

FAIRMONT CITY COUNCIL AGENDA

1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

MONDAY, AUGUST 26, 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, August 12, 2019

(01-03)

7. OPEN DISCUSSION

(04)

8. RECOGNITIONS/PRESENTATIONS -

8.1 Presentation by Brigid Tuck of the University of Minnesota
Extension, Mankato Regional Office

(05)

8.2 Presentation on Advanced Metering Infrastructure project

(06)

9. SCHEDULED HEARINGS –

9.1 Public Hearing – Tax Abatement Request from CHS INC (07)

9.1a Hearing Notice (08)

9.1b Resolution 2019-34 (09-12)

10. ADMINISTRATIVE APPEALS –

11. FINANCIAL REPORTS –

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

13. LICENSES AND PERMITS –

13.1 Grace Lutheran Church Event – God’s Grace is Amazing (13-15)

13.2 United Methodist Church – Veterans Park Multi-Block Party (16-18)

14. OLD BUSINESS –

14.1 Records Retention, Data Practices Policy and Appointing a Responsible Authority (19-53)

14.1a Proposed Resolution 2019-32 (54-56)

15. NEW BUSINESS –

15.1 Amendment to Task Order #7 with KLJ for professional services at the airport (57)

15.1a Amendment #1 with KLJ (58-60)

15.2 Approval of the Lessard Sams Outdoor Heritage Council (LSOHC) Grant Agreement (61)

15.2a Grant Agreement (62-68)

- 15.3 Approve Lake Avenue Variance Resolution (69)
- 15.3a. Proposed Resolution – 2019-35 (70-71)
- 15.4 Request a State Forensic Audit of the City of Fairmont (72)

16. REGULAR AND LIQUOR DISPENSARY BILLS –

- 16.1 August 2019 Accounts Payable (73-102)

17. STATUS REPORTS/COUNCIL/STAFF INFORMATION

18. ADJOURNMENT –

ADDITIONAL ATTACHMENTS –

- Fairmont Economic Development Authority Meeting Minutes, June 10, 2019
- Fairmont Airport Advisory Board Minutes, July 9, 2019
- Fairmont Park Board Meeting, July 16, 2019

The minutes of the Fairmont City Council meeting held on Monday, August 12, 2019 at the City Hall Council Chambers.

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

Council Members Ruth Cyphers, Wayne Hasek, Tom Hawkins, and Randy Lubenow were present. Council Member Bruce Peters was absent. Also, in attendance: City Administrator Mike Humpal, Public Works Director/City Engineer Troy Nemmers, Finance Director Paul Hoye, City Clerk Patricia J. Monsen and Police Chief Mike Hunter.

It was moved by Council Member Hasek to approve the agenda with the addition of 15.5 Airport T-Hangar Grant Agreement from FAA. Council Member Hawkins seconded the motion and the motion carried.

It was moved by Council Member Hawkins, seconded by Council Member Hasek and carried to approve the minutes of the City Council meeting held on July 22, 2019.

During Open Discussion, Jody Whitmore of 1394 Oak Beach Drive congratulated Linsey Preuss, Economic Development Coordinator, on the CHS, Inc. announcement of a \$100,000,000. expansion project in the City of Fairmont.

Jay Doyscher, owner of Virtual Identity Vault; Kim White, owner of Fairmont Awards; Sara Cyphers, owner of D & S Trophies; and Betsy Tino, owner of Minuteman Press appeared before the Council and presented the concept of "Team Fairmont". The businesses are all competitors working together to set an example for our community of what can be accomplished when all work together. T-shirts and bracelets are available for purchase at each of these businesses.

Roni Dauer of CER gave an update of the summer free playground and park program. She also gave an update on CER classes being offered this Fall and thanked the City and the community for the support given to CER.

Chief Hunter introduced new part-time Patrol Officer Luis Figueroa and City Clerk Monsen gave Officer Figueroa his official Oath of Office.

Council Member Hasek made a motion to approve the 3.2% Off Sale Liquor License for Applegreen Midwest, LLC, d/b/a Freedom Valu Center, pending a satisfactory police background investigation. Council Member Hawkins seconded the motion and the motion carried.

Council Member Hasek made a motion to approve the Tobacco License for Applegreen Midwest, LLC, pending a satisfactory police background investigation. Council Member Hawkins seconded the motion and the motion carried.

Council Member Lubenow made a motion to approve the Event Permit for the Fairmont Soccer Association's Soccer Fest on August 17, 2019. Council Member Hasek seconded the motion and the motion carried.

Council Member Cyphers made a motion to postpone any council action on proposed **Resolution 2019-32**, a resolution updating the City's adoption of the General Records Retention

Schedule for Minnesota Cities, re-appointing Patricia J. Monsen, City Clerk as the Responsible Authority for the Minnesota Government Data Practices Act and adoption of an updated Data Practices Policy. Council Cyphers wants Flaherty & Hood to highlight the changes between the new proposed Data Practices Policy and the current policy the City has had in place since June 12, 2017. Council Member Hawkins seconded the motion and the motion passed.

Council Member Hawkins made a motion to authorize the Mayor and City Clerk to sign the Grant Agreement with the MN DNR for funding of the proposed Spring Biological Nitrate Removal System to Protect Drinking Water project. Council Member Hasek seconded the motion and the motion carried.

Council Member Hawkins made a motion to approve the Conditional Use Permit request from BFI Real Estate Holdings, LLC for a pylon sign exceeding forty (40) feet in height to be located at 2235 N. State Street. Council Member Cyphers seconded the motion and the motion carried.

Council Member Hasek made a motion to approve **Resolution 2019-33**, calling for a public hearing to be held on August 26, 2019 at 5:30 p.m. regarding the property tax abatement request as a business subsidy under MN Statutes Sections 116J.993 through 116J.995 for the CHS, Inc. expansion project. Council Member Cyphers seconded the motion. On roll call: Council Members Hawkins, Lubenow, Cyphers and Hasek all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Cyphers made a motion to authorize the Mayor and City Attorney to sign the Grant Agreement for construction of a new T-hangar at the municipal airport. Council Member Hawkins seconded the motion and the motion carried.

Humpal stated that there was a good turnout last Saturday for Saturday Mornings with the City. Nick Lardy, Streets and Parks Superintendent was the speaker. Nick and his crew do an excellent job.

Humpal stated that there was a lot going on in Fairmont last weekend. The Disc Golf Tournament, Softball Tournament, the Mini Golf Course is taking shape and the Pioneer Bridge is being built.

Council Member Lubenow asked for an update on the Community Center and YMCA partnership. Humpal stated that the YMCA is currently working on an operating schedule and some programming. Things are moving forward in a positive way.

Council Member Cyphers questioned why the interim city attorneys were not present at the council meeting. Humpal stated that he was being mindful of the Council's wishes to not have the city attorneys present at every meeting. Humpal stated that they are working on some type of telephone setup by which the city attorneys are able to participate by telephone. Mayor Foster stated that if a council member wishes the attorney to attend a council meeting, they should let either Humpal or her know.

Council Member Lubenow asked where the City was at in hiring a permanent civil city attorney. It was agreed that it was time for the Mayor, Councilor Hawkins and City Administrator Mike Humpal get together to discuss this and get the process going.

Council Member Lubenow asked Nemmers for a street construction update, which Nemmers gave. Council Member Lubenow asked if the City needed to send out bids earlier in the year to get the projects completed earlier. Nemmers responded.

Mayor Foster stated that she has asked Linsey Preuss and Humpal to prepare a presentation for the Council on all the new happenings in the City. Mayor Foster stated that there are a lot of good things to celebrate in Fairmont.

A motion was made by Council Member Hasek, seconded by Cyphers and carried to adjourn the meeting at 6:24 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: August 26, 2019

SUBJECT: Open Discussion

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

Petition	Board	X	Staff	Council	Commission	Committee
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SUBJECT BACKGROUND:

INTRODUCED BY: Mayor Deborah J. Foster

COUNCIL LIAISON:

TYPE OF ACTION:

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

RECOMMENDED ACTION BY:

City Staff	Board	Commission	Committee
Issuance	Approval	Authorization	No recommendation
Denial	Rejection	X No action needed	

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

MOTION: None

VOTE REQUIRED:

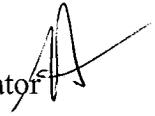
ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: August 26, 2019

SUBJECT: Presentation by Brigid Tuck of the University of Minnesota Extension, Mankato Regional Office

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:

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

RECOMMENED ACTION BY:

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

STATEMENT: Brigid Tuck of the University of Minnesota Extension, Mankato Regional Office will present a campground study which was completed by the University of Minnesota Extension.

MOTION: None

VOTE REQUIRED: None

ATTACHMENTS:

- 1.
- 2.
- 3.

Council Action: _____ Date: _____

MEETING DATE: August 26, 2019

SUBJECT: Presentation on Advanced Metering Infrastructure (AMI) project for the City of Fairmont

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

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: 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 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
<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: City staff will give a presentation on the City’s existing metering infrastructure load management, and lift station monitoring and a proposal to convert the City over to an AMI system. The Public Utilities Commission will be discussing this topic at their September 10th meeting.

MOTION: None

VOTE REQUIRED: N/A

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: August 26, 2019

SUBJECT: Public Hearing – Tax Abatement Request from CHS INC

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: Linsey Preuss, Economic Development Coordinator

COUNCIL LIAISON: Bruce Peters and Tom Hawkins

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

RECOMMENDED ACTION BY:

<input checked="" type="checkbox"/> City Staff	<input checked="" 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: CHS INC is planning a \$100,000,000 expansion to their current facility in Fairmont. The company is requesting tax abatement on the addition for a period of ten years, which will not be greater than \$590,280.

MOTION #1: To close Public Hearing

VOTE REQUIRED MOTION #1: Simple majority

MOTION #2: To approve Resolution 2019-34

VOTE REQUIRED MOTION #2: Roll Call – Simple majority

ATTACHMENTS:

- Hearing Notice
- Resolution 2019-34

Council Action: _____ Date: _____

CITY OF FAIRMONT

NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the City Council of the City of Fairmont, Minnesota (the "City"), will hold a public hearing at a meeting of the City Council beginning at 5:30 p.m., on Monday, August 26, 2019, to be held at the Fairmont City Hall, 100 Downtown Plaza, Fairmont, Minnesota, on the request of CHS, Inc. (the "Company"), in connection with the proposed construction of new facilities and the expansion of the existing facilities located at 1833 130th Street, Fairmont, Minnesota, and to grant an abatement to the Company of property taxes to be levied by the City on Parcel ID No. 23.039.0072, in the City of Fairmont (the "Property"). The total amount of the taxes proposed to be abated by the City on the Property for the years 2022 through 2031 is estimated to be not more than \$590,280. The City Council will consider granting a property tax abatement, which is a business subsidy, in response to the request.

Information about the proposed business subsidy will be on file and available for public inspection at the office of the City Clerk at City Hall.

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested persons may appear at the public hearing and present their views orally or in writing. Anyone needing reasonable accommodations or an interpreter should contact the City Clerk's office at City Hall, telephone (507) 238-3935.

BY ORDER OF THE CITY COUNCIL

/s/ Patricia J. Monsen, City Clerk

[Publish not later than August 15, 2019]

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF FAIRMONT, MINNESOTA

HELD: August 26, 2019

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Fairmont, Martin County, Minnesota, was duly called and held at the City Hall in said City on Monday, the 26th day of August 2019, at 5:30 P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 2019-34

RESOLUTION APPROVING PROPERTY TAX ABATEMENTS
AND AUTHORIZING EXECUTION OF
A TAX ABATEMENT AND BUSINESS SUBSIDY AGREEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Fairmont, Minnesota (the "City"), as follows:

1. Recitals.

(a) The City has been requested by CHS Inc. (the "Company") to assist in financing the construction of new facilities and the expansion of existing facilities located at 1833 130th Street, Fairmont, Minnesota (the "Project"). The City proposes to use the abatement for the Project provided for in Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Abatement Law"), from the property taxes to be levied by the City on Parcel Identification Number 23.039.0072 (the "Tax Abatement Property").

(b) It is proposed that the City will enter into a Tax Abatement and Business Subsidy Agreement (the "Tax Abatement Agreement"), which provides for the use of tax abatements to finance the Project in accordance with the Abatement Law and Minnesota Statutes, Section 116J.993 to 116J.995 (the "Business Subsidy Act").

(c) Martin County (the "County") is proposing to grant an abatement on the County's share of property taxes on the Tax Abatement Property in an amount not to exceed \$423,930 for a term of up to 10 years to assist in financing the Project.

(d) Independent School District No. 2752 (Fairmont Area Schools), Minnesota (the "School District") is proposing to grant an abatement on the School District's share of property taxes on the Tax Abatement Property in an amount not to exceed \$377,300 for a term of up to 10 years to assist in financing the Project.

(e) On this date, the Council held a public hearing on the question of the Abatement, (as defined below) and the granting of a business subsidy to the Company, and said hearing was preceded by at least 10 days but not more than 30 days prior published notice thereof at which all interested persons appeared and were heard.

(f) The City proposes to approve tax abatements on the City's Share of property taxes on the Tax Abatement Property in an amount not to exceed \$590,280 for a term of up to 10 years to finance a portion of the costs of the Project.

(g) The Abatement is authorized under the Abatement Law.

2. Findings for the Abatement. The City Council hereby makes the following findings:

(a) The tax abatement (the "Abatement") is the City's share of taxes on the Tax Abatement Property.

(b) The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.

(c) Granting the Abatement is in the public interest because it will:

(i) provide employment opportunities in the City; and

(ii) increase or preserve tax base.

(d) The Tax Abatement Property is not located in a tax increment financing district.

(e) In any year, the total amount of property taxes abated by the City by this and other resolutions and agreements, does not exceed the greater of ten percent (10%) of the net tax capacity of the City for the taxes payable year to which the abatement applies or \$200,000, whichever is greater. The City may grant other abatements permitted under the Abatement Law after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Limit the allocation of the Abatement limit to such other abatements is subordinate to the Abatement granted by this resolution.

3. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for up to 10 years beginning with real estate taxes payable in 2022 and continuing through 2031, inclusive and shall not exceed \$590,280.

(b) The City will provide the Abatement as provided in this resolution and in the Abatement Agreement.

(c) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

4. Approval of Tax Abatement Agreement.

(a) The City Council hereby approves a Tax Abatement Agreement providing for payment of the Abatement in substantially the form submitted, and the Mayor and City Clerk are hereby authorized and directed to execute the Tax Abatement Agreement on behalf of the City.

(b) The approval hereby given to the Tax Abatement Agreement includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Tax Abatement Agreement. The execution of the Tax Abatement Agreement by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Tax Abatement Agreement in accordance with the terms hereof.

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

PASSED, APPROVED AND ADOPTED, this 26th day of August 2019.

Deborah J. Foster, Mayor

Attest:

Patricia J. Monsen, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF MARTIN)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Fairmont, Minnesota (the "City"), DO HEREBY CERTIFY that attached hereto is a compared, true and correct copy of a resolution approving the abatement of property taxes by the City on behalf of CHS Inc., duly adopted by the City Council of the City on August 26, 2019, at a regular meeting thereof duly called and held, as on file and of record in my office, which resolution has not been amended, modified or rescinded since the date thereof, and is in full force and effect as of the date hereof, and that the attached Extract of Minutes as to the adoption of such resolution is a true and accurate account of the proceedings taken in passage thereof.

WITNESS My hand this ____ day of August, 2019.

City Clerk

MEETING DATE: August 26, 2019

SUBJECT: Grace Lutheran Church Event - God's Grace is Amazing

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: Grace Lutheran Church would like to block Grant Street between Tilden Street and Webster Street on September 8, 2019 from 9:30 a.m. to 1:00 p.m. to hold an event called God's Grace is Amazing

MOTION: To allow Grant Street to be blocked off between Tilden Street and Webster Street Court for an event on September 8, 2019 from 9:30 a.m. to 1:00 p.m.

VOTE REQUIRED: Simple majority.

ATTACHMENTS:

1. 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: 9-8-2019

Permit Fee: \$15.00

Event: Grace is Amazing

Sponsoring entity: Grace Lutheran Church

Address: 300 S Grant St

Maximum estimated number of persons expected to attend at any one time: 400

Event coordinator(s): Nicki Kueker

Contact Info: 507-238-4418 Phone #
kueker@gracelutheranchurch.org E-mail

Primary contacts (during event):

Name: Nicki Kueker

Name: Dick Gerhardt

Cell#: 230-1177

Cell#: 507-236-1104

E-mail: kueker@gracelutheranchurch.org

E-mail: Dick@dcfms.com

Event Start: Day/Date 9/8/2019 Time: 9:30 AM

Event End: Day/Date 9/8/2019 Time: 1:00 PM

Setup: Day/Date _____ Start time: _____ End Time: _____

Teardown: Day/Date _____ Start time: _____ End Time: _____

1. Type and description of the event and a list of all activities to take place at the event.
Grace will be doing a Service Day throughout the community. We will end with a lunch at Grace for everyone involved.

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.
Grace would like to have Grant St. blocked off from Webster to Tilden St. We would also ask to borrow 15 picnic tables from the parks dept.

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).
Provide barricade at Tilden & Grant and also Webster & Grant
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 *Nick Kunkel* Title *CEO* Date *8/7/19*

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: <i>8/13/19</i>	Received by: <i>Patty Moran</i>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date
		<i>8/26/19</i>	

Permit distribution:

- City
- Applicant
- Police
- Parks/Streets
- Other

MEETING DATE: September 4, 2019

SUBJECT: Event Permit – Veterans Park Multi-Block Party

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"/>	

RECOMMENDED 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: Pastor Fink of the Fairmont United Methodist Church with a variety of displays of local organizations. We will be hosting a neighborhood get together for the Veterans Park neighborhood but is open to anyone that wants to participate. The event will be held Wednesday, September 4, 2019 from 5:00 p.m. – 8:00 p.m.

MOTION: To approve the Event Permit for a neighborhood block party at Veterans Park for May 22, 2019.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:

- Event 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: Sept 4, 2019 Permit Fee: \$15.00
Event: Veterans Park Block Party
Sponsoring entity: Fairmont United Methodist Church
Address: 119 E. 2nd St, Fairmont, MD 56031
Maximum estimated number of persons expected to attend at any one time: 150

Event coordinator(s): Tony Fink
Contact Info: 507-235-5579 Phone #
pastor.tony.fink@gmail.com E-mail

Primary contacts (during event):
Name: Tony Fink Name: _____
Cell#: 507-236-3781 Cell#: _____
E-mail: pastor.tony.fink@gmail.com E-mail: _____

Event Start: Day/Date 9/4/19 Time: 5:00
Event End: Day/Date 9/4/19 Time: 7:00
Setup: Day/Date 9/4/19 Start time: 5:00 P.M. End Time: 7:00 P.M.
Teardown: Day/Date 9/4/19 Start time: 7:00 P.M. End Time: 7:30 P.M.

1. Type and description of the event and a list of all activities to take place at the event.
A multi-block party for the community with a
variety of displays of local organizations
We will be giving away free food (hot dogs, etc) and
will have games for children

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.
Please refer to the setup from our Spring event
(May 22)

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: _____
We will have a P/A system for announcements and background music
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 Pastor Date 8-21-2019

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 type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

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

CITY OF FAIRMONT---AGENDA CONTROL SHEET---AGENDA ITEM NO. 14.1

MEETING DATE: August 26, 2019

SUBJECT: Records Retention, Data Practices Policy and Appointing a Responsible Authority

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 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: Flaherty & Hood has recommended that the City update its Data Practices Policy. Proposed Resolution 2019-32 does this as well as updates the City’s adoption of the General Records Retention Schedule for Minnesota Cities and re-appoints Patricia J. Monsen, City Clerk as the Responsible Authority for the Minnesota Government Data Practices Act.

MOTION: To adopt Resolution 2019-32

VOTE REQUIRED: Simple majority – Roll call

ATTACHMENTS:

1. Proposed Resolution 2019-32
2. Memorandum of Christopher M. Hood, Interim City Attorney regarding Data Policies and related documents
3. _____

Council Action: _____ Date: _____

EXHIBIT A

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

**GENERAL RECORDS
RETENTION SCHEDULE
FOR MINNESOTA CITIES**



May 2018

A COMPLETE COPY WILL BE PROVIDED IF REQUESTED

EXHIBIT B

DATA PRACTICES POLICY FOR MEMBERS OF THE PUBLIC

CITY OF FAIRMONT

DATA PRACTICES POLICY FOR MEMBERS OF THE PUBLIC

Your Right to See/Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. Data requests must be in writing, and must be mailed or emailed to the City's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts on page 4. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form** on page 7. If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How Will We Respond to Your Data Request

Upon receiving your data request, we will review it and work to process it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed under the governing law to give it to you, we will notify you in writing as soon as reasonably possible and identify the specific law that prevents us from providing you with the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices, without charge, if your request is to look at/inspect the data, or

- Tell you the amount you owe for copy costs, and then provide you with copies of the data as soon as reasonably possible after you pay for them. You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.

Information about copy charges is on page 6.

We also will arrange for you to prepay for the copies.

- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 15 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 7 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

Data Practices Compliance Official

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

Data Practices Designee(s)

For questions or data requests relating to data maintained by a specific Department within the City.

- **General City Data Requests**

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

- **Police Department - Law Enforcement Data Requests**

Mike Hunter, Chief of Police
Fairmont Police Department
201 Lake Avenue, Suite 199
Fairmont, MN 56031
Tel: (507) 238-4481
Fax: (507) 238-1093
Email: mhunter@fairmont.org

- **Public Utilities Data Requests**

Paul Hoye, Finance Director
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3934
Fax: 507-238-9044

Copy Costs – When You Request Public Data

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.

- **For 100 or Fewer Paper Copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

- **Most Other Types of Copies – Actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we will include in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy or reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time (hourly rate) to search for data, retrieve data, and make copies will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task.

Notwithstanding the foregoing, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

EXHIBIT C

DATA PRACTICES POLICY FOR DATA SUBJECTS

CITY OF FAIRMONT
DATA PRACTICES POLICY FOR DATA SUBJECTS

Data about You – What is a “Data Subject”?

When government has information recorded in any form (paper, harddrive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the City Has Data about You – Classification of Data

The City has data on many people, such as employees, job applicants, vendors, among many others. We can collect and keep data about you only when we have a legal purpose to have the data. The City must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

1. **Public data:** The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

The following are examples of public data about you that we might have:

*The names of City government employees.
Your name on an application for a license from the City.*

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order.

The following is an example of private data about you that we might have:

Social Security numbers.

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

The following is an example of confidential data about you:

The identity of the subject of an active criminal investigation.

Your Rights Under the Government Data Practices Act

This City must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennesen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the informed consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data the City keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Data requests must be in writing, and must be mailed or emailed to the City's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts on page 6. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample Data Request Form on page 9. If you do not use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 10. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your data request, we will review it and work to process it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days of your request.
- If we have the data, but the data are confidential or not public data that are not about you, we will notify you within 10 business days and identify the law that prevents us from providing you with the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices, without charge, if your request is to look at/inspect the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 8.

We also will arrange for you to prepay for the copies.

- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Patricia J. Mosen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsens@fairmont.org

Data Practices Compliance Official

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Email: pmonsens@fairmont.org

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Mike Hunter, Chief of Police
Fairmont Police Department
201 Lake Avenue, Suite 199
Fairmont, MN 56031
Tel: (507) 238-4481
Fax: (507) 238-1093
Email: mhunter@fairmont.org

- **Public Utilities Data Requests**

Paul Hoye, Finance Director
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031
Tel: 507-238-3934
Fax: 507-238-9044
Email: phoye@fairmont.org

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.00.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost of making copies, we include the employee time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any). If your request is for copies of data that we cannot copy or reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time (hourly rate) to search for data, retrieve data, and make copies will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task.

Notwithstanding the foregoing, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Data Request Form

A. To be Completed by Requester (optional for the sole purpose of facilitating access to data)

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:
<i>Note: According to Minn. Stat. § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.</i>	
<p>I am requesting access to data in the following way:</p> <p> <input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies </p> <p><i>Note: Minn. Stat. § 13.03 and 13.04 authorize the City to charge fees to recover costs to provide copies of data. Prepayment is required. There is no charge for inspection or for separating not public data from public data. The City may charge the actual cost for searching and retrieving data, except for requests made by data subjects.</i></p> <p><i>Note: The City will respond within a reasonable time for all requests, except for requests by data subjects, which shall be responded to within 10 days of the date of the request.</i></p>	
Description of the Data Requested (attach additional pages if needed):	

B. To be Completed by City Department

Department Name:	Handled by:
Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below)
Remarks or basis for denial including statute section:	
Copying Charges (Minn. Stat. §§ 13.03 and 13.04): <input type="checkbox"/> None <input type="checkbox"/> Members of the Public (100 or fewer copies): _____ Pages x \$.25 per Black/White Page = _____ <input type="checkbox"/> Members of the Public (more than 100 copies) and Data subjects: Employee time: \$ ____/hr x ____ Hours = _____ _____ Pages x \$ ____ per Black/White Page = _____ <input type="checkbox"/> Other Charges (e.g. CDs, postage): _____ = _____ <div style="text-align: right;">Total Charges = _____</div>	Proof of Identity Verified of Requester of Private Data as the Data Subject: <input type="checkbox"/> Valid Identification: Driver's License, State ID, Military ID, Passport, Etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Informed Consent form signed by data subject <input type="checkbox"/> Other: _____
Authorized Signature: _____ Date: _____	

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above

- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above

- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

CITY OF FAIRMONT

TENNESSEN WARNING – DATA PRIVACY ADVISORY

YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes, section 13.04 requires that you be informed of the following about private data requested on and collected from you by the City of Fairmont. Private data is the information classified by law, which is available to you from the City, but is not available to the public. The personal information the City of Fairmont collects about you or your company is generally considered private.

Purpose Data is Requested: The City is asking for this private information for the following purpose:

Intended Use of Requested Data: This information provided from you, as part of the attached application, will be used to:

Consequences: You are not legally required to provide the information the City is requesting; however, if you do not, the City (will / will not) (insert the known consequence arising from supplying or refusing to supply the requested data).

Authorized Access: The data obtained may be disclosed to elected and appointed officials and employees of the City whose work assignments reasonably require access to the data as well as law enforcement agencies with legal authority and persons/entities authorized by law or court order). Those person or entities that are authorized to access the requested data provided with respect to this warning under applicable law are listed below:

Unless otherwise authorized by State Statute or Federal Law, other government agencies using the private data must also treat it as private. You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act, which include:

- The right to see and obtain copies of the data maintained on you.
- The right to be told the contents and meaning of the data maintained on you.
- The right to contest the accuracy and completeness of the data maintained on you.

To exercise these rights, contact the City Clerk, City of Fairmont, 100 Downtown Plaza Fairmont, MN 56031-1709 or call 507-238-3935.

I declare that I have read and understand the information given above and my rights as a subject of government data under the Minnesota Government Data Practices Act.

Applicant Signature

Date

Print Name

INFORMED CONSENT TO RELEASE PRIVATE DATA MAINTAINED BY THE CITY OF FAIRMONT

You have asked the City of Fairmont (City) to release data that the City keeps about you to the entities (includes people, agencies or organizations) listed on this form. The data cannot be released without your consent. This form tells the City what data you are asking the City to release and what will happen if you give your consent. Because the City does not have statutory authority to release the data, it must get your informed consent following an explanation of your rights before releasing the data. *See* Minn. Stat. § 13.05, subd. 4(d) and Minn. R. 1205.1400, subpart 4.

EXPLANATION OF YOUR RIGHTS

- You have the right to choose the data the City releases. This means you have the right to let the City release all of the data, some of the data or none of the data described on this form. The City can release only the data you choose.
- You also have the right to let the City release data to all, some or none of the entities listed on this form. The City can release data only to the entities you choose. In short, you have the right to choose which entities receive data from the City and the specific data each entity receives.
- You have the right to ask the City to explain the consequences for giving your permission to release the data.
- If you give the City your consent, the City can release the data until copies of the data are provided to the entities you specify. Once such data is provided to the entities, such informed consent shall terminate and be of no further effect.
- You have the right to stop your consent (withdraw, revoke or take back your permission) any time before this release occurs. Withdrawing your consent will not affect the data that the City has already released because the City had already received your prior permission to release the data.
- If you want to stop or withdraw your consent, you must write to the City Clerk, at the address written herein, and clearly state that you want to withdraw all or part of your consent.
- **If you have a question about anything on this form or would like more explanation, please contact Patricia J. Mosen, City Clerk, Fairmont City Hall, 100 Downtown Plaza, Fairmont, MN 56031-1709, or by calling 507-238-3935, or by email at pmonsens@fairmont.org.**

CITY OF FAIRMONT

REQUEST (TO RELEASE) FROM AN INDIVIDUAL

Explanation of your rights and permission to release

If you have a question about anything about this consent, or would like more explanation before you sign it, please contact:

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
507-238-3935
Email: pmonsen@fairmont.org

Consent

I, _____, give my permission for the City of Fairmont, Minnesota (City) to release data about me to _____ as described in this consent.

1. The specific data I want City to release include: _____

2. I understand that I have asked City to release the data and any statements based on the data.
3. I understand that although some of the data are classified as private at the City, the classification/treatment of the data at _____ may not be the same and is dependent on laws or policies that apply to _____
_____.

This permission to release expires _____.

Name (Printed)

Signature

Date

EXHIBIT D

POLICY FOR ENSURING THE SECURITY OF NOT PUBLIC DATA

CITY OF FAIRMONT

POLICY FOR ENSURING THE SECURITY OF NOT PUBLIC DATA

Legal requirement

The adoption of this policy by the City of Fairmont (City) satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City's Data Practices Compliance Official (DPCO):

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City will maintain a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the City's Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), City Department Managers, and the City's legal counsel may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Contact Information

The City's Responsible Authority is:

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

Direct all questions about this document to the City's Data Practices Compliance Official:

Patricia J. Monsen, City Clerk
Fairmont City Hall
100 Downtown Plaza
Fairmont, MN 56031-1709
Tel: 507-238-3935
Fax: 507-238-9469
Email: pmonsen@fairmont.org

MEMORANDUM

To: Mike Humpal, City Administrator VIA EMAIL ONLY
From: Christopher M. Hood, Interim City Attorney
Date: August 14, 2019
Re: **Data Policies and Related Documents**

As requested, the following is a brief memo responding to questions raised at the August 12, 2019 Fairmont City Council meeting related to the derivation of the proposed new data practices and related policies and documents that are currently under City Council consideration.

On July 23, 2019, a representative of the City of Fairmont Police Department (Police Department) asked our office to review the Police Department's data practices policy and forms and to update those as necessary. Based on this request, we contacted City of Fairmont (City) Administration and inquired whether our office was authorized to proceed with such requested work. We mentioned at that time that it will likely be our recommendation to simply replace the existing policy and documents with the policies and forms that we have developed in our office and have used with our many other city clients rather than do a direct comparison and seek to amend the existing policies and documents.

City Administration, based on the Police Department request, responded that our office was authorized to proceed with such work, provided that we also include the City's existing policy and documents in our review. It was determined that the City should have one set of policies for both the City and Police Department. Based on this, we immediately commenced work on the matter.

We first looked briefly at the existing City and Police Department policies and documentation now being used by the City. As mentioned above based on our recommendation, we concluded quickly that it would not be efficient or cost-effective to proceed with a line by line review, comparison and amendment process given that we already had a full set of well-vetted documents, which we could quickly update for use by Fairmont. A line by line comparison would be cumbersome and expensive for the City, and as a result, we have not performed such work and do not recommend it at this time since it is unnecessary.

It should be noted that the data practices policies and the policy for ensuring the security of not public data recommended to Council are all based on models developed by the Information

Policy and Analysis Division (IPAD) of the Minnesota Department of Administration. IPAD is the state agency responsible for administering the governing law applicable hereto, which is the Minnesota Government Data Practices Act (Minn. Stat. c. 13).

The General Records Retention Schedule for Minnesota Cities also recommended for approval is also based on a model that was updated in 2018 by the Minnesota Historical Society and the Minnesota Clerks and Finance Officers Association. In looking at this issue, we determined that it would be appropriate at this time for the City to also adopt this updated records retention schedule and that is why we have recommended the same. A records retention schedule is required by law as well.

While these above-mentioned policies are routine, they are nonetheless important for access by the public to and retention of government data and are required by law. These models also contain provisions that not only meet all applicable statutory requirements, but do not contain terms or provisions that go beyond the authority provided in those same governing statutes.

Since IPAD is the State agency that administers the Data Practices Act, and makes decisions related to compliance therewith, it is our recommendation that the City adopt these models. This means the adoption of two separate policies in accordance with the governing law: one policy related to data requests made by members of the public; and a second policy related to data requests made by persons who are the subject of the data being requested. In addition to these policies there are a number of other related documents that we have developed as templates for the City in order to properly administer these policies. These additional documents do not need to be approved by the City Council, and they include the following:

1. Template Invoices for Costs of Copying and Retrieval Along with an Instructions Document. The Data Practices Act allows government entities to charge for copies of government data. Statutory requirements relating to copy charges are found in Minnesota Statutes, sections 13.03 (for members of the public), sections 13.04 (for data subjects), and Minnesota Rules 1205.030, subpart 4. The following is allowed under the governing law:

For Members of the public:

- 25 cents per page – 100 or fewer paper copies

If the request is for 100 or fewer pages of black and white, letter or legal sized paper copies, the maximum allowable charge is 25 cents for each page copied, or 50¢ for a two-sided copy. This charge is a flat rate; entities cannot add on any additional charges, such as cost of mailing or paper.

- Actual cost - most other copies

For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.) a government entity may charge the actual cost for an employee to search for and retrieve the data, and to make paper copies or to print copies of electronically stored data.

For Data subjects - Actual cost. A government entity may charge the actual cost for an employee to make paper copies or to print copies of electronically stored data. A government entity may not charge a data subject any fee for searching for and retrieving data.

2. Tennessee Warning Template. Minnesota Statutes, section 13.04 requires that persons be informed of their rights about private or confidential data requested on and collected from such persons by the City. Private data is the information classified by law, which is available to the data subject from the City, but is not available to the public.
3. Informed Consent Template and Explanation of Rights. If a person asks the City to release data that the City keeps about that person to other entities (includes people, agencies or organizations) that is classified as private, confidential or not public, the data cannot be released without that person's written consent. This form explains the rights of the data subject and identifies the specific data the person is asking the City to release. Because the City does not have statutory authority to release the data because of its not public classification, it must get the person's informed consent following an explanation of rights before releasing the data to a person that has been authorized to receive such data. See Minn. Stat. § 13.05, subd. 4(d) and Minn. R. 1205.1400, subpart 4.
4. Model Data Request Form. The City already had a model data request form. We simply reviewed it and updated it.

Again, we have not undertaken a direct comparison of the documentation that is existing in the City with our template forms since it is our legal opinion that to do so would be costly for the City and unnecessary. If the City Council, however, wants us to undertake such a comparison, we can certainly do so at the Council's direction. We do not know how long such a comparison would take, but would estimate that such comparison could take a considerable amount of time and would likely not yield significant meaningful information for Council consideration.

In closing, we assume the Police Department originally sought review of its policies because of the fact that the City and Police Department have received numerous data requests (approximately 10) recently, which is unusual for a city the size of Fairmont. These data requests have in some cases sought large amounts of data (estimated at 500 pages of data in one request), which also, in some cases, contain not public, private or confidential data. The City is required by law to separate the public data from the not public data before releasing the public data only. These complex requests therefore require extensive legal review to separate the public and private data and ensure legal compliance. This requires a line-by-line review of the data and redaction from the documents of any not public data before the data can be released. This is a time consuming and expensive exercise for the City. However, this is required by law, and there

are both civil and criminal penalties if data is released by the City in violation of the governing law.

I hope that the foregoing is helpful for your consideration of this matter. If you have any questions, please contact me at your convenience at (651) 225-8840. Thank you.

CMH/kp

CITY OF FAIRMONT, MINNESOTA
CITY COUNCIL RESOLUTION 2019-32

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FAIRMONT
ADOPTING A RECORDS RETENTION SCHEDULE, DATA PRACTICES POLICY AND
APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, section 138.17, subd. 7 requires the City of Fairmont to have an approved record retention schedule; and,

WHEREAS, the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts, as revised and updated by the Minnesota Clerks and Finance Officers Association (MCFOA), has developed a general records retention schedule for Minnesota cities; and,

WHEREAS, the City of Fairmont desires to comply with applicable law and adopt the general records retention schedule for Minnesota cities; and,

WHEREAS, the City of Fairmont has previously adopted the general records retention schedule for Minnesota cities by Resolution 86-75 on July 14, 1986, and this action would hereby update the same to the 2018 version; and,

WHEREAS, Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act (MGDPA), requires that the City of Fairmont have policies setting out the process by which individuals can inspect or get copies of government data; and,

WHEREAS, the MGDPA requires that the City of Fairmont must have one policy explaining the rights the public has to get access to public data and one policy explaining the rights data subjects have to get access to data about themselves (Minnesota Statutes, sections 13.025 and 13.03); and,

WHEREAS, the Fairmont City Council desires to comply with the requirements of the MGDPA and wishes to adopt the above-referenced policies as required under the MGDPA thereby replacing, in its entirety, the policy previously adopted by the City of Fairmont and updating all related forms to meet current standards; and,

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires in part that the City of Fairmont appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data within the City; and,

WHEREAS, the Fairmont City Council desires to comply with the requirements of the MGDPA and wishes to re-appoint a qualified City employee as the Responsible Authority as required under the MGDPA, as the City has previously done, in order to reauthorize each component of the City's data practices policies through this single action of the Fairmont City Council.

NOW THEREFORE BE IT RESOLVED THAT, the City Council of Fairmont adopts the General Records Retention Schedule for Minnesota Cities attached hereto as Exhibit A and authorizes and directs the City Clerk to complete the Notification of Adoption form and submit the same to the Minnesota Historical Society, as applicable.

BE IT FURTHER RESOLVED THAT, the City Council of Fairmont adopts the policy explaining the rights the public has to get access to public data pursuant to Minnesota Statutes, sections 13.025 and 13.03, attached hereto as Exhibit B, and directs the City Clerk to complete the Notification of Adoption form and submit the same to the Department of Administration, Information Policy Analysis Division, as applicable.

BE IT FURTHER RESOLVED THAT, the City Council of Fairmont adopts the policy explaining the rights data subjects have to get access to data about themselves pursuant to Minnesota Statutes, sections 13.025 and 13.03, attached hereto as Exhibit C, and directs the City Clerk to complete the Notification of Adoption form and submit the same to the Department of Administration, Information Policy Analysis Division, as applicable, and further authorizes and directs the City Clerk to post both policies, Exhibits B and C, to the City of Fairmont website and update such forms as necessary to implement such policies.

BE IT FURTHER RESOLVED THAT, the City Council of Fairmont adopts the policy for ensuring the security of not public data as required by Minnesota Statutes, section 13.05, subd. 5, attached hereto as Exhibit D, to establish procedures ensuring appropriate access to not public data.

BE IT FURTHER RESOLVED THAT, the City Council of Fairmont re-appoints Patricia J. Monsen, City Clerk, as the Responsible Authority for the purposes of meeting all requirements of the MGDPA, Minnesota Statutes, Chapter 13, as amended, and with rules as lawfully promulgated by the commissioner of Administration. Pursuant to Minnesota Statutes, section 13.05, subdivision 13, the Responsible Authority shall designate data practices compliance officials and designees as necessary to achieve compliance with the governing law.

BE IT FURTHER RESOLVED THAT, the Responsible Authority shall require that requesting parties seeking government data pay the actual costs of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, Chapter 13, and by Minnesota Rules, Chapter 1205, as amended.

Motion by:

Second by:

All in favor:

All opposed:

Abstained:

Absent:

PASSED by the City Council of the City of Fairmont on this ____ day of _____, 2019.

Deborah J. Foster, Mayor

ATTEST:

Patricia J. Monsen, City Clerk

MEETING DATE: August 26, 2019

SUBJECT: Amendment to Task Order #7 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 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: KLJ, the City's consultant at the airport, is requesting an amendment to Task Order #7 for the design of the hangar and taxi lanes. The addition is mainly due to the need for storm water management and the associated approvals from the FAA. The amendment is in the amount of \$10,315.23. Staff is recommending approval.

MOTION: To authorize the Mayor to sign Amendment #1 to Task Order #7 with KLJ for professional services at the airport.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Amendment #1 with KLJ
- 2.

 Council Action: _____ Date: _____

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated October 1, 2014.

Amendment To Task Order No. 7

1. Background Data:

- a. Effective Date of Task Order: May 14, 2018
- b. Owner: City of Fairmont
- c. Engineer: Kadrmas, Lee & Jackson, Inc.
- d. Specific Project: Design Aircraft Storage Hangar & Taxilanes

2. Description of Modifications

- a. Engineer shall perform the following Additional Services:
 - o Per the City of Fairmont Stormwater Ordinance, a stormwater treatment system will be required as part of the new hangar and taxilane development. The following additional services are required for inclusion of the stormwater treatment system into the project:
 - Develop stormwater treatment system design alternatives for review and selection by the City of Fairmont.
 - Develop final stormwater treatment system design for chosen alternate.
 - Complete Stormwater Management Report.
 - Obtain environmental clearance through the FAA for stormwater treatment system.
 - Update Airport Layout Plan Sheet 4 – Terminal Area Plan to incorporate stormwater treatment system and submit through OE/AAA portal for FAA approval.
 - o Develop FAA FY 2020-2022 DBE Plan per FAA requirements. The original scope of work included the development of a three-year DBE Plan for FAA FY 2019-2021. During development of the DBE Plan the FAA Office of Civil Rights advised that the DBE goal would need to be developed for FY 2019 only with a FY 2020-2022 goal to follow. This would allow for the City's DBE goals to remain on schedule with the FAA goal schedule.
 - o Assist City of Fairmont obtain entitlement transfers for the funding of the hangar and taxilanes. The original scope of work did not include time for assisting the City of Fairmont obtain entitlement transfers. KLJ assisted the City by sorting through the Airport Capital Improvement Plans for all general aviation airports in the state to narrow down the list of potential transfer partners. KLJ also assisted in soliciting transfer partners and processing paperwork for entitlement transfers.
- b. For the Additional Services set forth above, Owner shall pay Engineer the following additional compensation: Design – Task 2: \$10,315.23. Refer to Attachment B.

3. Task Order Summary (Reference only)
- | | | |
|----|----------------------------------|--------------|
| a. | Original Task Order amount: | \$114,518.04 |
| b. | Net change for prior amendments: | \$0.00 |
| c. | This amendment amount: | \$10,315.23 |
| d. | Adjusted Task Order amount: | \$124,833.27 |

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

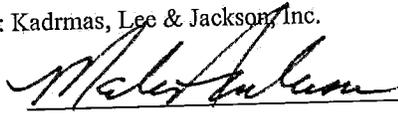
Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is August 9, 2019.

OWNER: City of Fairmont

ENGINEER: Kadrmas, Lee & Jackson, Inc.

By: _____

By: 

Print Name: Deborah J. Foster

Print Name: Mark Anderson

Title: Mayor

Title: Vice President

Date Signed: _____

Date Signed: 8/9/2019

Attachment B
 Fairmont Municipal Airport
 Fairmont, MN
 KLJ #141217112, AIP #3-27-0029-016-2018
 Hourly Rate and Cost Breakdown



PHASE: Preliminary and Design Services
 Amendment 1

KLJ Title	Engineer IV	Engineer IV	Engineer III	Engineer II	Engineer I	Project Assistant II	Survey IV	Surveyor III	Surveyor I	Planner IV	Planner II	CADD Technician II	GIS Analyst II	Environmental Planner III	Task Direct Labor Cost
Amendment 1															
						0.5							4		\$ 63.50
Prepare and Process Task Order Amendment	0.5		0.5												2,372.00
Stormwater Treatment System Design			20	40										1	84.00
FAA Environmental Clearance			1							0.5					110.00
ALP Sheet Update			1	1											285.00
Develop FAA FY 2020-2022 DBE Goal			1			10									360.00
Entitlement Transfers			8												\$ 3,274.50
Subtotal						10.5	0	0	0	0.5	0	0	4	1	
Total Hours	0.5	0	31.5	41	0	10.5	0	0	0	0.5	0	0	4	1	
Hourly Rate	\$58.00	\$58.00	\$45.00	\$34.00	\$29.00	\$24.00	\$55.00	\$38.00	\$28.00	\$62.00	\$42.00	\$30.00	\$28.00	\$39.00	

Direct Labor Total	\$	3,274.50
Indirect Labor Total (1.7298 Overhead Rate)	\$	5,664.23
Direct and Indirect Labor Total	\$	8,938.73
Fixed Fee (15%)	\$	1,340.81
Cost of Facilities (1.09%)	\$	35.69
Subtotal	\$	10,315.23

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

Expenses Total \$ -

Preliminary and Design Services Total Cost \$ 10,315.23

MEETING DATE: August 26, 2019

SUBJECT: Approval of the Lessard Sams Outdoor Heritage Council (LSOHC) Grant Agreement

REVIEWED BY: Mike Humpal, CEcD, City Administrator 

SUBJECT INITIATION BY:

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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SUBJECT BACKGROUND: 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
<input type="checkbox"/>	Issuance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The City was successful in applying for and being awarded a grant from the LSOHC to construct a habitat restoration within the Dutch Creek watershed. The City has been awarded \$1,390,000 for this project. The habitat restoration will be completed on land that the City owns west of Cedar Creek Park. The City worked with staff from Martin County Soil and Water, Fairmont Lakes Foundation, and the MNDNR on the application and they will be partnering on the project design and monitoring. The attached grant agreement must be executed for work to begin on this project. The funding for this project comes from the Legacy amendment which dedicated a portion of the state sales tax to outdoor and cultural initiatives.

MOTION: To authorize the Mayor and City Clerk to sign the grant agreement with the MN DNR for funding of the proposed project.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1. Grant Agreement
2. _____
3. _____

Council Action: _____ Date: _____

**STATE OF MINNESOTA
GRANT CONTRACT
Outdoor Heritage Fund**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and City of Fairmont, 100 Downtown Plaza, Fairmont, MN, 56031 ("Grantee").

Recitals

1. Under ML 2019, First Special Session, Ch. 2, Art. 1, Sec. 2, Subd. 2(k), **Fairmont Chain of Lakes Habitat Restoration Plan Phase 1**, \$1,390,000 is from the fund to the commissioner of natural resources for an agreement with the **City of Fairmont** to restore and enhance grassland, wetland, and stream habitats in the Dutch Creek watershed. A list of proposed restorations and enhancements must be provided as part of the required accomplishment plan and as provided in Minn. Stat. §84.026.
2. The State awards to the Grantee for the purpose of conducting the program entitled Fairmont Chain of Lakes Habitat Restoration Plan Phase 1 in the manner described in the Grantee's approved Accomplishment Plan.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement and Minn. Stat. §97A.056.

Grant Contract

1 Term of Grant Contract

1.1 Effective date: July, 1, 2019

Per Minnesota Statutes Section 16B.98, subdivision 7, no payments will be made to the Grantee until this grant agreement is fully executed

1.2 Expiration date.

The amounts are available until June 30, 2022. For acquisition of real property, the amounts are available until June 30, 2023, if a binding agreement with a landowner or purchase agreement is entered into by June 30, 2022, and closed no later than June 30, 2023. Funds for restoration or enhancement are available until June 30, 2024, or five years after acquisition, whichever is later, in order to complete initial restoration or enhancement work.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant agreement: 10 Liability; 11 State Audits; 12 Government Data Practices and Intellectual Property; 14 Acknowledgment and Endorsement; 15 Governing Law, Jurisdiction, and Venue; 17 Data Disclosure; 20 Monitoring; and 24 Program Requirements.

1.4 Incur Expenses

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July, 1, 2019, or the date the Accomplishment Plan is approved, whichever is later, are eligible for reimbursement unless otherwise provided in ML 2019, First Special Session, Ch. 2, Art. 1, Sec. 2, subd, 8.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 See Attachment A, approved accomplishment plan, which is incorporated and made a part of this agreement. If applicable, the Grantee shall provide the State's Authorized Representative a copy of the revised accomplishment plan and the corresponding LSOHC approval letter within one week of any LSOHC approved changes to the accomplishment plan.
- 2.2 The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, subdivision 4(a)(1), Minn. Stat. §97A.056, and ML 2019, First Special Session, Ch. 2, Art. 1, Sec. 2.
- 2.3 The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant agreement. Any material change in the grant agreement shall require an amendment by the State (see Section 8.2).
- 2.4 The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement.
- 2.5 The Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this

agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

3 Time

The Grantee must comply with all the time requirements described in this grant agreement.

4 Consideration and Payment

Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1 Consideration.

4.1.1 Compensation

Compensation in an amount not to exceed \$1,390,000 based on the following computation: See Attachment A for project budget.

4.1.2 Matching requirements

Grantee certifies that the following matching requirement for the grant will be met by Grantee. The total project cost is \$1,390,000. Grantee agrees to match at least \$0.00 of this project cost.

4.1.3 Total Obligation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed One Million Three Hundred Ninety Thousand dollars.

4.1.4 Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

4.2 Payment

4.2.1 Payment

The State shall disburse funds to the Grantee pursuant to this agreement on a reimbursement basis. The Grantee shall submit payment requests with required expenditure documentation, as defined in the current Reimbursement Manual, to the State for review and approval. The Grantee shall submit payment requests on a regular basis (i.e. quarterly). The Grantee shall submit a final billing within 30 days of the end of the program period, or the expiration of the grant as specified herein.

If necessary, advance payments on grants shall be negotiated between the State and Grantee on a case by case basis. In order to make advance payments, the Grantee must prepare and submit a written justification to the State for approval that details the specific need to utilize advance payments. A copy of the signed justification must be maintained in the grant file. All advance payments on grants over \$50,000 must be reconciled within 12 months of issuance or within 60 days of the end of the grant period.

4.2.2 Retainage

The final reimbursement will be paid out when the State determines that the Grantee has satisfactorily fulfilled all the terms of this agreement, unless otherwise excluded by the State in writing.

5 Use of Funds

5.1 The Grantee shall use the proceeds of this agreement only for the eligible direct expenditures of the program as described in the approved accomplishment plan.

5.2 The Grantee may provide portions of the proceeds of this agreement to the State. Work done by the State must be so specified in the approved accomplishment plan. A letter shall be submitted to the State's Authorized Representative and include: work to be accomplished; the specific area of the accomplishment plan authorizing the work; the portion of the proceeds to be used by the State; and the name, title, address, phone number and e-mail address for the State's staff member assigned to accomplish the work. The State will have the opportunity to review the letter and approve the work prior to accepting the funds. The Grantee's proceeds available under clause 4, Consideration and Payment, of this agreement shall be reduced by the amount provided for State use. In return, the State agrees to report back to the Grantee as to how appropriation funds were spent once the work is completed.

6 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. The Grantee will be bound to the most recent Reimbursement Manual, as provided by the State each state fiscal year

7 Authorized Representative

The State's Authorized Representative is Katherine Sherman-Hoehn, Grants Manager, (651) 259-5533, katherine.sherman-hoehn@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Troy Nemmers, 100 Downtown Plaza, Fairmont, MN, 56031, nemmers@fairmontorg, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

8 Assignment Amendments, Waiver, and Grant Contract Complete

8.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

8.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

8.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

8.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

9 Subcontractors, Contracting, and Bidding Requirements

9.1 The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the State. The Grantee will refer to the Subcontractors section in the current Reimbursement Manual, as provided by the State.

9.2 Per Minn. Stat. §471.345, grantees that are Municipalities as defined in Subd. 1 must follow the law.

9.2.1 The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

9.2.2 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statue 177.41 through 177.44. Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

9.3 Nongovernmental Organizations

Must follow the below requirements or submit a copy of their organization's contracting policies via Attachment B for review and possible approval by the State's Authorized Representative. If the thresholds change during the life of the grant, the Grantee must follow the most current Reimbursement Manual guidelines.

9.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo formal public notice and solicitation process.

9.3.2 Any services and/or materials that are expected to cost between \$25,000 and \$99,999 must be based on three (3) bidders.

9.3.3 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be

competitively based on a minimum of two (2) verbal quotes or awarded to a targeted vendor.

- 9.3.4 The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program
- 9.3.5 The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. See Attachment C: Conflict of Interest Disclosure
- 9.3.6 The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- 9.3.7 Notwithstanding 1- 3 above, the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- 9.3.8 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- 9.3.9 The grantee must not contract with vendors who are suspended or debarred in MN: Link to Suspend/Debarred Vendor Report (<http://www.mmd.admin.state.mn.us/debarredreport.asp>)

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

11 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

12.2 Intellectual Property Rights (if applicable)

12.2.1. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this contract*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes

“Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

12.2.2 Obligations

(a) Notification

Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(b) Representation

The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee’s or the State’s opinion is likely to arise, the Grantee must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

14 Acknowledgment and Endorsement

14.1 Acknowledgment

The Grantee must acknowledge financial support from the Outdoor Heritage Fund in project publications, signage and other public communication and outreach related to work completed using the appropriation. Acknowledgment may occur, as appropriate, through use of the fund logo or inclusion of language attributing support from the fund.

14.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal

proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

17 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 American Disabilities Act

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design

19 Reporting Requirements

The Grantee is bound to reporting requirements in Minn. Stat. §97A.056, ML 2019, First Special Session, Ch. 2, Art. 1, Sec. 2, Attachment A, as well as Attachments D and E (if applicable).

20 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

21 Invasive Species Prevention

Grantees must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found here: [Link to Operational Order 113](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf) (http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf)

22 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to Specific Pollinator Best Management Practices for DNR Grants and Contracts](http://files.dnr.state.mn.us/natural_resources/npc/bmp_contract_language.pdf) (http://files.dnr.state.mn.us/natural_resources/npc/bmp_contract_language.pdf).

23 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

23.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

23.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification,

such prospective participant shall attach an explanation to this agreement.

24 Program Requirements

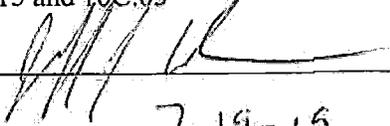
The grantee must comply with the most current versions of Attachments C, D, and E as attached and incorporated into this grant agreement.

Attachments:

- A. Current Accomplishment Plan with LSOHC Approval Letter
- B. Non-governmental Organization Subcontracting (if applicable)
- C. Conflict of Interest Disclosure
- D. Reimbursement Manual
- E. Land Acquisition Reporting Procedures (if applicable)

1. STATE ENCUMBRANCE VERIFICATION

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

Signed:  _____

Date: 7-19-19 _____

SWIFT Contract/PO No(s). 163104 / 3-15-7160

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

CITY OF FAIRMONT---AGENDA CONTROL SHEET---AGENDA ITEM NO. 15.3

MEETING DATE: August 26, 2019

SUBJECT: Approve Lake Avenue variance resolution

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: As the design of the Lake Avenue project begins, staff has identified a need for a variance to the State Aid standards. The variance would be for the horizontal curve distances through the Main Street intersections of Lake Avenue. The proposed horizontal curves would not meet the 30-mph design speed as required by State Aid. Based on the existing buildings and available right-of-way, it is not feasible to change the alignment to meet these standards. MNDOT State Aid conducts variance hearings quarterly and reviews these requests on a case-by-case basis. Staff is requesting the council to approve the attached resolution stating the need for the variance so the request can be made to MNDOT.

MOTION: To approve Resolution 2019-35

VOTE REQUIRED: Roll call - Simple majority

ATTACHMENTS:

1. Resolution 2019-35 _____
2. _____
3. _____

Council Action: _____ Date: _____

RESOLUTION NO. 2019-35

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

**RESOLUTION REQUESTING A VARIANCE FROM STANDARD FOR STATE AID
OPERATION FOR LAKE AVENUE RECONSTRUCTION PROJECT
S.A.P. 123-111-010**

WHEREAS, the City of Fairmont is preparing plans for improvements to reconstruct Lake Avenue/Blue Earth Avenue from W 4th Street to Downtown Plaza (S.A.P. 123-111-010); and,

WHEREAS, the Minnesota Rules for State Aid Operation 8820.9936 require the minimum design standards for urban; new or reconstruction roadway projects to meet a 30-mph design speed; and,

WHEREAS, the current design of the horizontal curves on Lake Avenue at North Main Street and Blue Earth Avenue at South Main Street currently meet a design speed of 25 mph with a horizontal curve radius of 150-ft; and,

WHEREAS, these existing curves are not causing a high number of vehicle crashes related to their current design and reconstructing these horizontal curves to a larger radius would result in right-of-way and property impacts to downtown businesses; and,

WHEREAS, this and other reasons for this variance request will be provided to the Minnesota Department of Transportation in a variance request letter; and,

NOW, THEREFORE, BE IT RESOLVED, that the City of Fairmont City Council does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9936 Minimum Design Standards, Urban; New or Reconstruction Projects to allow for 25 mph design curves with a minimum horizontal curve radius of 150-ft in lieu of the 30 mph design standards;

BE IT FURTHER RESOLVED, that the City of Fairmont City Council hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of extension and reconstruction of the horizontal curves on Lake Avenue at North Main Street and Blue Earth Avenue at South Main Street in accordance with Minnesota Rules 8820.9936 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

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

PASSED, APPROVED AND ADOPTED, this 26th day of August 2019.

Deborah J. Foster, Mayor

ATTEST:

Patricia J. Monsen, City Clerk

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

15.4

MEETING DATE: August 26, 2019

SUBJECT: To request a State Forensic Audit of the City of Fairmont

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input checked="" type="checkbox"/>	Motion (Voice Vote)	<input 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 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: Councilor Cyphers has requested that the city ask the state for help to have a Forensic Audit of the City of Fairmont's finances.

MOTION: To direct staff and legal counsel to determine the process of having a Forensic Audit completed.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

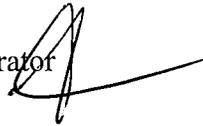
1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: August 26, 2019

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: Paul Hoyer, 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"/>	

RECOMMENDED 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 August 2019 are attached for Council approval.

MOTION: To approve payment of the August 2019 bills.

VOTE REQUIRED:

ATTACHMENTS:

1. Bills
- 2.
- 3.

Council Action: _____ Date: _____

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

From: 07/24/2019

To: 08/27/2019



<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	656.87	143179	07/31/2019
A.H. Hermel Company	Aquatic Park	Food for Resale-Aquatic Park	373.31	143078	07/24/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	53.27	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	-4.26	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	169.17	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	47.30	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	7.99	143235	08/06/2019
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	199.83	143235	08/06/2019
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	122.53	143235	08/06/2019
A.H. Hermel Company	Liquor Store	Supplies-Liquor Store	189.07	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	47.47	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	106.47	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Misc Merchandise for Resale	8.65	143235	08/06/2019
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	4.95	143235	08/06/2019
		Total for A.H. Hermel Company	1,992.52		
<u>AdMfg, Inc</u>					
AdMfg, Inc	Fiscal Sponsor	graphic design for Air Race Classic	863.74	143252	08/07/2019
		Total for AdMfg, Inc	863.74		
<u>Albion & State, LLC</u>					
Albion & State, LLC	Debt Service	TIF #24	6,080.71	143079	07/24/2019
		Total for Albion & State, LLC	6,080.71		
<u>Alex Air Apparatus, Inc</u>					
Alex Air Apparatus, Inc	Fire Fighting	Connector, Annual Compressor Service & Air Quality Test	979.71	143351	08/12/2019
		Total for Alex Air Apparatus, Inc	979.71		
<u>Alpha Wireless Communications I</u>					
Alpha Wireless Communications Co.	Paved Streets	Batteries for ARMER Radios 1/2 Park, 1/2 Street	209.90	143198	08/02/2019
Alpha Wireless Communications Co.	Parks	Batteries for ARMER Radios 1/2 Park, 1/2 Street	209.90	143198	08/02/2019
		Total for Alpha Wireless Communications I	419.80		
<u>American Engineering Testing, In</u>					
American Engineering Testing, Inc.	Paved Streets	Material Testing Albion Ave	5,015.30	143451	08/20/2019
American Engineering Testing, Inc.	Storm Sewer Mnt	Compression Testing of Concrete Cylinders	200.00	143080	07/24/2019
		Total for American Engineering Testing, In	5,215.30		
<u>American Pest Control</u>					
American Pest Control	Aquatic Park	Aug 2019 Pest Control Aquatic Park	46.00	143296	08/08/2019
American Pest Control	Airport	July 2019 Pest Control-Airport	110.00	143154	07/30/2019
		Total for American Pest Control	156.00		
<u>American Public Works Associati</u>					
American Public Works Association	Engineering	MN Chapter Dues & Individual Membership	252.50	143452	08/20/2019
		Total for American Public Works Associati	252.50		

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<u>American Red Cross</u>					
American Red Cross	Aquatic Park	Lifeguarding & Waterpark Skills Review B Steuber	190.00	143352	08/12/2019
American Red Cross	Aquatic Park	Life Guard Training Certification	38.00	143488	08/27/2019
		Total for American Red Cross	228.00		
<u>AmeriPride Services Inc.</u>					
AmeriPride Services Inc.	Paved Streets	Cleaning Supplies-Street Dept	137.22	143453	08/20/2019
AmeriPride Services Inc.	Parks	Cleaning Supplies-Park Dept	49.91	143453	08/20/2019
AmeriPride Services Inc.	Central Garage	Laundry Uniforms-Mechanics	34.39	143453	08/20/2019
AmeriPride Services Inc.	Central Garage	Laundry uniforms for mechanics	34.39	143155	07/30/2019
AmeriPride Services Inc.	Central Garage	Laundry uniforms for mechanics	44.58	143155	07/30/2019
AmeriPride Services Inc.	Central Garage	Laundry Uniforms for Mechanics	35.58	143297	08/08/2019
AmeriPride Services Inc.	Central Garage	Laundry Uniforms for Mechanics	52.99	143453	08/20/2019
		Total for AmeriPride Services Inc.	389.06		
<u>Arnold Motor Supply</u>					
Arnold Motor Supply	Civil Defense	Equipment Parts-Civil Defense Sirens	1,314.80	143395	08/15/2019
Arnold Motor Supply	Paved Streets	Starter Tar Kettle	258.95	143199	08/02/2019
Arnold Motor Supply	Road & Bridge Equipment	Switch	16.66	143199	08/02/2019
		Total for Arnold Motor Supply	1,590.41		
<u>Arnold's of No. Mankato</u>					
Arnold's of No. Mankato	Parks	Dust Cover Unit 60C	11.68	143353	08/12/2019
Arnold's of No. Mankato	Parks	Blade Bolt, Dust Cover & Blade	67.87	143200	08/02/2019
		Total for Arnold's of No. Mankato	79.55		
<u>Ascent Aviation Group, Inc.</u>					
Ascent Aviation Group, Inc.	Airport	7696 Gross Gallons Jet A W/Additive	21,252.72	143396	08/15/2019
Ascent Aviation Group, Inc.	Airport	7500 Gross Gallons Jet-A W/ Additive	20,547.02	143298	08/08/2019
		Total for Ascent Aviation Group, Inc.	41,799.74		
<u>Bank Midwest</u>					
Bank Midwest	Debt Service	TIF #22	56,535.23	143081	07/24/2019
		Total for Bank Midwest	56,535.23		
<u>Barco Municipal Products, Inc.</u>					
Barco Municipal Products, Inc.	Paved Streets	Loopers, Cones & Mesh Signs	2,046.23	143156	07/30/2019
		Total for Barco Municipal Products, Inc.	2,046.23		
<u>Bauer Built Tire</u>					
Bauer Built Tire	Parks	Turf & Field Tires 25B Tractor	536.00	143489	08/27/2019
		Total for Bauer Built Tire	536.00		
<u>Becker</u>					
Becker	Library	Library Cleaning 08/03 to 08/16/19	540.00	143455	08/20/2019
Becker	Library	07/06 to 07/19/19 Cleaning Library	600.00	143082	07/24/2019
Becker	Library	Library Cleaning 07/20 to 08/02/19	600.00	143299	08/08/2019
		Total for Becker	1,740.00		
<u>Becker Arena Products, Inc.</u>					
Becker Arena Products, Inc.	Parks	Parts for Damaged Bleachers Hockey Arena	6,320.00	143476	08/21/2019
		Total for Becker Arena Products, Inc.	6,320.00		

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<u>Beemer Companies</u>					
Beemer Companies	Paved Streets	8/2/19 Hauled RCP to Landfill	676.00	143398	08/15/2019
		Total for Beemer Companies	676.00		
<u>Bellboy Corporation</u>					
Bellboy Corporation	Liquor - Mdse for Resale	Freight	5.58	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	-63.36	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Freight	13.39	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Freight	8.00	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Wine	344.00	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	90.96	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Wine	104.00	143236	08/06/2019
Bellboy Corporation	Liquor Store	Supplies-Liquor Store	15.00	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Freight	9.07	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Misc Merchandise for Resale-Liquor Store	318.94	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Liquor	621.60	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Freight	54.82	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Freight	28.68	143236	08/06/2019
Bellboy Corporation	Liquor - Mdse for Resale	Liquor	896.12	143236	08/06/2019
		Total for Bellboy Corporation	2,446.80		
<u>Bettin Trucking, Inc.</u>					
Bettin Trucking, Inc.	Paved Streets	Gravel	1,883.20	143399	08/15/2019
		Total for Bettin Trucking, Inc.	1,883.20		
<u>Bevcomm Inc</u>					
Bevcomm Inc	Building Inspection	Aug 2019 Telephone Service	12.90	143300	08/08/2019
Bevcomm Inc	Animal Control	Aug 2019 Telephone Service	0.57	143300	08/08/2019
Bevcomm Inc	Paved Streets	Aug 2019 Telephone Service	4.53	143300	08/08/2019
Bevcomm Inc	Director of Finance	Aug 2019 Telephone Service	39.20	143300	08/08/2019
Bevcomm Inc	City Attorney	Aug 2019 Telephone Service	2.40	143300	08/08/2019
Bevcomm Inc	Fire Fighting	Aug 2019 Telephone Service	1.14	143300	08/08/2019
Bevcomm Inc	Liquor Store	Aug 2019 Telephone Service	1.71	143300	08/08/2019
Bevcomm Inc	Data Processing	Contracted Computer Support July 2019	5,300.00	143300	08/08/2019
Bevcomm Inc	Data Processing	Backup Data Recovery Server Aug 2019	200.00	143300	08/08/2019
Bevcomm Inc	Data Processing	Choicescan Email Filter Aug 2019	85.00	143300	08/08/2019
Bevcomm Inc	Data Processing	Microsoft Office 365 Business Aug 2019	189.75	143300	08/08/2019
Bevcomm Inc	Data Processing	RocketFailOver Fusion Enterprise Aug 2019	39.95	143300	08/08/2019
Bevcomm Inc	City Manager	Aug 2019 Telephone Service	37.52	143300	08/08/2019
Bevcomm Inc	Parks	Aug 2019 Telephone Service	2.57	143300	08/08/2019
Bevcomm Inc	Economic Development	Aug 2019 Telephone Service	11.33	143300	08/08/2019
Bevcomm Inc	Airport	Aug 2019 Telephone Service	3.42	143300	08/08/2019
Bevcomm Inc	Engineering	Aug 2019 Telephone Service	5.09	143300	08/08/2019
Bevcomm Inc	Aquatic Park	Aug 2019 Telephone Service	11.47	143300	08/08/2019
Bevcomm Inc	Central Garage	Aug 2019 Telephone Service	4.57	143300	08/08/2019
		Total for Bevcomm Inc	5,953.12		

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<u>Blue Cross Blue Shield</u>					
Blue Cross Blue Shield	Health Insurance	July 2019 Enhanced Employee Assistance Services	94.58	143354	08/12/2019
		Total for Blue Cross Blue Shield	94.58		
<u>BlueTarp Financial, Inc</u>					
BlueTarp Financial, Inc	Road & Bridge Equipment	Ultra-Tow Conduit Carrier Kit	74.99	143301	08/08/2019
		Total for BlueTarp Financial, Inc	74.99		
<u>Bob's Biffys LLC</u>					
Bob's Biffys LLC	Parks	Portable Restrooms for Wards Park	136.00	143201	08/02/2019
		Total for Bob's Biffys LLC	136.00		
<u>Boekett Building Supply</u>					
Boekett Building Supply	Parks	Sign Paint & Stain Supplies	67.55	143302	08/08/2019
Boekett Building Supply	Parks	Grid Line Marker Winnebago Softball Diamonds	297.85	143202	08/02/2019
Boekett Building Supply	Parks	Treated Posts 6x6x8 Disc Golf	855.00	143083	07/24/2019
		Total for Boekett Building Supply	1,220.40		
<u>Bolton & Menk, Inc.</u>					
Bolton & Menk, Inc.	Paved Streets	Lake Ave Improvements 2020 4th St to Downtown Plaza	10,745.12	143456	08/20/2019
Bolton & Menk, Inc.	Parks	I-90 Trail Connection	9,505.00	143456	08/20/2019
Bolton & Menk, Inc.	Parks	June 2019 Cedar Creek Park Trail Extension	3,997.50	143456	08/20/2019
		Total for Bolton & Menk, Inc.	24,247.62		
<u>Boyer Ford Trucks, Inc.</u>					
Boyer Ford Trucks, Inc.	Road & Bridge Equipment	Speed Sensor	395.60	143203	08/02/2019
Boyer Ford Trucks, Inc.	Storm Sewer Mnt	Air Filter-Cabin	79.59	143457	08/20/2019
		Total for Boyer Ford Trucks, Inc.	475.19		
<u>Breakthru Beverage MN Wine & S</u>					
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	4,367.50	143435	08/19/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	1,010.40	143435	08/19/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Beer	239.75	143435	08/19/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	64.00	143435	08/19/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	106.69	143435	08/19/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Beer	73.90	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	-1.85	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	-79.99	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	649.99	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	28.06	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	44.00	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	1.85	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	4,374.70	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	64.26	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	58.00	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	1.85	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	3.70	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	40.00	143237	08/06/2019
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	7,180.84	143237	08/06/2019

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Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	70.30	143237	08/06/2019
		Total for Breakthru Beverage MN Wine & S	18,297.95		
<u>Briggs & Morgan, P.A.</u> Briggs & Morgan, P.A.	Paved Streets	GO Improvement Bonds 2019A Professional Services	9,674.09	143204	08/02/2019
		Total for Briggs & Morgan, P.A.	9,674.09		
<u>Brock White</u> Brock White	Paved Streets	Ignition Swtch & Tumbler Tar Kettle	153.42	143303	08/08/2019
		Total for Brock White	153.42		
<u>Cardmember Services</u>					
Cardmember Services	Crime Control & Investigation	Latent Prints-Basic Field Processing Sanow, Hagert & Christens	450.00	143205	08/02/2019
Cardmember Services	Crime Control & Investigation	Replace Broken Pedal on Police Bike for Intern to Use	39.72	143205	08/02/2019
Cardmember Services	Crime Control & Investigation	Dictation Mgmt System R7 Module Software	107.36	143205	08/02/2019
Cardmember Services	Paved Streets	Street Signs	784.40	143205	08/02/2019
Cardmember Services	SMEC Building	Bulbs for the Projector at SMEC	148.75	143205	08/02/2019
Cardmember Services	Storm Sewer Mnt	Right Hand Grab Handle	135.73	143205	08/02/2019
Cardmember Services	Data Processing	Apple Developer Program 1 Year Membership	106.30	143205	08/02/2019
Cardmember Services	Paved Streets	MN Pollution Control Const Permits Bike Trail, 4th St & Albion	1,200.00	143205	08/02/2019
Cardmember Services	Planning & Zoning	Ad on Indeed.com for Planner/Code Enforcement	25.40	143205	08/02/2019
Cardmember Services	Parks	Spray Wand & Shut-Off Valve, Motion Detector Cameras, Chalk	221.74	143205	08/02/2019
Cardmember Services	Aquatic Park	Lifeguard Certification Trainings	836.00	143205	08/02/2019
Cardmember Services	Aquatic Park	Dia Kit for Irrigation Aquatic Park	42.00	143205	08/02/2019
Cardmember Services	Aquatic Park	Uniforms for Resale-Aquatic Park	635.50	143205	08/02/2019
		Total for Cardmember Services	4,732.90		
<u>Carpet Plus Fairmont</u> Carpet Plus Fairmont	Fiscal Sponsor	Carpet for Mini Golf	4,787.00	143259	08/07/2019
		Total for Carpet Plus Fairmont	4,787.00		
<u>Carquest Auto Parts Stores</u>					
Carquest Auto Parts Stores	Road & Bridge Equipment	A/C Kit, Alternator	343.38	143400	08/15/2019
Carquest Auto Parts Stores	Crime Control & Investigation	Battery Charger Police Speed Trailer	43.54	143400	08/15/2019
Carquest Auto Parts Stores	Paved Streets	Belts Cement Saw	27.96	143400	08/15/2019
Carquest Auto Parts Stores	Parks	Wiper Blades Park #2	33.48	143400	08/15/2019
Carquest Auto Parts Stores	Airport	Washer Nozzle	3.74	143400	08/15/2019
Carquest Auto Parts Stores	Central Garage	Wire Connectors	3.60	143400	08/15/2019
Carquest Auto Parts Stores	Storm Sewer Mnt	Halogen Bulb, Hose & Hose Clamp	25.56	143400	08/15/2019
		Total for Carquest Auto Parts Stores	481.26		
<u>Central Farm Service</u>					
Central Farm Service	Airport	Prepayment for LP Gas for the Airport 09/01/19 to 09/15/2020	10,990.00	143157	07/30/2019
Central Farm Service	Central Garage	D.E.F. Bulk City Shop	78.61	143206	08/02/2019
		Total for Central Farm Service	11,068.61		
<u>City Directory, Inc</u>					
City Directory, Inc	Crime Control & Investigation	2019 City Directory	13.05	143180	07/31/2019
City Directory, Inc	Building Inspection	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Paved Streets	2019 City Directory	8.70	143180	07/31/2019

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City Directory, Inc	Director of Finance	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	City Attorney	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Planning & Zoning	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Lake Restoration	2019 City Directory	8.70	143180	07/31/2019
City Directory, Inc	Data Processing	2019 City Directory	13.05	143180	07/31/2019
City Directory, Inc	City Manager	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Liquor Store	2019 City Directory	8.70	143180	07/31/2019
City Directory, Inc	Parking Lots	2019 City Directory	8.70	143180	07/31/2019
City Directory, Inc	Recording & Reporting	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Police Administration	2019 City Directory	8.70	143180	07/31/2019
City Directory, Inc	Fire Fighting	2019 City Directory	17.40	143180	07/31/2019
City Directory, Inc	Parks	2019 City Directory	17.40	143180	07/31/2019
City Directory, Inc	Economic Development	2019 City Directory	13.05	143180	07/31/2019
City Directory, Inc	Airport	2019 City Directory	21.75	143180	07/31/2019
City Directory, Inc	Engineering	2019 City Directory	47.85	143180	07/31/2019
		Total for City Directory, Inc	317.55		
<u>City Of Fairmont Petty Cash</u>					
City Of Fairmont Petty Cash	General Government Buildings	Supplies-City Hall Upstairs	10.63	143158	07/30/2019
City Of Fairmont Petty Cash	Engineering	Ship package to MN Paving & Materials for Engineering Dept	11.85	143158	07/30/2019
City Of Fairmont Petty Cash	Engineering	Engineering Notebooks	30.46	143158	07/30/2019
City Of Fairmont Petty Cash	Aquatic Park	Birthday Party Supplies-Aquatic Park	42.82	143158	07/30/2019
City Of Fairmont Petty Cash	Aquatic Park	Band-aids-Aquatic Park	11.97	143158	07/30/2019
City Of Fairmont Petty Cash	Aquatic Park	Wax for Slides at Aquatic Park	16.01	143158	07/30/2019
		Total for City Of Fairmont Petty Cash	123.74		
<u>Coalition Of Greater Mn</u>					
Coalition Of Greater Mn	Other General Gov't	2020 Dues	17,618.00	143355	08/12/2019
		Total for Coalition Of Greater Mn	17,618.00		
<u>Com-Tec Land Mobile Radio</u>					
Com-Tec Land Mobile Radio	Crime Control & Investigation	Radio Maintenance Agmt for XTS2500 Portable Radio 8/1-12/31,	570.00	143458	08/20/2019
		Total for Com-Tec Land Mobile Radio	570.00		
<u>Crysteel Truck Equipment Inc</u>					
Crysteel Truck Equipment Inc	Ice & Snow Removal	Amber & Blue LED Warning Lights	1,930.00	143181	07/31/2019
		Total for Crysteel Truck Equipment Inc	1,930.00		
<u>Culligan Water of Fairmont</u>					
Culligan Water of Fairmont	Fire Fighting	Water-Fire Dept	8.25	143304	08/08/2019
Culligan Water of Fairmont	Aquatic Park	Sodium Bi-Carbonate Aquatic Park	906.50	143304	08/08/2019
		Total for Culligan Water of Fairmont	914.75		
<u>Dave's Repair, Inc.</u>					
Dave's Repair, Inc.	Crime Control & Investigation	Repair-HEAT Team	533.34	143305	08/08/2019
		Total for Dave's Repair, Inc.	533.34		
<u>Day Plumbing Heating & Cooling.</u>					
Day Plumbing Heating & Cooling, Inc.	General Government Buildings	Broken Sewer Line City Hall	1,490.75	143356	08/12/2019
Day Plumbing Heating & Cooling, Inc.	Aquatic Park	Filters-Aquatic Park	178.80	143401	08/15/2019

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		Total for Day Plumbing Heating & Cooling,	1,669.55		
<u>Denney</u>		Refund Check	11.36	143184	08/01/2019
Denney	Non-departmental	Refund Check	2.84	143184	08/01/2019
Denney	Non-departmental				
		Total for Denney	14.20		
<u>Diamond Vogel Paints</u>		Sign Repair	-22.15	143306	08/08/2019
Diamond Vogel Paints	Paved Streets	Sign Repair	101.47	143306	08/08/2019
Diamond Vogel Paints	Paved Streets				
		Total for Diamond Vogel Paints	79.32		
<u>Donnelly</u>		Chromw Wire Shelving Starter for Liquor Store	155.59	143436	08/19/2019
Donnelly	Liquor Store				
		Total for Donnelly	155.59		
<u>Duderstadt, Jr.</u>		June & July City Council Meetings Edit Post Closed Sessions	212.50	143084	07/24/2019
Duderstadt, Jr.	Mayor & Council				
		Total for Duderstadt, Jr.	212.50		
<u>EDAM</u>		EDAM on the Road-Linsey Preuss	30.00	143085	07/24/2019
EDAM	Economic Development				
		Total for EDAM	30.00		
<u>Equifax Information Services, LLC</u>		Invoice Service Fee & Minimum Charge July 2019	38.00	143086	07/24/2019
Equifax Information Services, LLC	General Government Buildings				
		Total for Equifax Information Services, LLC	38.00		
<u>Eriael, LLC</u>		TIF #26	12,641.14	143087	07/24/2019
Eriael, LLC	Debt Service				
		Total for Eriael, LLC	12,641.14		
<u>Erickson Engineering</u>		Pioneer Bridge Trail 06/30 to 07/27/19	1,945.00	143459	08/20/2019
Erickson Engineering	Parks				
		Total for Erickson Engineering	1,945.00		
<u>Fahrner Asphalt Sealers, LLC</u>		Rehabilitate Airfield Pavement	120,443.53	143402	08/15/2019
Fahrner Asphalt Sealers, LLC	Airport				
		Total for Fahrner Asphalt Sealers, LLC	120,443.53		
<u>Fairmont Chamber of Commerce</u>		Martin County Fair Booth	45.00	143477	08/21/2019
Fairmont Chamber of Commerce	Economic Development				
		Total for Fairmont Chamber of Commerce	45.00		
<u>Fairmont Fire Systems</u>		Fire Extinguishers Inspections Library	284.48	143307	08/08/2019
Fairmont Fire Systems	Library				
		Total for Fairmont Fire Systems	284.48		
<u>Fairmont Sentinel</u>		Notice of Hearing Kyle Smith, Tialwind Development	48.60	143182	07/31/2019
Fairmont Sentinel	Planning & Zoning	Notice of Public Hearing BFI Real Estate Holdings, LLC	40.50	143182	07/31/2019
Fairmont Sentinel	Planning & Zoning	Planner/Code Technician Job Posting	393.95	143357	08/12/2019
Fairmont Sentinel	Planning & Zoning				
Fairmont Sentinel	Paved Streets	Seal Coat Notice	148.80	143460	08/20/2019
Fairmont Sentinel	Paved Streets				
Fairmont Sentinel	Other General Gov't	Fmt Charter Commission Work Session 08/21/19	24.30	143403	08/15/2019
Fairmont Sentinel	Other General Gov't	Property Tax Abatement	81.00	143460	08/20/2019

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Fairmont Sentinel	Other General Gov't	2020 Budget Work Session	24.30	143088	07/24/2019
Fairmont Sentinel	City Manager	Annual Disclosure TID & Financial Report	3,240.00	143357	08/12/2019
		Total for Fairmont Sentinel	4,001.45		
<u>Fairmont True Value</u>					
Fairmont True Value	Airport	T Plug Fuses, Wire Lock Airport	41.74	143089	07/24/2019
		Total for Fairmont True Value	41.74		
<u>Fastenal Company</u>					
Fastenal Company	Road & Bridge Equipment	6" PVC Pipe	93.16	143308	08/08/2019
Fastenal Company	Road & Bridge Equipment	Bolt, Lock Nut	7.53	143090	07/24/2019
Fastenal Company	Storm Sewer Mnt	6' Rod	5.34	143090	07/24/2019
Fastenal Company	Central Garage	Ag Reamer 1"	164.89	143308	08/08/2019
Fastenal Company	Central Garage	Grinding Wheel Dresser	12.09	143308	08/08/2019
Fastenal Company	Central Garage	Batteries & Bolts	17.66	143490	08/27/2019
		Total for Fastenal Company	300.67		
<u>Federated Rural Electric Associat</u>					
Federated Rural Electric Association	Airport	06/24 to 07/26/19 Electric Utilities Airport	25.13	143207	08/02/2019
		Total for Federated Rural Electric Associat	25.13		
<u>Fieldstone Services & Products L</u>					
Fieldstone Services & Products LLC	Fiscal Sponsor	Mini Golf-edger stone, rebar, quote, add on 280 ' sidewalk	21,648.00	143381	08/13/2019
		Total for Fieldstone Services & Products L	21,648.00		
<u>Finstad Skidloader Service & Sno</u>					
Finstad Skidloader Service & Snow Removal	Weed Control	July 2019 City Mowing	1,590.00	143159	07/30/2019
Finstad Skidloader Service & Snow Removal	Incubator Building	July 2019 Incubator Bldg Mowing	240.00	143159	07/30/2019
		Total for Finstad Skidloader Service & Sno	1,830.00		
<u>Flaherty & Hood P.A.</u>					
Flaherty & Hood P.A.	City Attorney	July 2019 Labor & Employment Consultation Services 2018/2019	2,356.25	143404	08/15/2019
Flaherty & Hood P.A.	City Attorney	General Municipal & Real Estate Matters 07/01 to 07/22/19	11,750.74	143358	08/12/2019
		Total for Flaherty & Hood P.A.	14,106.99		
<u>Fleet & Farm Supply</u>					
Fleet & Farm Supply	Fire Fighting	Keys-Fire Dept	5.97	143359	08/12/2019
Fleet & Farm Supply	Fire Fighting	Equipment Repair Supplies	91.84	143359	08/12/2019
Fleet & Farm Supply	Road & Bridge Equipment	Propane, Touch Kit, Bushing	46.54	143359	08/12/2019
Fleet & Farm Supply	Engineering	Measuring Wheel & String Line-Engineering	71.98	143359	08/12/2019
Fleet & Farm Supply	Crime Control & Investigation	K9 Food	47.99	143359	08/12/2019
Fleet & Farm Supply	Parks	Repair & Maint Supplies	70.56	143359	08/12/2019
Fleet & Farm Supply	Parks	Sign Repair	24.97	143359	08/12/2019
Fleet & Farm Supply	Parks	Knobs & Fittings	21.15	143359	08/12/2019
Fleet & Farm Supply	Parks	Drill Bit, Deadbolt Lock (Wards), Paint Supplies	114.63	143359	08/12/2019
Fleet & Farm Supply	Parks	Air Filters	60.28	143359	08/12/2019
Fleet & Farm Supply	Aquatic Park	Valve-Aquatic Park	35.97	143359	08/12/2019
Fleet & Farm Supply	Liquor Store	Supplies-Liquor Store	75.42	143359	08/12/2019
		Total for Fleet & Farm Supply	667.30		
<u>Floorcoat Midwest, LLC</u>					

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Floorcoat Midwest, LLC	Airport	Lift Station Injection Grouting at Airport	1,850.00	143160	07/30/2019
		Total for Floorcoat Midwest, LLC	1,850.00		
<u>Frontier Communications</u>					
Frontier Communications	Library	Aug 2019 Telephone Service Library	476.30	143309	08/08/2019
Frontier Communications	Crime Control & Investigation	Aug 2019 City Hall Monthly Telephone	40.50	143405	08/15/2019
Frontier Communications	Building Inspection	Aug 2019 City Hall Monthly Telephone	67.51	143405	08/15/2019
Frontier Communications	Animal Control	Aug 2019 Monthly Telephone Humane Society	149.48	143405	08/15/2019
Frontier Communications	Paved Streets	Aug 2019 City Hall Monthly Telephone	81.01	143405	08/15/2019
Frontier Communications	Paved Streets	April thru Aug 2019 Monthly Telephone Street Dept	412.70	143405	08/15/2019
Frontier Communications	Airport	Aug 2019 City Hall Monthly Telephone	40.52	143405	08/15/2019
Frontier Communications	Central Garage	Aug 2019 City Hall Monthly Telephone	27.00	143405	08/15/2019
Frontier Communications	City Manager	Aug 2019 City Hall Monthly Telephone	175.51	143405	08/15/2019
Frontier Communications	Recording & Reporting	Aug 2019 City Hall Monthly Telephone	81.01	143405	08/15/2019
Frontier Communications	Parks	Aug 2019 Monthly Telephone Parks Dept	47.55	143405	08/15/2019
Frontier Communications	Parks	Aug 2019 City Hall Monthly Telephone	40.50	143405	08/15/2019
Frontier Communications	Economic Development	Aug 2019 City Hall Monthly Telephone	54.01	143405	08/15/2019
Frontier Communications	Airport	Airport Monthly Telephone 08/07 to 09/06/19	98.21	143405	08/15/2019
Frontier Communications	Airport	Aug 2019 Airport Monthly Telephone	84.45	143405	08/15/2019
Frontier Communications	Engineering	Aug 2019 City Hall Monthly Telephone	175.52	143405	08/15/2019
Frontier Communications	Director of Finance	Aug 2019 City Hall Monthly Telephone	67.51	143405	08/15/2019
Frontier Communications	City Attorney	Aug 2019 City Hall Monthly Telephone	67.51	143405	08/15/2019
Frontier Communications	Planning & Zoning	Aug 2019 City Hall Monthly Telephone	67.51	143405	08/15/2019
Frontier Communications	Fire Fighting	Aug 2019 Monthly Telephone Fire Truck House	42.55	143405	08/15/2019
Frontier Communications	Fire Fighting	April thru Aug 2019 Telephone Fire Crash Bldg	225.55	143405	08/15/2019
Frontier Communications	Fire Fighting	Aug 2019 City Hall Monthly Telephone	27.00	143405	08/15/2019
		Total for Frontier Communications	2,549.41		
<u>G & R Controls, Inc.</u>					
G & R Controls, Inc.	Library	TC Service, Compressor Service Library	47.39	143461	08/20/2019
		Total for G & R Controls, Inc.	47.39		
<u>Gemini Studios</u>					
Gemini Studios	Other General Gov't	Audio Mixer Council Chambers	1,981.23	143161	07/30/2019
Gemini Studios	Local Access	Aug 2019 Local Access Channel & Boxcast	600.00	143208	08/02/2019
		Total for Gemini Studios	2,581.23		
<u>Gillette Pepsi Companies Inc.</u>					
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	142.44	143238	08/06/2019
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	167.67	143238	08/06/2019
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	162.65	143238	08/06/2019
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	279.28	143238	08/06/2019
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	159.32	143238	08/06/2019
		Total for Gillette Pepsi Companies Inc.	911.36		
<u>GMS Industrial Supplies, Inc.</u>					
GMS Industrial Supplies, Inc.	Central Garage	Shop Supplies	29.75	143360	08/12/2019
GMS Industrial Supplies, Inc.	Central Garage	Shop Supplies	1.83	143360	08/12/2019

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		Total for GMS Industrial Supplies, Inc.	31.58		
<u>GMS, Inc.</u> GMS, Inc.	Urban Redevelopment & Housing	July 2019 Monthly License & Warranty	70.00	143361	08/12/2019
		Total for GMS, Inc.	70.00		
<u>Golden Shovel Agency</u> Golden Shovel Agency	Economic Development	Gatekeeper Service Annual Renewal	3,600.00	143162	07/30/2019
		Total for Golden Shovel Agency	3,600.00		
<u>Goodpoint Technology, Inc.</u> Goodpoint Technology, Inc.	Engineering	2019 ICON Pavement Mgmt Software	3,470.00	143091	07/24/2019
		Total for Goodpoint Technology, Inc.	3,470.00		
<u>Gopher Alarms, LLC</u> Gopher Alarms, LLC	Library	Martin County Library Alarm Monitoring July thru Sept 2019	72.00	143310	08/08/2019
Gopher Alarms, LLC	Paved Streets	Alarm Monitoring July thru Sept 2019 City Shop	36.00	143310	08/08/2019
Gopher Alarms, LLC	General Government Buildings	Martin County Arena Fire Alarm Monitoring July thru Sept 2019	72.00	143310	08/08/2019
Gopher Alarms, LLC	General Government Buildings	Alarm Monitoring July thru Sept 2019 City Hall	48.00	143310	08/08/2019
Gopher Alarms, LLC	Parks	Alarm Monitoring July thru Sept 2019 Park Dept	36.00	143310	08/08/2019
Gopher Alarms, LLC	Liquor Store	Liquor Store Burglar & Fire Alarm Monitoring July thru Sept 2019	120.00	143310	08/08/2019
Gopher Alarms, LLC	SMEC Building	Alarm Monitoring July thru Sept 2019 SMEC	72.00	143310	08/08/2019
		Total for Gopher Alarms, LLC	456.00		
<u>Grabtec</u> Grabtec	Road & Bridge Equipment	Fluid Line Assembly	45.64	143462	08/20/2019
		Total for Grabtec	45.64		
<u>Grainger</u> Grainger	Parks	Locks w/ number codes Park Dept	173.40	143209	08/02/2019
		Total for Grainger	173.40		
<u>Greer</u> Greer	Non-departmental	Refund Check	0.58	143186	08/01/2019
Greer	Non-departmental	Refund Check	0.30	143186	08/01/2019
Greer	Non-departmental	Refund Check	0.03	143186	08/01/2019
Greer	Non-departmental	Refund Check	0.87	143186	08/01/2019
		Total for Greer	1.78		
<u>Group C Media, Inc.</u> Group C Media, Inc.	Economic Development	1/3 Page Ad MN Focus Business Facilities	1,900.00	143406	08/15/2019
		Total for Group C Media, Inc.	1,900.00		
<u>Haegeman</u> Haegeman	Non-departmental	Refund Check	0.05	143187	08/01/2019
Haegeman	Non-departmental	Refund Check	0.17	143187	08/01/2019
Haegeman	Non-departmental	Refund Check	0.12	143187	08/01/2019
		Total for Haegeman	0.34		
<u>Harrison Truck Centers</u> Harrison Truck Centers	Road & Bridge Equipment	30/30 LS Chambers	103.82	143311	08/08/2019
Harrison Truck Centers	Road & Bridge Equipment	31 Series Post 950CC	119.75	143210	08/02/2019
Harrison Truck Centers	Road & Bridge Equipment	Speedo Assembly Eaton 120750	295.40	143210	08/02/2019

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Harrison Truck Centers	Road & Bridge Equipment	Cable, Batteries, Battery Nuts	352.30	143210	08/02/2019
Harrison Truck Centers	Road & Bridge Equipment	Spkr Assy Hood Bumper	-60.21	143210	08/02/2019
Harrison Truck Centers	Road & Bridge Equipment	Spkr Assy Hood Bumper	-44.66	143210	08/02/2019
Harrison Truck Centers	Road & Bridge Equipment	Core Credit 31-5T-Core	-22.50	143210	08/02/2019
Harrison Truck Centers	Road & Bridge Equipment	Switch-Turn & Emergency	280.93	143463	08/20/2019
Harrison Truck Centers	Parks	Core Credit 31-5T-Core	-22.50	143210	08/02/2019
Harrison Truck Centers	Parks	31 Series Post 950CC	119.75	143210	08/02/2019
Harrison Truck Centers	Central Garage	Lights	11.84	143311	08/08/2019
		Total for Harrison Truck Centers	1,133.92		
<u>Hawkins, Inc.</u>					
Hawkins, Inc.	Aquatic Park	Chlorine-Aquatic Park	738.00	143312	08/08/2019
Hawkins, Inc.	Aquatic Park	Chemicals-Aquatic Park	738.00	143163	07/30/2019
Hawkins, Inc.	Aquatic Park	Chlorine-Aquatic Park	738.00	143163	07/30/2019
Hawkins, Inc.	Aquatic Park	Chlorine Cylinders	738.00	143407	08/15/2019
Hawkins, Inc.	Aquatic Park	Vacuum Regulator, Chlorine Aquatic Park	1,387.00	143362	08/12/2019
		Total for Hawkins, Inc.	4,339.00		
<u>Health 180</u>					
Health 180	Health Insurance	Health 180 -50 pt Screening Minimums 11/12 & 11/13/19	4,750.00	143408	08/15/2019
		Total for Health 180	4,750.00		
<u>Hertzke Construction & Millwork.</u>					
Hertzke Construction & Millwork, Inc.	General Government Buildings	4x8 S'8 Drywall Elevator Room City Hall	13.00	143164	07/30/2019
Hertzke Construction & Millwork, Inc.	Fire Fighting	Plywood Livestock Trailer Fire Dept	18.56	143164	07/30/2019
		Total for Hertzke Construction & Millwork,	31.56		
<u>Hildi, Inc.</u>					
Hildi, Inc.	Other General Govt	Actuarial Valuation under GASB 75 at 1/1/19	1,120.00	143409	08/15/2019
		Total for Hildi, Inc.	1,120.00		
<u>Hohenstein's Inc.</u>					
Hohenstein's Inc.	Liquor - Mdse for Resale	Beer	537.40	143239	08/06/2019
		Total for Hohenstein's Inc.	537.40		
<u>Holtmeier Construction, Inc.</u>					
Holtmeier Construction, Inc.	Storm Sewer Mnt	Canyon Drive Basin Improvements	27,292.78	143092	07/24/2019
		Total for Holtmeier Construction, Inc.	27,292.78		
<u>Hometown Sanitation Services, LI</u>					
Hometown Sanitation Services, LLC	SMEC Building	Refuse Removal SMEC Aug 2019	116.00	143313	08/08/2019
Hometown Sanitation Services, LLC	Liquor Store	Cardboard Pickup Aug 2019 Liquor Store	53.99	143313	08/08/2019
		Total for Hometown Sanitation Services, LI	169.99		
<u>Horizon Seminars</u>					
Horizon Seminars	Aquatic Park	Certified Pool Operator Class Dean Sandberg 01/14 to 01/15/20	285.00	143363	08/12/2019
		Total for Horizon Seminars	285.00		
<u>Householder</u>					
Householder	Aquatic Park Charges	Refund of Swimming Lessons	142.00	143093	07/24/2019
		Total for Householder	142.00		
<u>Hubbard County Sheriff's Office</u>					

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Hubbard County Sheriff's Office	Crime Control & Investigation	2019 MALEFI Conference	200.00	143364	08/12/2019
Total for Hubbard County Sheriff's Office			200.00		
<u>Humpal</u>					
Humpal	City Manager	08/11/19 Cell Phone	110.00	0	08/20/2019
Humpal	City Manager	08/16/19 Expenses	28.34	0	08/20/2019
Total for Humpal			138.34		
<u>Hy Vee Food Store</u>					
Hy Vee Food Store	Crime Control & Investigation	National Night Out 08/06/19	357.69	143478	08/21/2019
Hy Vee Food Store	Aquatic Park	Food for Reslae-Aquatic Park	56.71	143478	08/21/2019
Hy Vee Food Store	Aquatic Park	Misc Operating Supplies-Aquatic Park	225.71	143478	08/21/2019
Hy Vee Food Store	Aquatic Park	Cleaning Supplies-Aquatic Park	57.79	143478	08/21/2019
Hy Vee Food Store	Aquatic Park	Supplies-Aquatic Park	133.83	143478	08/21/2019
Hy Vee Food Store	Aquatic Park	Merchandise for Resale-Aquatic Park	59.47	143478	08/21/2019
Hy Vee Food Store	Aquatic Park				
Total for Hy Vee Food Store			891.20		
<u>Hyatt Place Minneapolis Eden Pra</u>					
Hyatt Place Minneapolis Eden Prairie	Police Administration	Renae Janssen 08/22/19	127.96	143365	08/12/2019
Hyatt Place Minneapolis Eden Prairie	Police Administration	Tegan Quade 08/22/19	127.96	143365	08/12/2019
Total for Hyatt Place Minneapolis Eden Pra			255.92		
<u>I + S Group, Inc.</u>					
I + S Group, Inc.	Paved Streets	Preparing Presentation for 07/22/19 Council Mtg Public Works B	895.13	143464	08/20/2019
I + S Group, Inc.	Parks	Preparing Presentation for 07/22/19 Council Mtg Public Works B	895.12	143464	08/20/2019
Total for I + S Group, Inc.			1,790.25		
<u>J. H. Larson</u>					
J. H. Larson	General Government Buildings	Sub Pump City Hall	154.44	143314	08/08/2019
J. H. Larson	General Government Buildings	City Hall Basement Safety Repairs per Ryan	87.31	143491	08/27/2019
J. H. Larson	Parks	GF1 Circuit Breaker Soccer Fields	231.45	143165	07/30/2019
J. H. Larson	Parks	Temp Service at Cedar Creek Park for Chamber's Bureau 14	127.25	143491	08/27/2019
J. H. Larson	Parks	2" Plastic Snap In Knockout Seal Cedar Park	1.07	143479	08/21/2019
J. H. Larson	Parks	5.5 WA 19LED 5000K Bulb Sylvania Park	19.20	143410	08/15/2019
J. H. Larson	Parks	50A 4W 125/250V Flush Range Receptacle	18.77	143410	08/15/2019
J. H. Larson	Aquatic Park				
Total for J. H. Larson			639.49		
<u>Jackson County Sheriff's Office</u>					
Jackson County Sheriff's Office	Crime Control & Investigation	July 2019 HEAT Team Fuel	153.13	143315	08/08/2019
Total for Jackson County Sheriff's Office			153.13		
<u>Jaeger</u>					
Jaeger	Non-departmental	Refund Check	0.48	143188	08/01/2019
Jaeger	Non-departmental	Refund Check	0.24	143188	08/01/2019
Jaeger	Non-departmental	Refund Check	0.02	143188	08/01/2019
Jaeger	Non-departmental	Refund Check	0.73	143188	08/01/2019
Jaeger	Non-departmental				
Total for Jaeger			1.47		
<u>Jensen</u>					
Jensen	Non-departmental	Refund Check	0.16	143189	08/01/2019
Jensen	Non-departmental	Refund Check	0.03	143189	08/01/2019

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Jensen	Non-departmental	Refund Check	0.03	143189	08/01/2019
Jensen	Non-departmental	Refund Check	0.06	143189	08/01/2019
Total for Jensen			0.28		
<u>John Deere Financial</u>					
John Deere Financial	Parks	Cable, Bowl Park Dept	86.16	143094	07/24/2019
John Deere Financial	Parks	Belt Park Dept	159.57	143094	07/24/2019
John Deere Financial	Parks	Knives, Bolt & Flange Park Dept	99.85	143094	07/24/2019
John Deere Financial	Parks	Park Mower Wheels	264.66	143492	08/27/2019
Total for John Deere Financial			610.24		
<u>Johnson</u>					
Johnson	Non-departmental	Refund Check	0.19	143190	08/01/2019
Johnson	Non-departmental	Refund Check	0.11	143190	08/01/2019
Johnson	Non-departmental	Refund Check	0.08	143190	08/01/2019
Total for Johnson			0.38		
<u>Johnson Brothers Liquor Compar</u>					
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	27,687.91	143437	08/19/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	3,876.13	143240	08/06/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Beer	-22.45	143240	08/06/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	326.35	143240	08/06/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	554.93	143240	08/06/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	22,215.01	143240	08/06/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	9,716.27	143437	08/19/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Beer	237.10	143437	08/19/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	307.30	143437	08/19/2019
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	812.98	143437	08/19/2019
Total for Johnson Brothers Liquor Compar			65,711.53		
<u>Kadrmass, Lee & Jackson, Inc.</u>					
Kadrmass, Lee & Jackson, Inc.	Airport	T-Hangar Services thru 08/03/19	927.77	143465	08/20/2019
Kadrmass, Lee & Jackson, Inc.	Airport	Professional Engineering Services for Airfield Pavement Rehab	1,357.79	143465	08/20/2019
Total for Kadrmass, Lee & Jackson, Inc.			2,285.56		
<u>Kahler Automation Corp.</u>					
Kahler Automation Corp.	Debt Service	TIF #23	10,049.90	143095	07/24/2019
Total for Kahler Automation Corp.			10,049.90		
<u>Kiesler's Police Supply, Inc.</u>					
Kiesler's Police Supply, Inc.	Crime Control & Investigation	Sims Guns-HEAT Team	3,477.00	143166	07/30/2019
Total for Kiesler's Police Supply, Inc.			3,477.00		
<u>Kiihn</u>					
Kiihn	Non-departmental	Refund Check	4.76	143191	08/01/2019
Kiihn	Non-departmental	Refund Check	2.40	143191	08/01/2019
Kiihn	Non-departmental	Refund Check	0.23	143191	08/01/2019
Kiihn	Non-departmental	Refund Check	7.16	143191	08/01/2019
Total for Kiihn			14.55		
<u>Knopik Sand and Gravel, Inc.</u>					

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Knopik Sand and Gravel, Inc.	Paved Streets	Class 5 Gravel	790.41	143316	08/08/2019
		Total for Knopik Sand and Gravel, Inc.	790.41		
<u>Kotewa</u> Kotewa	Aquatic Park Charges	Swimming Lesson Refund	30.00	143096	07/24/2019
		Total for Kotewa	30.00		
<u>Landscaping Plus Inc</u> Landscaping Plus Inc	Poetter's Circle	Lawn Mowing July 2019 Storm Cleanup, Hauling	1,750.00	143317	08/08/2019
		Total for Landscaping Plus Inc	1,750.00		
<u>Last Touch Paint LLC</u> Last Touch Paint LLC Last Touch Paint LLC Last Touch Paint LLC	Parks Parks Parks	Sign Stain Stain for Park Signs Stain for Park Signs	46.50 50.26 60.47	143366 143318 143318	08/12/2019 08/08/2019 08/08/2019
		Total for Last Touch Paint LLC	157.23		
<u>Lawn Solutions</u> Lawn Solutions	SMEC Building	Aug 2019 SMEC Mowing	460.00	143167	07/30/2019
		Total for Lawn Solutions	460.00		
<u>League Of Mn Cities Ins Trust</u> League Of Mn Cities Ins Trust	Property/Liability Insurance	Claim # LMC GL 00000090855 Power Outage Installing New S	2,135.41	143319	08/08/2019
		Total for League Of Mn Cities Ins Trust	2,135.41		
<u>Lee</u> Lee	Crime Control & Investigation	Tactical Medic Training	250.00	143097	07/24/2019
		Total for Lee	250.00		
<u>Lewis</u> Lewis Lewis Lewis	Non-departmental Non-departmental Non-departmental	Refund Check Refund Check Refund Check	0.18 0.43 0.26	143192 143192 143192	08/01/2019 08/01/2019 08/01/2019
		Total for Lewis	0.87		
<u>Locators & Supplies, Inc</u> Locators & Supplies, Inc Locators & Supplies, Inc Locators & Supplies, Inc Locators & Supplies, Inc Locators & Supplies, Inc	Paved Streets Paved Streets Paved Streets Paved Streets Parks	Pavement Markers Yellow W/ Reflective Pavement Markers Rain Gear 1/2 Street 1/2 Park Rain Jacket Rain Gear 1/2 Street 1/2 Park	347.09 347.09 403.89 38.30 403.89	143320 143211 143211 143480 143211	08/08/2019 08/02/2019 08/02/2019 08/21/2019 08/02/2019
		Total for Locators & Supplies, Inc	1,540.26		
<u>Locher Bros. Inc</u> Locher Bros. Inc Locher Bros. Inc	Liquor - Mdse for Resale Liquor - Mdse for Resale	Beer Beer Beer Beer Beer Beer Pop/Mix Beer Beer	2,331.20 16,435.75 5,857.80 25.55 30.70 131.95 59.30 17,212.35	143438 143438 143438 143438 143438 143438 143241 143241	08/19/2019 08/19/2019 08/19/2019 08/19/2019 08/19/2019 08/19/2019 08/06/2019 08/06/2019

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Locher Bros. Inc	Liquor - Mdse for Resale	Beer	50.90	143438	08/19/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	8,977.47	143438	08/19/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Pop/Mix	19.00	143438	08/19/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	69.30	143438	08/19/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	3,500.15	143241	08/06/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	8,543.65	143241	08/06/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	1,989.30	143241	08/06/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	40.90	143241	08/06/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Beer	7,386.10	143241	08/06/2019
Locher Bros. Inc	Liquor - Mdse for Resale	Pop/Mix	131.95	143241	08/06/2019
		Total for Locher Bros. Inc	72,793.32		
<u>Lud-key Locksmith</u>					
Lud-key Locksmith	SMEC Building	Classroom door Handle & Lock SMEC	157.50	143212	08/02/2019
		Total for Lud-key Locksmith	157.50		
<u>Luhmann</u>					
Luhmann	Non-departmental	Refund Check	1.43	143193	08/01/2019
Luhmann	Non-departmental	Refund Check	3.77	143193	08/01/2019
Luhmann	Non-departmental	Refund Check	0.95	143193	08/01/2019
Luhmann	Non-departmental	Refund Check	0.48	143193	08/01/2019
Luhmann	Non-departmental	Refund Check	0.05	143193	08/01/2019
		Total for Luhmann	6.68		
<u>Maakestad</u>					
Maakestad	Debt Service	TIF #25	38,707.10	143098	07/24/2019
		Total for Maakestad	38,707.10		
<u>MacDonald</u>					
MacDonald	Non-departmental	Returning Property FMP19-114 Darryl Beasley MNDOC# 1903	473.00	143411	08/15/2019
		Total for MacDonald	473.00		
<u>Mankato/Fairmont Fire & Safety</u>					
Mankato/Fairmont Fire & Safety	General Government Buildings	Hockey Arena Fire Extinguisher Inspections/Repairs	29.00	143412	08/15/2019
Mankato/Fairmont Fire & Safety	Paved Streets	Street Dept Fire Extinguisher Inspections/Repairs	60.00	143412	08/15/2019
		Total for Mankato/Fairmont Fire & Safety	89.00		
<u>Martin County Assessor</u>					
Martin County Assessor	Engineering	Shared Cost Pictometry Aerials 2019 Flyover Including Elec to E	1,770.00	143466	08/20/2019
		Total for Martin County Assessor	1,770.00		
<u>Martin County Attorney's</u>					
Martin County Attorney's	City Attorney	Interim Prosecutorial Services July 2019	3,645.00	143413	08/15/2019
Martin County Attorney's	City Attorney	Interim Prosecutorial Services June 2019	4,695.27	143413	08/15/2019
		Total for Martin County Attorney's	8,340.27		
<u>Martin County Auditor</u>					
Martin County Auditor	Crime Control & Investigation	Aug 2019 Frontier Phone Bill Police Dept	464.76	143321	08/08/2019
Martin County Auditor	Crime Control & Investigation	Aug 2019 Rental of Security Bldg	4,253.04	143213	08/02/2019
		Total for Martin County Auditor	4,717.80		
<u>Martin County Highway Dept</u>					

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Martin County Highway Dept	Crime Control & Investigation	July Fuel Usage	2,330.49	143279	08/07/2019
Martin County Highway Dept	Building Inspection	July Fuel Usage	78.00	143279	08/07/2019
Martin County Highway Dept	Animal Control	July Fuel Usage	46.67	143279	08/07/2019
Martin County Highway Dept	Paved Streets	July Fuel Usage	4,147.56	143279	08/07/2019
Martin County Highway Dept	Fire Fighting	July Fuel Usage	90.99	143279	08/07/2019
Martin County Highway Dept	Road & Bridge Equipment	Assorted Caterpillar Parts	492.54	143168	07/30/2019
Martin County Highway Dept	Parks	July Fuel Usage	1,567.57	143279	08/07/2019
Martin County Highway Dept	Airport	July Fuel Usage	89.72	143279	08/07/2019
Martin County Highway Dept	Engineering	July Fuel Usage	72.38	143279	08/07/2019
Martin County Highway Dept	Garbage Collection	July Fuel Usage	208.96	143279	08/07/2019
Martin County Highway Dept	Storm Sewer Mnt	July Fuel Usage	366.18	143279	08/07/2019
Martin County Highway Dept	Central Garage	July Fuel Usage	84.65	143279	08/07/2019
Total for Martin County Highway Dept			9,575.71		
<u>Martin County Ready Mix, Inc.</u>					
Martin County Ready Mix, Inc.	Storm Sewer Mnt	Storm Sewer Repair=Concrete	194.00	143322	08/08/2019
Martin County Ready Mix, Inc.	Storm Sewer Mnt	10th St C/B by Teeter Street	222.00	143322	08/08/2019
Total for Martin County Ready Mix, Inc.			416.00		
<u>Martin County Recorder</u>					
Martin County Recorder	Other General Gov't	7/31 Copy Fee	5.00	143481	08/21/2019
Martin County Recorder	Other General Gov't	7/17 Copy Fee	7.00	143481	08/21/2019
Total for Martin County Recorder			12.00		
<u>Martin County Star Inc.</u>					
Martin County Star Inc.	Liquor Store	Sip & Relax Color Ad Liquor Store	110.00	143242	08/06/2019
Total for Martin County Star Inc.			110.00		
<u>Martin-Mcallister Consulting Psyc</u>					
Martin-Mcallister Consulting Psychologists, Ir	Crime Control & Investigation	Public Safety Assessment	550.00	143467	08/20/2019
Total for Martin-Mcallister Consulting Psyc			550.00		
<u>Masa Consulting</u>					
Masa Consulting	Crime Control & Investigation	Managing Mental Health Crisis 08/19/19 2 Instructors	1,806.82	143482	08/21/2019
Total for Masa Consulting			1,806.82		
<u>Mayo Clinic Health System Fairmont</u>					
Mayo Clinic Health System Fairmont	Fire Fighting	Physicals Fire Dept Horst Guarantor ID 7000002276	749.00	143367	08/12/2019
Total for Mayo Clinic Health System Fairmont			749.00		
<u>Menards</u>					
Menards	Fiscal Sponsor	Acct #30500424-landscaping block for mini golf	1,785.72	143122	07/25/2019
Total for Menards			1,785.72		
<u>MHSRC/Range</u>					
MHSRC/Range	Crime Control & Investigation	EVOC Law Enforcement 08/15/19 L Paine	435.00	143483	08/21/2019
Total for MHSRC/Range			435.00		
<u>Midco</u>					
Midco	Airport	Ethernet Virtual Circuit 07/12 to 08/11/19 Airport	329.65	143099	07/24/2019
Midco	Airport	08/12 to 09/11/19 Ethernet Virtual Circuit Airport	329.65	143468	08/20/2019
Midco	Data Processing	Aug 2019 Internet Circuit	487.00	143368	08/12/2019

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Midco	Liquor Store	07/19/19 to 08/18/19 Telephone Liquor Store	158.84	143169	07/30/2019
Total for Midco			1,305.14		
Midstates Equipment & Sup					
Midstates Equipment & Sup	Paved Streets	55 Gallon Drum C-23	695.00	143323	08/08/2019
Midstates Equipment & Sup	Paved Streets	Crafcro Router Pins	1,573.12	143170	07/30/2019
Total for Midstates Equipment & Sup			2,268.12		
Miller Sellner					
Miller Sellner	Parks	Steering Cylinder Park Dept	348.00	143171	07/30/2019
Miller Sellner	Parks	Bolt Bush Hog Mower	1.25	143171	07/30/2019
Miller Sellner	Parks	Belt Bush Hog Mower	73.78	143171	07/30/2019
Miller Sellner	Parks	Washers, Bolts, Defective Cone & Fiber Washers	30.05	143171	07/30/2019
Miller Sellner	Parks	Baldes for Bush Hog Mower	75.06	143171	07/30/2019
Total for Miller Sellner			528.14		
Minn Municipal Utilities Associati					
Minn Municipal Utilities Association	Workers Comp	Safety Mgt Program July-Sept19	10,725.00	143123	07/25/2019
Total for Minn Municipal Utilities Associati			10,725.00		
Minnesota Dept of Admin					
Minnesota Dept of Admin	Crime Control & Investigation	June 2019 Vehicle Leases Police Dept	2,445.30	143214	08/02/2019
Total for Minnesota Dept of Admin			2,445.30		
Minnesota Elevator, Inc					
Minnesota Elevator, Inc	General Government Buildings	Aug 2019 Elevator Service City Hall	132.31	143215	08/02/2019
Minnesota Elevator, Inc	Library	Aug-Sep Bi-Monthly Elevator Service Library	142.49	143324	08/08/2019
Total for Minnesota Elevator, Inc			274.80		
Minnesota Pavng & Materials					
Minnesota Pavng & Materials	Paved Streets	Dump Fee, Oversize Dump Fee & Waste Assessment Fee	531.00	143414	08/15/2019
Minnesota Pavng & Materials	Paved Streets	Improvement Contract 2019-D	274,205.84	143414	08/15/2019
Total for Minnesota Pavng & Materials			274,736.84		
Mn Dept of Employment & Econoi					
Mn Dept of Employment & Economic Develo	Intergovernmental Revenues	MN Investment Fund Grant City of Fmt/Zierke Built Mfg Sept 20	2,758.20	143415	08/15/2019
Total for Mn Dept of Employment & Econoi			2,758.20		
MN Dept of Labor & Indus					
MN Dept of Labor & Indus	General Government Buildings	Boilers City Hall 100 Downtown Plaza	20.00	143369	08/12/2019
MN Dept of Labor & Indus	Aquatic Park	Boilers Aquatic Park 1400 S Prairie St	40.00	143369	08/12/2019
Total for MN Dept of Labor & Indus			60.00		
MN Energy Resources Corp.					
MN Energy Resources Corp.	General Government Buildings	Gas Utilities 07/10 to 08/05/19 Senior Center	45.00	143416	08/15/2019
MN Energy Resources Corp.	Fire Fighting	07/03 to 07/31/2019 Gas Utilities Fire Dept	102.34	143325	08/08/2019
MN Energy Resources Corp.	Aquatic Park	Gas utilities 06/15 to 07/16/19 Aquatic Park	4,489.79	143100	07/24/2019
MN Energy Resources Corp.	Library	Gas utilities 06/20/19 to 07/19/19 Lirbary	132.08	143172	07/30/2019
MN Energy Resources Corp.	Animal Control	Gas Utilities 07/17 to 08/12/19 Humane Society	18.00	143493	08/27/2019
MN Energy Resources Corp.	Animal Control	Gas utilities 06/15 to 07/16/19 Humane Society	20.08	143100	07/24/2019
MN Energy Resources Corp.	Central Garage	Gas utilities 06/15 to 07/16/19 City Shop	7.55	143100	07/24/2019
MN Energy Resources Corp.	Aquatic Park	Gas Utilities 07/17 to 08/12/19 Aquatic Park	3,466.54	143493	08/27/2019

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MN Energy Resources Corp.	Incubator Building	Gas Utilities 07/17 to 08/12/19 Incubator Bldg	52.10	143493	08/27/2019
MN Energy Resources Corp.	Incubator Building	Gas utilities 06/15 to 07/16/19 Incubator Bldg	55.91	143100	07/24/2019
MN Energy Resources Corp.	Liquor Store	Gas Utilities 07/16 to 08/13/19 Liquor Store	45.00	143493	08/27/2019
MN Energy Resources Corp.	Liquor Store	Gas utilities 06/15 to 07/15/19 Liquor Store	46.55	143100	07/24/2019
MN Energy Resources Corp.	Paved Streets	Gas utilities 07/17 to 08/12/19 City Shop/Street/Park	22.13	143493	08/27/2019
MN Energy Resources Corp.	Paved Streets	Gas utilities 06/15 to 07/16/19 City Shop	23.15	143100	07/24/2019
MN Energy Resources Corp.	Parks	Gas utilities 06/15 to 07/16/19 City Shop	23.15	143100	07/24/2019
MN Energy Resources Corp.	Parks	Gas utilities 07/17 to 08/12/19 City Shop/Street/Park	22.13	143493	08/27/2019
MN Energy Resources Corp.	Parks	Gas Utilities 07/10 to 08/05/19 Lincoln Shelter House	18.00	143416	08/15/2019
MN Energy Resources Corp.	Central Garage	Gas utilities 07/17 to 08/12/19 City Shop/Street/Park	7.21	143493	08/27/2019
		Total for MN Energy Resources Corp.	8,596.71		
<u>Mn Fire Service Cert Bd</u>					
Mn Fire Service Cert Bd	Fire Fighting	Instructor I Certification Exam 3/23/19 Sam Cress	115.00	143469	08/20/2019
		Total for Mn Fire Service Cert Bd	115.00		
<u>MN West-CVI Recertification</u>					
MN West-CVI Recertification	Central Garage	Commercial Vehicle Inspection Re-Certification R Martin 10/8/19	100.00	143470	08/20/2019
		Total for MN West-CVI Recertification	100.00		
<u>MRCI</u>					
MRCI	SMEC Building	July 2019 Services	610.50	143417	08/15/2019
		Total for MRCI	610.50		
<u>Municode</u>					
Municode	Recording & Reporting	Online Code Hosting 08/01/19 to 07/31/20	950.00	143370	08/12/2019
		Total for Municode	950.00		
<u>Munsterman</u>					
Munsterman	Paved Streets	Safety Boots Reimbursement	175.00	143326	08/08/2019
		Total for Munsterman	175.00		
<u>MY-LOR, Inc.</u>					
MY-LOR, Inc.	Fire Fighting	ID Tag, Aluminum w/trigger snap	473.71	143371	08/12/2019
		Total for MY-LOR, Inc.	473.71		
<u>Napa Auto Fairmont</u>					
Napa Auto Fairmont	Building Inspection	Oil Filter	2.40	143418	08/15/2019
Napa Auto Fairmont	Road & Bridge Equipment	Oil Filters, Oil, Fuel Filters	127.98	143418	08/15/2019
Napa Auto Fairmont	Road & Bridge Equipment	Oil Filters	10.72	143418	08/15/2019
Napa Auto Fairmont	Road & Bridge Equipment	Air Filters	8.41	143418	08/15/2019
Napa Auto Fairmont	Parks	Oil Filter	2.75	143418	08/15/2019
Napa Auto Fairmont	Parks	Oil Filters	11.59	143418	08/15/2019
Napa Auto Fairmont	Parks	Fuell & Oil Filters	60.48	143418	08/15/2019
Napa Auto Fairmont	Storm Sewer Mnt	Oil & Air Filters	40.10	143418	08/15/2019
Napa Auto Fairmont	Storm Sewer Mnt	Mirror	15.46	143418	08/15/2019
Napa Auto Fairmont	Airport	Oil, Air & Fuel Filters	62.60	143418	08/15/2019
Napa Auto Fairmont	Central Garage	Spark Plugs	14.23	143418	08/15/2019
		Total for Napa Auto Fairmont	356.72		
<u>Nelson</u>					

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Nelson	Crime Control & Investigation	SOTA Basic Swat-HEAT Team	850.00	0	08/08/2019
Total for Nelson			850.00		
<u>O'Reilly Auto Parts</u>					
O'Reilly Auto Parts	Road & Bridge Equipment	Door Jamb Switch Street Dept	9.29	143217	08/02/2019
O'Reilly Auto Parts	Paved Streets	Air Filter	14.01	143419	08/15/2019
O'Reilly Auto Parts	Central Garage	Anti-Seize	13.78	143327	08/08/2019
Total for O'Reilly Auto Parts			37.08		
<u>Olson</u>					
Olson	Parks	Safety Boot Reimbursement	144.95	143420	08/15/2019
Total for Olson			144.95		
<u>Olson Rentals, Inc.</u>					
Olson Rentals, Inc.	Paved Streets	Propane-for Blacktopping	44.46	143328	08/08/2019
Olson Rentals, Inc.	Road & Bridge Equipment	LP Tank Filled	21.84	143218	08/02/2019
Olson Rentals, Inc.	Paved Streets	Propane Fill for Paver	22.23	143471	08/20/2019
Olson Rentals, Inc.	Parks	Post Hole Digger Rental	117.70	143328	08/08/2019
Olson Rentals, Inc.	Parks	Spring Zero Turn Mower Park Dept	5.75	143218	08/02/2019
Total for Olson Rentals, Inc.			211.98		
<u>Olympic Fire Protection</u>					
Olympic Fire Protection	General Government Buildings	City Hall Annual Inspection	120.00	143484	08/21/2019
Olympic Fire Protection	General Government Buildings	Martin County Arena Annual Inspection	405.00	143484	08/21/2019
Olympic Fire Protection	SMEC Building	Presentation College Annual Inspection	465.00	143484	08/21/2019
Olympic Fire Protection	Liquor Store	Liquor Store Annual Inspection	120.00	143484	08/21/2019
Total for Olympic Fire Protection			1,110.00		
<u>Paustis Wine Company</u>					
Paustis Wine Company	Liquor - Mdse for Resale	Wine	573.00	143243	08/06/2019
Paustis Wine Company	Liquor - Mdse for Resale	Freight	8.75	143243	08/06/2019
Paustis Wine Company	Liquor - Mdse for Resale	Wine	868.00	143439	08/19/2019
Paustis Wine Company	Liquor - Mdse for Resale	Freight	12.50	143439	08/19/2019
Total for Paustis Wine Company			1,462.25		
<u>PC Janitorial Supply</u>					
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	99.36	143329	08/08/2019
PC Janitorial Supply	Aquatic Park	Supplies-Aquatic Park	38.00	143329	08/08/2019
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	260.35	143329	08/08/2019
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	148.37	143329	08/08/2019
PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	147.17	143329	08/08/2019
PC Janitorial Supply	Aquatic Park	H2Orange Aquatic Park	172.84	143101	07/24/2019
PC Janitorial Supply	SMEC Building	Cleaning Supplies-SMEC	119.90	143173	07/30/2019
PC Janitorial Supply	Liquor Store	Cleaning Supplies-Liquor Store	95.00	143244	08/06/2019
PC Janitorial Supply	Library	Cleaning Supplies-Library	306.78	143472	08/20/2019
PC Janitorial Supply	Library	Cleaning Supplies-Library	18.88	143329	08/08/2019
PC Janitorial Supply	Library	Cleaning Supplies- Library	24.53	143101	07/24/2019
PC Janitorial Supply	Library	Cleaning Supplies- Library	25.00	143329	08/08/2019
PC Janitorial Supply	Parks	Cleaning Supplies-Park	95.85	143421	08/15/2019
PC Janitorial Supply	Parks	Cleaning Supplies-Park Dept			

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PC Janitorial Supply	Aquatic Park	Cleaning Supplies-Aquatic Park	48.84	143472	08/20/2019
		Total for PC Janitorial Supply	1,600.87		
<u>Phillips Wine & Spirits</u>					
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	138.90	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	-25.60	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	163.00	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	3.38	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	-23.83	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	19,890.27	143440	08/19/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,891.25	143440	08/19/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	35.49	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	197.19	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	11,221.01	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	899.65	143440	08/19/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	165.70	143440	08/19/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	356.18	143440	08/19/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	542.00	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	11.83	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	720.50	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	35.49	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	253.90	143245	08/06/2019
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	2,738.85	143245	08/06/2019
		Total for Phillips Wine & Spirits	39,215.16		
<u>Photo Press</u>					
Photo Press	Planning & Zoning	Sticky Paper for Copying ATV Permits	9.00	143422	08/15/2019
Photo Press	Planning & Zoning	Planning/Code Enforcement Technician	100.00	143422	08/15/2019
Photo Press	Planning & Zoning	Planning/Code Enforcement Technician	100.00	143422	08/15/2019
Photo Press	General Government Buildings	Domtar 80# Cover General City Use	22.60	143422	08/15/2019
		Total for Photo Press	231.60		
<u>Pierce</u>					
Pierce	Taxes	Tax Abatement 2019	476.00	143219	08/02/2019
		Total for Pierce	476.00		
<u>Pierce, Rick</u>					
Pierce, Rick	Paved Streets	Safety Boot Reimbursement	149.95	143423	08/15/2019
		Total for Pierce, Rick	149.95		
<u>Plunkett's Pest Control, Inc.</u>					
Plunkett's Pest Control, Inc.	General Government Buildings	Bird Control Program Aug 2019	100.00	143424	08/15/2019
		Total for Plunkett's Pest Control, Inc.	100.00		
<u>Prairie Small Engine</u>					
Prairie Small Engine	Parks	Grip-Echo Park Dept	8.20	143425	08/15/2019
		Total for Prairie Small Engine	8.20		
<u>Prairieland Solid Waste Mgmt</u>					
Prairieland Solid Waste Mgmt	Garbage Collection	July 2019 Refuse Removal	1,148.68	143220	08/02/2019

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Public Utilities Commission	Lake Restoration	Aug 2019 Utilities	95.45	143485	08/21/2019
Public Utilities Commission	Incubator Building	Aug 2019 Utilities	372.69	143485	08/21/2019
Public Utilities Commission	Incubator Building	Aug 2019 Utilities	65.75	143485	08/21/2019
Public Utilities Commission	Incubator Building	Aug 2019 Utilities	29.68	143485	08/21/2019
Public Utilities Commission	Airport	Aug 2019 Utilities	25.62	143485	08/21/2019
Public Utilities Commission	Airport	Aug 2019 Utilities	2,229.66	143485	08/21/2019
Public Utilities Commission	Airport	Aug 2019 Utilities	982.90	143485	08/21/2019
Public Utilities Commission	Airport	Aug 2019 Utilities	24.74	143485	08/21/2019
Public Utilities Commission	Central Garage	Aug 2019 Utilities	3,687.38	143485	08/21/2019
Public Utilities Commission	Aquatic Park	Aug 2019 Utilities	1,204.70	143485	08/21/2019
Public Utilities Commission	Poetter's Circle	Storm Sewer Utilities 05/31 to 06/21/19 2604 Poetter Circle	3.96	143102	07/24/2019
Public Utilities Commission	Poetter's Circle	Electric Util 06/21 to 07/01/19 Final Bill 2604 Poetter Circle	5.73	143222	08/02/2019
Public Utilities Commission	Poetter's Circle	Water Util 06/21 to 07/01/19 Final Bill 2604 Poetter Circle	24.86	143222	08/02/2019
Public Utilities Commission	Poetter's Circle	Sewer Util 06/21 to 07/01/19 Final Bill 2604 Poetter Circle	12.81	143222	08/02/2019
Public Utilities Commission	Poetter's Circle	Storm Sewer Util 06/21 to 07/01/19 Final Bill 2604 Poetter Cir	0.13	143222	08/02/2019
Public Utilities Commission	Airport	Aug 2019 Utilities	148.90	143485	08/21/2019
Public Utilities Commission	Parks	Aug 2019 Utilities	1,497.81	143485	08/21/2019
Public Utilities Commission	Parks	Aug 2019 Utilities	893.56	143485	08/21/2019
Public Utilities Commission	Parks	Aug 2019 Utilities	407.65	143485	08/21/2019
Public Utilities Commission	Poetter's Circle	Electric Utilities 05/31 to 06/21/19 2604 Poetter Circle	15.05	143102	07/24/2019
Public Utilities Commission	Poetter's Circle	Water Utilities 05/31 to 06/21/19 2604 Poetter Circle	33.12	143102	07/24/2019
Public Utilities Commission	Poetter's Circle	Sewer Utilities 05/31 to 06/21/19 2604 Poetter Circle	21.12	143102	07/24/2019
Public Utilities Commission	Animal Control	Aug 2019 Utilities	17.41	143485	08/21/2019
Public Utilities Commission	Paved Streets	Aug 2019 Utilities	130.22	143485	08/21/2019
Public Utilities Commission	Paved Streets	Aug 2019 Utilities	52.76	143485	08/21/2019
Public Utilities Commission	Paved Streets	Aug 2019 Utilities	15.90	143485	08/21/2019
Public Utilities Commission	Paved Streets	Aug 2019 Utilities	34.98	143485	08/21/2019
Public Utilities Commission	Parks	Aug 2019 Utilities	2,806.84	143485	08/21/2019
Public Utilities Commission	Library	Aug 2019 Utilities	61.32	143485	08/21/2019
Public Utilities Commission	Library	Aug 2019 Utilities	24.46	143485	08/21/2019
Public Utilities Commission	Library	Aug 2019 Utilities	21.21	143485	08/21/2019
Public Utilities Commission	Animal Control	Aug 2019 Utilities	407.61	143485	08/21/2019
Public Utilities Commission	Animal Control	Aug 2019 Utilities	83.22	143485	08/21/2019
Public Utilities Commission	Animal Control	Aug 2019 Utilities	40.36	143485	08/21/2019
Public Utilities Commission	Fire Fighting	Aug 2019 Utilities	61.32	143485	08/21/2019
Public Utilities Commission	Fire Fighting	Aug 2019 Utilities	24.46	143485	08/21/2019
Public Utilities Commission	Street Lighting	Aug 2019 Utilities	2,944.26	143485	08/21/2019
Public Utilities Commission	Street Lighting	Aug 2019 Utilities	2,479.07	143485	08/21/2019
Public Utilities Commission	Street Lighting	Aug 2019 Utilities	8.81	143485	08/21/2019
Public Utilities Commission	Library	Aug 2019 Utilities	2,043.32	143485	08/21/2019
		Total for Public Utilities Commission	31,399.40		
<u>Ragan</u>					
Ragan	Non-departmental	Refund Check	0.34	143194	08/01/2019

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Ragan	Non-departmental	Refund Check	0.17	143194	08/01/2019
Ragan	Non-departmental	Refund Check	0.02	143194	08/01/2019
Ragan	Non-departmental	Refund Check	0.51	143194	08/01/2019
Total for Ragan			1.04		
<u>Ramos</u>					
Ramos	Non-departmental	Refund Check	0.49	143195	08/01/2019
Ramos	Non-departmental	Refund Check	0.05	143195	08/01/2019
Ramos	Non-departmental	Refund Check	1.46	143195	08/01/2019
Ramos	Non-departmental	Refund Check	0.97	143195	08/01/2019
Ramos	Non-departmental	Refund Check	2.97		
Total for Ramos			2.97		
<u>Recreation Supply Co</u>					
Recreation Supply Co	Aquatic Park	Handheld Pool Vacuum	325.00	143103	07/24/2019
Recreation Supply Co	Aquatic Park	Reagents- Aquatic Park	29.71	143103	07/24/2019
Recreation Supply Co	Aquatic Park	Skimmer & Wrench for Reel	77.04	143428	08/15/2019
Total for Recreation Supply Co			431.75		
<u>Red Bull Distribution Company</u>					
Red Bull Distribution Company	Liquor - Mdse for Resale	Pop/Mix	144.00	143246	08/06/2019
Total for Red Bull Distribution Company			144.00		
<u>Redi Haul Trailers, Inc</u>					
Redi Haul Trailers, Inc	Ice & Snow Removal	Cut & Form	166.00	143473	08/20/2019
Redi Haul Trailers, Inc	Parks	3" Galvanized Pipes Park Dept	450.00	143223	08/02/2019
Redi Haul Trailers, Inc	Parks	Hanger Kit, Spring, Nut & 2 1/2 W Bolt	112.00	143473	08/20/2019
Redi Haul Trailers, Inc	Parks	12 x 8 1/4 x 3/16	130.00	143473	08/20/2019
Total for Redi Haul Trailers, Inc			858.00		
<u>Reliafunds Escrow, LLC</u>					
Reliafunds Escrow, LLC	Paved Streets	Winnebago Ave SAP 123-105-005	167,292.06	143429	08/15/2019
Total for Reliafunds Escrow, LLC			167,292.06		
<u>Reserve Account</u>					
Reserve Account	Crime Control & Investigation	Postage for Postage Meter Acct#35094614	120.00	143373	08/12/2019
Reserve Account	Building Inspection	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Paved Streets	Postage for Postage Meter Acct#35094614	80.00	143373	08/12/2019
Reserve Account	Director of Finance	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	City Attorney	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Planning & Zoning	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Lake Restoration	Postage for Postage Meter Acct#35094614	80.00	143373	08/12/2019
Reserve Account	Data Processing	Postage for Postage Meter Acct#35094614	120.00	143373	08/12/2019
Reserve Account	City Manager	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Liquor Store	Postage for Postage Meter Acct#35094614	80.00	143373	08/12/2019
Reserve Account	Parking Lots	Postage for Postage Meter Acct#35094614	80.00	143373	08/12/2019
Reserve Account	Recording & Reporting	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Police Administration	Postage for Postage Meter Acct#35094614	80.00	143373	08/12/2019
Reserve Account	Fire Fighting	Postage for Postage Meter Acct#35094614	160.00	143373	08/12/2019
Reserve Account	Parks	Postage for Postage Meter Acct#35094614	160.00	143373	08/12/2019

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Reserve Account	Economic Development	Postage for Postage Meter Acct#35094614	120.00	143373	08/12/2019
Reserve Account	Airport	Postage for Postage Meter Acct#35094614	200.00	143373	08/12/2019
Reserve Account	Engineering	Postage for Postage Meter Acct#35094614	440.00	143373	08/12/2019
		Total for Reserve Account	2,920.00		
<u>Richards Auto Repair</u>					
Richards Auto Repair	Crime Control & Investigation	4 Tires 2017 Ford Explorer #5	518.04	143374	08/12/2019
		Total for Richards Auto Repair	518.04		
<u>River Bend Business Products</u>					
River Bend Business Products	Crime Control & Investigation	Office Supplies-Police Dept	271.16	143330	08/08/2019
River Bend Business Products	Building Inspection	Office Supplies-Upstairs City Hall	25.10	143486	08/21/2019
River Bend Business Products	Building Inspection	Office Supplies-Upstairs City Hall	3.02	143486	08/21/2019
River Bend Business Products	Paved Streets	2020 Wall Planner Street Dept	31.05	143330	08/08/2019
River Bend Business Products	City Attorney	Office Supplies-Upstairs City Hall	25.10	143486	08/21/2019
River Bend Business Products	City Attorney	Office Supplies-Upstairs City Hall	3.01	143486	08/21/2019
River Bend Business Products	SMEC Building	06/20 to 07/31/19 Printer Usage SMEC	15.40	143330	08/08/2019
River Bend Business Products	City Manager	Office Supplies-Upstairs City Hall	25.10	143486	08/21/2019
River Bend Business Products	City Manager	Office Supplies-Upstairs City Hall	3.02	143486	08/21/2019
River Bend Business Products	Liquor Store	Office Supplies-Liquor Store	18.10	143247	08/06/2019
River Bend Business Products	Liquor Store	Toner Cartridge Return Liquor Store	-114.99	143486	08/21/2019
River Bend Business Products	Liquor Store	Office Supplies-Upstairs City Hall	25.10	143486	08/21/2019
River Bend Business Products	Planning & Zoning	Office Supplies-Upstairs City Hall	3.01	143486	08/21/2019
River Bend Business Products	Planning & Zoning	Office Supplies-Upstairs City Hall	25.10	143486	08/21/2019
River Bend Business Products	Economic Development	Office Supplies-Upstairs City Hall	3.02	143486	08/21/2019
River Bend Business Products	Economic Development	Office Supplies-Upstairs City Hall	25.12	143486	08/21/2019
River Bend Business Products	Engineering	Office Supplies-Upstairs City Hall	3.02	143486	08/21/2019
River Bend Business Products	Engineering	Office Supplies-Upstairs City Hall	3.02	143486	08/21/2019
		Total for River Bend Business Products	389.44		
<u>RJM Distributing</u>					
RJM Distributing	Liquor - Mdse for Resale	Beer	48.00	143441	08/19/2019
		Total for RJM Distributing	48.00		
<u>Robbins</u>					
Robbins	Aquatic Park Charges	Aquatic Park Admissions for 07/14/19	48.00	143104	07/24/2019
		Total for Robbins	48.00		
<u>Rosburg Construction</u>					
Rosburg Construction	Garbage Collection	Excavator Work Done at Tree Dump	1,890.00	143331	08/08/2019
		Total for Rosburg Construction	1,890.00		
<u>RTT Mobile Interpretation</u>					
RTT Mobile Interpretation	Crime Control & Investigation	Aug 2019 Monthly Access Fees & Minutes Used 07/16 to 07/31/	52.04	143375	08/12/2019
		Total for RTT Mobile Interpretation	52.04		
<u>Sanow, Chad</u>					
Sanow, Chad	Crime Control & Investigation	Firearms Training Equipment-Tarps, Metal Stakes & Batteries	62.81	0	07/24/2019
		Total for Sanow, Chad	62.81		
<u>Secretary of State</u>					
Secretary of State	Urban Redevelopment & Housing	UCC Financing Termination for Last Touch, LLC	20.00	143105	07/24/2019

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Stangler	Engineering	Safety Boots Reimbursement	159.99	143106	07/24/2019
		Total for Stangler	159.99		
<u>Steuber</u>					
Steuber	Aquatic Park	Merchandise for Resale-Aquatic Park	35.08	0	07/24/2019
Steuber	Aquatic Park	Supplies-Aquatic Park	99.96	0	07/24/2019
Steuber	Aquatic Park	Cash Register & 2 Way Radios Aquatic Park	291.83	0	07/24/2019
Steuber	Aquatic Park	Merchandise for Resale Aquatic Park	11.49	0	07/24/2019
Steuber	Aquatic Park	First Aid Cold Packs Aquatic Park	18.49	0	07/24/2019
Steuber	Aquatic Park	Christmas in July Supplies-Aquatic Park	16.32	0	07/30/2019
Steuber	Aquatic Park	Birthday Party Supplies-Aquatic Park-Resale	75.53	0	08/08/2019
Steuber	Aquatic Park	Recert for Life Guard Instructor Training 08/10/19 Faribault, MN	98.28	0	08/15/2019
Steuber	Aquatic Park				
		Total for Steuber	646.98		
<u>Stormy's Motorsports & Marine</u>					
Stormy's Motorsports & Marine	Parks	Kayak Launch Addition	4,018.00	143176	07/30/2019
		Total for Stormy's Motorsports & Marine	4,018.00		
<u>Szafryk</u>					
Szafryk	Mayor & Council	July 2019 Council Meetings	200.00	143177	07/30/2019
Szafryk	Mayor & Council	June 2019 Council Meetings	175.00	143177	07/30/2019
		Total for Szafryk	375.00		
<u>Thrive Pass</u>					
Thrive Pass	Health Insurance	July 2019 Plan A & COBRA Admin Fees	574.00	143377	08/12/2019
Thrive Pass	Flex Plan	July 2019 FSA Admin Fees	69.00	143377	08/12/2019
		Total for Thrive Pass	643.00		
<u>Total Comfort Systems</u>					
Total Comfort Systems	Poetter's Circle	Condensate Elbow on A-Coil Plugged on the A/C2612 Poetter Ci	63.75	143334	08/08/2019
Total Comfort Systems	Poetter's Circle	Replaced Fill Valve & Flapper on Stool at 2606 Poetter Circle	95.49	143334	08/08/2019
		Total for Total Comfort Systems	159.24		
<u>Tow Distributing</u>					
Tow Distributing	Liquor - Mdse for Resale	Beer	40,275.46	143249	08/06/2019
Tow Distributing	Liquor - Mdse for Resale	Pop/Mix	30.00	143249	08/06/2019
Tow Distributing	Liquor - Mdse for Resale	Beer	26,937.90	143443	08/19/2019
Tow Distributing	Liquor - Mdse for Resale	Pop/Mix	72.50	143443	08/19/2019
Tow Distributing	Liquor - Mdse for Resale				
		Total for Tow Distributing	67,315.86		
<u>Trawick</u>					
Trawick	Non-departmental	FMP17-3762 Returned Case Evidence	106.00	143183	07/31/2019
		Total for Trawick	106.00		
<u>Treetop Products, Inc.</u>					
Treetop Products, Inc.	Parks	SHIP Grant Reimbursement "Active Living"	5,210.09	143474	08/20/2019
		Total for Treetop Products, Inc.	5,210.09		
<u>Unruh, Thomas</u>					
Unruh, Thomas	Non-departmental	Double pymnt received from MN Dept of Revenue & Thomas Un	135.00	143178	07/30/2019
		Total for Unruh, Thomas	135.00		
<u>USA Blue Book</u>					

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USA Blue Book	Storm Sewer Mnt	Coupling, Coupler & Doubel Jacket Hose Storm Sewer	364.75	143335	08/08/2019
Total for USA Blue Book			364.75		
<u>Valley Asphalt Products</u>					
Valley Asphalt Products	Paved Streets	Blacktop	467.39	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop	976.50	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop	485.46	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop-Lair Rd	1,006.54	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop-Lair Rd	491.60	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop	1,011.43	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop	973.78	143336	08/08/2019
Valley Asphalt Products	Paved Streets	Blacktop-Lake Ave	475.46	143432	08/15/2019
Total for Valley Asphalt Products			5,888.16		
<u>Van Hee Media, L.L.C.</u>					
Van Hee Media, L.L.C.	Aquatic Park	Pure Gold Ad-Color Option May Issue	104.00	143433	08/15/2019
Total for Van Hee Media, L.L.C.			104.00		
<u>Verizon Wireless</u>					
Verizon Wireless	Director of Finance	Monthly Cell Phones 06/21 to 07/20/2019	53.43	143225	08/02/2019
Verizon Wireless	Engineering	Monthly Cell Phones 06/21 to 07/20/2019	103.45	143225	08/02/2019
Verizon Wireless	Aquatic Park	Monthly Cell Phones 06/21 to 07/20/2019	53.43	143225	08/02/2019
Verizon Wireless	Crime Control & Investigation	Monthly Cell Phones 06/21 to 07/20/2019	1,009.75	143225	08/02/2019
Verizon Wireless	Building Inspection	Monthly Cell Phones 06/21 to 07/20/2019	106.86	143225	08/02/2019
Verizon Wireless	Paved Streets	Monthly Cell Phones 06/21 to 07/20/2019	53.43	143225	08/02/2019
Verizon Wireless	Parks	Monthly Cell Phones 06/21 to 07/20/2019	106.86	143225	08/02/2019
Verizon Wireless	Airport	Monthly Cell Phones 06/21 to 07/20/2019	53.43	143225	08/02/2019
Verizon Wireless	Data Processing	Backup Router 06/24 to 07/23/2019	10.02	143225	08/02/2019
Total for Verizon Wireless			1,550.66		
<u>Vinnies Minn Snow</u>					
Vinnies Minn Snow	Aquatic Park	Food for Resale-Aquatic Park	434.60	143107	07/24/2019
Vinnies Minn Snow	Aquatic Park	Food for Resale-Aquatic Park	326.40	143475	08/20/2019
Total for Vinnies Minn Snow			761.00		
<u>Vinocopia, Inc</u>					
Vinocopia, Inc	Liquor - Mdse for Resale	Liquor	1,122.46	143444	08/19/2019
Vinocopia, Inc	Liquor - Mdse for Resale	Wine	208.00	143444	08/19/2019
Vinocopia, Inc	Liquor - Mdse for Resale	Pop/Mix	120.00	143444	08/19/2019
Vinocopia, Inc	Liquor - Mdse for Resale	Freight	30.00	143444	08/19/2019
Total for Vinocopia, Inc			1,480.46		
<u>Visit Fairmont</u>					
Visit Fairmont	CVB	Hotel Tax June 2019 due in July \$17,804.63 Less 5%	16,914.40	143378	08/12/2019
Total for Visit Fairmont			16,914.40		
<u>Voss Cleaning Services, Inc.</u>					
Voss Cleaning Services, Inc.	Paved Streets	Rug Service July 2019 Park & Street Dept	39.00	143337	08/08/2019
Voss Cleaning Services, Inc.	General Government Buildings	Janitorial & Rug Service July 2019 City Hall	693.50	143337	08/08/2019
Voss Cleaning Services, Inc.	Fire Fighting	Janitorial Service July 2019 Fire Hall	389.00	143337	08/08/2019

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Voss Cleaning Services, Inc.	Parks	Rug Service July 2019 Park & Street Dept	39.00	143337	08/08/2019
Voss Cleaning Services, Inc.	Airport	Janitorial & Rug Service July 2019 Airport	312.00	143337	08/08/2019
Voss Cleaning Services, Inc.	Incubator Building	Janitorial & Rug Service July 2019 Incubator Bldg	125.00	143337	08/08/2019
Total for Voss Cleaning Services, Inc.			1,597.50		
<u>Warnier</u>			0.33	143196	08/01/2019
Warnier	Non-departmental	Refund Check	0.21	143196	08/01/2019
Warnier	Non-departmental	Refund Check	0.11	143196	08/01/2019
Warnier	Non-departmental	Refund Check	0.01	143196	08/01/2019
Warnier	Non-departmental	Refund Check	0.66		
Total for Warnier					
<u>Waste Management Of So MN</u>			316.41	143338	08/08/2019
Waste Management Of So MN	Incubator Building	July 2019 Refuse Removal Incubator Bldg	316.41		
Total for Waste Management Of So MN					
<u>Waterville Food & Ice, Inc.</u>			237.34	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	319.81	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	234.75	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	156.10	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	296.64	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	303.55	143250	08/06/2019
Waterville Food & Ice, Inc.	Liquor - Mdse for Resale	Ice	1,548.19		
Total for Waterville Food & Ice, Inc.					
<u>Watowan County Sheriff's Office</u>			123.24	143487	08/21/2019
Watowan County Sheriff's Office	Crime Control & Investigation	July 2019 Fuel for Drug Task Force Lily	123.24		
Total for Watowan County Sheriff's Office					
<u>Wayman</u>			0.70	143197	08/01/2019
Wayman	Non-departmental	Refund Check	0.31	143197	08/01/2019
Wayman	Non-departmental	Refund Check	1.00	143197	08/01/2019
Wayman	Non-departmental	Refund Check	2.01		
Total for Wayman					
<u>Wine Merchants</u>			43.94	143251	08/06/2019
Wine Merchants	Liquor - Mdse for Resale	Freight	1,600.00	143251	08/06/2019
Wine Merchants	Liquor - Mdse for Resale	Wine	265.00	143445	08/19/2019
Wine Merchants	Liquor - Mdse for Resale	Wine	1.69	143445	08/19/2019
Wine Merchants	Liquor - Mdse for Resale	Freight	1,910.63		
Total for Wine Merchants					
<u>WSB & Associates, Inc.</u>			1,387.00	143226	08/02/2019
WSB & Associates, Inc.	Other General Gov't	Comprehensive Plan June 2019	1,387.00		
Total for WSB & Associates, Inc.					
<u>Yeager Implement, Inc.</u>			411.00	143340	08/08/2019
Yeager Implement, Inc.	Road & Bridge Equipment	Bit, Plane Unit #126	-483.84	143340	08/08/2019
Yeager Implement, Inc.	Road & Bridge Equipment	Bit, Plane	66.06	143340	08/08/2019
Yeager Implement, Inc.	Road & Bridge Equipment	Blade 21 C	746.28	143340	08/08/2019
Yeager Implement, Inc.	Paved Streets	Skid Bar, Plane Bit			

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

From: 07/24/2019

To: 08/27/2019



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Yeager Implement, Inc.	Paved Streets	Block, Plane Bit	927.40	143340	08/08/2019
Yeager Implement, Inc.	Parks	Mower Clutch	371.66	143340	08/08/2019
Yeager Implement, Inc.	Parks	Electric C Park Dept	-371.66	143340	08/08/2019
		Total for Yeager Implement, Inc.	1,666.90		
<u>Ziegler, Inc.</u>					
Ziegler, Inc.	Road & Bridge Equipment	Slope Meters Skidloader & Grader	332.37	143434	08/15/2019
Ziegler, Inc.	Road & Bridge Equipment	Bearing Street #33	82.09	143341	08/08/2019
		Total for Ziegler, Inc.	414.46		
			1,425,728.09		



REGULAR MEETING MINUTES
City Hall – 2nd Floor Conference Room
June 10, 2019 at 4:30 pm

Members Present: Bruce Peters, Tom Hawkins, Amy Long, Mike Wubbena, Chantill Kahler Royer, and Rich Johnson

Members Absent: Andy Noll

Others Present: Judy Bryan, Fairmont Sentinel; Linsey Preuss, Economic Development Coordinator; Maddie, Mayo Intern; Rod Halverson, City of Lakes Media; Holly Petrowiak, Community Development Intern

1.0 Opening -

1.1 Welcome/Call to Order

Vice Chair Long called the meeting to order at 4:30 p.m.

1.2 Approval of Agenda

Hawkins made the motion to approve the agenda. The motion was seconded by Peters and carried unanimously.

2.0 'Business Oversight/Responsibilities'

2.1 Consent Agenda

Peters made the motion to approve the consent agenda including the minutes of May 20, 2019 and the Treasurer's Report. The motion was seconded by Johnson and carried unanimously.

2.2 Actions Taken or Related to Progress/Status Reports

2.2.1 New Industrial Park Development

Preuss suggested paying \$5000 so that Midco can extend fiber from Lake Ave, North along N Bixby Road and 130th street to CHS and other businesses. Peters made the motion to fund Midco at \$5000 for the expansion of fiber in the industrial park. The motion was seconded by Kahler Royer and carried unanimously.

2.2.2 Housing Update

Preuss reported that the first meeting to plan for the homeowner education course went well and they came up with separate classes one being in the fall for improving credit and one in the spring for lenders and buyers. There will also be an 8 hour course which will be offered in Spanish.

2.2.3 Update Officer Slate

Preuss reported that Andy Noll, Amy Long and Rich Johnson have all completed their term as officers and thanked them. They all agreed to serve another term as the office they previously held. **Peters made the motion to approve another term for Andy Noll as President, Amy Long as Vice President, and Rich Johnson as Secretary/Treasurer on the officer slate. The motion was seconded by Hawkins and carried unanimously.**

2.2.4 Child Care Update

Preuss reported that the Core Team continues to work on this issue.

2.2.5 Monthly Report

Preuss spoke about her monthly report and it has continued as very busy with positive outcomes. Holly spoke about her monthly report as the community development intern and the projects she is helping with.

3.0 Strategic Conversations

3.1 Monthly Story from Golden Shovel

The story went well and is included in the packet for the board.

3.2 Article in Business Magazine

3.2.1 Fairmont, Minnesota: Growing Side by Side

The story is a national publication and hugely successful for Fairmont and the area, showing that it is continuing to progress and grow with goals in mind for the future.

3.3 Building Value Discussion

The board discussed the thought of finding and using incentives whether it be financial or otherwise that might help. The board requested staff to ask other towns like Fairmont and see what they have to say or if they have ideas.

4.0 Meeting Wrap-Up

4.1 Review Actions to be Taken – Preuss will talk with other towns on renovations/funding of downtown buildings.

Ask business if they are willing to share their cost analysis on the downtown building renovation.

4.2 Meeting Evaluation – Rating of 1-5

Amy Long - 5

Mike Wubbena - 4

Tom Hawkins - 5

Bruce Peters – 4

Rich Johnson – 4

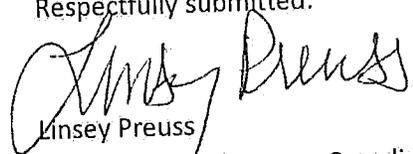
Chantill Kahler Royer - 5

4.3 Next Regular meeting is scheduled for July 8, 2019 at 4:30 p.m.

5.0 Adjourn

Peters made the motion to adjourn the meeting at 5:00pm. The motion was seconded by Johnson and carried unanimously.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Linsey Preuss". The signature is written in a cursive style with a large initial "L".

Linsey Preuss

Economic Development Coordinator

Fairmont Airport Advisory Board Minutes
July 9, 2019 5:30pm

Board members Present: Kate Hawkins, Dustin Weiderhoeft, Tim McConnell, Jeff Varboncoeur
Council Liaison Present: Ruth Cyphers
Staff Present: Lee Steinkamp, Airport Manager
Others: Jake Braunagel (KLJ) via telephone, Verlus Burkhart,

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

A motion was presented by Tim McConnell to approve the June 11, 2019 meeting. The motion was seconded by Dustin Weiderhoeft and carried.

Airport consultant update was provided by Jake Braunagel with KLJ. He provided an update on the new t-hangar project and pavement maintenance project.

The Airport Manager's report was provided by Lee Steinkamp, Airport Manager. Recent activity was discussed. Upcoming spraying and Oshkosh traffic are expected.

Old Business: No old business to discuss.

New Business: There was discussion on NAV system maintenance. MNDOT Aero has awarded new contracts for the maintenance. The new hangar waiting list was discussed.

No further business for the board, a motion by Dustin Weiderhoeft to adjourn the meeting at 6:00 pm. The motion was seconded by Jeff Varboncoeur and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

PARK BOARD MEETING

Meeting Minutes
Tuesday, July 16, 2019
5:00 p.m.

Board Members Present:

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

Staff Present:

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

Others Present:

Roni Dauer
 Rod Halverson (KSUM)
 Judy Bryan (Sentinel)

Council Member Present:

Randy Lubenow

Called the meeting to order at 5:01 p.m.

To start the meeting, Chair Gellert requested a moment of silence in Honor of the Passing of Joe Burns.

A motion was made by Craig Nelson to approve the minutes from the June 18, 2019 meeting as presented. The motion was seconded by Jane Kollofski and carried.

Monthly update: Nick Lardy provided the park update.

CER update: Roni Dauer provided a CER update.

Old Business: Discussed 2020 Budget recommendations with Park Board. Park Board provided some input on 5-year CIP. Recommended moving Sylvania Bandshell up a year and look at increasing Lincoln Shelter Budget. After discussion the board agreed to support the CIP as presented and those projects included in the 2020 budget (Ward Park shelter maintenance, Margaret Street trail extension, potential campground design, Gomsrud Park parking lot improvements, and the new Public Works facility).

Discussed the possibility of moving Livingston Cabin to Heritage Acres. Craig Nelson researched with the Historical Society and Jodi Whitmore discussed briefly with Heritage Acres staff. Additional questions will still need to be answered but all agreed to continue to investigate.

New Business: none

Other discussion: none

A motion was made by Jodie Whitmore to adjourn the meeting at 5:35 p.m. The motion was seconded by Craig Nelson and carried.

Respectfully submitted,

Troy Nemmers, PE
Public Works Director/City Engineer