

FAIRMONT CITY COUNCIL AGENDA

1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

MONDAY, MARCH 11, 2019

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

2. ROLL CALL -

Mayor Foster

Councilors:

Cyphers

Hasek

Hawkins

Lubenow

Peters

3. DETERMINATION OF QUORUM -

4. PLEDGE OF ALLEGIANCE -

5. APPROVAL OF AGENDA -

6. READING OF MINUTES –

6.1 Minutes of Regular Meeting, February 25, 2019

(01-03)

7. OPEN DISCUSSION

(04)

8. RECOGNITIONS/PRESENTATIONS -

8.1 Proclaim March 10-16, 2019 as Girl Scout Week **(05)**

8.1a Proclamation **(06)**

9. SCHEDULED HEARINGS –

10. ADMINISTRATIVE APPEALS –

11. FINANCIAL REPORTS –

11.1 Year End Fund Balance Designations **(07)**

11.1a Resolution 2019-08 **(08-09)**

11.2 Interfund Transfers **(10)**

11.2a 2018 Interfund Transfers **(11)**

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

13. LICENSES AND PERMITS –

13.1 Interlaken Heritage Days Event Permit **(12)**

13.1a Application and attachment **(13-15)**

13.2 Renewal of Consumption & Display **(16)**

14. OLD BUSINESS –

15. NEW BUSINESS –

15.1 Excess Inventory (17)

15.1a List of Excess Property (18)

15.2 Interlaken Heritage Days Festival Funding (19)

16. REGULAR AND LIQUOR DISPENSARY BILLS –

17. STATUS REPORTS/COUNCIL/STAFF INFORMATION

18. ADJOURNMENT –

ADDITIONAL ATTACHMENTS –

The minutes of the Fairmont City Council meeting held on Monday, February 25, 2019 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, Wayne Hasek, Tom Hawkins, Randy Lubenow and Bruce Peters were present. Also, in attendance: City Administrator Mike Humpal, Public Works Director/City Engineer Troy Nemmers, Finance Director Paul Hoye, City Attorney Elizabeth W. Bloomquist, City Clerk Patricia J. Monsen and Police Chief Mike Hunter.

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

It was moved by Council Member Peters, seconded by Council Member Hasek and carried to approve the minutes of the City Council meeting held on February 11, 2019.

Mayor Foster opened the public hearing on proposed **Ordinance 2019-04**, the sale of 26 Downtown Plaza to Neil and Jane Jensen through a quit claim deed. No public comment was received. Council Member Hawkins made a motion to close the public hearing. Council Member Cyphers seconded the motion and the motion carried. Council Member Peters made a motion to approve **Ordinance 2019-04**. Council Member Lubenow seconded the motion. On roll call: Council Members Lubenow, Peters, Cyphers, Hasek and Hawkins all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Mayor Foster opened the public hearing on proposed **Ordinance 2019-05**, the sale of 30 Downtown Plaza to Mark and Jeanne Atkinson through a quit claim deed. No public comment was received. Council Member Hawkins made a motion to close the public hearing. Council Member Peters seconded the motion and the motion carried. Council Member Peters made a motion to approve **Ordinance 2019-05**. Council Member Hasek seconded the motion. On roll call: Council Members Peters, Cyphers, Hasek, Hawkins and Lubenow all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Mayor Foster opened the public hearing on proposed **Ordinance 2019-06**, the sale of 304 Woodland Avenue to Troy and Lisa Fritz through a quit claim deed. No public comment was received. Council Member Cyphers made a motion to close the public hearing. Council Member Hasek seconded the motion and the motion carried. Council Member Lubenow made a motion to approve **Ordinance 2019-06**. Council Member Peters seconded the motion. On roll call: Council Members Cyphers, Hasek, Hawkins, Lubenow and Peters all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Mayor Foster opened the public hearing on proposed **Ordinance 2019-07**, the sale of 507 North Prairie Avenue to Lon and Heidi Luhmann through a quit claim deed. No public comment was received. Council Member Cyphers made a motion to close the public hearing. Council Member Peters seconded the motion and the motion carried. Council Member Hawkins made a motion to approve **Ordinance 2019-07**. Council Member Hasek seconded the motion. On roll call: Council Members Hasek, Hawkins, Lubenow, Peters and Cyphers all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Mayor Foster opened the public hearing on proposed **Ordinance 2019-08**, amending Section 26-152: R-1 Single Family Residential District as it pertains to permitted conditional uses. The amendment would include nursing home facilities as a permitted conditional use in a R-1 Single Family Residential District. The amendment would also eliminate the site area requirement language in Section 26-152(d)(3)a. No public comment was received. Council Member Hawkins made a motion to close the public hearing. Council Member Cyphers seconded the motion and the motion carried. Council Member Lubenow made a motion to approve **Ordinance 2019-08**. Council Member Hawkins seconded the motion. On roll call: Council Members Hawkins, Lubenow, Peters, Cyphers and Hasek all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Economic Development Coordinator Linsey Preuss presented the Fairmont Economic Development Authority's 2018 Annual Report.

Chief of Police Mike Hunter presented the 2018 Fairmont Police Department Annual Report.

Council Member Lubenow made a motion to approve a Transient Merchant License for TNT Fireworks from Florence, AL to sell fireworks at the Walmart parking lot. Council Member Peters seconded the motion and the motion carried.

Council Member Hawkins made a motion to authorize the Mayor to sign a Right of Entry Permit and Temporary Construction Easement for the Construction of Bridge R0805 (Pioneer Bridge) between the City of Fairmont and Lakeside Cemetery Association. Council Member Lubenow seconded the motion and the motion carried.

Council Member Peters made a motion to approve **Resolution 2019-07**, awarding the 2018-D Improvement Project (Bridge No. R0805, Pioneer Bridge) to Phoenix Corp of Spring Grove, Minnesota. Council Member Hasek seconded the motion. On roll call: Council Members Hasek, Hawkins, Lubenow, Peters and Cyphers all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Lubenow made a motion to authorize the Mayor and City Clerk to enter into the Community Center Memorandum of Understanding between the City of Fairmont and the YMCA of Albert Lea and Worthington. Council Member Hawkins seconded the motion. On roll call: Council Members Cyphers, Hawkins, Lubenow and Peters all voted aye. Council Member Hasek voted nay. Mayor Foster declared said motion passed.

Council Member Peters made a motion to approve the payment of the February 2019 bills in the amount of \$629,647.48. Council Member Cyphers seconded the motion and the motion carried.

Humpal praised the Fairmont Street Department for their hard work removing all the snow this winter and urged citizens to be patient, as the City is doing the best they can do under the circumstances.

Hawkins stated that he is hearing good feed back from citizens that people are moving their cars from the downtown area, which is making it easier for snow removal. He has also heard that citizens would like more snow emergency areas in town.

Lubenow encouraged citizens to dig out fire hydrants and suggested that the fire department put flags on the hydrants so people can see their location.

Hasek extended thoughts and prayers to the Jones family on the death of Scott. Scott's wife Darcy is a City employee.

A motion was made by Council Member Peters, seconded by Hawkins and carried to adjourn the meeting at 6:08 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: March 11, 2019

SUBJECT: Open Discussion

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mayor 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: Prior to regular business, is there any open discussion?

MOTION: None

VOTE REQUIRED:

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: March 11, 2019

SUBJECT: Proclaim March 10-16, 2019 as Girl Scout Week

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: Mayor Deborah J. Foster

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: Mayor Deborah J. Foster will proclaim March 10-16, 2019 as Girl Scout Week in the City of Fairmont.

MOTION: N/A

VOTE REQUIRED: N/A

ATTACHMENTS:

1. Proclamation
- 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

PROCLAMATION

WHEREAS, Monday, March 12, 2019, marks the 107th Anniversary of the founding of Girl Scouts of the U.S.A., founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its long and distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of character, conduct and patriotism; and,

WHEREAS, through the Girl Scout leadership experience girls develop the skills and lessons that will serve them a lifetime; and,

WHEREAS, through Girl Scouting, girls demonstrate courage, character, and confidence in ways that have made, and will continue to make, important contributions to the life of this, our own home community.

NOW THEREFORE, I, Deborah J. Foster, by virtue of the authority vested in me as Mayor of the City of Fairmont, do proclaim March 10-16, 2019, as Girl Scout Week in the City of Fairmont, and urge the citizens of Fairmont to support the activities and endeavors of Girl Scouts.




Deborah J. Foster, Mayor
City of Fairmont

MEETING DATE: March 11, 2019

SUBJECT: Year End Fund Balance Designations

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 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: For many years, the City has been designating the general fund balance at the end of the year. The December 31, 2018 unrestricted general fund balance of \$7,739,294.75 is 91.8% of general fund operating expenditures for 2019, which is over the 55-65% range established by the City’s fund balance policy. Current general fund balance is larger than normal, as we have set aside \$2,290,146.60 for a new Street/Park building which is included in our 5 Year CIP.

MOTION: To adopt Resolution No. 2019-08 designating fund balances for specific purposes.

VOTE REQUIRED: Simple majority – roll call

ATTACHMENTS:

1. Resolution 2019-08
2. _____

Council Action: _____ Date: _____

RESOLUTION FOR COMMITTING FUND BALANCE

RESOLUTION NO. 2019-08

COMMITTING FUND BALANCES FOR SPECIFIC PURPOSES

WHEREAS, the City Council of the City of Fairmont, Minnesota, does hereby find as follows:

WHEREAS, the Governmental Accounting Standards Board's Statement No. 54 defines committed fund balance as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by Council, and;

WHEREAS, Council action is required before year end to formalize the commitment of fund balance to specified purposes, and;

WHEREAS, those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City, that the specific portions of fund balance in the identified funds are committed as follows:

City of Fairmont				
General Fund Balance				
12/31/2018				
	Balance 12-31-17	Additions	Deletions	Balance 12-31-18
Restricted				
Fire Dept Capital	20,000.00	50,050.00		70,050.00
Police Dept Capital	-	50.00		50.00
Lincoln Park	3,000.00			3,000.00
LaFrance Restoration	4,172.50			4,172.50
Bike Trails	1,950.00			1,950.00
	29,122.50			79,222.50
Assigned				
Police Equipment	35,723.03			35,723.03
Police Social Services	10,000.00			10,000.00
Police - Drug Enforcement	34,763.34		2,955.39	31,807.95
Fire Equipment	-			-
Building Inspection	11,143.00			11,143.00

Engineering Equipment	122,800.27			122,800.27
Park Equipment	112,952.06			112,952.06
Park Trails	317,500.00	225,000.00	218,345.45	324,154.55
Aquatic Park	29,847.72			29,847.72
Cash Flow	3,000,000.00			3,000,000.00
Housing Demolition	94,598.54	75,000.00	100,066.19	69,532.35
Street Land & Bldg.	36,237.00			36,237.00
Park Land & Bldg.	86,280.44	230,000.00	21,068.00	295,212.44
Street/Park Bldg Replacement	1,950,000.00	400,000.00	59,853.40	2,290,146.60
Gen. Govt Land & Bldg.	101,825.87			101,825.87
Street - Capital Outlay	120,880.02			120,880.02
Finance Dept. Equip.	195,366.83			195,366.83
Planning & Zoning Equip.	20,000.00			20,000.00
	6,279,918.12	930,000.00	402,288.43	6,807,629.69
Unassigned				
Unassigned	940,673.52			931,665.06
	7,249,714.14	930,000.00	402,288.43	7,818,517.25

The foregoing resolution was passed by the City Council of the City of Fairmont this 11th day of March 2019.

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

 Deborah J. Foster, Mayor

ATTEST:

 Patricia J. Monsen, City Clerk

MEETING DATE: March 10, 2019

SUBJECT: Interfund Transfers

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 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
<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: As a part of the budget process, certain interfund transfers are budgeted. During the course of the year, other transfers are required for the sound operation of the City. These transfers must be approved by the City Council.

MOTION: To approve the interfund transfers for 2018 as listed on the attached schedule.

VOTE REQUIRED: Simple majority.

ATTACHMENTS:

1. 2018 Interfund Transfers
2. _____
3. _____

Council Action: _____ Date: _____

**City Of Fairmont
Interfund Transfers
12/31/2018**

FROM			TO
101 General Fund	Fire Calls	75,000.00	305 Fire Truck Fund
210 Economic Dev Fund	TIF Legal Fees	400.00	325 Maakestad TIF
210 Economic Dev Fund	TIF Legal Fees	400.00	326 Eriael, LLC TIF
215 Revolving Loan Fund	Administration Expense	3,804.39	101 General Fund
215 Revolving Loan Fund	Administration Expense	3,804.38	210 Economic Dev Fund
250 Local Option Sales Tax	Community Center Study	125,281.04	430 Community Center Fund
323 Debt Service Reserves	Whitetail Ridge Project	534,273.55	476 2016 Capital Imp Fund
323 Debt Service Reserves	2017 GO Bond Issue	178,787.00	377 2017 GO Bonds
327 Fairmont Dev Group TIF	Admin Fee	1,956.90	210 Economic Dev Fund
369 2009 GO Bonds	Close Fund 369	231,549.86	376 2016 GO Bonds
402 MSA	Margaret Street	298,585.34	477 2017 Capital Improvements
601 Water	Payment in Lieu of Taxes	134,285.27	101 General Fund
601 Water	Payment in Lieu of Taxes	16,276.93	210 Economic Dev
602 Sewer	Payment in Lieu of Taxes	97,548.78	101 General Fund
602 Sewer	Payment in Lieu of Taxes	11,824.14	210 Economic Development
604 Electric	Payment in Lieu of Taxes	593,165.83	101 General Fund
604 Electric	Payment in Lieu of Taxes	71,899.01	210 Economic Development
609 Liquor Store Fund	Winnebago Ball Diamonds	30,000.00	101 General Fund
609 Liquor Store Fund	Refurbish Pool Slides	65,000.00	101 General Fund
609 Liquor Store Fund	Veterans Park Resurface	50,000.00	101 General Fund
609 Liquor Store Fund	Adventure Playground	150,000.00	101 General Fund
609 Liquor Store Fund	Pioneer Bridge Demo	225,000.00	101 General Fund
609 Liquor Store Fund	To fund deficit	40,000.00	212 SMEC
		2,938,842.42	
File Name: PHCIF.xls			

CITY OF FAIRMONT---AGENDA CONTROL SHEET---AGENDA ITEM NO. 13.1

MEETING DATE: March 11, 2019

SUBJECT: Interlaken Heritage Days Event Permit

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
<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 Interlaken Heritage Days Committee has applied for an Event Permit for events to be held June 7 – 9, 2019. All events are outlined on the event application and attachments.

MOTION: To approve the event permit for Interlaken Heritage Days to be held June 7 – 9, 2019.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Application and attachment

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: 2/22/19

Permit Fee: \$15.00

Event: Interlaken Heritage Days

Sponsoring entity: _____

Address: PO Box 322, Fairmont MN 56031

Maximum estimated number of persons expected to attend at any one time: 500

Event coordinator(s): Marlyp Brummond, Rachel Greeley, Velma Schaal, Corey Walter,
Contact Info: Marlyp - 236-3841 Phone # Jodi Martin, Laura Dunker
interlakenheritagedays@gmail.com

Primary contacts (during event):

Name: Rachel Greeley

Name Marlyp Brummond

Cell#: 236-2953

Cell# 236-3841

E-mail: greeleyr11@gmail.com

E-mail: marlypbrummond@hotmail.com

Event Start: Day/Date Friday, June 7, 2019 Time: 5:00p.m

Event End: Day/Date Sunday, June 9, 2019 Time: 5:00p.m.

Setup: Day/Date Friday, Sat + Sun. Start time: Various End Time: Various

Teardown: Day/Date Friday, Sat + Sun. Start time: Various End Time: 6:00p.m Sun.

1. Type and description of the event and a list of all activities to take place at the event.

Friday - Community Meal + Music
Saturday - Pedal Pull, bounce houses, kids activities, Flea Market
+ Craft show, music, Kiddie parade, Main parade, Street dance.
Sunday - to be determined

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.

Friday + Saturday - Heritage Acres
Saturday - Kiddie parade through Downtown Plaza
Saturday - main parade starting at Heritage Acres, past Profinium,
through Downtown Plaza ending at Lincoln Park. Portable toilets by
old Prairie Dog exhibit.
Saturday - Street dance between The Blazer Bar and City Hall. We are
hoping to expand the perimeter to include a "non-alcoholic" area.
Sunday - Gornsrud Park - to be determined.

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 Portable toilets - 2 by old Prairie Dog exhibit, 2 at the street dance location.

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: Announcing parade units, live music at Heritage Acres, live music at street dance. Possibly a DJ on Sunday.

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: Rachel Gueley Title: Secretary/Treasurer Date: 2/22/19

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: <u>2/22/19</u>	Received by: <u>[Signature]</u>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date: <u>3-11-2019</u>	Action:
City Administrator Approval	Yes	No	Date

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

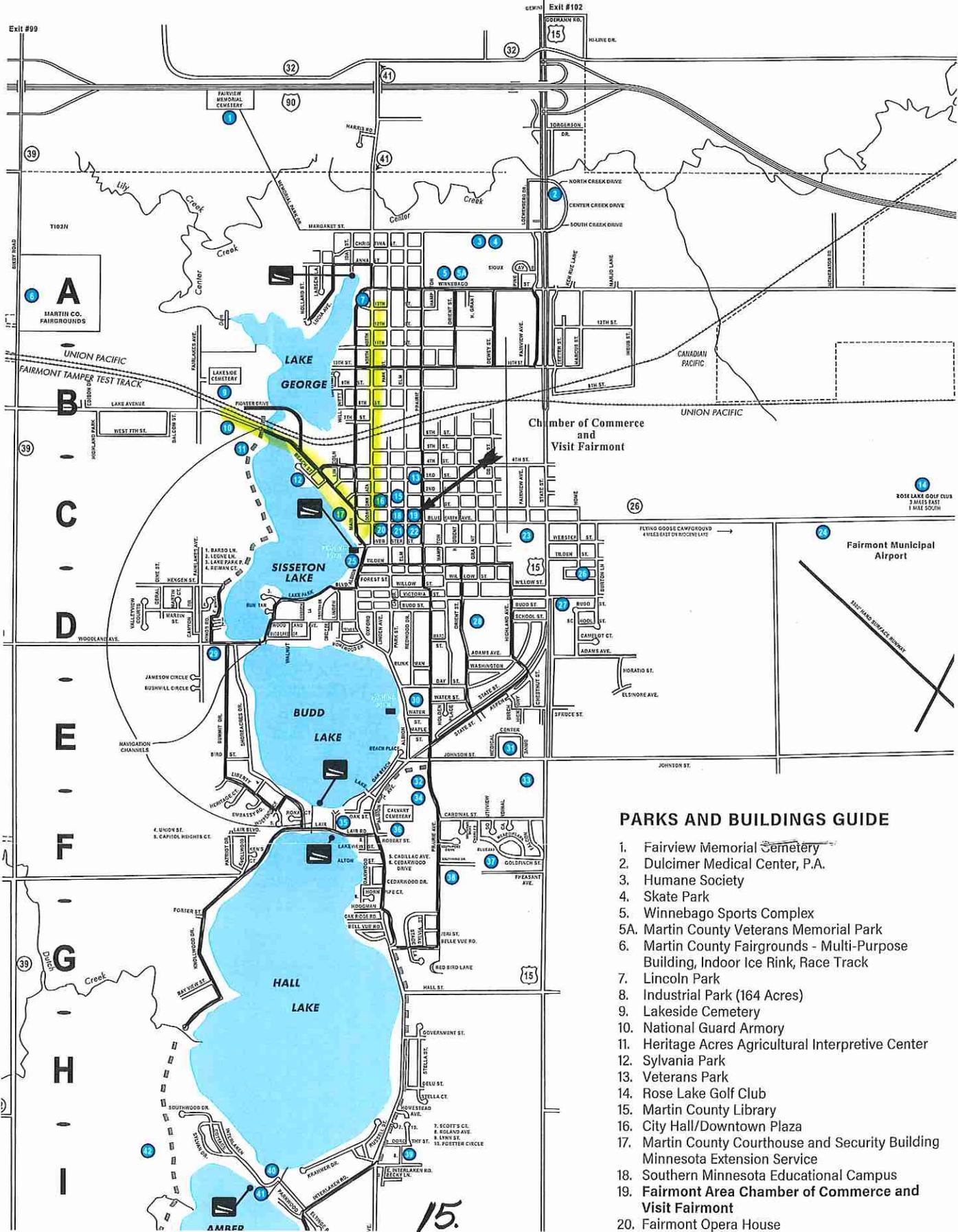


Welcome to FAIRMONT "City of Lakes"

1 • 2 • 3 • 4 • 5

ROUTE
TE
R ACCESS

-D-4,5
- D,E,F,G,H-3
-F-3
-I-1,2,3, J2
-D-3
-A-2,3
- IND. PARK
-J-1
-B-1
-C-2
-G-1
-B-2
-E-3
-I-3
-F-3
-D-4
-E-2
-A-1
-D-3
-C-2,3,4
-F-3
-D-3,4,5
-D-2
-C-5
-D-1
-F-3
-C,D-3
-D-5
-D-1
- T.F-1
-E-4
-F-4
-D-3
-J-1
-J-1
-F-3
- /E.A-4
-F-4
-D-4
-A-2,3
- IND. PARK
-H-1
-D-3,4
-H-3
-A,B,C-4
-H-3
-B,C-3
-D-2
-A-1
-A,B,C-3
-D-5
-I-2
-E-2
-A,B,C,D-1
-A,B,C-4
-J-2
-F-4
-C-3
-D-1
-A-4
-F-4
-G-3
-A,B,C-4
-A-3
-G-3
-A,B,C,D-3
-C-1,2
-F-2
-E-4
-C,D-4
-B-1
-A-4
-G-3
-D,E-3
-A-2
-D-4
-D-3
-D-5
-F-3
-A-3
-E-2
-A-5
-H-1,2,3
-D-1
-F-3
-E-3,4
-A-5
-F-1



PARKS AND BUILDINGS GUIDE

1. Fairview Memorial Cemetery
2. Dulcimer Medical Center, P.A.
3. Humane Society
4. Skate Park
5. Winnebago Sports Complex
- 5A. Martin County Veterans Memorial Park
6. Martin County Fairgrounds - Multi-Purpose Building, Indoor Ice Rink, Race Track
7. Lincoln Park
8. Industrial Park (164 Acres)
9. Lakeside Cemetery
10. National Guard Armory
11. Heritage Acres Agricultural Interpretive Center
12. Sylvania Park
13. Veterans Park
14. Rose Lake Golf Club
15. Martin County Library
16. City Hall/Downtown Plaza
17. Martin County Courthouse and Security Building Minnesota Extension Service
18. Southern Minnesota Educational Campus
19. Fairmont Area Chamber of Commerce and Visit Fairmont
20. Fairmont Opera House

MEETING DATE: March 11, 2019

SUBJECT: Renewal of Consumption & Display (Set-Up) Permit

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY: Mike Humpal, CEcD, City Administrator

<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: The Chain of Lakes Yacht Club has applied to renew its State and City Consumption & Display (Set-Up) permit. City Council approval of this renewal application is recommended.

MOTION: To approve renewal of the Consumption & Display (Set-Up) license application for the Chain of Lakes Yacht Club.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 15.1

MEETING DATE: March 11, 2019

SUBJECT: Excess Inventory

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

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 City will auction the excess property on MN Bid.

MOTION: To declare the inventory reported as excess property.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. List of excess property.
2. _____
3. _____

Council Action: _____ Date: _____

Police Department

February 23, 2019

The following property is outdated and has not been used by FPD for several years. We'd request the list to be declared excess property at which time it will be auctioned on MN Bid.

- JVC Brand VHS Player/Recorder
- VHS High Density Time-Lapse Recorder
- Sony DVD/VHS Combo Player
- Optimus Audio Receiver
- 2 Deck Cassette Tape Player/Recorder
- 8-Channel DVR
- Pan-Tilt-Zoom Controller
- Two Speakers
- Panasonic Television
- Sylvania Television DVD/VCR combo
- Blank VHS Tapes
- Three Camera Tripods
- HP Office Jet Printer
- Four HP 940 Ink Cartridges
- Picture Mate Personal Photo Lab Printer
- JVC Brand Multimedia Printer
- Eight Arm Rest Vehicle Printer Mounts
- Power Inverter
- Multiple Old Leather Holsters/Magazine Pouches
- Several X26 Tazer Holsters
- Black Hand Cart
- Foam Pads

MEETING DATE: March 11, 2019

SUBJECT: Interlaken Heritage Days Festival Funding

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 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: Marlys Brummond, Chairperson for thee Interlaken Heritage Days committee, will be at the meeting to request that the Council consider making a donation to this year’s event. The committee is requesting a donation of \$6,000.00 to support the event.

MOTION: To approve \$6,000.00 in funding to the Interlaken Heritage Days Committee for the 2019 community festival.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

- 1.
- 2.
- 3.

Council Action: _____ Date: _____