enforcement Technician
City of Fairmont
100 Downtown Plaza
Fairmont, MN 56031

RE: A Proposal for the Update of the Comprehensive Land Use Plan for the City of Fairmont

Dear Ms. Boeck

On behalf of the WSB team, I am pleased to submit the enclosed proposal to update Fairmont's Comprehensive Land Use Plan. In your review of this proposal, you will find that our team is different from our competition in the following ways:

- 1) Our team can offer expertise and best practices from over 40 different planning processes in the past five years. We have developed comprehensive and small area plans across the state, from Arden Hills to Zumbrota. We have a variety of experience with communities of varying size and project scope of all sizes and are confident we can work with you to customize our approach to suit your needs.
- 2) We use technology to connect and engage with you and your community. We offer MyLink, a client portal, for every project. This web page allows you to access project information and invoices as well as easily share information for packets and presentations. Using StoryMap, an ESRI tool, to convey the final document in an easy-to-read format for the public will also allow streamline the connection of the project to the community. We will also use Social Pinpoint, an online engagement tool, to connect with people otherwise not engaged in the comprehensive plan process.
- 3) We develop realistic, implementable plans. Our plans include a detailed implementation matrix which enumerates every action and associated timeline, people responsible, and possible funding sources. Furthermore, we stay connected with communities after we develop their plans and assist them in implementing their plans and identifying and obtaining funding sources.

We look forward to meeting you in person. Please contact me with any questions you may have about the enclosed proposal.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jim Gromberg", written over a white background.

Jim Gromberg, EDFP
Project Manager
(763) 762-2846

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Contact:
Jim Gromberg
(763) 762-2846
jgromberg@wsbeng.com

Firm Background



Firm Overview

Early in their careers, the founders of WSB & Associates, Inc. (WSB) recognized that outstanding results are born from outstanding cultures. Since our inception in 1995, WSB has remained dedicated to creating a culture of relationship building, forward thinking, and collaboration which enables technically advanced, thoughtful, and creative engineering and design solutions that build a legacy – *your* legacy.

WSB's 400 employees occupy 11 offices and offer expertise in 25 plus service areas in municipal, commercial, and energy industries.

WSB team members embody a set of staff-developed principles called the *WSB Way*. This defines our firm's culture and value system as well as how we serve each other and our clients. Our values challenge us to strive for over-the-top customer service, integrity, and technical excellence.

A Proven Track Record of Community Development

WSB has completed over 40 comprehensive and small area plans in the past five years. We have a proven track record with Minnesota and North Dakota communities both small and large, those with stable population and those that are rapidly growing, and those with varying levels of staff capacity. We will work closely with you to understand your expectations and level of desired staff involvement in the comprehensive plan development.

In addition to project management, WSB planners serve as day-to-day city planners tasked with reviewing development and implementing comprehensive plans, small area plans, and administering zoning code. We know the essential components to preparing a plan that is realistic and implementable, with clear, actionable implementation steps (in a matrix).

Our experience with project management of plan processes and day-to-day planning experience uniquely suits us to effectively develop a plan update for Fairmont.

Sample of Comprehensive Plans

- Arden Hills
- Blaine
- Centerville
- Circle Pines
- Clearwater
- East Bethel
- Elk River
- Excelsior
- Falcon Heights
- Grand Forks, ND
- Hugo
- Mahtomedi
- Medina
- Minnetrista
- North Mankato
- North St. Paul
- Osseo
- Preston
- Princeton
- Ramsey
- Roseville
- Sandstone
- Savage
- St. Anthony
- St. Paul Park
- West St. Paul
- Wyoming
- Zumbrota

Sample of Small Area Plans

- Elk River Gravel Mining Study
- Sheridan Neighborhood Small Area Plan
- NIEBNA Small Area Plan
- West St. Paul Smith/Dodd Small Area Plan
- Navarre Small Area Plan
- Dinkytown Business District Plan
- Prior Lake/CSAH 42 Study
- Albert Lea Downtown Study
- Arden Hills Small Area Plan



Scope of Work Defined



Project Understanding

The Comprehensive Plan is an opportunity to assist the City of Fairmont in developing and documenting the community's vision and in further articulating the values for the future development of the City. The Plan will provide realistic tools for implementation so that the City may move forward promptly after the planning process is complete to achieve the desired goals.

Our comprehensive, integrated, and balanced planning approach will include an analysis of the effects of both internal and external forces on the future of the local community. We will study issues and provide forecasts of local and regional growth and their impact on Fairmont's physical growth.

Understanding a community's existing environment is one of WSB's initial steps in assisting a community in developing a Comprehensive Plan. We look at various environments as integrated systems of the community, including natural, social and cultural, built, and economic. WSB proposes to build baseline information through the compilation of available mapping data, census data, and studies. WSB will work with the community to determine realistic strategies and tools to achieve those goals. Ultimately, these will create the implementation component of the Comprehensive Plan.

Project Management

At WSB, we use MyLink, a proprietary portal unique to WSB, for sharing all project documents, including progress reports, budget updates, draft planning documents, agendas for steering committees, presentations, and maps. It allows us to seamlessly share documents with our clients and provides transparency in the project development process.



MyLink Website

Plan Development

Goals and Visioning

Fairmont would like the selected consultant to lead the comprehensive plan process, including collecting data and establishing goals through a visioning process. We will work closely with the City staff through this entire planning process. The Comprehensive Plan is about more than the creation of a final plan document; it is also about the process a community goes through to determine a common set of goals and strategies to achieve their vision. The planning process brings individuals and organizations together, building stronger relationships which will ultimately help bring their vision to fruition.

We will assist the community through this process and help establish methods and systems that will be used to implement the plan after it is adopted. It is the expectation that, with the assistance of WSB planners, City staff, and members of the steering committee, we will conduct fact finding and stakeholder engagement throughout the planning time frame. We will review the existing comprehensive plan goals using an established worksheet. This stage will also include a visioning session with the greater community.

Goal	Objective	Keep	Delete	Revise	Implemented?	Notes
Growth Management: Plan and manage growth to ensure that the City of Grand Forks continues to balance new growth and development through collaboration with all stakeholders to promote preservation and enhancement of the city.	Growth Management Area: Establish Grand Forks' Growth Management Area to include the land extending two miles from the city boundaries and adjust the boundary in accordance with annexations.					
	Growth Management Monitoring System: Develop a growth management monitoring system to guide the City in making changes to its zoning and planning jurisdiction boundaries and/or to time and sequence development within the growth management area.					
	Balanced Growth and Growth Tiers: Create a balanced growth approach in the Growth Management Area by dividing it into growth tiers that will establish the timing and sequencing for future development and infrastructure provision.					
	Compact Development: Promote a compact system of urban development by limiting growth to Tier 1 where urban services may be provided in a cost-efficient manner with an emphasis on targeting existing neighborhoods to spur revitalization and promote infill opportunities, reduce urban sprawl and protect rural landscapes.					

Goals, objectives homework example

Comprehensive Plan Land Use Plan

We approach planning through an iterative process, reviewing how the existing environment and situations within the City and region relate to and impact each other. The land use plan is an important component of the final comprehensive plan. We view land use planning not just as a mapping exercise, but also as a study of how new and different types of development or redevelopment are encouraged or hindered by factors such as the locations of available housing, public infrastructure, and economic development programs. We will work with the Planning Commission, Steering Committee, and City Council to create the Land Use Plan as a strategy to accomplish the broader goals of the Comprehensive Plan.

The Land Use Plan will provide the basis for the long-term development of Fairmont to meet the needs of the community and retaining Fairmont's small town character. To that end, the final report will include the following sections to allow for a complete plan for the City to use as it moves forward with continued development and growth.

Transportation and Active Living: WSB will review the existing transportation plans to ensure they allow for continued safe transportation corridors between the amenities in the community. The primary focus of the revised transportation plan is to create action items that will be incorporated into your capital improvement programming. This review will also include the development of a vision for the compatible interaction between the commercial/industrial concerns and the non-traditional modes of transportation.

Housing: In regard to housing goals, WSB will review the current status of housing and the need for additional types of lifecycle housing to allow families to remain in the community throughout their lifespan. This will also include the review of the densities to maximize the City's investment in public infrastructure.

Parks, Recreation and Open Space: WSB will review the current park and recreation plan to determine if the community's goals of recreational space for all Fairmont residents are currently being met and how they can be improved to provide greater access to active lifestyles.

Community Resources and Public Infrastructure: The development of a strong public infrastructure system will not only allow Fairmont to meet the needs its residents, but also allow the community to continue to grow and prosper. WSB will review the current plans for infrastructure to ensure that the goals are attainable for the community.

Commercial and Industrial Development: Fairmont is currently located in the ideal position of easy access to major transportation corridors. WSB will work with both the economic development staff and EDA to ensure that the community has the opportunity to continue to provide growth for businesses and employment opportunities for its residents.

Downtown Fairmont: Fairmont has a strong central business district with a long history of functioning as the center of the community and activities. WSB will work with local stakeholders to develop a plan that allows for the continued revitalization of the downtown area identifies possible funding sources to assist with this continued revitalization.

Implementation Actions

A plan that sits on a shelf is useless. At WSB, we strive to create realistic, implementable plans which involves developing an implementation matrix to consolidate the action items and assign timeframes, responsibility, and funding sources.

	Comprehensive Plan Action or Strategy	Who	When	How
1	Land Use			
1.1	Make changes to the zoning map to reflect changes on the land use map, in the 9 change areas.	City planning staff	Short-term	Through a re-zoning study
1.2	Redevelopment Area 1: Help assemble parcels if overall health of the site creates multiple vacant buildings.	City ED staff, EDA Private Landowners	Long-term	
1.3	Redevelopment Area 2: Assemble land in this area that would help lead to efficient redevelopment. Consider financial assistance for removal of buildings and site preparation.	City ED staff, EDA/City Staff	Short to medium-term	EDA Levy/TIF, LIHTC
1.4	Redevelopment Area 3: Work with the owners on redevelopment possibilities. Consider zoning and land use changes to allow for medium or high density residential uses.	EDA/City Staff, MHFA	Short-term	TIF, LIHTC, EDA Levy

Draft and Final Plan

The draft chapters and maps will be compiled into one, easy-to-read document. WSB will present the draft to the Steering Committee and at a public hearing as part of this phase.

As an optional add-on, we are proposing to create an ESRI StoryMap for your comp plan—an easily digestible online version of your plan for consumption by the public.



Public Participation

Steering Committee

The WSB team proposes the formation of a Steering Committee comprised of community stakeholders to assist with the planning process. This committee will meet four times and include City staff and representatives from the City Council, Planning Commission, and other commissions as applicable. In addition, individuals who understand or regularly work with issues in the City relating to streets, sewer, water, parks, and other facilities will be considered for this committee as well as those involved with programs such as housing, education, and culture. The City may also wish to invite local business entrepreneurs, realtors, or similar private-sector stakeholders to join this committee. This group will work with local commissions and community organizations to determine issues, opportunities, and needs for the City.

While the Steering Committee assists with the collection of local information and helps determine realistic strategies to accomplish goals, WSB will work with City staff and the City Council to determine the broader community goals and to establish priorities. The City Council will ultimately determine which resources to use to accomplish the goals. This will be outlined in the work plan chapter of the Comprehensive Plan. The City Council will make the final decision on the Plan and adopt it. We will work closely with the City staff and Council representative on the Steering Committee to keep the Council updated and engaged to a level they desire throughout the planning process.

Community Engagement

Inform/Consult

Within a planning process there is a spectrum of options for public involvement. These options include to inform, consult, involve, collaborate, and empower the public through the planning process. Our proposal includes an "inform" level of community involvement; that is, we will provide information at both the initial and final stages of the project. This information will be provided via an initial announcement and periodic updates for City staff to bring to the City Council. Staff can also share this information on community websites, through the local news, or via communication options already in place. In addition to this, the Steering Committee will represent the public and provide feedback on analysis, issues, and alternatives drafted for the plan, which is at the "consult" level of participation. The Steering Committee will be encouraged to gain additional and broader feedback on ideas from the existing groups in which they participate (including business or service organizations).

Involve/Collaborate

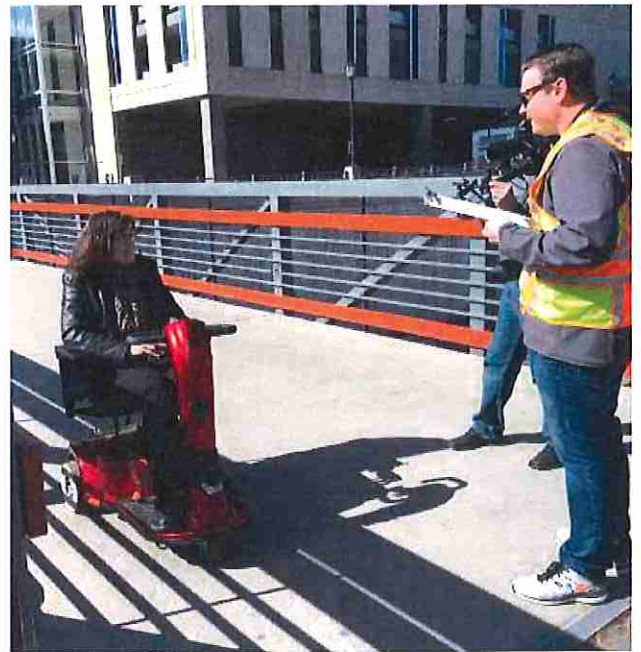
WSB uses a variety of tactics to engage the public in the comprehensive planning process. We've found that visiting places where people already meet is beneficial to hear their opinions on what they want to see in their community. Examples of public engagement include "pop up" booths at community events or celebrations, short one-on-one interviews with pedestrians in the central business district, and meetings with local student organizations to discuss their ideas for the future.

We propose two such events. One in the early phases of the project to ask individuals for their thoughts on the City, with questions such as: "What do you like best about Fairmont?" or "What do you think is most needed in our community?" This could be at the local coffee shop/café, the public library, or (with approval of the school) at a student council meeting.

The second event could be a booth at the Fairmont Glows Parade to share information about the planning process to date. Maps and lists of priorities are displayed in poster size and visitors are provided sticky notes to comment or dot stickers to "vote" on what they consider priorities.

Public engagement will also include two community meetings, one during the visioning process and one during the draft plan stage.

As an optional add-on, we propose to use Social Pinpoint, an online, interactive community engagement tool. This allows people to identify places in the community that they like and issues within the community as well as to comment on plan drafts.

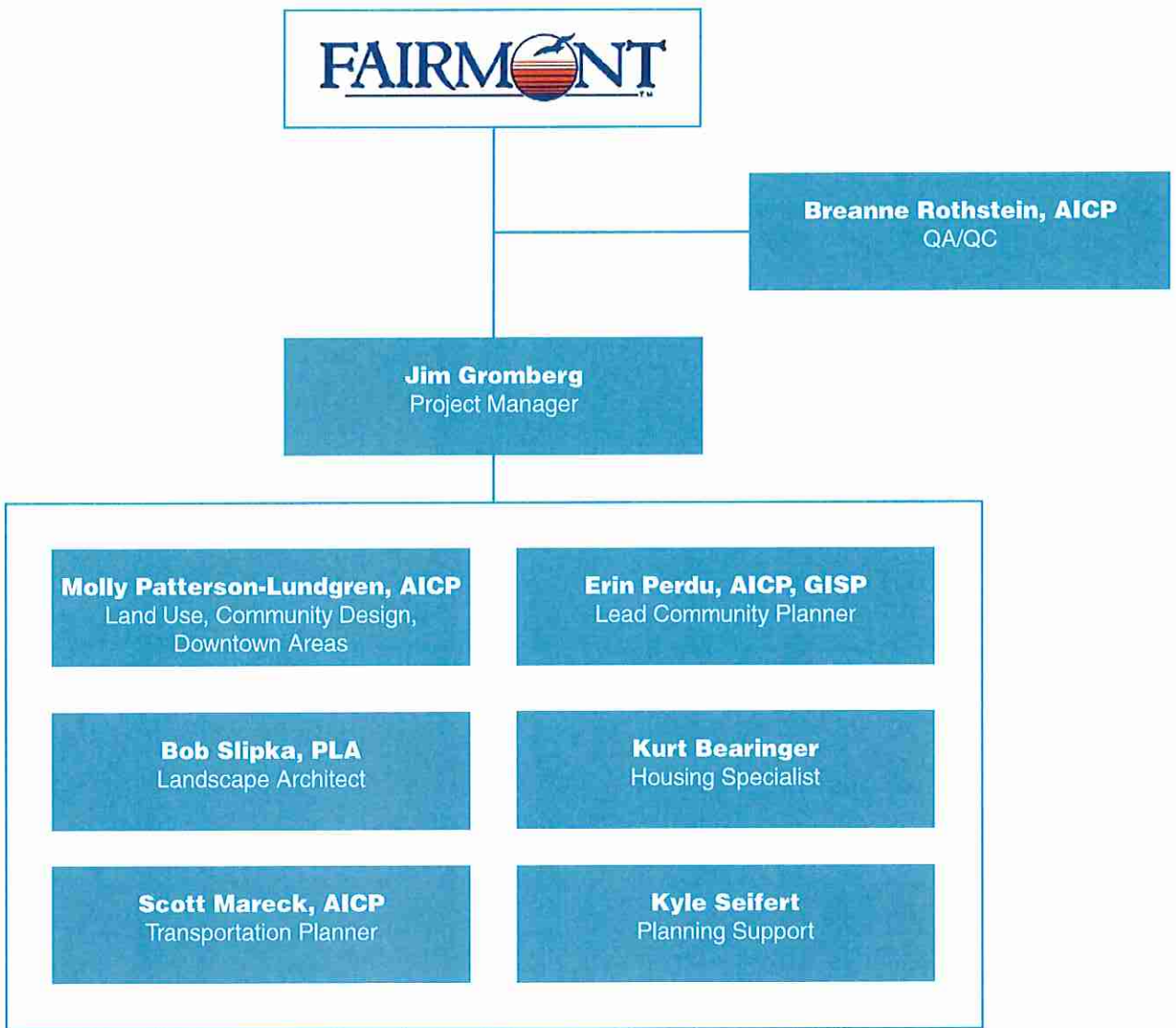




Timeline

	2018					2019		
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Land Use, Community Design, & Growth Management		→						
Transportation & Active Living		→						
Housing						→		
Parks, Recreation, & Open Space						→		
Community Resources & Public Infrastructure						→		
Commercial & Industrial Downtown						→		
Downtown Fairmont						→		
Public Participation	→							
Implementation Actions							→	
Draft Plan Review							→	
Final Plan Appeal							→	

Resumes





Jim Gromberg

Project Manager

Commitment: 12%

Jim has over 25 years of experience in economic development, including both redevelopment and greenfield development projects. For the Grand Forks Downtown Action Plan, Jim will be responsible for creating the redevelopment plan and implementing the associated strategy. His similar experience with other cities makes him ideally suited for this role. While at WSB, Jim completed the Princeton Industrial Park Plan and the Hastings Economic Development Plan which focus on future development plans and strategies for those communities. Prior to joining WSB, Jim was the State of Minnesota's Business Development Representative for the Twin Cities metro area, responsible for attracting new businesses to the State and assisting businesses in expanding their current locations. He successfully completed development projects that resulted in over \$500 million in capital expenditures. In addition, he managed the State's Shovel Ready Certification Program which prepares a community for projects that are interested in locating or expanding in their community. Jim leads the State's Data Center Attraction Program which promotes Minnesota as a site for new data center development using tax credits and incentives.



Kurt Bearinger

Housing

Commitment: 16%

Kurt is a community planner and economic development specialist at WSB. He received his master's degree in community and regional planning from Iowa State University in 2016, focusing on cultural affairs, urban revitalization, and natural resources management. Since joining WSB, Kurt has created housing market studies for the Cities of Monticello and Maple Lake and economic development, housing, and land use chapters for the comprehensive plans for the Cities of Princeton, Roseville, and Falcon Heights. He also provided planning and zoning services for the City of Lakeland and Lent Township and assisted with administering the Small Cities Grant program for the City of Albert Lea's downtown historic district.



Molly Patterson-Lundgren, AICP

Land Use, Community Design, Downtown

Commitment: 23%

Molly has more than 18 years of experience in community development and planning, specializing in historic preservation, cultural resource planning, and downtown redevelopment. She has a solid understanding of local, state, and federal programs and the legal foundation for land use regulation. Molly blends her knowledge of community history and regulatory requirements with innovative and sustainable design concepts and programs to craft plans for an improved community. She provides recommendations on PUDs, historic design reviews, CUPs, variances, and zoning amendments.



Bob Slipka, PLA
Landscape Architect

Commitment: 10%

Bob will be the landscape architect for this project. He has nearly 20 years of project experience in the upper Midwest with projects involving park and trail planning, master planning, sports and recreational facilities, streetscape and corridor enhancements, and site development. He is also responsible for developing construction documents and specifications, preparing costs and budgets, bidding, and construction administration. Recent park improvements projects Bob has managed include Staring Lake Park in Eden Prairie, Kaposia Landing Sports Complex in South St. Paul, and Marthaler Park in West St. Paul as well as multiple park improvements projects in Coon Rapids including Sand Creek Park, Riverview Park, Crooked Lake Park, and Riverwind Park. Many of these projects are currently under construction following master plans prepared by WSB.



Erin Perdu, AICP, GISP
Community Engagement

Commitment: 13%

Erin is a senior planner and project manager with 20 years of professional planning experience in both the public and private sectors. She has served as the project manager and lead planner on award-winning comprehensive plans (including the 2014 Daniel Burnham Award for Comprehensive Planning from the Michigan Association of Planning for the Shape Ypsilanti Master Plan), zoning ordinances and form-based codes, multi-jurisdictional plans, and small area studies. Also noteworthy, she was the project manager for the Grand Forks 2045 Land Use Plan. For each of these initiatives, she designed extensive, inclusive public engagement processes.

Erin works under the philosophy of "planner as partner" to help residents and community leaders articulate their needs and then provide them with the tools to achieve their goals. Her leadership, day-to-day planning experience, and strong foundation in public outreach result in the successful implementation of the plans she authors.



Olivia Dorow Hovland
Community Engagement

Commitment: 13%

Olivia is a community planner at WSB and a 2017 graduate from the University of Minnesota with a Master's in Urban and Regional Planning and a Master's in Public Health. Olivia has led community engagement efforts for the comprehensive planning processes for Falcon Heights, St. Anthony, and Blaine. She has also worked on the creation of small area plans and bicycle and pedestrian plans for West St. Paul and Savage. Prior to joining WSB, Olivia worked for the City of St. Paul, assisting with community engagement, outreach, and policy formation. She also worked for Farr Associates in Chicago, researching best practices in sustainable urbanism.



Kyle Seifert

Planning Support

Commitment: 4%

Kyle is a community planning and GIS intern at WSB. He received his bachelor's degree in GIS and Urban & Regional Studies from the University of Minnesota-Duluth in 2016 where he focused on spatial information, community sustainability, and environmental applications of GIS. Kyle was instrumental in streamlining the production of Plymouth's 2040 Comprehensive Plan Update as well as providing GIS support to planning staff and critical plan and site review. For the University of MN-Duluth, he led efforts in researching public sentiment in the City of Ely in regard to the PolyMet Copper-Nickel Mine. Additionally, he assisted in improving the data for the Duluth Solar Commons Solar Suitability Application. Kyle was in charge of the City of Eden Prairie's Curb-stop Inventory and Maintenance Program, for which he collected GIS information on utilities infrastructure. He has experience conducting all manners of research and data collection including geospatial field collection, primary-source qualitative research, and critical plan and site review. His skills in analysis and GIS will be useful to this project.



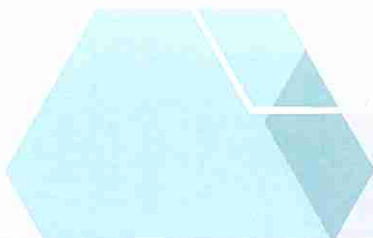
Scott Mareck, AICP

Transportation Planner

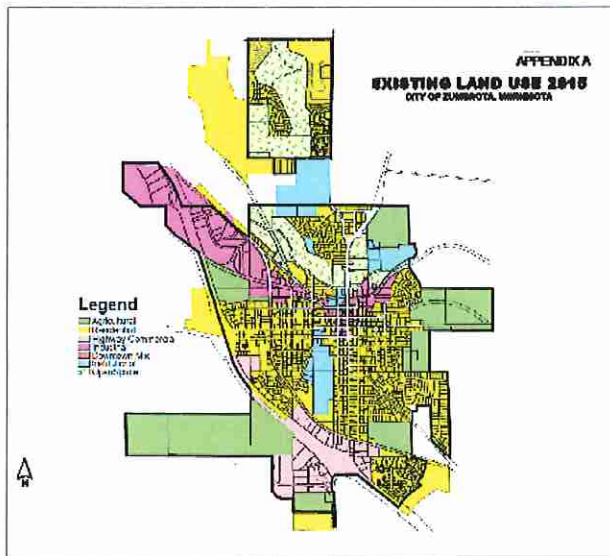
Commitment: 9%

Scott has 25 years of transportation planning experience, including local and regional transportation plans, bicycle and pedestrian plans, and complex corridor and subarea studies. Prior to joining WSB, Scott served as Executive Director of the St. Cloud Area Planning Organization (APO), the federally designated Metropolitan Planning Organization (MPO) for the St. Cloud Urbanized Area. While employed at the APO, Scott led regional transportation planning and programming efforts for 12 local governments, including three counties, six cities and three townships. This regional planning work was done in cooperation with MnDOT and St. Cloud Metro Bus, the transit operator for the St. Cloud Area.

Scott is also an expert in state and federal grants, legislative matters, and intergovernmental cooperation and coordination. He is well known for his ability to bring diverse stakeholders together and reach consensus to implement large transportation visions.



Experience

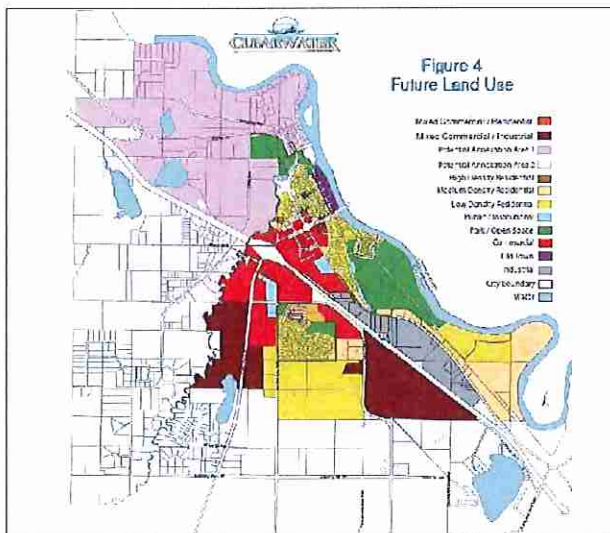


Comprehensive Plan City of Zumbrota, MN

WSB prepared the 2016 Comprehensive Plan for the City of Zumbrota. Top goals identified include embracing the riverfront, strengthening the downtown area as a destination, and expanding upon the limited recreational trail system. The plan identifies the following opportunities:

- Extending the regional trail along the Zumbro River to Rochester bringing day trip visitors into the community
- Branding the historic downtown where there is a growing arts presence
- Improving connectivity between the downtown and the riverfront via landings and improved viewsheds

WSB worked with a planning committee comprised of the public and elected and appointed officials.



Comprehensive Plan Update City of Clearwater, MN

In 2014, WSB completed a Comprehensive Plan Update for the City of Clearwater. Situated strategically on the Mississippi River and I-94, Clearwater has many assets and opportunities to highlight. WSB helped the City envision their future, identify priorities, and assemble a robust implementation plan to achieve their goals. The WSB team helped the City create a concise document with actionable steps, including a parks and trails plan and a re-analysis of their land use map. The plan also includes recommendations for economic development opportunities of their well-suited location on I-94.



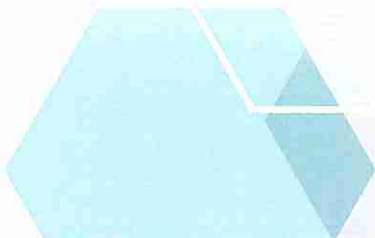
Comprehensive Plan City of Princeton, MN

WSB created a new Comprehensive Plan for the City of Princeton in 2017 to include land use, housing, economic development, and parks. The economic development element involved an inventory and market analysis of the Downtown, including the number of employees, categories of businesses, and the days and hours of operations. Booths at community events, mail, and online surveys engaged the public. WSB also will be completing the second phase (transportation and utilities) of the Comprehensive Plan.



Comprehensive Plan City of Sandstone, MN

The Sandstone Comprehensive Plan was adopted by the City in December of 2017. The Plan is part of an ongoing effort by the City to encourage future growth and development. WSB worked with the City staff and Planning Commission to use recently completed visioning exercises to create a strategic plan of action to help the City achieve their objectives. The plan contains a community profile with information on demographics and natural and cultural resources, providing the City with a strong basis for guiding future development decisions. Housing, Economic Development and Infrastructure are analyzed and incorporated in the Land Use Plan with a development phasing plan that is based on projected growth and demographic changes. The implementation chapter provides a matrix for annual review and action. Plan appendices provide examples of future strategies which the City can use to achieve their goals. Public engagement included both in-person meetings and on-line activities for citizens to participate. WSB created customized maps, figures, and illustrations to make the plan document both understandable and pleasant to use.





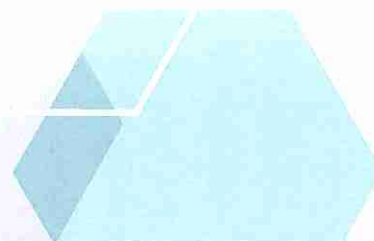
Downtown Study/ Redevelopment City of Albert Lea, MN

WSB provides on-going planning services to the City of Albert Lea, a community of 17,000 with a historic downtown centered between several lakes. In 2013, the City asked WSB to analyze a new zoning district called the Diversified Central District and conduct a re-zoning of over 300 parcels in areas immediately adjacent to their downtown business district. With the growing presence of the Mayo Clinic, Albert Lea desired to make this area easier for mixed-use areas and housing development, rather than zoning it solely as a business district. WSB conducted a community meeting and a public hearing on the initiative and wrote the results which became an amendment to the City Comprehensive Plan along with the ordinance to encourage more development and redevelopment in the larger downtown area. WSB provides staff support to the Albert Lea Heritage Preservation Commission and to the City for housing and economic development assistance. WSB secured \$526,700 to rehabilitate commercial uses and rental housing in the historic district and assists with the grant requirements for historic design review. The comprehensive downtown redevelopment efforts are resulting in new business and the increase of jobs. WSB assisted the City in bringing the 2017 State Historic Preservation Conference to downtown Albert Lea, where preservationists from around the Midwest could see the physical results of these redevelopment efforts.



Housing Study City of Monticello, MN

In 2017, WSB completed a comprehensive housing study for the City of Monticello. The tasks included gathering and analyzing demographic, economic, and market information to determine the current status of housing in the community and its future needs. The report also identified possible sites for future development and redevelopment in the community.



Time and Budget Constraints

WSB recognizes that our performance on projects is the single-most important factor in client satisfaction and repeat business. Therefore, we put maximum emphasis on ensuring our project team members are available to meet schedules and provide our clients with the highest quality products. We have weekly project manager and team meetings to keep our schedules and workloads on track. Additionally, because we don't have any independent profit centers, we can pull employees from across all our groups to place specific experts on your specific projects.

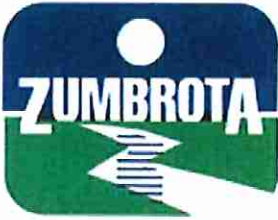
We can state with confidence that we are able to respond to your needs on a short notice and meet your timelines.

Fees

	Team Member	# of hours by person	Total Cost
Land Use, Community Design, & Growth Management	Jim	14	\$6,456
	Molly	20	
	Erin	14	
Transportation & Active Living	Erin	23	\$12,726
	Scott	10	
	Molly	35	
	Kurt	50	
Housing	Molly	20	\$7,480
	Olivia	30	
	Jim	10	
	Kurt	20	
Parks, Recreation, & Open Space	Molly	25	\$10,174
	Bob	45	
	Kyle	18	
Community Resources & Public Infrastructure	Scott	30	\$7,730
	Erin	20	
Commercial & Industrial Downtown	Jim	14	\$1,988
Downtown Fairmont	Jim	10	\$3,120
	Olivia	25	
			\$49,674

Optional add on: Social Pinpoint	\$2,000
Optional add on: ESRI StoryMAP Final Plan Document	\$4,000
	\$55,674

References

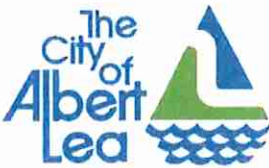


City of Zumbrota

Project Name: 2016 Comprehensive Plan Update

Dan King, Community Development Director

(507) 732-7318



City of Albert Lea

Project Name: Downtown Study/Redevelopment & City Planning Services

Chad Adams, City Manager

(507) 377-4300



City of St. Anthony Village

Project Name: 2040 Comprehensive Plan & City Planning Services

Mark Casey, City Manager

(612) 782-3301



City of Monticello

Project Name: Housing Study

Jim Thares, Economic Development Manager

(763) 271-3254

CITY OF FAIRMONT-----AGENDA CONTROL SHEET-----AGENDA ITEM NO. 15.4

MEETING DATE: July 23, 2018

SUBJECT: Award Contract for 2018-A Improvement Project

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

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: Bids for the 2018-A Improvement Project, Canyon Drive storm sewer improvements, were opened at 2:00 p.m. on Tuesday, July 17, 2018. Holtmeier Construction of Mankato, Minnesota was the low bidder.

MOTION: To adopt Resolution 2018-19.

VOTE REQUIRED: Simple majority – Roll call

ATTACHMENTS:

1. Resolution 2018-19
2. _____
3. _____

Council Action: _____ Date: _____

RESOLUTION NO. 2018-19

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

RESOLUTION ACCEPTING BID

**2018-A IMPROVEMENT CONTRACT
CITY PROJECT NUMBER 3018001**

WHEREAS, pursuant to an advertisement for bids for the improvement of:

Installation of new storm sewer pipe from Kings Road west to Canyon Drive.
This project also includes installation of a storm water pond located at Lots
506, 508 and 510 Canyon Drive.

bids were received, opened and tabulated according to law, and the following bids were received
complying with the advertisement:

<u>BIDDER</u>	<u>AMOUNT</u>
Beemer Companies Fairmont, MN	\$1,089,000.00
GM Contracting, Inc. Lake Crystal, MN	\$1,043,624.03
Holtmeier Construction Mankato, MN	\$ 888,243.61
Minger Construction Co., Inc. Jordan, MN	\$1,089,891.37

AND WHEREAS, it appears that Holtmeier Construction of Mankato, Minnesota, is the
lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
FAIRMONT, MINNESOTA:

1. The Mayor and Clerk are hereby authorized and directed to enter into the attached
contract with Holtmeier Construction in the name of the City of Fairmont for the
above referenced improvements according to the plans and specifications therefore

approved by the City Council and on file in the office of the City Clerk at a cost of \$888,243.61.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

ADOPTED by the City Council this 23rd day of July 2018.

Deborah J. Foster, Mayor

ATTEST:


Patricia J. Monsen, City Clerk

(SEAL)

H.

MEETING DATE: July 23, 2018

SUBJECT: Advertise for Bids for 2018-B Cedar Creek Park Trail

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 type="checkbox"/>	Motion (Voice Vote)	<input checked="" type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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 plans and specifications for the 2018-B improvement project are ready for bid. This project includes constructing 3,200 feet of multi-use train in Cedar Creek Park.

The Council must pass a resolution authorizing the publication of this project. If the resolution is approved the bid opening for this project would be August 9, 2018 at 2:00 p.m. at City Hall.

MOTION: To adopt Resolution 2018-20 approving advertising of the 2018-B construction project.

VOTE REQUIRED: Simple majority - Roll call

ATTACHMENTS:

1. Resolution 2018-20
- 2.

Council Action: _____ Date: _____

RESOLUTION NO. 2018-20

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

2018-B IMPROVEMENT CONTRACT
CITY PROJECT NUMBER 3018002

WHEREAS, the City Engineer arranged for the preparation of Plans and Specifications for the improvement of:

Construction of a multi-purpose trail in Cedar Creek Park that extends the existing trail approximately 3,200 lineal feet from the current termination point located near Dutch Creek to create a loop that intersects the existing trail on the north side of Southwood Addition. In addition to the bituminous pavement (and concrete alternate), the project will include tree clearing, grading, aggregate base, storm sewer improvements and turf establishment.

and has presented such Plans and Specifications to the Council for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRMONT, MINNESOTA:

1. Such Plans and Specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper, on Quest CDN, and on the City of Fairmont website (www.fairmont.org) if the estimated construction cost exceeds \$100,000, an advertisement for bids upon the making of such improvement under such approved Plans and Specifications. The advertisement shall be published for one day, shall specify the work to be done and shall state that bids will be opened on August 9, 2018, at 2:00 p.m. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a bid bond or certified check payable to the Clerk for five (5) percent of the amount of such bid. The bids will be tabulated at that time and will be considered by the City Council at a regular scheduled meeting to be held after review by the City Engineer of the lowest responsible responsive bidder's bid documents.

RESOLUTION 2018-20

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

ADOPTED by the Council this 23rd day of July 2018.

Mayor


ATTEST:

City Clerk

(SEAL)

MEETING DATE: July 23, 2018

SUBJECT: Task Order #8 with KLJ for Professional Services at the Airport

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: Councilor Cyphers

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

<input type="checkbox"/>	City Staff	<input checked="" 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: KLJ, the City’s consultant at the airport provided a task order to complete the design and construction engineering work for airfield pavement rehabilitation at the airport. KLJ is proposing a fee of \$37,735.01 for these engineering services. The Airport Advisory Board has discussed this project and is recommending the project move forward with KLJ.

MOTION: To approve the Mayor to sign Task Order #8 with KLJ for professional services at the airport.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Task Order #8 with KLJ
- 2.

 Council Action: _____ Date: _____

This is Task Order
No. 8, consisting of
3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, with effective date of October 1, 2014 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: July 23, 2018
- b. Owner: City of Fairmont
- c. Engineer: Kadrmas, Lee & Jackson, Inc.
- d. Specific Project (title): Airfield Pavement Rehabilitation
- e. Specific Project (description): Task 2 – Design and Bidding Services and Task 3 Construction Administration and Observation. See Attachment A for details.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

Refer to Attachment A – Detailed Scope of Services.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: Refer to Attachment A – Detailed Scope of Services.

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: Refer to Attachment A – Detailed Scope of Services.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Design and Bidding Services – Task 2	\$17,508.50	Lump Sum
b. Construction Administration and Observation – Task 3	\$20,226.51	Cost Plus Fixed Fee
TOTAL COMPENSATION	\$37,735.01	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Consultants retained as of the Effective Date of the Task Order:

None.

7. Other Modifications to Agreement and Exhibits:

Attachment C – Required Contract Provisions for AIP and Sponsors (effective January 12, 2018)

8. Attachments:

Attachment A – Detailed Scope of Services

Attachment B – Total Project Fee Breakdown

9. Other Documents Incorporated by Reference:

None.

10. Terms and Conditions

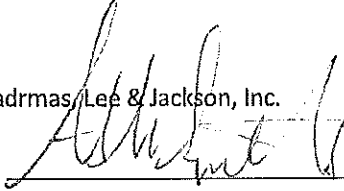
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 23, 2017.

OWNER: City of Fairmont

ENGINEER: Kadrmas, Lee & Jackson, Inc.

By: _____

By:  _____

Print Name: Debbie Foster

Print Name: Steve Synhorst, PE

Title: Mayor

Title: Vice President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Troy Nemmers, PE

Name: Jake Braunagel, PE

Title: Director of Public Works/City Engineer

Title: Aviation Engineer/Project Manager

Address: 100 Downtown Plaza
Fairmont, MN 56031

Address: 4800 East 57th Street, Suite B
Sioux Falls, SD 57108

E-Mail Address: tnemmers@fairmont.org

E-Mail Address: jake.braunagel@kljeng.com

Phone: 507-238-3942

Phone: 605-271-4414 or 701-318-7386

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

Page 3



Attachment A
Detailed Scope of Services
Fairmont Municipal Airport, Fairmont, Minnesota
Airfield Pavement Rehabilitation
KLJ #1805-01475

PROJECT DESCRIPTION

General

The work is to occur at Fairmont Municipal Airport in Fairmont, Minnesota, under the terms and conditions of the Standard Form of Agreement Between Owner and Engineer for Professional Services Task Order Edition (Agreement) between the City of Fairmont (Owner) and KLJ (Engineer) with effective date of October 1, 2014.

The work shall be performed and constructed under a Minnesota Department of Transportation (MnDOT) Airport Improvement Grant to the City of Fairmont. It is anticipated that no federal funding will be used on the project. As a result, no effort has been included in this Detailed Scope of Services for tasks related to meeting federal requirements.

The Detailed Scope of Services have been outlined to be completed under the following two tasks for the Airfield Pavement Rehabilitation Project:

- Task 2 – Design and Bidding Services
- Task 3 – Construction Administration and Observation

The Engineer shall perform the work under this Agreement with regulations that are current as of the effective date of the Agreement.

Completion Time

The Engineer shall complete the Design and Bidding Services by October 15, 2018. The Engineer shall complete the total contract within 90 days after final construction acceptance. Schedule and fee is based on MnDOT funding for the project being approved for construction in 2019. If funding does not become available for 2019 construction, timelines may be revised accordingly.

PROJECT ADMINISTRATION

Project Scoping Meeting with Owner. The Engineer shall attend a meeting to discuss project scoping with the Owner via teleconference (1 meeting). The Engineer staff attending the meeting shall consist of the Project Manager.

Prepare Project Detailed Scope of Services and Schedule. The Engineer shall prepare a Detailed Scope of Services and preliminary schedule based on the information obtained during the Owner Scoping Meeting. Engineer shall submit the Detailed Scope of Services and schedule to the Owner for review and make applicable modifications as agreed upon.

Engineering Detailed Scope of Services and Hour Negotiations. The Engineer shall prepare a detailed hour breakdown with the associated fees for review by the Owner.

Task Order for Professional Services. The Engineer shall compile the Task Order for Professional Services (Task Order), complete an internal review and execution of the Task Order for approval by the Owner.

PROJECT MANAGEMENT

Overall Project Management. The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. Project management is crucial to the success of all projects; specifically, it is crucial to this project. The Engineer has identified Jake Braunagel, PE as the project manager for the project. Project

management is the discipline of planning, organizing, and managing resources to successfully meet this project's objectives and goals. It is the project manager's responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services of work, the project manager shall address them with the Owner.

Project Startup Meeting. The Engineer shall conduct an internal kickoff meeting with the design staff consisting of all design team members.

Project Budget Setup. The Project Manager shall coordinate with the internal Accounting staff to establish the internal budgets.

Bi-Weekly Budget Review/Projections. The Project Manager shall review budgets and budget projections on a bi-weekly basis and coordinate any known issues with the Owner.

Monthly Invoicing. The Project Manager shall prepare monthly billings of project accounting.

PROJECT PRE-DESIGN

Pre-Design Meeting. Upon execution of the Task Order, the Engineer shall coordinate for a pre-design meeting shall be held via teleconference with the Owner and other stakeholders to define the project requirements and schedule. It is anticipated that the Project Manager shall attend the pre-design meeting.

Site Visit, Investigations and Data Collection. The Engineer shall investigate existing conditions through site visits and as-built drawings supplied by the Owner, to determine scope of work and effects on design construction. The Engineer shall compile existing data, including existing and proposed utility data, required to develop the project current conditions and to form the basis for design. It is assumed that the Engineer shall not perform any subsurface investigations to verify the locations of underground utilities. The utility investigation shall be based on as-built documentation provided by the Owner, plus topographic survey information of surface features gathered by the Engineer. The Engineer shall advise the Owner as to the necessity of obtaining additional information related to the site, necessary for purposes of design.

Coordinate Preliminary Soils Investigation. It is anticipated that no Soils Investigation shall be required for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Preliminary Survey and Base Map Preparation. It is anticipated that no Preliminary Survey shall be required for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Develop and Submit Environmental Checklist. It is anticipated that no Environmental Documentation shall be required for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Prepare Preliminary Opinion of Cost. The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on historical local bid documentation, local suppliers and material availability.

Update Airport Layout Plan (ALP) Drawings. It is anticipated that no Updates to ALP Drawings shall be required for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Pre-Design Internal Document Review. The Engineer shall conduct a review of pre-design documents to verify findings are consistent with the pre-project assumptions and notify the Owner of any areas of concern or with any necessary Detailed Scope of Services revisions required.

PRELIMINARY PLANS AND SPECIFICATIONS

Preliminary Plan Sheets. The Engineer shall prepare a plan set to address the necessary improvements and to depict the preliminary design elements. The plan set to include the following drawings:

- Cover Sheet
- Sheet Index
- Project Work Description and Basis of Estimate
- Construction Safety and Phasing Plan
- Construction Safety and Phasing Plan Details and Notes
- General Project and Construction Notes
- Crack Sealing Layout
- Crack Sealing Details
- Surface Treatment Layout
- Surface Treatment Details
- Pavement Marking Plan - Permanent
- Pavement Marking Details - Permanent

Prepare Preliminary Contract Documents. The Engineer shall prepare preliminary contract documents. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law. The Engineer shall use contract provisions prepared for the Owner and modify as applicable for this project. Documents to include consist of the following:

- Debarment Notice
- Advertisement for Bids
- Instruction to Bidders
- Bid Proposal
- Agreement between Owner and Contractor
- Federal Contract Provisions
- Final Review and Acceptance Document
- MnDOT Labor Standards
- Statement of Compliance Federal Copeland Act/Davis Bacon Act Minnesota Prevailing Wage Statutes
- MnDOT Truck Rental Rates
- Responsible Contractor Verification and Certification of Compliance
- Withholding Affidavit for Contractors
- Local and State Special Provisions

Prepare Preliminary Technical Specifications. The Engineer shall prepare preliminary technical specifications for the identified items of work.

Prepare Preliminary Estimate of Construction Cost. The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on research of local suppliers and material availability and recent bid tabulations for similar work in the region.

Prepare Preliminary Construction Schedule. The Engineer shall prepare a preliminary schedule of construction activities based on the preliminary phasing plan with construction durations based on average production rates for completion of the major project work elements.

Preliminary Internal Plans and Specifications Review. The Engineer shall conduct an internal preliminary plans and specifications review of the design completed in the Preliminary Engineering Phase of the project.

FINAL PLANS AND SPECIFICATIONS

Prepare Engineer's Responses to Review Comments. The Engineer shall provide a written statement summarizing the review comments to include justification for items to remain and the applicable action on areas of design modification.

Prepare Final Plans. The Engineer shall complete the development of the drawings to 90% completion, which is intended to be a complete set in pending final review and approval by the Owner.

Prepare Final Contract Documents/Technical Specifications. The Engineer shall complete the development of the specifications to 90% completion, which is intended to be a complete set in pending final review and approval by the Owner.

Update Final Quantities and Construction Cost Estimate. The Engineer shall update the opinion of construction costs and determine the bid schedule of work.

Update Construction Schedule. The Engineer shall finalize the construction schedule for use in the contract documents.

Final Internal Plans and Specifications Review. The Engineer shall conduct an internal final plans and specifications review of the design completed in the Final Engineering Phase of the project.

Final Plans and Specifications Revisions. The Engineer shall complete the development of the drawings to 100% completion, which is intended to be a complete set in pending final review and approval by the Owner.

Final Design Review Meeting with Owner. The Engineer shall conduct a final design review at the 90% design completion stage with the Owner to obtain comments on the final design. The Engineer shall attempt to include appropriate State agency representatives either in person or by teleconference, depending on the project Detailed Scope of Services. The Engineer shall schedule an inspection of the project site with the Owner to review elements of the design. It is anticipated the Project Manager shall attend the final review meeting.

BIDDING SERVICES

Print and Distribute Plans and Specifications. The Engineer shall print and issue the Bid Documents to prospective bidders. The documents shall also be made available to prospective bidders utilizing an on-line service.

Bid Invitations and Advertisement. The Engineer shall coordinate with the Owner on the placement of the Advertisement for Bids in the appropriate local legal publication as well as regional trade organizations.

Document and Respond to Contractor Questions. The Engineer shall maintain a record of Contractor requests and questions along with the corresponding response.

Create and Maintain Planholder's List. The Engineer shall maintain a planholder's list as plans and specifications are issued to Contractors.

Issue Addenda. The Engineer shall issue written addenda as appropriate to interpret, clarify or expand the bidding documents. The Engineer shall send the written addenda to all plan-holders whom received plans and specifications from the Engineer.

Attend Bid Opening. The Engineer shall perform the bid opening at the office of the City of Fairmont.

Prepare Bid Tabulation. The Engineer shall prepare a bid tabulation following the bid opening.

Bidder Contractual Requirements Review. The Engineer shall review bidder responsiveness, responsibility and completeness of submittal. The Engineer shall advise the Owner when an issue may need the review of the Owner's legal representative.

Prepare Recommendations of Award. The Engineer shall advise the Owner as to the acceptability of subcontractors, and other persons and organizations proposed by the prime Contractor for those portions of the work as to which such acceptability is required by the bidding documents. The Engineer shall make recommendations for award for one (1) contract.

Prepare and Submit MnDOT Grant Application. The Engineer shall assist in the preparation and submittal of the MnDOT Grant Application.

Prepare Award and Construction Contract Documents. The Engineer shall prepare the awarding contracts for construction, materials, equipment and services for one (1) contract. Items shall include a written Notice of Award, coordination of the Agreement Between Owner and Contractor and Notice to Proceed for submittal and approval by the Owner. The Owner shall provide a legal review of the Agreement Between Owner and Contractor that is provided by the Engineer to make sure that it complies with local, state, and federal law.

CONSTRUCTION ADMINISTRATION

Overall Project Management. The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. Project management is crucial to the success of all projects; specifically, it is crucial to this project. The Engineer has identified Jake Braunagel, PE as the project manager for the project. Project management is the discipline of planning, organizing, and managing resources to successfully meet this project's objectives and goals. It is the project manager's responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services, the project manager shall address them with the Owner.

Quality Acceptance Construction Materials Testing. It is anticipated that no Quality Acceptance Construction Materials Testing shall be required of the Owner or Engineer for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Prepare and Conduct Pre-Construction Conference. Conduct a preconstruction meeting at the Airport. The Engineer shall prepare the preconstruction agenda, conduct the preconstruction conference and site visit at the Airport. The detailed discussion of the project is to include:

- Roles and responsibilities
- Contractor's representatives
- Schedules
- Safety
- Security
- Testing requirements
- Resident Engineer's role
- Labor requirements
- Environmental and materials storage
- Plans and Specifications
- Materials certification requirements

Material Certification Review. Review Contractor material certifications for compliance with the project plans and specifications for up to one (1) contract. Issue the appropriate response to the Contractor.

- Estimate based on up to 2 reviews of 5 material submittals (average of 0.5 hour each for review, response, and filing in project records)

Review Contractor Requests for Information (RFI) and Responses. It is anticipated that no RFI Review and Responses shall be required for this project. As a result, no effort has been included in this Detailed Scope of Services for this task.

Prepare Change Orders. The Engineer shall prepare change orders for modifications to the Contractors work, payment or schedule as the issue arise during the construction phase for up to one (1) contract.

- Estimate based on up to 1 change order

Prepare Periodical Estimates. The Engineer shall prepare periodical pay estimates based on the Contractor's completed and accepted work on the project at a frequency agreed upon by the Owner and the Contractor for up to one (1) contract.

- Estimate based on up to 2 pay estimates

Project Records & Payrolls. Maintain a record of all the project documents and correspondence. Conduct a review of the Contractor and subcontractor payrolls for conformance with the project wage rates and regulations for up to one (1) contracts.

- Estimate based on 1 month of payroll records (average of 4 hours per month)

Conduct Substantial/Punchlist Inspection of Project. The Engineer shall coordinate with the Owner and the Contractor to conduct a pre-final inspection with the parties and prepare the final inspection punchlist for one (1) contract. It is assumed that one (1) engineering staff member shall attend the pre-final inspection. The Engineer shall verify that punchlist items have been completed and recommend to the Owner acceptance of the work.

Conduct Final Inspection of Project. The Engineer shall coordinate with the Owner and the Contractor to conduct a final inspection meeting at the Airport for one (1) contract. It is assumed that one (1) engineering staff member shall attend the final inspection. The Engineer shall follow-up on any new deficiencies that are identified or punchlist items that have not been satisfactorily corrected.

MnDOT Grant Coordination/Reimbursement Processing. The Engineer shall assist with preparation and coordination of the appropriate documentation required for the Owner to receive reimbursement for project eligible costs through the Owner's MnDOT grant for one (1) contract.

CONSTRUCTION OBSERVATION

Construction Surveying – Establish Project Control. The Engineer shall provide control points and alignment data as required by the project specifications. It is estimated that one (1) round trip at 8 hours per round trip shall be required by the survey crew.

Observation – Full Time. The Engineer shall provide full time construction observation for this project. It is estimated at this time that 10 working days be allowed for the project. If the actual construction time exceeds that estimate, additional construction observation time shall be required, and the Engineer's fee shall be equitably adjusted.

- Construction time to complete the project is estimated at 10 working days. The Engineer estimates that the Resident Engineer shall be on-site for an estimated 10 working days at 8 hours per day. Travel time is estimated at two (2) round trips at 4 hours per round trip for the Resident Engineer.
- It is anticipated that the Project Manager shall make two (2) site visit to the project during construction operations to visit with the Owner and conduct a review of the construction progress. Time was estimated at 2 trips at 6 hours per trip (travel time included) for the Project Manager.

Although the Engineer shall perform construction administration and observation on this project, the Contractor is responsible for the means and methods of construction. The Engineer has no control over the Contractor's work product.

OWNER'S RESPONSIBILITIES

Project Representative. The Owner shall designate a Project Representative with authority to administer the Engineer's consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner's Project Representative.

Submittal Reviews. The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions in order to minimize delay in the progress of the Engineer's work.

Agreement Between Owner and Contractor. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law.

Attachment B
 Fairmont Municipal Airport
 Fairmont, Minnesota
 KLI #1805-01475
 Hourly Rate and Cost Breakdown



PHASE: Design and Bidding Services
 Airfield Pavement Rehabilitation

KLI Title	Engineer VI	Engineer III	Engineer II	Project Assistant I	Task Direct Labor Cost
Project Administration					
Project Scoping Meeting with Owner		1			\$ 45.00
Prepare Project Detailed Scope of Services and Schedule		2			90.00
Engineering Detailed Scope of Services and Hour Negotiations		2			90.00
Task Order for Professional Services	0.5	1		0.5	91.50
Subtotal					\$ 316.50
Project Management					
Overall Project Management		8			\$ 360.00
Project Startup Meeting		1	1		80.00
Project Budget Setup		0.5		0.5	31.50
Bi-Weekly Budget Review / Projections		3			135.00
Monthly Invoicing		1.5		1.5	94.50
Subtotal					\$ 701.00
Project Pre-Design					
Pre-Design Meeting		1			45.00
Site Visit, Investigations and Data Collection		6			270.00
Coordinate Preliminary Soils Investigation					-
Preliminary Survey and Base Map Preparation					-
Develop and Submit Environmental Checklist					-
Prepare Preliminary Opinion of Cost		1	1		80.00
Update Airpark Layout Plan (ALP) Drawings					-
Pre-Design Internal Document Review		2			90.00
Subtotal					\$ 485.00
Preliminary Plan & Specifications					
Preliminary Plan Sheets:					
Cover Sheet		1			35.00
Sheet Index		1			35.00
Project Work Description and Basis of Estimate		2			70.00
Construction Safety and Phasing Plan	1	4			185.00
Construction Safety and Phasing Plan Details and Notes	1	2			115.00
General Project and Construction Notes	1	1			80.00
Crack Sealing Layout		1			35.00
Crack Sealing Details		1			35.00
Surface Treatment Layout		1			35.00
Surface Treatment Details		1			35.00
Pavement Marking Plan - Permanent		2			70.00
Pavement Marking Details - Permanent		1			35.00
Prepare Preliminary Contract Documents	4				180.00
Prepare Preliminary Technical Specifications	4				180.00
Prepare Preliminary Estimate of Construction Cost	1	1			80.00
Prepare Preliminary Construction Schedule	1	1			80.00
Preliminary Internal Plans and Specifications Review		4			180.00
Subtotal					\$ 1,465.00

Attachment B
 Fairmont Municipal Airport
 Fairmont, Minnesota
 KLJ #1805-01475
 Hourly Rate and Cost Breakdown



PHASE: Design and Bidding Services
 Airfield Pavement Rehabilitation

KLJ Title	Engineer VI	Engineer III	Engineer II	Project Assistant I	Task Direct Labor Cost
Final Plans and Specifications					
Prepare Engineer's Responses to Review Comments		1			\$ 45.00
Prepare Final Plans		2	8		370.00
Prepare Final Contract Documents/Technical Specifications		2			90.00
Update Final Quantities and Construction Cost Estimate		1	1		80.00
Update Construction Schedule		1			45.00
Final Internal Plans and Specifications Review		6			270.00
Final Plans and Specifications Revisions		1	4		185.00
Final Design Review Meeting with Owner		6			270.00
Subtotal					\$ 1,355.00
Bidding Services					
Print and Distribute Plans and Specifications		1	2	2	\$ 151.00
Bid Invitations and Advertisement		1		2	81.00
Document and Respond to Contractor Questions		2			90.00
Create and Maintain Planholder's List				2	36.00
Issue Addenda		1		1	63.00
Attend Bid Opening		6			270.00
Prepare Bid Tabulation		1		1	63.00
Bidder Contractual Requirements Review		2			90.00
Prepare Recommendations of Award		1			45.00
Prepare and Submit MnDOT Grant Application		2			90.00
Prepare Award and Construction Contract Documents		2			90.00
Subtotal					\$ 1,069.00
Total Hours	0.5	86	37	10.5	
Hourly Rate	\$75.00	\$45.00	\$35.00	\$18.00	

Direct Labor Total	\$	5,391.50
Indirect Labor Total (1.8155 Overhead Rate)	\$	9,788.27
Direct and Indirect Labor Total	\$	15,179.77
Fixed Fee (15%)	\$	2,276.97
Cost of Facilities (0.96%)	\$	51.76
Subtotal	\$	17,508.50

Expenses			
Air Charter	per trip @	trips	
Per Diem	\$ 150.00 per day @	days	
Materials and Supplies			
Subconsultant Services			

Expenses Total \$ -

Design and Bidding Services Total Cost \$ 17,508.50

Attachment B
 Fairmont Municipal Airport
 Fairmont, Minnesota
 KLJ #1805-01475
 Hourly Rate and Cost Breakdown



PHASE: Construction Administration and Observation
 Estimate based on 10 working days

KLJ Title	Engineer III	Engineer II	Project Assistant I	Survey IV	Surveyor III	Surveyor I											Task Direct Labor Cost
Construction Administration																	
Overall Project Management	8																\$ 360.00
Quality Acceptance Construction Materials Testing																	\$ 360.00
Prepare and Conduct Pre-Construction Conference	8																\$ 225.00
Material Certification Review	5																\$ 63.00
Review Contractor Requests for Information (RFI) and Responses																	\$ 150.00
Prepare Change Orders	1			1													\$ 117.00
Prepare Periodical Estimates	2	2															\$ 35.00
Project Records and Payrolls	1			4													\$ 270.00
Conduct Substantial / Punchlist Inspection of Project		1															\$ 90.00
Conduct Final Inspection of Project	6																\$ 270.00
MnDOT Grant Coordination / Reimbursement Processing	2																\$ 90.00
																	\$ 0.00
																	\$ 0.00
Subtotal																	\$ 1,680.00
Construction Observation																	
Construction Surveying - Establish Project Control				1	8	8											\$ 522.00
Observation - Full Time	12	88															\$ 3,620.00
																	\$ 0.00
Subtotal																	\$ 4,142.00
Total Hours	45	91	5	1	8	8	0	0	0	0	0	0	0	0	0	0	
Hourly Rate	\$45.00	\$35.00	\$18.00	\$42.00	\$35.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Direct Labor Total	\$ 5,822.00
Indirect Labor Total (1.8155 Overhead Rate)	\$ 10,569.84
Direct and Indirect Labor Total	\$ 16,391.84
Fixed Fee (15%)	\$ 2,458.78
Cost of Facilities (0.96%)	\$ 55.89
Subtotal	\$ 18,906.51

Expenses			
Air Charter	per trip @	trips	N/A
Per Diem	\$ 150.00 per day @	8 days	\$ 1,200.00
Vehicle Usage	\$ 20.00 per day @	6 days	\$ 120.00
Materials and Supplies			N/A
Subconsultant Services			N/A

Expenses Total \$ 1,320.00

Construction Administration and Observation Total Cost \$ 20,226.51


Total Cost - Design and Bidding Services and Construction Administration and Observation \$ 37,735.01

62.

CITY OF FAIRMONT-----AGENDA CONTROL SHEET-----AGENDA ITEM NO. 15.7

MEETING DATE: July 23, 2018

SUBJECT: Award Contract for 2018-C Improvement Project

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 type="checkbox"/>	Motion (Voice Vote)	<input checked="" type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input type="checkbox"/>	Ordinance 1 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd 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: Bids for the 2018-C Improvement Project, Sanitary Sewer Lining Project, were opened at 10:00 a.m. on Thursday, July 19, 2018. Hydro Klean of Des Moines, Iowa, was the low bidder.

MOTION: To adopt Resolution 2018-21.

VOTE REQUIRED: Simple majority – Roll call

ATTACHMENTS:

1. Resolution 2018-21
2. _____
3. _____

Council Action: _____ Date: _____

RESOLUTION NO. 2018-21

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

RESOLUTION ACCEPTING BID

**2018-C IMPROVEMENT CONTRACT
CITY PROJECT NUMBER 3018003**

WHEREAS, pursuant to an advertisement for bids for the improvement of:

8" Cured in Place Pipe	4456 LF
9" Cured in Place Pipe	1484 LF
Reinstate Sanitary Sewer Service	119 Each
Trimming Protruding Taps	4 Each

bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>BIDDER</u>	<u>AMOUNT</u>
Hydro Klean Des Moines, IA	\$139,802.40
Insituform Technologies USA, LLC Chesterfield, MO	\$164,130.45
Lametti & Sons, Inc. Hugo, MN	\$278,226.00
Michels Corporation Brownsville, WI	\$242,525.50
SAK O'Fallon, MO	\$231,979.00
Visu-Sewer, Inc. Pewaukee, WI	\$173,277.80

AND WHEREAS, it appears that Hydro Klean of Des Moines, Iowa, is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRMONT, MINNESOTA:

1. The Mayor and Clerk are hereby authorized and directed to enter into the attached contract with Hydro Klean in the name of the City of Fairmont for the above referenced improvements according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk at a cost of \$139,802.40.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

ADOPTED by the City Council this 23rd day of July 2018.

Deborah J. Foster, Mayor


ATTEST:

Patricia J. Monsen, City Clerk

(SEAL)

MEETING DATE: July 23, 2018

SUBJECT: Accounts Payable

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

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

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 st Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 nd Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

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

STATEMENT: The bills for the month of July 2018 are attached for Council approval.

MOTION: To approve payment of the July 2018 bills.

VOTE REQUIRED:

ATTACHMENTS:

1. Bills
- 2.
- 3.

Council Action: _____ Date: _____

le.

**Accounts Payable
Check Approval List - City Council**

From: 06/27/2018

To: 07/24/2018



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>A.H. Hermel Company</u>					
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	258.27	137848	06/28/2018
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	725.19	138185	07/24/2018
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	-12.80	138185	07/24/2018
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	396.13	138045	07/12/2018
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	2,054.25	138045	07/12/2018
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	822.98	137891	07/03/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	121.92	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	137933	07/06/2018
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	124.78	137933	07/06/2018
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	159.00	137933	07/06/2018
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	153.11	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	110.72	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	12.72	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	168.67	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	29.68	137933	07/06/2018
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	137933	07/06/2018
		Total for A.H. Hermel Company	5,139.47		
<u>Abdo, Eick & Meyers, LLP</u>					
Abdo, Eick & Meyers, LLP	Other General Gov't	Preparation of Data Collection Form For Reporting Audit of States	260.00	137892	07/03/2018
		Total for Abdo, Eick & Meyers, LLP	260.00		
<u>American Engineering Testing, Inc.</u>					
American Engineering Testing, Inc.	Paved Streets	Construction Materials Testing Margaret Street	6,265.35	138120	07/16/2018
		Total for American Engineering Testing, Inc.	6,265.35		
<u>American Fence Company</u>					
American Fence Company	Parks	Install High Netting-Winnebago Softball Complex	21,068.00	138121	07/16/2018
		Total for American Fence Company	21,068.00		
<u>American Pest Control</u>					
American Pest Control	General Government Buildings	Pest Control July 2018 Senior Center	50.00	138046	07/12/2018
American Pest Control	Fire Fighting	Pest Control Fire Hall July 2018	65.00	138046	07/12/2018
American Pest Control	Aquatic Park	Pest Control July 2018 Aquatic Park	46.00	138046	07/12/2018
American Pest Control	Airport	Pest Control June 2018 Airport	112.00	137849	06/28/2018
		Total for American Pest Control	273.00		
<u>AmeriPride Services Inc.</u>					
AmeriPride Services Inc.	Paved Streets	Cleaning Supplies-Street Dept	131.19	137850	06/28/2018
AmeriPride Services Inc.	Paved Streets	Cleaning supplies-Street Dept	131.19	138141	07/18/2018
AmeriPride Services Inc.	Parks	Cleaning Supplies-Park Dept	45.26	137850	06/28/2018
AmeriPride Services Inc.	Parks	Cleaning Supplies-Park Dept	45.26	138141	07/18/2018
AmeriPride Services Inc.	Central Garage	Launder uniforms for mechanics	25.99	137850	06/28/2018
AmeriPride Services Inc.	Central Garage	Launder uniforms for mechanics	36.68	137850	06/28/2018
AmeriPride Services Inc.	Central Garage	Launder Uniforms for Mechanics	29.76	138047	07/12/2018

**Accounts Payable
Check Approval List - City Council**



From: 06/27/2018 To: 07/24/2018

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
AmeriPride Services Inc.	Central Garage	Launder uniforms for mechanics	29.76	138141	07/18/2018
AmeriPride Services Inc.	Central Garage	Launder Uniforms for Mechanics	37.95	137893	07/03/2018
Total for AmeriPride Services Inc.			513.04		
<u>Arneson Distributing Company</u>					
Arneson Distributing Company	Liquor - Mdse for Resale	Beer	826.00	138173	07/18/2018
Arneson Distributing Company	Liquor - Mdse for Resale	Pop/Mix	256.00	137934	07/06/2018
Arneson Distributing Company	Liquor - Mdse for Resale	Beer	708.30	137934	07/06/2018
Arneson Distributing Company	Liquor - Mdse for Resale	Beer	297.00	137934	07/06/2018
Total for Arneson Distributing Company			2,087.30		
<u>Arnold Motor Supply</u>					
Arnold Motor Supply	Fire Fighting	Oil Dri	101.28	138048	07/12/2018
Arnold Motor Supply	Paved Streets	Fuel Filter	2.40	137851	06/28/2018
Arnold Motor Supply	Paved Streets	Distributor	96.75	138142	07/18/2018
Arnold Motor Supply	Road & Bridge Equipment	Distrib Cap & Rotor & Plug Wire Set	52.80	138048	07/12/2018
Arnold Motor Supply	Parks	Spool Wire	16.97	137851	06/28/2018
Arnold Motor Supply	Parks	Spark Plugs	12.30	138048	07/12/2018
Arnold Motor Supply	Parks	Spark Plugs	6.58	138048	07/12/2018
Arnold Motor Supply	Central Garage	Locktite	19.99	137851	06/28/2018
Arnold Motor Supply	Central Garage	Handsoap	24.45	137851	06/28/2018
Total for Arnold Motor Supply			333.52		
<u>Ascent Aviation Group, Inc.</u>					
Ascent Aviation Group, Inc.	Airport	8002 Gross Gallions Jet-A w/Additive	23,446.04	138143	07/18/2018
Total for Ascent Aviation Group, Inc.			23,446.04		
<u>Bakken Repair & Sales</u>					
Bakken Repair & Sales	Parks	Fuel Tank Dolmar Trimmer	47.00	138049	07/12/2018
Total for Bakken Repair & Sales			47.00		
<u>Becker</u>					
Becker	Library	Cleaning at Library 06/09 to 06/22/18	600.00	137852	06/28/2018
Becker	Library	06/23 to 07/06/18 Cleaning-Library	540.00	137950	07/06/2018
Total for Becker			1,140.00		
<u>Beemer Companies</u>					
Beemer Companies	Storm Sewer Mnt	Fixed storm sewer intake in front of McDonalld's.	444.90	137853	06/28/2018
Beemer Companies	Central Garage	24' of 2x2 tube	67.20	138144	07/18/2018
Beemer Companies	Central Garage	2x2 Tube	67.20	137894	07/03/2018
Total for Beemer Companies			579.30		
<u>Bellboy Corporation</u>					
Bellboy Corporation	Liquor - Mdse for Resale	Liquor	2,381.00	137935	07/06/2018
Bellboy Corporation	Liquor - Mdse for Resale	Freight	38.00	137935	07/06/2018
Bellboy Corporation	Liquor - Mdse for Resale	Wine	256.00	137935	07/06/2018
Bellboy Corporation	Liquor - Mdse for Resale	Freight	4.00	137935	07/06/2018
Bellboy Corporation	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	125.67	137935	07/06/2018
Bellboy Corporation	Liquor - Mdse for Resale	Freight	4.59	137935	07/06/2018
Total for Bellboy Corporation			2,809.26		

**Accounts Payable
Check Approval List - City Council**



From: 06/27/2018 To: 07/24/2018

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Bettin Trucking, Inc.</u>					
Bettin Trucking, Inc.	Paved Streets	Strom Damage Repair Material-Barbo Lane	1,033.26	138145	07/18/2018
		Total for Bettin Trucking, Inc.	1,033.26		
<u>Bevcomm Inc</u>					
Bevcomm Inc	City Manager	July 2018 Telephone	9.59	138050	07/12/2018
Bevcomm Inc	Director of Finance	July 2018 Telephone	20.93	138050	07/12/2018
Bevcomm Inc	City Attorney	July 2018 Telephone	9.14	138050	07/12/2018
Bevcomm Inc	Fire Fighting	July 2018 Telephone	1.08	138050	07/12/2018
Bevcomm Inc	Building Inspection	July 2018 Telephone	10.87	138050	07/12/2018
Bevcomm Inc	Animal Control	July 2018 Telephone	0.54	138050	07/12/2018
Bevcomm Inc	Data Processing	Backup Data Recovery Server	200.00	138050	07/12/2018
Bevcomm Inc	Data Processing	Choicescan Email Filter	85.00	138050	07/12/2018
Bevcomm Inc	Airport	July 2018 Telephone	3.24	138050	07/12/2018
Bevcomm Inc	Central Garage	July 2018 Telephone	3.85	138050	07/12/2018
Bevcomm Inc	Data Processing	Computer Related Support Contract June 2018	17.99	138050	07/12/2018
Bevcomm Inc	Data Processing	New Laptops	2,747.56	138050	07/12/2018
Bevcomm Inc	Data Processing	Contracted Computer Support July 2018	5,300.00	138050	07/12/2018
Bevcomm Inc	Data Processing	Office 365 Pro Plus	252.00	138050	07/12/2018
Bevcomm Inc	Paved Streets	July 2018 Telephone	3.59	138050	07/12/2018
Bevcomm Inc	Engineering	July 2018 Telephone	0.66	138050	07/12/2018
Bevcomm Inc	Aquatic Park	July 2018 Telephone	10.87	138050	07/12/2018
Bevcomm Inc	Parks	July 2018 Telephone	2.27	138050	07/12/2018
Bevcomm Inc	Economic Development	July 2018 Telephone	5.48	138050	07/12/2018
Bevcomm Inc	Liquor Store	July 2018 Telephone	4.09	138050	07/12/2018
		Total for Bevcomm Inc	8,688.75		
<u>Bloomquist</u>					
Bloomquist	City Attorney	Monthly Cell Phone 06/14 to 07/13/18	90.00	0	07/18/2018
		Total for Bloomquist	90.00		
<u>Blue Cross Blue Shield</u>					
Blue Cross Blue Shield	Health Insurance	June 2018 Employee Assistance Program Group #200963	95.50	1913	07/03/2018
		Total for Blue Cross Blue Shield	95.50		
<u>BlueTarp Financial, Inc</u>					
BlueTarp Financial, Inc	Central Garage	Ultimate Hose Nozzle	66.96	137895	07/03/2018
		Total for BlueTarp Financial, Inc	66.96		
<u>Bob's Biffys LLC</u>					
Bob's Biffys LLC	Airport	Rental of Portable Restrooms for Fly-In Breakfast	118.00	138146	07/18/2018
		Total for Bob's Biffys LLC	118.00		
<u>Boeck</u>					
Boeck	Planning & Zoning	Land Use Law Training Bloomington, MN 06/25/2018	143.70	137854	06/28/2018
Boeck	Planning & Zoning	HDMI-Mini	12.88	138051	07/12/2018
		Total for Boeck	156.58		
<u>Boekett Building Supply</u>					
Boekett Building Supply	Paved Streets	Sakrete Sand Mix	10.54	137855	06/28/2018

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**Accounts Payable
Check Approval List - City Council**

From: 06/27/2018

To: 07/24/2018



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Boekett Building Supply	Paved Streets	Supplies for Sign Repair	74.47	137855	06/28/2018
Boekett Building Supply	Parks	Plywood Skate Park Repairs	91.86	137855	06/28/2018
Boekett Building Supply	Parks	Pine Handrail	26.64	137896	07/03/2018
Boekett Building Supply	Parks	Split Rail Fence	59.49	137896	07/03/2018
Boekett Building Supply	Poetter's Circle	New Screen Door for 2602 Poetter Circle	110.30	138147	07/18/2018
Boekett Building Supply	SMEC Building	Slab Concrete Repair & Key Clip SMEC	21.72	137855	06/28/2018
		Total for Boekett Building Supply	395.02		
<u>Bolton & Menk, Inc.</u>					
Bolton & Menk, Inc.	Paved Streets	Margaret St Reconstruction	35,654.00	138123	07/16/2018
Bolton & Menk, Inc.	Paved Streets	Margaret St Reconstruction	2,395.00	138123	07/16/2018
Bolton & Menk, Inc.	Engineering	Whitetail Ridge Addition Wetland Delineation for Lots 10-16	2,175.00	138123	07/16/2018
Bolton & Menk, Inc.	Parks	Cedar Creek Park Trail Extension 03/24 to 06/01/18	12,673.50	138123	07/16/2018
Bolton & Menk, Inc.	Storm Sewer Mnt	Hengen St Basin Improvement 03/24 to 04/20/18	5,632.00	138123	07/16/2018
Bolton & Menk, Inc.	Storm Sewer Mnt	Hengen St Basin Improvement 04/21 to 06/01/18	8,875.00	138123	07/16/2018
Bolton & Menk, Inc.	Storm Sewer Mnt	Friendship Village Stormwater Study	495.00	138123	07/16/2018
		Total for Bolton & Menk, Inc.	67,899.50		
<u>Boyer Ford Trucks, Inc.</u>					
Boyer Ford Trucks, Inc.	Storm Sewer Mnt	Step Assembly & Plastic Filler Panel	376.51	137856	06/28/2018
Boyer Ford Trucks, Inc.	Storm Sewer Mnt	U-Bolt Street Sweeper	106.15	137856	06/28/2018
		Total for Boyer Ford Trucks, Inc.	482.66		
<u>Breakthru Beverage</u>					
Breakthru Beverage	Liquor - Mdse for Resale	Wine	240.83	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Freight	3.70	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Beer	325.80	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Liquor	1,290.59	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Freight	22.20	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Freight	61.36	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Liquor	3,179.94	138174	07/18/2018
Breakthru Beverage	Liquor - Mdse for Resale	Liquor	4,095.36	137936	07/06/2018
Breakthru Beverage	Liquor - Mdse for Resale	Wine	1,710.31	137936	07/06/2018
Breakthru Beverage	Liquor - Mdse for Resale	Beer	325.80	137936	07/06/2018
Breakthru Beverage	Liquor - Mdse for Resale	Pop/Mix	190.54	137936	07/06/2018
Breakthru Beverage	Liquor - Mdse for Resale	Freight	138.29	137936	07/06/2018
		Total for Breakthru Beverage	11,584.72		
<u>Bucks Upholstery</u>					
Bucks Upholstery	Road & Bridge Equipment	Seat Repair	75.00	138148	07/18/2018
		Total for Bucks Upholstery	75.00		
<u>Bullock</u>					
Bullock	Non-departmental	Refund Check	0.01	137919	07/03/2018
Bullock	Non-departmental	Refund Check	0.26	137919	07/03/2018
Bullock	Non-departmental	Refund Check	0.06	137919	07/03/2018
Bullock	Non-departmental	Refund Check	0.04	137919	07/03/2018
Bullock	Non-departmental	Refund Check	0.10	137919	07/03/2018

**Accounts Payable
Check Approval List - City Council**

From: 06/27/2018

To: 07/24/2018



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
		Total for Bullock	0.47		
<u>Bureau Of Criminal Apprehension</u>					
Bureau Of Criminal Apprehension	City Attorney	Annual CJDN Remote Access	180.00	137857	06/28/2018
		Total for Bureau Of Criminal Apprehension	180.00		
<u>Busta</u>					
Busta	Non-departmental	Refund Check	0.35	137920	07/03/2018
Busta	Non-departmental	Refund Check	0.03	137920	07/03/2018
Busta	Non-departmental	Refund Check	1.05	137920	07/03/2018
Busta	Non-departmental	Refund Check	0.70	137920	07/03/2018
		Total for Busta	2.13		
<u>Car Parts Direct, LLC</u>					
Car Parts Direct, LLC	Parks	1U-Decklid Tailgate	150.00	137858	06/28/2018
		Total for Car Parts Direct, LLC	150.00		
<u>Cardmember Services</u>					
Cardmember Services	Director of Finance	Jarvis Laminate Standing Desk	743.00	137951	07/06/2018
Cardmember Services	City Attorney	Adobe	16.10	137951	07/06/2018
Cardmember Services	General Government Buildings	Office Supplies	100.80	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	Class A Uniform Accessories	303.95	137951	07/06/2018
Cardmember Services	Central Garage	Laser Jet Printer	289.90	137951	07/06/2018
Cardmember Services	Aquatic Park	Lifeguard T-Shirts & Shorts for Resale to Employees	208.45	137951	07/06/2018
Cardmember Services	Aquatic Park	Cash Register Tape & Speakers	59.28	137951	07/06/2018
Cardmember Services	Aquatic Park	Lifeguard Certifications	324.00	137951	07/06/2018
Cardmember Services	Parks	Leather Gloves	98.91	137951	07/06/2018
Cardmember Services	Urban Redevelopment & Housing	Whitetail Ridge Mailbox Credit	-250.00	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	Fuel for Squads County Pumps Down	536.10	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	Restricted Alco-Sensor & Alcohol Sensor III Mouthpiece	170.00	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	Police Intern Uniform Shirts	40.07	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	K-9 Equipment	193.97	137951	07/06/2018
Cardmember Services	Crime Control & Investigation	3M Dual Lock Recloseable	33.72	137951	07/06/2018
Cardmember Services	Paved Streets	Leather Gloves	98.91	137951	07/06/2018
		Total for Cardmember Services	2,967.16		
<u>Carlos Creek Winery</u>					
Carlos Creek Winery	Liquor - Mdse for Resale	Wine	120.00	138175	07/18/2018
		Total for Carlos Creek Winery	120.00		
<u>Carquest Auto Parts Stores</u>					
Carquest Auto Parts Stores	Road & Bridge Equipment	Ignition Control Module	65.02	138149	07/18/2018
Carquest Auto Parts Stores	Parks	Exhaust Clamps & 20W50 Oil	17.08	138149	07/18/2018
Carquest Auto Parts Stores	Parks	Starter & Credit for Returned Starter	128.94	138149	07/18/2018
Carquest Auto Parts Stores	Central Garage	Fuses & Headlights	27.60	138149	07/18/2018
		Total for Carquest Auto Parts Stores	238.64		
<u>Central Farm Service</u>					
Central Farm Service	Airport	Propane-Hangar	259.44	137897	07/03/2018
Central Farm Service	Airport	Propane-CFR Building	288.17	137897	07/03/2018

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Central Farm Service	Airport	Propane-Terminal Building	259.21	137897	07/03/2018
Central Farm Service	Central Garage	Superlube 15W-40 Bulk	206.25	137859	06/28/2018
Central Farm Service	Central Garage	Superlube 15W-40 Bulk	615.25	137859	06/28/2018
Total for Central Farm Service			1,628.32		
<u>Christenson</u>					
Christenson	Crime Control & Investigation	School Resource Officer Training 07/08 to 07/13/18 Shakopee,M	828.97	0	07/18/2018
Total for Christenson			828.97		
<u>City Of Fairmont Petty Cash</u>					
City Of Fairmont Petty Cash	Planning & Zoning	Legal Copies-Planning & Zoning	2.00	137860	06/28/2018
City Of Fairmont Petty Cash	Building Inspection	Car Wash-D Harstad	6.00	137860	06/28/2018
City Of Fairmont Petty Cash	Aquatic Park	Supplies-Aquatic Park	62.54	137860	06/28/2018
City Of Fairmont Petty Cash	Aquatic Park	Cleaning Supplies-Aquatic Park	4.30	137860	06/28/2018
City Of Fairmont Petty Cash	Economic Development	Fairmont Area Life Mailer	25.00	137860	06/28/2018
City Of Fairmont Petty Cash	Airport	ACE Career Fair Board for the Airport	17.28	137860	06/28/2018
Total for City Of Fairmont Petty Cash			117.12		
<u>Colbert</u>					
Colbert	Non-departmental	Refund Check	0.07	137921	07/03/2018
Colbert	Non-departmental	Refund Check	2.03	137921	07/03/2018
Colbert	Non-departmental	Refund Check	5.34	137921	07/03/2018
Colbert	Non-departmental	Refund Check	1.36	137921	07/03/2018
Colbert	Non-departmental	Refund Check	0.67	137921	07/03/2018
Total for Colbert			9.47		
<u>Cowing</u>					
Cowing	Engineering	Safety Toe Boots Reimbursement	114.95	0	06/28/2018
Total for Cowing			114.95		
<u>Cress Refrigeration</u>					
Cress Refrigeration	Library	Wash & Service A/C Condesor-Library	360.00	138052	07/12/2018
Total for Cress Refrigeration			360.00		
<u>Crysteel Truck Equipment Inc</u>					
Crysteel Truck Equipment Inc	Ice & Snow Removal	Plow Relay	25.00	137861	06/28/2018
Total for Crysteel Truck Equipment Inc			25.00		
<u>Culligan Water of Fairmont</u>					
Culligan Water of Fairmont	Fire Fighting	Water-Fire Dept	7.25	138053	07/12/2018
Total for Culligan Water of Fairmont			7.25		
<u>Day Plumbing Heating & Cooling.</u>					
Day Plumbing Heating & Cooling, Inc.	Aquatic Park	Cleaned & Checked Family Shower Head in Hallway Aquatic Pa	106.25	137862	06/28/2018
Day Plumbing Heating & Cooling, Inc.	Aquatic Park	Boiler Maintenance & Repairs Aquatic Park	2,937.87	138054	07/12/2018
Day Plumbing Heating & Cooling, Inc.	SMEC Building	Replaced Sump Pump & Check Valve SMEC	581.06	137862	06/28/2018
Day Plumbing Heating & Cooling, Inc.	SMEC Building	New Motor In Trane Unit Room 218 Computer Room	1,072.04	137952	07/06/2018
Day Plumbing Heating & Cooling, Inc.	SMEC Building	North Side Women's Restroom Repairs-SMEC	127.50	138150	07/18/2018
Day Plumbing Heating & Cooling, Inc.	Airport	Sump Pump & Hose for Airport	203.96	137862	06/28/2018
Total for Day Plumbing Heating & Cooling,			5,028.68		
<u>Dept Of Labor & Industry</u>					

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Dept Of Labor & Industry	Non-departmental	2nd Q 2018 Building Surcharge	1,676.02	138151	07/18/2018
Total for Dept Of Labor & Industry			1,676.02		
<u>Dewar Electric Inc.</u>					
Dewar Electric Inc.	Aquatic Park	5/17 & 5/29 Aquatic Park Broiler	190.00	138055	07/12/2018
Total for Dewar Electric Inc.			190.00		
<u>Diamond Vogel Paints</u>					
Diamond Vogel Paints	Paved Streets	LL5421 & LL5423 Tips	123.00	137863	06/28/2018
Diamond Vogel Paints	Paved Streets	Gun Cable	66.66	137863	06/28/2018
Diamond Vogel Paints	Paved Streets	Fluid	70.66	138056	07/12/2018
Diamond Vogel Paints	Paved Streets	Gun Cable, Repair Kit	123.00	138056	07/12/2018
Total for Diamond Vogel Paints			383.32		
<u>Diekmann</u>					
Diekmann	Aquatic Park Charges	Swimming Lesson Refund	35.00	137864	06/28/2018
Total for Diekmann			35.00		
<u>Dilger</u>					
Dilger	Non-departmental	Refund Check	0.38	137922	07/03/2018
Dilger	Non-departmental	Refund Check	0.18	137922	07/03/2018
Dilger	Non-departmental	Refund Check	0.02	137922	07/03/2018
Dilger	Non-departmental	Refund Check	0.57	137922	07/03/2018
Total for Dilger			1.15		
<u>Duderstadt, Jr.</u>					
Duderstadt, Jr.	Mayor & Council	City Council Meetings June 2018	162.50	137865	06/28/2018
Total for Duderstadt, Jr.			162.50		
<u>DVS Renewal</u>					
DVS Renewal	Crime Control & Investigation	Sales Tax for Unmarked Police Car Plates & Registration	1,911.36	137898	07/03/2018
DVS Renewal	Crime Control & Investigation	Admin Fee, Plate Fee & Other Fees	36.75	137898	07/03/2018
Total for DVS Renewal			1,948.11		
<u>Equifax Information Services, LLC</u>					
Equifax Information Services, LLC	City Manager	Invoice Service Fee & Subscription Fee	38.00	137866	06/28/2018
Total for Equifax Information Services, LLC			38.00		
<u>Eric Anderson Construction, LLC</u>					
Eric Anderson Construction, LLC	Parks	16' x 12' Concrete Pad for Kayak Station	1,344.00	137867	06/28/2018
Total for Eric Anderson Construction, LLC			1,344.00		
<u>Fairmont Body Shop Inc.</u>					
Fairmont Body Shop Inc.	Crime Control & Investigation	Vehicle Repair Police Dept	503.28	138057	07/12/2018
Total for Fairmont Body Shop Inc.			503.28		
<u>Fairmont Ford</u>					
Fairmont Ford	Road & Bridge Equipment	Sensor Assembly	40.77	137899	07/03/2018
Fairmont Ford	Road & Bridge Equipment	4 Tires, Mount & Balance	550.00	138058	07/12/2018
Fairmont Ford	Parks	Fuel Valve	217.52	137899	07/03/2018
Total for Fairmont Ford			808.29		
<u>Fairmont Glass & Sign Products, Inc.</u>					
Fairmont Glass & Sign Products, Inc.	General Government Buildings	New Part for Back Door At City Hall	2,150.00	137868	06/28/2018

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Fairmont Glass & Sign Products, Inc.	General Government Buildings	Labor to work on Lock At City Hall 6/7/18	60.00	137868	06/28/2018
Total for Fairmont Glass & Sign Products,			2,210.00		
<u>Fairmont Rotary Club</u>					
Fairmont Rotary Club	Director of Finance	Quarterly Dues July to Sept 2018 P Hoye	122.75	138059	07/12/2018
Total for Fairmont Rotary Club			122.75		
<u>Fairmont Sentinel</u>					
Fairmont Sentinel	Other General Gov't	City Council Work Session	24.30	138060	07/12/2018
Fairmont Sentinel	Other General Gov't	Council Attending Meeting	24.30	138060	07/12/2018
Fairmont Sentinel	Other General Gov't	Approved Ordinance 2018-15	32.40	138060	07/12/2018
Fairmont Sentinel	Other General Gov't	Approved Ordinance 2018-14	40.50	138060	07/12/2018
Fairmont Sentinel	Paved Streets	Bids-2018C Improvement Contract	297.60	138124	07/16/2018
Fairmont Sentinel	Paved Streets	Hometown Generations-Whiteridge Ad	474.50	138060	07/12/2018
Fairmont Sentinel	Aquatic Park	Aquatic Park Ads	927.75	137953	07/06/2018
Fairmont Sentinel	Poetter's Circle	Fairmont HRA Availability	39.60	138060	07/12/2018
Fairmont Sentinel	Storm Sewer Mnt	Bids-Canyon Drive Basin Improvement	511.50	138124	07/16/2018
Total for Fairmont Sentinel			2,372.45		
<u>Fairmont True Value</u>					
Fairmont True Value	Parks	Deck Stain-Park	25.98	137900	07/03/2018
Fairmont True Value	Airport	Extension Cord-Airport	44.99	137869	06/28/2018
Total for Fairmont True Value			70.97		
<u>Fastenal Company</u>					
Fastenal Company	Aquatic Park	Stainless Steel Nuts & Bolts-Pool	13.56	138152	07/18/2018
Fastenal Company	Aquatic Park	Floor Fan for the Aquatic Park	49.89	138061	07/12/2018
Fastenal Company	Parks	Flex Spout	81.65	137870	06/28/2018
Fastenal Company	Central Garage	Shop Supplies	40.53	138061	07/12/2018
Total for Fastenal Company			185.63		
<u>Federated Rural Electric Associat</u>					
Federated Rural Electric Association	Airport	05/26 to 06/26/18 Electric Utilities- Airport	25.00	137901	07/03/2018
Total for Federated Rural Electric Associat			25.00		
<u>Finstad Skidloader Service & Sno</u>					
Finstad Skidloader Service & Snow Removal	Weed Control	June 2018 Lawn Mowing	1,155.00	137954	07/06/2018
Total for Finstad Skidloader Service & Sno			1,155.00		
<u>Fleet & Farm Supply</u>					
Fleet & Farm Supply	Library	Cleaning Supplies-Library	19.12	137955	07/06/2018
Fleet & Farm Supply	Crime Control & Investigation	Dog Food for K9	47.99	137955	07/06/2018
Fleet & Farm Supply	Paved Streets	Spade Bit, Nuts, Bolts, Washers & Ext Trim	33.11	137955	07/06/2018
Fleet & Farm Supply	Parks	Cleaning Supplies-Park Dept	7.48	137955	07/06/2018
Fleet & Farm Supply	Parks	Water Pump & Couplers	377.28	137955	07/06/2018
Fleet & Farm Supply	Parks	Pick Sticks & Bait for Pest Control	134.64	137955	07/06/2018
Fleet & Farm Supply	Parks	Grease Guns	49.98	137955	07/06/2018
Fleet & Farm Supply	Liquor Store	Supplies-Liquor Store	74.45	137955	07/06/2018
Fleet & Farm Supply	Airport	Pest Bait & Weed Killer	115.45	137955	07/06/2018
Total for Fleet & Farm Supply			859.50		

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<u>Frontier Communications</u>					
Frontier Communications	City Manager	Monthly Telephone July 2018	169.57	138153	07/18/2018
Frontier Communications	Recording & Reporting	Monthly Telephone July 2018	78.26	138153	07/18/2018
Frontier Communications	Director of Finance	Monthly Telephone July 2018	65.22	138153	07/18/2018
Frontier Communications	City Attorney	Monthly Telephone July 2018	65.22	138153	07/18/2018
Frontier Communications	Planning & Zoning	Monthly Telephone July 2018	65.22	138153	07/18/2018
Frontier Communications	Library	Monthly Telephone July 2018 Library	486.12	138062	07/12/2018
Frontier Communications	Liquor Store	Monthly Telephone July 2018	158.18	138153	07/18/2018
Frontier Communications	Airport	07/07 to 08/06/18 Monthly Telephone-Airport	204.62	138186	07/24/2018
Frontier Communications	Airport	Monthly Telephone July 2018	79.85	138153	07/18/2018
Frontier Communications	Airport	Monthly Telephone July 2018	39.13	138153	07/18/2018
Frontier Communications	Central Garage	Monthly Telephone July 2018	26.09	138153	07/18/2018
Frontier Communications	Paved Streets	Monthly Telephone July 2018	76.84	138153	07/18/2018
Frontier Communications	Paved Streets	Monthly Telephone July 2018	78.26	138153	07/18/2018
Frontier Communications	Engineering	Monthly Telephone July 2018	169.57	138153	07/18/2018
Frontier Communications	Parks	Monthly Telephone July 2018	46.25	138153	07/18/2018
Frontier Communications	Parks	Monthly Telephone July 2018	39.13	138153	07/18/2018
Frontier Communications	Economic Development	Monthly Telephone July 2018	52.18	138153	07/18/2018
Frontier Communications	Crime Control & Investigation	Monthly Telephone July 2018	39.13	138153	07/18/2018
Frontier Communications	Fire Fighting	Monthly Telephone July 2018	41.75	138153	07/18/2018
Frontier Communications	Fire Fighting	Monthly Telephone July 2018	44.76	138153	07/18/2018
Frontier Communications	Fire Fighting	Monthly Telephone July 2018	26.10	138153	07/18/2018
Frontier Communications	Building Inspection	Monthly Telephone July 2018	65.22	138153	07/18/2018
Frontier Communications	Animal Control	Monthly Telephone July 2018	147.83	138153	07/18/2018
		Total for Frontier Communications	2,264.50		
<u>Further</u>					
Further	Health Insurance	July 2018 Participapnt Fees	118.00	1915	07/06/2018
		Total for Further	118.00		
<u>Gemini Studios</u>					
Gemini Studios	Local Access	Local Access Channel & Boxcast July 2018	600.00	137956	07/06/2018
		Total for Gemini Studios	600.00		
<u>Gerhardt</u>					
Gerhardt	Non-departmental	Refund Check	0.27	137923	07/03/2018
Gerhardt	Non-departmental	Refund Check	0.10	137923	07/03/2018
Gerhardt	Non-departmental	Refund Check	0.16	137923	07/03/2018
		Total for Gerhardt	0.53		
<u>Gillette Pepsi Companies Inc.</u>					
Gillette Pepsi Companies Inc.	Aquatic Park	Pop-Aquatic Park	807.10	138125	07/16/2018
Gillette Pepsi Companies Inc.	Aquatic Park	Pop-Aquatic Park	1,032.31	137871	06/28/2018
Gillette Pepsi Companies Inc.	Aquatic Park	Pop/Water-Aquatic Park	618.24	137902	07/03/2018
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix-Liquor Store May 2018	255.88	137902	07/03/2018
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	-10.30	137937	07/06/2018
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	166.70	137937	07/06/2018

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Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	193.82	137937	07/06/2018
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	147.18	137937	07/06/2018
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	369.01	137937	07/06/2018
Total for Gillette Pepsi Companies Inc.			3,579.94		
<u>GMS Industrial Supplies, Inc.</u>					
GMS Industrial Supplies, Inc.	Central Garage	Batteries, Washers & Nylock	36.14	137872	06/28/2018
Total for GMS Industrial Supplies, Inc.			36.14		
<u>GMS, Inc.</u>					
GMS, Inc.	Urban Redevelopment & Housing	Monthly License & Warranty	70.00	137957	07/06/2018
Total for GMS, Inc.			70.00		
<u>Golfire, Inc</u>					
Golfire, Inc	Fire Fighting	Custom Leather Helmet Shield	30.15	137958	07/06/2018
Golfire, Inc	Fire Fighting	Custom Leather Helmet Shields	80.13	137958	07/06/2018
Golfire, Inc	Fire Fighting	Custom Leather Helmet Shield	37.65	137958	07/06/2018
Golfire, Inc	Fire Fighting	Custom Leather Helmet Shield	37.78	137958	07/06/2018
Total for Golfire, Inc			185.71		
<u>Gopher Alarms, LLC</u>					
Gopher Alarms, LLC	General Government Buildings	Ground Fault On Fire Panel 5/31/18	218.00	137903	07/03/2018
Gopher Alarms, LLC	General Government Buildings	Added & Tested Panic Transmitters 6/12/18	195.00	137903	07/03/2018
Total for Gopher Alarms, LLC			413.00		
<u>Government Finance Officers Ass</u>					
Government Finance Officers Assoc	Director of Finance	Payment for a CAFR GFOA Member	435.00	137873	06/28/2018
Total for Government Finance Officers Ass			435.00		
<u>Graham Tire Company</u>					
Graham Tire Company	Storm Sewer Mnt	Front End Alignment	311.25	137874	06/28/2018
Total for Graham Tire Company			311.25		
<u>Grandview Lodge</u>					
Grandview Lodge	Economic Development	Linsey Preuss EDAM Conf 06/27 to 06/29/18	351.12	137904	07/03/2018
Total for Grandview Lodge			351.12		
<u>Green Mill</u>					
Green Mill	Aquatic Park	Pizzas for Training at Aquatic Park	144.96	138154	07/18/2018
Total for Green Mill			144.96		
<u>Grinnell Mutual Payment Center</u>					
Grinnell Mutual Payment Center	Poetter's Circle	Insurance Renewal 08/01/18 to 08/01/19 Fairmont HRA	5,064.00	138155	07/18/2018
Total for Grinnell Mutual Payment Center			5,064.00		
<u>GS Direct, Inc.</u>					
GS Direct, Inc.	Engineering	Office Supplies-Engineering	120.27	137875	06/28/2018
Total for GS Direct, Inc.			120.27		
<u>Harrison Truck Centers</u>					
Harrison Truck Centers	Road & Bridge Equipment	Water Sensor Kit W/O Lite	41.83	137905	07/03/2018
Harrison Truck Centers	Parks	Triangles-Park Dept	17.78	137876	06/28/2018
Harrison Truck Centers	Central Garage	Governor-Air,D-2	15.80	137905	07/03/2018
Total for Harrison Truck Centers			75.41		

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<u>Hawkins</u>					
Hawkins	Mayor & Council	LMC Annual Conference 06/20 to 06/22/18 St. Cloud, MN	496.69	138156	07/18/2018
		Total for Hawkins	496.69		
<u>Hawkins, Inc.</u>					
Hawkins, Inc.	Aquatic Park	Chemicals for Aquatic Park	1,972.78	138187	07/24/2018
Hawkins, Inc.	Aquatic Park	Chemicals	1,276.00	138126	07/16/2018
Hawkins, Inc.	Aquatic Park	CI Cylinders-Aquatic Park	957.00	137959	07/06/2018
Hawkins, Inc.	Aquatic Park	Chemicals	442.78	137906	07/03/2018
		Total for Hawkins, Inc.	4,648.56		
<u>Hohenstein's Inc.</u>					
Hohenstein's Inc.	Liquor - Mdse for Resale	Beer	210.00	138176	07/18/2018
		Total for Hohenstein's Inc.	210.00		
<u>Holtmeier Construction</u>					
Holtmeier Construction	Paved Streets	Margaret Street Pay Estimate #6	324,983.97	138063	07/12/2018
		Total for Holtmeier Construction	324,983.97		
<u>Hometown Sanitation Services, L</u>					
Hometown Sanitation Services, LLC	SMEC Building	July 2018 Refuse Removal SMEC	110.00	137907	07/03/2018
Hometown Sanitation Services, LLC	Liquor Store	July 2018 Cardboard Pickup Liquor Store	43.99	137907	07/03/2018
		Total for Hometown Sanitation Services, L	153.99		
<u>Humana</u>					
Humana	Health Insurance	July 2018 Premiums	345.60	1916	07/06/2018
		Total for Humana	345.60		
<u>Humpal</u>					
Humpal	City Manager	Monthly Cell Phone 05/09 to 06/08/18	110.00	0	06/28/2018
Humpal	City Manager	06/12/18 Expenses	6.40	0	06/28/2018
		Total for Humpal	116.40		
<u>Hy Vee Food Store</u>					
Hy Vee Food Store	Aquatic Park	Food for Resale-Aquatic Park	229.39	138157	07/18/2018
Hy Vee Food Store	Aquatic Park	Ice & Supplies for Aquatic Park	266.44	138157	07/18/2018
Hy Vee Food Store	Aquatic Park	Ice- Aquatic Park	35.88	138157	07/18/2018
Hy Vee Food Store	Aquatic Park	Merchandise for Resale-Aquatic Park	104.71	138157	07/18/2018
		Total for Hy Vee Food Store	636.42		
<u>I + S Group</u>					
I + S Group	Paved Streets	Feasibility Study of existing Public Works facility through 05/3	3,151.12	138127	07/16/2018
I + S Group	Parks	Feasibility Study of existing Public Works facility through 05/3	3,151.13	138127	07/16/2018
		Total for I + S Group	6,302.25		
<u>Indian Island Winery LLC</u>					
Indian Island Winery LLC	Liquor - Mdse for Resale	Wine	120.48	137938	07/06/2018
		Total for Indian Island Winery LLC	120.48		
<u>Interstate All Battery Center #9129</u>					
Interstate All Battery Center #9129	Civil Defense	Batteries for Civil defense sirens	1,559.16	138001	07/10/2018
		Total for Interstate All Battery Center #9129	1,559.16		
<u>J.Hokanson Print</u>					

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<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
J Hokanson Print	Director of Finance	AP Checks	208.61	138064	07/12/2018
Total for J Hokanson Print			208.61		
<u>J. H. Larson</u>					
J. H. Larson	General Government Buildings	Upstairs City Hall Fix Elec Cords Per Ryan MMUA	4.31	138188	07/24/2018
J. H. Larson	General Government Buildings	Upstairs City Hall Fix Elec Cords Per Ryan MMUA	16.21	138188	07/24/2018
J. H. Larson	Fire Fighting	LIF RF32UQT240 Fire Hall	190.00	137908	07/03/2018
J. H. Larson	Parks	Bldg Repairs-Park Dept	46.67	137908	07/03/2018
J. H. Larson	Parks	Park Bldg Repair Supplies	30.53	137877	06/28/2018
J. H. Larson	Airport	Safety Goggles	4.22	138158	07/18/2018
J. H. Larson	Airport	Dirt/Rust Replacement Filter	68.66	138158	07/18/2018
J. H. Larson	Airport	Airport Make up air unit/AC	50.30	137908	07/03/2018
Total for J. H. Larson			410.90		
<u>Jackson County Sheriff's Office</u>					
Jackson County Sheriff's Office	Crime Control & Investigation	Fuel for the HEAT Team	115.54	138065	07/12/2018
Total for Jackson County Sheriff's Office			115.54		
<u>Jackson National Life</u>					
Jackson National Life	City Attorney	12 month premium life insurance	1,162.24	138128	07/16/2018
Total for Jackson National Life			1,162.24		
<u>JJ Taylor Dist Of Mn</u>					
JJ Taylor Dist Of Mn	Liquor - Mdse for Resale	Freight	3.00	138177	07/18/2018
JJ Taylor Dist Of Mn	Liquor - Mdse for Resale	Beer	722.15	138177	07/18/2018
JJ Taylor Dist Of Mn	Liquor - Mdse for Resale	Freight	3.00	137939	07/06/2018
JJ Taylor Dist Of Mn	Liquor - Mdse for Resale	Beer	789.40	137939	07/06/2018
Total for JJ Taylor Dist Of Mn			1,517.55		
<u>Johnson Brothers Liquor Compar</u>					
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	15,129.55	138178	07/18/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	3,496.66	138178	07/18/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Beer	206.91	138178	07/18/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	458.80	138178	07/18/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	402.22	138178	07/18/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	12,664.52	137940	07/06/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	4,994.04	137940	07/06/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Beer	234.73	137940	07/06/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	246.50	137940	07/06/2018
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	400.57	137940	07/06/2018
Total for Johnson Brothers Liquor Compar			38,234.50		
<u>Kadrmass, Lee & Jackson, Inc.</u>					
Kadrmass, Lee & Jackson, Inc.	Airport	Preliminary & Design Services through 05/26/18	4,000.00	138129	07/16/2018
Total for Kadrmass, Lee & Jackson, Inc.			4,000.00		
<u>Kiesler's Police Supply, Inc.</u>					
Kiesler's Police Supply, Inc.	Crime Control & Investigation	Uniforms-Police Dept	3,175.40	138066	07/12/2018
Total for Kiesler's Police Supply, Inc.			3,175.40		
<u>Kiplimo</u>					

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<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Kiplimo	Aquatic Park Charges	Refund for swimming lessons	70.00	138130	07/16/2018
Total for Kiplimo			70.00		
<u>KNOWiNK, LLC</u>					
KNOWiNK, LLC	Elections	ePluse Live Connectivity Initial License	1,000.00	137909	07/03/2018
Total for KNOWiNK, LLC			1,000.00		
<u>Kwik Trip Inc.</u>					
Kwik Trip Inc.	Crime Control & Investigation	Fuel for Police Dept	2,108.53	137960	07/06/2018
Total for Kwik Trip Inc.			2,108.53		
<u>Landscaping Plus Inc</u>					
Landscaping Plus Inc	Poetter's Circle	June 2018 Lawn Care Poetter's Circle	2,432.04	137961	07/06/2018
Total for Landscaping Plus Inc			2,432.04		
<u>Lange</u>					
Lange	Aquatic Park	Birthday Party Supplies-Aquatic Park	25.87	138131	07/16/2018
Total for Lange			25.87		
<u>League Of Mn Cities Ins Trust</u>					
League Of Mn Cities Ins Trust	Property/Liability Insurance	City Grader Slid into Parked Car While Plowing Snow	1,974.90	138159	07/18/2018
Total for League Of Mn Cities Ins Trust			1,974.90		
<u>Locher Bros. Inc</u>					
Locher Bros. Inc	Liquor - Mdse for Resale	Pop/Mix	3.95	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	5,739.95	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	9,473.10	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	16,698.10	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	1,547.60	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	11,782.59	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	8,852.30	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	-245.50	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	31.80	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	25.55	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	52.85	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	14,948.63	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	2,750.00	138179	07/18/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	30.00	137941	07/06/2018
Locher Bros. Inc	Liquor - Mdse for Resale	Pop/Mix	3.95	137941	07/06/2018
Total for Locher Bros. Inc			71,694.87		
<u>Ludwig</u>					
Ludwig	Non-departmental	Refund Check	0.01	137924	07/03/2018
Ludwig	Non-departmental	Refund Check	0.02	137924	07/03/2018
Ludwig	Non-departmental	Refund Check	0.01	137924	07/03/2018
Ludwig	Non-departmental	Refund Check	0.01	137924	07/03/2018
Total for Ludwig			0.05		
<u>M&M Mortgage Services</u>					
M&M Mortgage Services	Non-departmental	Refund Check	0.97	137925	07/03/2018
M&M Mortgage Services	Non-departmental	Refund Check	3.81	137925	07/03/2018

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M&M Mortgage Services	Non-departmental	Refund Check	0.49	137925	07/03/2018
M&M Mortgage Services	Non-departmental	Refund Check	0.05	137925	07/03/2018
		Total for M&M Mortgage Services	5.32		
<u>MacQueen Equipment, Inc.</u>					
MacQueen Equipment, Inc.	Storm Sewer Mnt	Bearings-Street Sweeper	192.69	137878	06/28/2018
		Total for MacQueen Equipment, Inc.	192.69		
<u>March</u>					
March	Non-departmental	Refund Check	0.37	137926	07/03/2018
March	Non-departmental	Refund Check	0.01	137926	07/03/2018
March	Non-departmental	Refund Check	0.55	137926	07/03/2018
March	Non-departmental	Refund Check	0.19	137926	07/03/2018
		Total for March	1.12		
<u>Martin County Auditor</u>					
Martin County Auditor	Crime Control & Investigation	June 2018 Police Dept Frontier Bill	428.04	138067	07/12/2018
Martin County Auditor	Crime Control & Investigation	July 2018 Rental of Security Bldg	4,135.25	137962	07/06/2018
Martin County Auditor	Urban Redevelopment & Housing	Mortgage Registration Tax	46.68	137879	06/28/2018
		Total for Martin County Auditor	4,609.97		
<u>Martin County Highway Dept</u>					
Martin County Highway Dept	Other General Gov't	Chip keys	8.08	138005	07/10/2018
Martin County Highway Dept	Crime Control & Investigation	Chip keys	88.88	138005	07/10/2018
Martin County Highway Dept	Crime Control & Investigation	Fuel - June	361.15	138005	07/10/2018
Martin County Highway Dept	Fire Fighting	Chip keys	72.72	138005	07/10/2018
Martin County Highway Dept	Building Inspection	Fuel - June	76.83	138005	07/10/2018
Martin County Highway Dept	Building Inspection	Chip keys	16.16	138005	07/10/2018
Martin County Highway Dept	Storm Sewer Mnt	Fuel - June	211.70	138005	07/10/2018
Martin County Highway Dept	Airport	Fuel - June	139.32	138005	07/10/2018
Martin County Highway Dept	Airport	Chip keys	40.40	138005	07/10/2018
Martin County Highway Dept	Central Garage	Fuel - June	71.25	138005	07/10/2018
Martin County Highway Dept	Animal Control	Fuel - June	155.86	138005	07/10/2018
Martin County Highway Dept	Paved Streets	Fuel - June	818.62	138005	07/10/2018
Martin County Highway Dept	Road & Bridge Equipment	Chip keys	258.56	138005	07/10/2018
Martin County Highway Dept	Engineering	Chip keys	16.16	138005	07/10/2018
Martin County Highway Dept	Parks	Chip keys	185.84	138005	07/10/2018
Martin County Highway Dept	Parks	Fuel - June	661.81	138005	07/10/2018
		Total for Martin County Highway Dept	3,183.34		
<u>Martin County Ready Mix, Inc.</u>					
Martin County Ready Mix, Inc.	Storm Sewer Mnt	Limestone Concrete-Storm Sewer	60.00	138132	07/16/2018
		Total for Martin County Ready Mix, Inc.	60.00		
<u>Martin County Recorder</u>					
Martin County Recorder	Urban Redevelopment & Housing	Recording of Mortgage Fee	46.00	137880	06/28/2018
		Total for Martin County Recorder	46.00		
<u>Martin County Star Inc.</u>					
Martin County Star Inc.	Liquor Store	Summer Events Ad-Liquor Store	225.00	137942	07/06/2018

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Total for Martin County Star Inc.			225.00		
<u>Mayo Clinic Health System Fairmont</u>					
Mayo Clinic Health System Fairmont	Fire Fighting	Fire Dept Physicals Aust, Atzenhoefer, Cyphers	2,951.00	138189	07/24/2018
Mayo Clinic Health System Fairmont	Parks	Asbestos Testing- Dec 2017	271.00	138006	07/10/2018
Mayo Clinic Health System Fairmont	Parks	1st & 2nd qtr Random DOT testing	425.00	138006	07/10/2018
Mayo Clinic Health System Fairmont	Parks	1st & 2nd qtr Random DOT testing	149.00	138006	07/10/2018
Total for Mayo Clinic Health System Fairmont			3,796.00		
<u>MCFOA Region VI</u>					
MCFOA Region VI	Elections	Attendance Cost for Secretary Steve Simon presentation at mtg	20.00	138068	07/12/2018
Total for MCFOA Region VI			20.00		
<u>Meixell</u>					
Meixell	Aquatic Park Charges	Swimming Lessons/Lifeguard Training	100.00	137881	06/28/2018
Total for Meixell			100.00		
<u>Metro Sales Inc.</u>					
Metro Sales Inc.	Police Administration	Base Rate 06/30 to 09/29/18 Usage 03/30 to 06/29/18 Police De	155.55	137910	07/03/2018
Total for Metro Sales Inc.			155.55		
<u>Midco</u>					
Midco	Data Processing	Internet Circuit July 2018	338.00	138069	07/12/2018
Total for Midco			338.00		
<u>Midstates Equipment & Sup</u>					
Midstates Equipment & Sup	Paved Streets	Router Pins & Washers & Cutter with Shoulder.	2,937.77	138160	07/18/2018
Total for Midstates Equipment & Sup			2,937.77		
<u>Midwest Garage Doors, Inc.</u>					
Midwest Garage Doors, Inc.	Parks	Block Cold Storage-Center Door	2,652.00	138133	07/16/2018
Total for Midwest Garage Doors, Inc.			2,652.00		
<u>Miller Sellner</u>					
Miller Sellner	Parks	Grasshopper 900D Mower/Zero Turn	14,487.60	137911	07/03/2018
Miller Sellner	Parks	Belt for 900D Grass Hopper Mower	28.50	137882	06/28/2018
Miller Sellner	Parks	Belts for 900D Grass Hopper Mower	113.70	137882	06/28/2018
Total for Miller Sellner			14,629.80		
<u>Minn Municipal Utilities Association</u>					
Minn Municipal Utilities Association	Workers Comp	Safety Mgt Program July-Sept	10,225.00	138041	07/10/2018
Total for Minn Municipal Utilities Association			10,225.00		
<u>Minnesota Elevator, Inc</u>					
Minnesota Elevator, Inc	General Government Buildings	July 2018 Monthly Elevator Service City Hall	133.22	138070	07/12/2018
Total for Minnesota Elevator, Inc			133.22		
<u>Mn Chiefs of Police Association</u>					
Mn Chiefs of Police Association	Crime Control & Investigation	CLEO & Command Academy J Kotewa	595.00	138071	07/12/2018
Total for Mn Chiefs of Police Association			595.00		
<u>Mn Dept of Employment & Economic Development</u>					
Mn Dept of Employment & Economic Development	Intergovernmental Revenues	City of Fairmont/Zierke Built Mfg CDAP-16-0063-H-FY17	2,758.20	138190	07/24/2018
Total for Mn Dept of Employment & Economic Development			2,758.20		
<u>MN Dept Of Transportation</u>					

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MN Dept Of Transportation	Engineering	Record Sampling, Material Testing & Inspection	646.75	138134	07/16/2018
Total for MN Dept Of Transportation			646.75		
<u>MN Energy Resources Corp.</u>					
MN Energy Resources Corp.	General Government Buildings	Gas utilities 06/06 to 07/06/18 Senior Center	48.01	138161	07/18/2018
MN Energy Resources Corp.	Library	Library Gas Utilities 05/18 to 06/19/18	930.32	137883	06/28/2018
MN Energy Resources Corp.	Fire Fighting	Gas utilities 06/01 to 06/29/18 Fire Dept	60.02	138072	07/12/2018
MN Energy Resources Corp.	Parks	Gas utilities 06/06 to 07/06/18 Lincoln Shelter House	37.28	138161	07/18/2018
MN Energy Resources Corp.	Burton Lane	05/30 to 06/28/18 Gas utilities 561 Burton Lane	10.88	137963	07/06/2018
Total for MN Energy Resources Corp.			1,086.51		
<u>Napa Auto Fairmont</u>					
Napa Auto Fairmont	Building Inspection	Oil Filter	2.31	137964	07/06/2018
Napa Auto Fairmont	Paved Streets	Oil & Fuel Filters	8.88	137964	07/06/2018
Napa Auto Fairmont	Road & Bridge Equipment	Oil & Fuel Filters	15.48	137964	07/06/2018
Napa Auto Fairmont	Road & Bridge Equipment	Filters	83.94	137964	07/06/2018
Napa Auto Fairmont	Road & Bridge Equipment	Filters	69.90	137964	07/06/2018
Napa Auto Fairmont	Airport	Filters	10.62	137964	07/06/2018
Napa Auto Fairmont	Airport	Oil Filter	2.57	137964	07/06/2018
Napa Auto Fairmont	Central Garage	Jumper Pack	149.99	137964	07/06/2018
Napa Auto Fairmont	Parks	Motor Oil, Oil Filters, Fuel Filters	95.32	137964	07/06/2018
Napa Auto Fairmont	Parks	Slide Rails for Chain Saws & Filters	11.20	137964	07/06/2018
Napa Auto Fairmont	Parks	Slide Rail-Stihl Saw, Filters	40.10	137964	07/06/2018
Napa Auto Fairmont	Storm Sewer Mnt	Oil Filter	5.44	137964	07/06/2018
Napa Auto Fairmont	Storm Sewer Mnt	Air Filter	19.29	137964	07/06/2018
Total for Napa Auto Fairmont			515.04		
<u>Nemmers</u>					
Nemmers	Engineering	Pre-Screening Board, LCCMR Presentation	17.42	0	07/12/2018
Nemmers	Engineering	Cell Phones 03/26 to 04/25/18 & 04/26 to 05/25/18	180.00	0	07/12/2018
Total for Nemmers			197.42		
<u>NorthlandSecurities, Inc.</u>					
NorthlandSecurities, Inc.	Other General Gov't	Debt Study 11/2017 to 06/2018	8,800.00	138073	07/12/2018
NorthlandSecurities, Inc.	Debt Service	Bond Series 2016A Interest	23,242.50	138162	07/18/2018
Total for NorthlandSecurities, Inc.			32,042.50		
<u>Nutrien Ag Solutions</u>					
Nutrien Ag Solutions	Parks	Chemicals	2,183.11	138135	07/16/2018
Total for Nutrien Ag Solutions			2,183.11		
<u>O'Reilly Auto Parts</u>					
O'Reilly Auto Parts	Road & Bridge Equipment	Left Door Hinge	124.78	138074	07/12/2018
Total for O'Reilly Auto Parts			124.78		
<u>Ohland</u>					
Ohland	Non-departmental	Refund Check	0.64	137927	07/03/2018
Ohland	Non-departmental	Refund Check	0.32	137927	07/03/2018
Ohland	Non-departmental	Refund Check	0.04	137927	07/03/2018
Ohland	Non-departmental	Refund Check	0.96	137927	07/03/2018

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		Total for Ohland	1.96		
<u>Olson Rentals, Inc.</u>					
Olson Rentals, Inc.	Paved Streets	Propane	23.40	138136	07/16/2018
Olson Rentals, Inc.	Parks	Carb Seal	3.45	138163	07/18/2018
Olson Rentals, Inc.	Parks	Backpack Blower Parts	9.78	138136	07/16/2018
		Total for Olson Rentals, Inc.	36.63		
<u>OPG-3, Inc.</u>					
OPG-3, Inc.	Mayor & Council	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	City Manager	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Elections	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Recording & Reporting	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Director of Finance	Laserfische Avante	426.70	138164	07/18/2018
OPG-3, Inc.	City Attorney	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Airport	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Engineering	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Aquatic Park	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Parks	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Economic Development	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Storm Sewer Mnt	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Liquor Store	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Planning & Zoning	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Police Administration	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Crime Control & Investigation	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Fire Fighting	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Building Inspection	Laserfische Avante	426.55	138164	07/18/2018
OPG-3, Inc.	Paved Streets	Laserfische Avante	426.55	138164	07/18/2018
		Total for OPG-3, Inc.	8,104.60		
<u>Osborn</u>					
Osborn	Parks	Reimbursement for Safety Toe Boots	175.00	138165	07/18/2018
		Total for Osborn	175.00		
<u>Patten Roofing Co.</u>					
Patten Roofing Co.	General Government Buildings	Down Payment for Roofing Materials for Senior Center	10,500.00	138075	07/12/2018
		Total for Patten Roofing Co.	10,500.00		
<u>Paustis Wine Company</u>					
Paustis Wine Company	Liquor - Mdse for Resale	Wine	870.00	138180	07/18/2018
Paustis Wine Company	Liquor - Mdse for Resale	Freight	11.25	138180	07/18/2018
Paustis Wine Company	Liquor - Mdse for Resale	Wine	1,349.00	137943	07/06/2018
Paustis Wine Company	Liquor - Mdse for Resale	Freight	15.00	137943	07/06/2018
		Total for Paustis Wine Company	2,245.25		
<u>PC Janitorial Supply</u>					
PC Janitorial Supply	Library	Cleaning Supplies-Library	43.75	137912	07/03/2018
PC Janitorial Supply	Library	Cleaning Supplies-Library	101.25	138076	07/12/2018
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Pool	169.39	138166	07/18/2018

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PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	289.77	138076	07/12/2018
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	119.90	138076	07/12/2018
PC Janitorial Supply	Parks	Cleaning Supplies-Park	32.24	138166	07/18/2018
PC Janitorial Supply	Parks	Cleaning Supplies-Park	65.66	137912	07/03/2018
PC Janitorial Supply	Liquor Store	Cleaning Supplies-Liquor Store	158.95	137944	07/06/2018
Total for PC Janitorial Supply			980.91		
<u>Phillips Wine & Spirits</u>					
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	245.25	138181	07/18/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	134.64	138181	07/18/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	3,742.08	138181	07/18/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,344.56	138181	07/18/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	741.00	138181	07/18/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	-118.44	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	2,064.06	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	72.81	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,509.50	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	65.07	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	9,852.90	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	137.88	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	546.75	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	145.00	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	6.76	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	5.07	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	11,438.60	137945	07/06/2018
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	258.88	137945	07/06/2018
Total for Phillips Wine & Spirits			32,192.37		
<u>Photo Press</u>					
Photo Press	Crime Control & Investigation	Business Cards	31.76	137965	07/06/2018
Photo Press	Paved Streets	11 x 17 Cosmic Orange Card Stock-No Parking Signs	37.47	138077	07/12/2018
Photo Press	Parks	11 x17 Cosmic Orange Card Stock-Signs for Nick	15.20	138077	07/12/2018
Photo Press	Lake Restoration	11 x 17 Orange Card Stock for Slow No Wake Signs for Lakes	23.15	138077	07/12/2018
Photo Press	Liquor Store	Liquor Store IHD Ad	310.24	138077	07/12/2018
Photo Press	Liquor Store	Martin County Fairbook AD-Liquor Store	85.00	138077	07/12/2018
Photo Press	Liquor Store	4th of July AD-Liquor Store	332.40	138077	07/12/2018
Total for Photo Press			835.22		
<u>Plunkett's Pest Control, Inc.</u>					
Plunkett's Pest Control, Inc.	General Government Buildings	Bird Control Program	100.00	138167	07/18/2018
Total for Plunkett's Pest Control, Inc.			100.00		
<u>Police Dept/ Petty Cash</u>					
Police Dept/ Petty Cash	Crime Control & Investigation	Forfeiture Title-Transfer	21.75	137884	06/28/2018
Total for Police Dept/ Petty Cash			21.75		
<u>Poppe's Store & Car Wash</u>					
Poppe's Store & Car Wash	Fire Fighting	Fuel-Fire Dept 05/30 to 06/13/18	29.98	137885	06/28/2018

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Poppe's Store & Car Wash	Building Inspection	Fuel-Building Inspectors 05/30 to 06/13/18	75.50	137885	06/28/2018
Poppe's Store & Car Wash	Building Inspection	Fuel Bldg Insp 06/14 to 06/22/18	28.60	138168	07/18/2018
Poppe's Store & Car Wash	Paved Streets	Fuel Street Dept 06/14 to 06/22/18	256.83	138168	07/18/2018
Poppe's Store & Car Wash	Paved Streets	Fuel-Streets 05/30 to 06/13/18	1,131.10	137885	06/28/2018
Poppe's Store & Car Wash	Engineering	Fuel-Engineering 05/30 to 06/13/18	61.47	137885	06/28/2018
Poppe's Store & Car Wash	Garbage Collection	Fuel-Garbage Collection 05/30 to 06/13/18	166.20	137885	06/28/2018
Poppe's Store & Car Wash	Parks	Fuel Park Dept 06/14 to 06/22/18	1,057.60	138168	07/18/2018
Poppe's Store & Car Wash	Parks	Fuel-Parks 05/30 to 06/13/18	1,649.70	137885	06/28/2018
Poppe's Store & Car Wash	Storm Sewer Mnt	Fuel-Storm Sewer 05/30 to 06/13/18	620.69	137885	06/28/2018
Poppe's Store & Car Wash	Airport	Fuel-Airport 5/30 to 06/13/18	38.02	137885	06/28/2018
Total for Poppe's Store & Car Wash			5,115.69		
<u>Prairieland Solid Waste Mgmnt</u>					
Prairieland Solid Waste Mgmnt	Garbage Collection	June 2018 Refuse Removal	660.55	137966	07/06/2018
Prairieland Solid Waste Mgmnt	Garbage Collection	June 2018 City Wide Cleanup	4,702.50	137966	07/06/2018
Total for Prairieland Solid Waste Mgmnt			5,363.05		
<u>Presentation College</u>					
Presentation College	SMEC Building	Internet Services July 2018	200.00	138078	07/12/2018
Total for Presentation College			200.00		
<u>Preuss, Linsey</u>					
Preuss, Linsey	Economic Development	Monthly Cell Phone Thru 06/21/18	50.00	0	07/12/2018
Preuss, Linsey	Economic Development	June 2018 Expenses	21.25	0	07/12/2018
Total for Preuss, Linsey			71.25		
<u>Profinium Inc.</u>					
Profinium Inc.	Burton Lane	Interest Payment Burton Lane	341.04	138137	07/16/2018
Profinium Inc.	Burton Lane	Interest Payment Burton Lane	341.04	1380781	07/12/2018
Profinium Inc.	Poetter's Circle	Interest Payment Poetter Circle	3,474.31	138137	07/16/2018
Profinium Inc.	Poetter's Circle	Interest Payment Poetter Circle	3,474.31	1380781	07/12/2018
Profinium Inc.	Non-departmental	Principal Payment Poetter Circle	3,303.75	138137	07/16/2018
Profinium Inc.	Non-departmental	Principal Payment Burton Lane	1,790.67	138137	07/16/2018
Profinium Inc.	Non-departmental	Principal Payment Poetter Circle	3,303.75	1380781	07/12/2018
Profinium Inc.	Non-departmental	Principal Payment Burton Lane	1,790.67	1380781	07/12/2018
Total for Profinium Inc.			17,819.54		
<u>Public Utilities Commission</u>					
Public Utilities Commission	General Government Buildings	July 2018 Utilities	1,458.87	138191	07/24/2018
Public Utilities Commission	General Government Buildings	July 2018 Utilities	145.37	138191	07/24/2018
Public Utilities Commission	General Government Buildings	July 2018 Utilities	67.37	138191	07/24/2018
Public Utilities Commission	General Government Buildings	July 2018 Utilities	39.10	138191	07/24/2018
Public Utilities Commission	Library	July 2018 Utilities	21.21	138191	07/24/2018
Public Utilities Commission	Library	July 2018 Utilities	2,938.04	138191	07/24/2018
Public Utilities Commission	Non-departmental	George & Rosemary Weber Utility Acct 10463-000	3.01	137886	06/28/2018
Public Utilities Commission	Non-departmental	George & Rosemary Weber Utility Acct 10463-000	1.07	137886	06/28/2018
Public Utilities Commission	Non-departmental	George & Rosemary Weber Utility Acct 10463-000	4.61	137886	06/28/2018
Public Utilities Commission	Airport	July 2018 Utilities	114.78	138191	07/24/2018

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Public Utilities Commission	Airport	July 2018 Utilities	25.62	138191	07/24/2018
Public Utilities Commission	Airport	July 2018 Utilities	2,229.66	138191	07/24/2018
Public Utilities Commission	Parking Lots	July 2018 Utilities	210.43	138191	07/24/2018
Public Utilities Commission	Parking Lots	July 2018 Utilities	181.41	138191	07/24/2018
Public Utilities Commission	Central Garage	July 2018 Utilities	32.34	138191	07/24/2018
Public Utilities Commission	SMEC Building	July 2018 Utilities	71.91	138191	07/24/2018
Public Utilities Commission	Liquor Store	July 2018 Utilities	21.12	138191	07/24/2018
Public Utilities Commission	Liquor Store	July 2018 Utilities	55.88	138191	07/24/2018
Public Utilities Commission	Liquor Store	July 2018 Utilities	2,351.60	138191	07/24/2018
Public Utilities Commission	Liquor Store	July 2018 Utilities	47.27	138191	07/24/2018
Public Utilities Commission	Airport	July 2018 Utilities	965.90	138191	07/24/2018
Public Utilities Commission	Incubator Building	July 2018 Utilities	443.72	138191	07/24/2018
Public Utilities Commission	Incubator Building	July 2018 Utilities	60.33	138191	07/24/2018
Public Utilities Commission	Incubator Building	July 2018 Utilities	29.43	138191	07/24/2018
Public Utilities Commission	Incubator Building	July 2018 Utilities	21.85	138191	07/24/2018
Public Utilities Commission	SMEC Building	July 2018 Utilities	2,601.48	138191	07/24/2018
Public Utilities Commission	SMEC Building	July 2018 Utilities	140.89	138191	07/24/2018
Public Utilities Commission	Parks	July 2018 Utilities	1,614.23	138191	07/24/2018
Public Utilities Commission	Lake Restoration	July 2018 Utilities	95.45	138191	07/24/2018
Public Utilities Commission	Burton Lane	July 2018 Utilities 05/17 to 06/19/18	54.02	138191	07/24/2018
Public Utilities Commission	Burton Lane	July 2018 Utilities 05/17 to 06/19/18	32.41	138191	07/24/2018
Public Utilities Commission	Burton Lane	July 2018 Utilities 05/17 to 06/19/18	21.12	138191	07/24/2018
Public Utilities Commission	Burton Lane	July 2018 Utilities 05/17 to 06/19/18	3.96	138191	07/24/2018
Public Utilities Commission	Aquatic Park	July 2018 Utilities	1,164.71	138191	07/24/2018
Public Utilities Commission	Aquatic Park	July 2018 Utilities	849.06	138191	07/24/2018
Public Utilities Commission	Aquatic Park	July 2018 Utilities	183.63	138191	07/24/2018
Public Utilities Commission	Parks	July 2018 Utilities	919.80	138191	07/24/2018
Public Utilities Commission	Parks	July 2018 Utilities	419.55	138191	07/24/2018
Public Utilities Commission	Parks	July 2018 Utilities	2,806.84	138191	07/24/2018
Public Utilities Commission	Paved Streets	July 2018 Utilities	34.98	138191	07/24/2018
Public Utilities Commission	Paved Streets	July 2018 Utilities	185.49	138191	07/24/2018
Public Utilities Commission	Street Lighting	July 2018 Utilities	7,904.16	138191	07/24/2018
Public Utilities Commission	Street Lighting	July 2018 Utilities	2,402.55	138191	07/24/2018
Public Utilities Commission	Street Lighting	July 2018 Utilities	8.81	138191	07/24/2018
Public Utilities Commission	Aquatic Park	July 2018 Utilities	3,214.16	138191	07/24/2018
Public Utilities Commission	Animal Control	July 2018 Utilities	456.95	138191	07/24/2018
Public Utilities Commission	Animal Control	July 2018 Utilities	98.27	138191	07/24/2018
Public Utilities Commission	Animal Control	July 2018 Utilities	52.83	138191	07/24/2018
Public Utilities Commission	Animal Control	July 2018 Utilities	17.41	138191	07/24/2018
Public Utilities Commission	Paved Streets	July 2018 Utilities	59.71	138191	07/24/2018
Public Utilities Commission	Paved Streets	July 2018 Utilities	22.26	138191	07/24/2018
Public Utilities Commission	Library	July 2018 Utilities	64.27	138191	07/24/2018
Public Utilities Commission	Library	July 2018 Utilities	27.39	138191	07/24/2018

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Public Utilities Commission	Fire Fighting	July 2018 Utilities	21.37	138191	07/24/2018
Public Utilities Commission	Fire Fighting	July 2018 Utilities	335.13	138191	07/24/2018
Public Utilities Commission	Fire Fighting	July 2018 Utilities	77.02	138191	07/24/2018
Public Utilities Commission	Fire Fighting	July 2018 Utilities	36.93	138191	07/24/2018
Total for Public Utilities Commission			37,468.74		
<u>Recreation Supply Co</u>					
Recreation Supply Co	Aquatic Park	Lane Lines-Aquatic Park	1,404.49	137967	07/06/2018
Recreation Supply Co	Aquatic Park	Lifeguard Stand Stair Tread	69.89	137887	06/28/2018
Recreation Supply Co	Aquatic Park	Clocks-Aquatic Park	84.73	137887	06/28/2018
Total for Recreation Supply Co			1,559.11		
<u>Reserve Account</u>					
Reserve Account	City Manager	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Recording & Reporting	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Director of Finance	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	City Attorney	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Planning & Zoning	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Police Administration	Prepay Postage Meter	60.00	138169	07/18/2018
Reserve Account	Lake Restoration	Prepay Postage Meter	60.00	138169	07/18/2018
Reserve Account	Economic Development	Prepay Postage Meter	90.00	138169	07/18/2018
Reserve Account	Liquor Store	Prepay Postage Meter	60.00	138169	07/18/2018
Reserve Account	Airport	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Parking Lots	Prepay Postage Meter	60.00	138169	07/18/2018
Reserve Account	Data Processing	Prepay Postage Meter	90.00	138169	07/18/2018
Reserve Account	Crime Control & Investigation	Prepay Postage Meter	90.00	138169	07/18/2018
Reserve Account	Fire Fighting	Prepay Postage Meter	120.00	138169	07/18/2018
Reserve Account	Building Inspection	Prepay Postage Meter	150.00	138169	07/18/2018
Reserve Account	Paved Streets	Prepay Postage Meter	60.00	138169	07/18/2018
Reserve Account	Engineering	Prepay Postage Meter	330.00	138169	07/18/2018
Reserve Account	Parks	Prepay Postage Meter	120.00	138169	07/18/2018
Total for Reserve Account			2,190.00		
<u>Richards Auto Repair</u>					
Richards Auto Repair	Crime Control & Investigation	Tow White Jeep Cherokee to Impound 6/25/18	110.00	138079	07/12/2018
Richards Auto Repair	Crime Control & Investigation	Tow CFS #5087 1990 Chevy Suburban 06/25/18	105.00	138079	07/12/2018
Richards Auto Repair	Crime Control & Investigation	Tow Honda Accord to Impound CFS#18-5383 7/2/18	110.00	138079	07/12/2018
Total for Richards Auto Repair			325.00		
<u>River Bend Business Prod.</u>					
River Bend Business Prod.	City Manager	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	Recording & Reporting	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	Director of Finance	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	City Attorney	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	City Attorney	Office Supplies	30.94	138080	07/12/2018
River Bend Business Prod.	Planning & Zoning	Office Supplies	71.33	138080	07/12/2018
River Bend Business Prod.	Data Processing	Office Supplies-City Hall	2.22	138170	07/18/2018

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River Bend Business Prod.	Economic Development	Office Supplies	30.93	138080	07/12/2018
River Bend Business Prod.	Economic Development	Office Supplies-City Hall	2.22	138170	07/18/2018
River Bend Business Prod.	SMEC Building	Printer Usage 05/22 to 06/22/18 SMEC	2.26	137888	06/28/2018
River Bend Business Prod.	Liquor Store	Office Supplies-City Hall	1.49	138170	07/18/2018
River Bend Business Prod.	Airport	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	Parking Lots	Office Supplies-City Hall	1.48	138170	07/18/2018
River Bend Business Prod.	Building Inspection	Office Supplies	30.94	138080	07/12/2018
River Bend Business Prod.	Paved Streets	Office Supplies-City Hall	1.48	138170	07/18/2018
River Bend Business Prod.	Engineering	Office Supplies-City Hall	8.14	138170	07/18/2018
River Bend Business Prod.	Engineering	Office Supplies	30.94	138080	07/12/2018
River Bend Business Prod.	Parks	Office Supplies-City Hall	2.96	138170	07/18/2018
River Bend Business Prod.	Lake Restoration	Office Supplies-City Hall	1.48	138170	07/18/2018
River Bend Business Prod.	Planning & Zoning	Office Supplies	30.94	138080	07/12/2018
River Bend Business Prod.	Planning & Zoning	Office Supplies-City Hall	3.70	138170	07/18/2018
River Bend Business Prod.	Police Administration	Office Supplies-City Hall	1.48	138170	07/18/2018
River Bend Business Prod.	Crime Control & Investigation	Office Supplies-City Hall	2.22	138170	07/18/2018
River Bend Business Prod.	Fire Fighting	Office Supplies-City Hall	2.96	138170	07/18/2018
River Bend Business Prod.	Building Inspection	Office Supplies-City Hall	3.70	138170	07/18/2018
		Total for River Bend Business Prod.	282.31		
<u>RJ's Contracting</u>					
RJ's Contracting	Urban Redevelopment & Housing	Housing Rehabilitation Program Cyphers, Malo	15,461.21	137913	07/03/2018
		Total for RJ's Contracting	15,461.21		
<u>Rosburg, Duane</u>					
Rosburg, Duane	Other General Gov't	Asbestos Abatement on 407 N Elm, 26 Downtown Plaza, 850 S I	23,700.00	138138	07/16/2018
		Total for Rosburg, Duane	23,700.00		
<u>Round Lake Vineyards & Winery I</u>					
Round Lake Vineyards & Winery LLC	Liquor - Mdse for Resale	Wine	508.50	138182	07/18/2018
		Total for Round Lake Vineyards & Winery I	508.50		
<u>Schanning</u>					
Schanning	Non-departmental	Refund Check	0.54	137928	07/03/2018
Schanning	Non-departmental	Refund Check	0.13	137928	07/03/2018
Schanning	Non-departmental	Refund Check	0.07	137928	07/03/2018
Schanning	Non-departmental	Refund Check	0.01	137928	07/03/2018
Schanning	Non-departmental	Refund Check	0.20	137928	07/03/2018
		Total for Schanning	0.95		
<u>Schneider Corporation</u>					
Schneider Corporation	Engineering	Basic System Support Package	2,000.00	138139	07/16/2018
		Total for Schneider Corporation	2,000.00		
<u>Schreiner</u>					
Schreiner	Non-departmental	Refund Check	0.63	137929	07/03/2018
Schreiner	Non-departmental	Refund Check	0.15	137929	07/03/2018
Schreiner	Non-departmental	Refund Check	0.08	137929	07/03/2018
Schreiner	Non-departmental	Refund Check	0.24	137929	07/03/2018

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		Total for Schreiner	1.10		
<u>Shopko Stores Operating Co., LLC</u>					
Shopko Stores Operating Co., LLC	Aquatic Park	Supplies-Aquatic Park	140.49	137968	07/06/2018
Shopko Stores Operating Co., LLC	Aquatic Park	Operating Supplies-Aquatic Park	25.06	137968	07/06/2018
		Total for Shopko Stores Operating Co., LLC	165.55		
<u>Southern Glazer's of MN</u>					
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	7.75	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	4.65	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	12.40	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	1.55	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Liquor	5,580.83	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Liquor	-9.37	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	4.65	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Wine	854.00	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Liquor	5,366.50	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	66.65	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	17.05	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	79.95	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Liquor	5,604.35	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	80.08	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Wine	275.50	137946	07/06/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Wine	1,232.00	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	24.80	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Wine	-144.00	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Wine	210.00	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Liquor	3,305.53	138183	07/18/2018
Southern Glazer's of MN	Liquor - Mdse for Resale	Freight	53.99	138183	07/18/2018
		Total for Southern Glazer's of MN	22,628.86		
<u>Squeegee Brothers</u>					
Squeegee Brothers	General Government Buildings	City Hall Window Cleaning Outside 6/11 to 7/8/18	80.00	138081	07/12/2018
Squeegee Brothers	Library	Library Window Cleaning July 2018	150.00	138081	07/12/2018
Squeegee Brothers	Airport	Window Cleaning-Airport	90.00	137969	07/06/2018
		Total for Squeegee Brothers	320.00		
<u>State Chemical Solutions</u>					
State Chemical Solutions	Parks	Gel Genie-Park Dept	156.02	138171	07/18/2018
		Total for State Chemical Solutions	156.02		
<u>Steuber</u>					
Steuber	Aquatic Park	Birthday Party Supplies	23.54	0	07/06/2018
Steuber	Aquatic Park	Merchandise for Resale-Aquatic Park	252.19	0	07/12/2018
		Total for Steuber	275.73		
<u>Tesfaye</u>					
Tesfaye	Non-departmental	Refund Check	0.18	137930	07/03/2018
Tesfaye	Non-departmental	Refund Check	0.12	137930	07/03/2018

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Tesfaye	Non-departmental	Refund Check	0.08	137930	07/03/2018
Total for Tesfaye			0.38		
<u>Thrive Pass</u>					
Thrive Pass	Health Insurance	June 2018 Connect Plan A	472.00	1917	07/06/2018
Thrive Pass	Flex Plan	July 2018 Flex Plan Participant Fees	72.00	2698	07/06/2018
Total for Thrive Pass			544.00		
<u>Tietje, James</u>					
Tietje, James	Crime Control & Investigation	Safety Glasses Reimbursement	152.61	0	07/12/2018
Tietje, James	Crime Control & Investigation	K9 Trials Alexandria, MN 06/17 to 06/19/18	62.99	0	07/12/2018
Total for Tietje, James			215.60		
<u>Tonder</u>					
Tonder	Crime Control & Investigation	FPD vehicle impound key tags	70.61	138082	07/12/2018
Total for Tonder			70.61		
<u>Total Comfort Systems</u>					
Total Comfort Systems	Animal Control	Filter-Humane Society	112.64	137914	07/03/2018
Total Comfort Systems	Parks	Park repairs	39.15	137914	07/03/2018
Total Comfort Systems	SMEC Building	SMEC-Ladies Room Stool Main Floor	170.00	137914	07/03/2018
Total Comfort Systems	SMEC Building	SMEC-Filters	97.32	137914	07/03/2018
Total for Total Comfort Systems			419.11		
<u>Tow Distributing</u>					
Tow Distributing	Liquor - Mdse for Resale	Beer	27,109.22	138184	07/18/2018
Tow Distributing	Liquor - Mdse for Resale	Beer	36,107.83	137947	07/06/2018
Tow Distributing	Liquor - Mdse for Resale	Pop/Mix	102.25	137947	07/06/2018
Total for Tow Distributing			63,319.30		
<u>Truman Tribune</u>					
Truman Tribune	Liquor Store	Memorial Day Ads-Liquor Store	133.00	137948	07/06/2018
Total for Truman Tribune			133.00		
<u>ULINE</u>					
ULINE	General Government Buildings	Trash Receptacle-Library	463.91	138172	07/18/2018
Total for ULINE			463.91		
<u>United States Treasury</u>					
United States Treasury	Health Insurance	Quarterly Federal Excise Tax 2nd Quarter	568.82	1914	07/03/2018
Total for United States Treasury			568.82		
<u>Utermarck</u>					
Utermarck	Economic Development	June 2018 Lawn Care Incubator Bldg	300.00	0	07/06/2018
Total for Utermarck			300.00		
<u>Van Hee Media, L.L.C.</u>					
Van Hee Media, L.L.C.	Aquatic Park	Pure Gold Advertiser Display Ad	85.00	137971	07/06/2018
Total for Van Hee Media, L.L.C.			85.00		
<u>Vasvick</u>					
Vasvick	Non-departmental	Refund Check	0.02	137931	07/03/2018
Vasvick	Non-departmental	Refund Check	0.01	137931	07/03/2018
Total for Vasvick			0.03		

**Accounts Payable
Check Approval List - City Council**



From: 06/27/2018 To: 07/24/2018

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Verizon Wireless</u>					
Verizon Wireless	Director of Finance	Monthly Cell Phones05/21 to 06/20/18	54.35	137915	07/03/2018
Verizon Wireless	Crime Control & Investigation	Monthly Cell Phones05/21 to 06/20/18	1,001.69	137915	07/03/2018
Verizon Wireless	Building Inspection	Monthly Cell Phones05/21 to 06/20/18	108.70	137915	07/03/2018
Verizon Wireless	Paved Streets	Monthly Cell Phones05/21 to 06/20/18	54.35	137915	07/03/2018
Verizon Wireless	Engineering	Monthly Cell Phones05/21 to 06/20/18	95.37	137915	07/03/2018
Verizon Wireless	Aquatic Park	Monthly Cell Phones05/21 to 06/20/18	54.35	137915	07/03/2018
Verizon Wireless	Parks	Monthly Cell Phones05/21 to 06/20/18	78.57	137915	07/03/2018
Verizon Wireless	Airport	Monthly Cell Phones05/21 to 06/20/18	54.35	137915	07/03/2018
Verizon Wireless	Data Processing	Backup Router 05/24 to 06/23/18	10.02	137915	07/03/2018
Total for Verizon Wireless			1,511.75		
<u>Vinnies Minn Snow</u>					
Vinnies Minn Snow	Aquatic Park	Food for Resale-Aquatic Park	420.00	138140	07/16/2018
Vinnies Minn Snow	Aquatic Park	Food for Resale-Aquatic Park	100.00	137972	07/06/2018
Vinnies Minn Snow	Aquatic Park	Food for Resale-Aquatic Park	355.30	137916	07/03/2018
Total for Vinnies Minn Snow			875.30		
<u>Visual Identity Vault, LLP</u>					
Visual Identity Vault, LLP	Fire Fighting	Accountability Tag System Dry Erase Vinyl	371.00	138083	07/12/2018
Total for Visual Identity Vault, LLP			371.00		
<u>Voss Cleaning Services, Inc.</u>					
Voss Cleaning Services, Inc.	General Government Buildings	June 2018 Janitorial Service City Hall	738.95	137973	07/06/2018
Voss Cleaning Services, Inc.	Fire Fighting	June 2018 Cleaning of Fire Hall	369.00	137973	07/06/2018
Voss Cleaning Services, Inc.	Paved Streets	June 2018 Rug Service Park/Street Dept	39.00	137973	07/06/2018
Voss Cleaning Services, Inc.	Parks	June 2018 Rug Service Park/Street Dept	39.00	137973	07/06/2018
Voss Cleaning Services, Inc.	Incubator Building	June 2018 Janitorial Service Incubator Bldg	191.50	137973	07/06/2018
Voss Cleaning Services, Inc.	Airport	June 2018 Janitorial & Rug Service Airport	267.00	137973	07/06/2018
Total for Voss Cleaning Services, Inc.			1,644.45		
<u>Waste Management Of So MN</u>					
Waste Management Of So MN	Incubator Building	Refuse Removal June 2018 Incubator Bldg	319.86	137917	07/03/2018
Total for Waste Management Of So MN			319.86		
<u>Waterville Food & Ice, Inc.</u>					
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	211.80	137949	07/06/2018
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	196.10	137949	07/06/2018
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	236.85	137949	07/06/2018
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	175.80	137949	07/06/2018
Total for Waterville Food & Ice, Inc.			820.55		
<u>Weber</u>					
Weber	Non-departmental	Utilities 1134 Chestnut St	8.18	137802	06/27/2018
Weber	Non-departmental	Utilities Refund 1134 Chestnut St	2.93	137802	06/27/2018
Weber	Non-departmental	Utilities Refund 1134 Chestnut St	12.54	137802	06/27/2018
Total for Weber			23.65		
<u>Westmor Fluid Solutions, LLC</u>					
Westmor Fluid Solutions, LLC	Airport	Annual Filter Change & Inspection	2,352.07	137918	07/03/2018

**Accounts Payable
Check Approval List - City Council**

From: 06/27/2018 To: 07/24/2018



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Total for Westmor Fluid Solutions, LLC			2,352.07		
<u>White</u>					
White	Non-departmental	Refund Check	0.94	138044	07/11/2018
White	Non-departmental	Refund Check	0.63	138044	07/11/2018
White	Non-departmental	Refund Check	0.31	138044	07/11/2018
White	Non-departmental	Refund Check	0.03	138044	07/11/2018
Total for White			1.91		
<u>World Fuel Services, Inc.</u>					
World Fuel Services, Inc.	Airport	Turbo Oil, 20W50 Aviation Oil	634.29	137889	06/28/2018
Total for World Fuel Services, Inc.			634.29		
<u>Ziegler, Inc.</u>					
Ziegler, Inc.	Ice & Snow Removal	Part for Street Loader	4,655.35	137890	06/28/2018
Ziegler, Inc.	Road & Bridge Equipment	A/C Compressor-Street Dept	877.42	137890	06/28/2018
Ziegler, Inc.	Road & Bridge Equipment	Guide-Street Dept	26.38	137890	06/28/2018
Total for Ziegler, Inc.			5,559.15		
			1,016,490.84		

92.

Fairmont Airport Advisory Board Minutes
June 12, 2018 5:30pm

Board members present: Kate Hawkins, Dustin Weiderhoeft, Tim McConnell, Jeff Militello

Council Liaison Present: Ruth Cychers

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel (phone), Verlus Burkhart, Dennis Turner

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

The minutes from the March 13, 2018 board meeting were approved as presented on a motion by Dustin Weiderhoeft, seconded by Kate Hawkins and carried.

Airport consultant update was provided by Jake Braunagel with KLJ. He provided an update on the new t-hangar project. Topo and boring are complete. And included some information about MNDOT Aero budget and funding

The Airport Manager's report was provided by Lee Steinkamp, Airport Manager. Recent activity was discussed. The Fly In breakfast is fast approaching.

Old Business: An EAA Young Eagles event was held at the airport. Coordinated by Jerry Brooks. 11 students were able to fly and take over the controls of an airplane.

New Business: A simulator for the aviation program was discussed. Air Venture is coming up July 23-29 and we are looking forward to the activity.

No further business for the board, a motion by Kate Hawkins to adjourn the meeting at 6:05 pm. The motion was seconded by Dustin Weiderhoeft and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

PARK BOARD MEETING

Meeting Minutes
Tuesday, June 19, 2018
5:00 p.m.

Board Members Present:

Vicky Schulte
 Jodie Whitmore
 Craig Nelson
 Monica Shelgren
 Greg Gellert
 Jane Kollofski

Council Member Present:

Jim Zarling

Staff Present:

Troy Nemmers, Public Works
Director/City Engineer
 Nick Lardy, Streets/Parks Superintendent

Others Present:

Roni Dauer (exited early for work)
 Rod Halverson (KSUM)
 Judy Bryan (Sentinel)

Called the meeting to order at 5:00 p.m.

A motion was made by Craig Nelson to approve the minutes of April 17, 2018 and May 15, 2018 as presented. The motion was seconded by Jodie Whitmore and carried.

Monthly update: Troy Nemmers provided the monthly update. Netting installed at the Winnebago Softball Complex, Kayak/Kiosk Station up and running soon, and Disc Golf Course update, tournament August 18-19th

CER update: Roni Dauer has to leave the meeting early and was unable to provide an update.

Old Business:

- a. Board is looking for updates on Lincoln Park Facility options. Staff is hoping to present some information at the next meeting.

New Business: none

Other discussion:

- a. Grass clippings in the road is a citation. Board wants to make sure everyone complies.
- b. North edge of pond behind Shopko needs to have willow trees removed.
- c. Sylvania Band Shell Tour at an upcoming meeting.

A motion was made by Craig Nelson to adjourn the meeting at 5:30 p.m. The motion was seconded by Jodie Whitmore and carried.

Respectfully submitted,

Troy Nemmers, PE
Public Works Director/City Engineer

MINUTES OF THE FAIRMONT PLANNING COMMISSION

Regular Meeting

July 10, 2018

5:30 p.m. City Hall Council Chambers

Members present: Ian Bents, Margaret Dillard, Jordan Lapman, Scott Unke, Ed Willett and Council liaison Tom Hawkins.

Members absent: Tom Lytle.

Others present: City Administrator Mike Humpal Planner/Code Enforcement Technician Megan Boeck.

Chairman Bents called the meeting to order at 5:30 pm.

Agenda Approval: Motion by Unke and second by Lapman to approve the July 10, 2018 meeting agenda as presented. Motion carried.

Minutes: Motion by Willett and second by Lapman to approve the April 3, 2018 meeting minutes as presented. Motion carried.

Comprehensive Plan Update Presentations: Boeck stated that the City of Fairmont sent an RFP to nine firms seeking a qualified firm to serve as consultant for an update to the Comprehensive Land Use Plan. Boeck also stated that six proposals were received and a sub-committee narrowed the selection down to three. Lastly, Boeck stated that those three firms will be giving a brief presentation and that staff will be looking for a recommendation to hire the firm whose services are best suited for Fairmont.

WSB & Associates—Jim Gromberg & Molly Patterson Lundgren

Gromberg stated that WSB has several on the ground Planners working in communities similar to Fairmont. Gromberg also stated that this comprehensive plan update is a way to document the City's vision for the future and that WSB will work to develop realistic and implementable plan.

Patterson Lundgren stated that she would facilitate conversations regarding stormwater management, asset management, natural resources and funding opportunities.

Landform—Mary Matze and James Soltis

Matze stated that Comprehensive Plans are the basis for all land use decisions in a community and that they would work to create a usable, organized and understandable plan.

Soltis stated that Landform can identify relationships between land use and public infrastructure and assess potential growth areas.

Bolton & Menk—Jane Kansier and Gregory Mitchell

Mitchell stated that Bolton & Menk is a local firm that has incorporated planning and urban design into the basis of their work.

Kansier stated that they would partner with Fairmont to create a vision for long term decision making and implement an attractive, easy to read document. Kansier also stated that successful plans depend on a community's understanding of resources and opportunities and that they will work to engage the community so that implementation of the plan is successful.

Chairman Bents stated that WSB had recently worked with a community similar in size and characteristics to Fairmont and that a lot of their recent comprehensive plans have been in greater Minnesota.

Lapman stated that he was most curious about Landform because they are boutique firm and that he feels working with smaller firms adds significant value.

Unke stated that he is hesitant to make a decision one way or another based off brief presentations.

Dillard stated that she is always in favor of hiring local but that an outside perspective could be beneficial.

Willett stated he agreed with Bents and that he was drawn to the similarities of communities that WSB as recently been involved with.

Motion by Bents and second by Willett to recommend the City of Fairmont consult with WSB & Associates for the update of the Comprehensive Land Use Plan. Motion carried.

Boeck stated that she will take the Board's recommendation to the City Council for final approval on Monday, July 23rd.

Waiving CUP Annual Review: Boeck stated that due to the time and effort it takes to review, mail and invoice standard CUP's, staff is proposing to waive the annual review for permits that have been in compliance for a significant amount of time. Boeck also stated that the Planning Commission may decide at any time to bring a specific CUP back for review based on a complaint or violation.

Motion by Bents and second by Lapman to waive the annual CUP review for the following: Immanuel Lutheran Church, Poppe's 66, Hy-Vee Inc, Casey's General Store, Shell Station, Erickson Oil Products and Kwik Trip. Motion carried.

Adjournment: Motion by Unke and second by Dillard to adjourn the meeting at 7:37 pm. Motion carried.

Respectfully submitted,

Megan Boeck
Planner/Code Enforcement Technician