

FAIRMONT CITY COUNCIL AGENDA

1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

MONDAY, APRIL 13, 2020

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, March 23, 2020

(01-03)

7. OPEN DISCUSSION

(04)

8. SCHEDULED HEARINGS –

8.1 Public Hearing – Sale of 512 North Elm Street

(05)

8.1a Hearing Notice

(06)

8.1b Proposed Ordinance 2020-05

(07-08)

9. CONSENT AGENDA – These items are considered noncontroversial and will be approved with one motion; there will be no discussion. If a council member or staff member would like to ask a question or discuss a specific item, that item will be removed and placed elsewhere on the agenda by the presiding officer.

9.1 Boards and Commission Appointment (09)

10. ADMINISTRATIVE APPEALS –

11. FINANCIAL REPORTS –

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

12.1 2019 Construction Project Update (10)

13. LICENSES AND PERMITS –

14. OLD BUSINESS –

15. NEW BUSINESS –

15.1 Advertise for Bids for the 2020-A Construction Project (11)

15.1a Resolution 2020-20 (12-13)

15.1b Advertisement for bids (14)

15.2 City Administrator Search Update (15)

16. REGULAR AND LIQUOR DISPENSARY BILLS –

17. STATUS REPORTS/COUNCIL/STAFF INFORMATION

18. ADJOURNMENT –

ADDITIONAL ATTACHMENTS –

The minutes of the Fairmont City Council meeting held on Monday, March 23, 2020 at the City Hall Council Chambers.

Due to the COVID-19 pandemic, and the peace time emergency declared by Governor Walz, the meeting was held by teleconferencing pursuant to Minn. Stat. § 13D.021.

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

Council Members Ruth Cyphers, Wayne Hasek, Tom Hawkins, Randy Lubenow and Bruce Peters were present. Also, in attendance: Interim City Administrator Mark Sievert, Public Works Director/City Engineer Troy Nemmers, Finance Director Paul Hoye, City Clerk Patricia J. Monsen, Police Chief Mike Hunter and Interim City Attorneys Robert Scott and Alissa Harrington.

Council Member Cyphers made a motion to approve the agenda as presented. Council Member Hasek seconded the motion. On roll call: Council Members Hasek, Hawkins, Lubenow, Peters and Cyphers all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Hasek made a motion to approve the minutes of the March 9, 2020 City Council meeting. Council Member Lubenow seconded the motion. On roll call: Council Members Hawkins, Lubenow, Peters, Cyphers and Hasek all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Peters made a motion to approve the minutes of the March 16, 2020 City Council meeting. Council Member Lubenow seconded the motion. On roll call: Council Members Lubenow, Peters, Cyphers, Hasek and Hawkins all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Cyphers made a motion to approve the items on the Consent Agenda. Council Member Lubenow seconded the motion. On roll call: Council Members Peters, Cyphers, Hasek, Hawkins and Lubnow all voted aye. No one voted nay. Mayor Foster declared said motion passed. The items included on the Consent Agenda were:

Authorizing the Mayor to sign the Policy Statement for the Fairmont Municipal Airport Disadvantage Business Enterprise (DBE) Program.

Authorizing the Mayor to sign Task Order 2005-00244-1 with KLJ for professional services at the Fairmont Municipal Airport.

Approving the advertisement for the construction of the hangar taxilanes and aprons at the Fairmont Municipal Airport.

Approving consultant service with the University of MN Department of Bioproducts and Biosystems Engineering for the Dutch Creek Water Quality Project.

Council Member Lubenow made a motion to approve the Walterman Assessment Agreement by **Resolution 2020-18**. Council Member Peters seconded the motion. On roll call: Council Members Hawkins, Lubenow, Peters, Cyphers and Hasek all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Hasek made a motion to approve **Ordinance 2020-04**, sale of 110 Webster Street to Brady and Sara Anderson through a quit claim deed. Council Member Lubenow seconded the motion. On roll call: Council Members Lubenow, Peters, Cyphers, Hasek and Hawkins all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Hasek made a motion to adopt **Resolution 2020-19**, declaring a local emergency. Council Member Lubenow seconded the motion. On roll call: Council Members Lubenow, Peters, Cyphers, Hasek and Hawkins all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Peters made a motion to approve **Resolution 2020-20**, Agency Agreement between the City of Fairmont and MnDOT for Pedestrian/Bike Trial, SP 123-090-002. Council Member Cyphers seconded the motion. On roll call: Council Members Peters, Cyphers, Hasek, Hawkins and Lubenow all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Hasek made a motion to adopt **Resolution 2020-21**, awarding the 2020-B Improvement Project, Ward Park Parking Lot Resurface, to Nielsen Blacktopping of Kasota, Minnesota in the amount of \$168,136.00. Council Member Peters seconded the motion. On roll call: Council Members Cyphers, Hasek, Hawkins, Lubenow and Peters all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Lubenow made a motion to approve the payment of the March 2020 bills in the amount of \$772,596.47. Council Member Peters seconded the motion. On roll call: Council Members Hasek, Hawkins, Lubenow, Peters and Cyphers all voted aye. No one voted nay. Mayor Foster declared said motion passed.

Council Member Hasek asked how long the municipal liquor store would be open to the public. Sievert responded that the City is following Governor Walz orders and have been talking with employees.

Council Member Lubenow asked if the City was having problems at the Wastewater Treatment Facility due to the flushing of non-flushable items. Nemmers stated that the City has not had problems yet, but we have been putting notices about this on our website and social media outlets. It was suggested that a flyer be included in the next utility bills.

Mayor Foster read an email from Economic Development Coordinator Linsey Preuss. City Staff has partnered with Fairmont CareerForce Center, Fairmont Area Chamber of Commerce and Visit Fairmont to create a list of resources. This can be located on FedamN.com. The Department of Employment and Economic Development (DEED) has created an Emergency Loan Program for MN Small Businesses. The loan is interest free, 50% forgivable and will be offered to those businesses who were ordered to temporarily close through Executive Orders.

Mayor Foster read an email that will be going out to all Martin County residents. The letter is a unified message from Abigail Nesbit, Emergency Management Director; Chera Seveik, Community Health Services Director; Marie Morris, M.S., Mayo Clinic Health System in Fairmont Medical Director; Amy Long, Mayo Clinic Health System in Fairmont Administrator; Terry Viesselman, Martin County Attorney; Steven Flohrs, Martin County Commissioner

Chairperson; Jeff Markquart, Martin County Sheriff; Mike Hunter, Fairmont Police Chief; Dan Nelson, Dunnell Mayor; Darren Made, Granada Mayor; Tom Wakey, Northrop Mayor; Troy Schmitke, Trimont Mayor; Lynn Brownlee, Truman Mayor; Deb Foster, Fairmont Mayor; Fred Schmitke, Ceylon Mayor; Charles Waterbury, Ormsby Mayor, John Newville, Welcome Mayor and Jeff Ross, Sherburn Mayor.

A motion was made by Council Member Hasek, seconded by Council Member Peters and carried to adjourn the meeting at 6:10 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: April 13, 2020

SUBJECT: Open Discussion

REVIEWED BY: Mark Sievert, Interim City Administrator

SUBJECT INITIATION BY:

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

INTRODUCED BY: Mayor Deborah J. Foster

COUNCIL LIAISON:

TYPE OF ACTION:

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

RECOMMENED ACTION BY:

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

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

MOTION: None

VOTE REQUIRED:

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: April 13, 2020

SUBJECT: Public Hearing – Sale of 512 North Elm Street

REVIEWED BY: Mark Sievert, Interim City Administrator *MS*

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: Mark Sievert, Interim City Administrator

INTRODUCED BY: Mark Sievert, Interim City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input type="checkbox"/>	Discussion
<input checked="" type="checkbox"/>	Ordinance 1 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 checked="" type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

RECOMMENED ACTION BY:

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

STATEMENT: The Council will take public input on the sale of 512 North Elm Street to Habitat for Humanity of Martin and Faribault Counties through a quit claim deed. The City acquired this property as a tax forfeiture. The City razed the house on this lot and has been mowing and maintaining the sidewalks. Habitat for Humanity will be paying for a survey of this lot and all the associated closing costs.

MOTION #1: To close Public Hearing

VOTE REQUIRED MOTION #1: Simple majority

ATTACHMENTS:

- Hearing Notice
- Proposed Ordinance 2020-05

Council Action: _____ Date: _____

PUBLIC HEARING NOTICE

YOUR ATTENTION is called by the Fairmont City Council to a public hearing to be held on **April 13, 2020 at 5:30 p.m. at the Fairmont City Hall Council Chambers, 100 Downtown Plaza, in the City of Fairmont** to take public input on the:

Request to transfer property owned by the City of Fairmont:

Legal description: Lots Three (3) and Four (4), in Block Four (4), Ward's Addition to the Village (now City) of Fairmont, according to the map or plat thereof on file and of record in the office of the County Recorder, Martin County, Minnesota.

Physical description: 512 North Elm Street, Fairmont, MN 56031

All persons interested are invited to attend the public hearing to offer their comments related to the purchase of this City-owned parcel. Written comments can also be submitted to Patricia J. Monsen, City Clerk, Fairmont City Hall, 100 Downtown Plaza, Fairmont, MN 56031.

/s/ Patricia J. Monsen
City Clerk

ORDINANCE NO. 2020-05

ORDINANCE TO SELL REAL PROPERTY

WHEREAS, the City of Fairmont is the owner of real estate located at 512 North Elm Street, Fairmont, Martin County, Minnesota, and;

WHEREAS, said real property is legally described as:

Lots Three (3) and (4), in Block Four (4), Ward's Addition to the Village (now City) of Fairmont, according to the map or plat thereof on file and of record in the office of the County Recorder, Martin County, Minnesota,

and;

WHEREAS, City staff would like to give this property to Habitat for Humanity of Martin and Faribault Counties, and;

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

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

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

WHEREAS, the Fairmont City Council, after holding a public hearing, determined that it is in the best interest of the City of Fairmont to transfer the above described real estate to Habitat for Humanity of Martin and Faribault Counties.

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

1. The real property described above will be transferred from the City of Fairmont to Habitat for Humanity of Martin and Faribault Counties.
2. Habitat for Humanity of Martin and Faribault Counties will pay all costs associated with the transfer of the real estate and the cost for the survey.
3. The Mayor and the City Clerk are authorized to sign any and all documents necessary to transfer the real property described above.

PASSED, APPROVED AND ADOPTED, this 27th day of April 2020.

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

Deborah J. Foster, Mayor

ATTEST:

Patricia J. Monsen, City Clerk

1st Reading: April 13, 2020
2nd Reading: April 27, 2020

MEETING DATE: April 13, 2020

MS

SUBJECT: Board and Commission Appointment

REVIEWED BY: Mark Sievert, Interim City Administrator

SUBJECT INITIATION BY:

<input 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: Mark Sievert, Interim City Administrator

INTRODUCED BY: Mark Sievert, Interim City Administrator

COUNCIL LIAISON: None

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
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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: Matt Huset was appointed to the Public Utilities Commission in February 2020. Unfortunately, Mr. Huset will be moving and resigned from his appointment. Mayor Foster is seeking approval of the appointment of Perry Struss to the Public Utilities Commission.

MOTION 4: To approve the appointment of Perry Struss to the Public Utilities Commission.

VOTE REQUIRED: Simple majority.

ATTACHMENTS:

1. _____

 Council Action: _____ Date: _____

MEETING DATE: April 13, 2020

SUBJECT: 2019 Construction Project Update

REVIEWED BY: Mark Sievert, Interim City Administrator *MS*

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, Director of Public Works/City Engineer

INTRODUCED BY: Troy Nemmers, 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 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 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: A brief project update will be provided regarding the status of 2019 construction projects that were unable to be completed last fall.

1. The contractor for Winnebago Avenue intends to move in the week of April 13, with the concrete subcontractor scheduled for the week after.
2. The contractor for 4th Street, Parking Lot F, and Day Farm trail is planning to begin working on those projects the week of April 20.
3. The contractor for the Cedar Park trail is looking at the week of April 27.

MOTION: None required

VOTE REQUIRED: N/A

ATTACHMENTS:

1. _____
2. _____
3. _____

Council Action: _____ Date: _____

MEETING DATE: April 13, 2020

MS

SUBJECT: Advertise for Bids for 2020-A Construction Project

REVIEWED BY: Mark Sievert, Interim 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 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: The plans and specifications for the 2020-A Improvement Project are ready for bid. This improvement consists of reconstruction of Lake Avenue from 4th Street east to Downtown Plaza, as outlined in the 2019 Improvement Program. The Council must pass a resolution authorizing the publication of this project. If the resolution is approved the bid opening for this project would be May 8th at 10:00 a.m. at City Hall.

MOTION: To adopt Resolution 2020-22 approving advertising of the 2020-A construction project.

VOTE REQUIRED: Simple majority -Roll call

ATTACHMENTS:

1. Resolution 2020-22
2. Advertisement for bids

Council Action: _____ Date: _____

RESOLUTION NO. 2020-22

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS

2020-A IMPROVEMENT CONTRACT
RECONSTRUCTION OF LAKE AVENUE FROM
FOURTH STREET EAST TO DOWNTOWN PLAZA

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

DESCRIPTION OF WORK: The work includes the construction of approximately:

Remove Pavement	16,500	SQ YD 4"	Perf PE Pipe Drain	4,200	LIN FT
Common Excavation (EV) (P)	14,100	CU YD	12"-42" RCP Storm Sewer	1,387	LIN FT
Select Granular Borrow	8,900	TON	8" - 15" PVC Pipe Sewer	1,333	LIN FT
Aggregate Base Class 5	11,000	TON	4"-12" Watermain	2,450	LIN FT
Bituminous Pavement	5,200	TON	Construct Drainage Structure	160	LIN FT
8" Concrete Pavement	1,200	SQ YD	Concrete Curb & Gutter Design	5,700	LIN FT
			B618		
4" & 6" Concrete Sidewalk	35,000	SQ FT	Traffic Striping	16,000	LIN FT

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Prevailing Wage Rates, Truck Rentals, Equal Employment Opportunity Provisions, and Responsible Contractor Certification.

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

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

- Such Plans and Specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- The City Clerk shall prepare and cause to be inserted in the official paper, on Quest CDN, and on the City of Fairmont website (www.fairmont.org) if the estimated construction cost exceeds \$175,000, an advertisement for bids upon the making of such improvement under such approved Plans and Specifications. The advertisement shall be published for one day, shall specify the work to be done and shall state that bids will be opened on May 9, 2020 at 10:00 a.m. Any bidder whose responsibility is questioned during consideration of the bid will be given an

opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a bid bond or certified check payable to the Clerk for five (5) percent of the amount of such bid. The bids will be tabulated at that time and will be considered by the City Council at a regular scheduled meeting to be held after review by the City Engineer of the lowest responsible responsive bidder's bid documents.

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

ADOPTED by the Council this 13th day of April 2020.

Deborah J. Foster, Mayor

ATTEST:

Patricia J. Monsen, City Clerk

(SEAL)

SECTION 00100 - ADVERTISEMENT FOR BIDS

Lake Avenue Improvements 2020 (MSAS 111)
S.A.P. 123-111-010
City of Fairmont
Fairmont, MN

RECEIPT AND OPENING OF PROPOSALS: Sealed proposals for the work described below will be received at the Office of the Interim City Administrator, City of Fairmont, 100 Downtown Plaza, Fairmont, MN 56031 until 10:00 a.m. on May 8, 2020 at which time the bids will be opened and publicly read.

DESCRIPTION OF WORK: The work includes the construction of approximately:

Remove Pavement	16,500	SQ YD	4" Perf PE Pipe Drain	4,200	LIN FT
Common Excavation (EV) (P)	14,100	CU YD	12"-42" RCP Storm Sewer	1,387	LIN FT
Select Granular Borrow	8,900	TON	8" – 15" PVC Pipe Sewer	1,333	LIN FT
Aggregate Base Class 5	11,000	TON	4"-12" Watermain	2,450	LIN FT
Bituminous Pavement	5,200	TON	Construct Drainage Structure	160	LIN FT
8" Concrete Pavement	1,200	SQ YD	Concrete Curb & Gutter Design B618	5,700	LIN FT
4" & 6" Concrete Sidewalk	35,000	SQ FT	Traffic Striping	16,000	LIN FT

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Prevailing Wage Rates, Truck Rentals, Equal Employment Opportunity Provisions, and Responsible Contractor Certification.

COMPLETION OF WORK: All work under the Contract must be substantially complete by October 30, 2020.

PLAN HOLDERS LIST, ADDENDUMS AND BID TABULATION: The plan holders list, addendums and bid tabulations will be available for download on-line at www.bolton-menk.com or www.questcdn.com. Any addendums may also be distributed by mail, fax or email.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.bolton-menk.com or www.questcdn.com. You may view the digital plan documents for free by entering Quest project # on the website's Project Search page. Documents may be downloaded for \$30.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information. An optional paper set of project documents is also available for a nonrefundable price of \$75.00 per set, which includes applicable sales tax and shipping. Please make your check payable to Bolton & Menk, Inc. and send it to 1501 South State Street, Suite 100, Fairmont, MN 56031-4467, (507) 238-4738, fax (507) 238-4732.

BID SECURITY: A certified check or proposal bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of City of Fairmont shall accompany each bid.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

Dated: April 13, 2020 /s/ Mark Sievert
Interim City Administrator

Published:

Fairmont Photo Press: April 15, 2020; April 22, 2020; April 29, 2020

QuestCDN: April 15, 2020

****END OF SECTION****

MEETING DATE: April 13, 2020

SUBJECT: City Administrator Search Update

MS

REVIEWED BY: Mark Sievert, Interim 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: Mark Sievert, Interim City Administrator

INTRODUCED BY: Mark Sievert, Interim City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

<input type="checkbox"/>	Motion (Voice Vote)	<input type="checkbox"/>	Resolution (Roll Call)	<input checked="" 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
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<input type="checkbox"/>	Issuance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Authorization	<input checked="" type="checkbox"/>	No recommendation
<input type="checkbox"/>	Denial	<input type="checkbox"/>	Rejection	<input type="checkbox"/>	No action needed	<input type="checkbox"/>	

STATEMENT: The Semi-Finalist Report prepared by Sharon Klumpp of Bakertilly for the new City Administrator has been presented to the City Council for their review. This report is classified as Confidential Human Resources Information, not to be shared or discussed outside the City Council. Discussion will be held to select which candidates the Council wishes to arrange personal interviews with.

MOTION: To select Candidate numbers _____ for personal interviews.

VOTE REQUIRED: Simple majority

ATTACHMENTS:

1.

Council Action: _____ Date: _____