

# FAIRMONT CITY COUNCIL AGENDA

Monday, September 14, 2020, 5:30 p.m.

1. Roll Call / Determination of Quorum
2. Pledge of Allegiance
3. Approval of Agenda
4. Recognition / Presentations
  - 4.1 National Suicide Prevention Month Proclamation (03)
5. Public Discussion / Comment (05)
6. Consent Agenda (Items removed from consent will be placed at the end of the items under new business.)
  - A. Minutes
    - 6.A.1 Regular Meeting, August 24, 2020 (06-07)
  - B. Check Registers
  - C. Other
    - 6.C.1 Request for Demolition Assistance, Matt Morris (08)
    - 6.C.2 Request for Closure of Woodland Avenue for Halloween (22)
    - 6.C.3 Resolution 2020-34 Declaring Costs of be Assessed for the Lake Avenue Reconstruction a part of the 2019 Improvement Program & Ordering the Preparation of the Assessment Roll (23)
    - 6.C.4 Resolution 2020-35 Calling for Public Hearing on Proposed Assessments for the Lake Avenue Reconstruction Project a part of the 2019 Improvement Program (26)

**6.C.5** Call for a Public Hearing on Ordinance to Amend Zoning Code to allow Kennels as Conditional Use in I-1 Light Industrial District **(31)**

**6.C.6** Resolution 2020-37 Calling for a Public Hearing to Vacate an Easement at 808 Timberlake Road **(34)**

**7. Public Hearings**

**8. Old Business**

**9. New Business**

**9.1** Cell Phone Use Policy Update **(39)**

**9.2** Approval of Small Business CARES Act Grant **(41)**

**9.3** Approval of Human Resources Contract **(44)**

**10. Staff/Liaison Reports**

**A. Public Works**

**B. Finance**

**C. City Administrator**

**D. Mayor / Council**

Cyphers – Airport

Hasek – PUC

Hawkins – Planning Commission, HRA, FEDA

Peters - FEDA

**11. Adjournment**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Proclaim the Month of September as National Suicide Prevention Month

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:**

<input checked="" type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Mayor Deborah J. Foster

**INTRODUCED BY:** Mayor Deborah J. Foster

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** Mayor Deborah J. Foster will proclaim the month of September 2020 as National Suicide Prevention Month in the City of Fairmont.

**MOTION:**

**VOTE REQUIRED:**

**ATTACHMENTS:**

1. Proclamation
- 2.
- 3.

\*\*\*\*\*

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



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

Phone (507) 238-9461

Fax (507) 238-9469

## PROCLAMATION

### *National Suicide Prevention Month*

*September 2020*

**WHEREAS**, September is known as National Suicide Prevention Awareness Month which helps promote resources and awareness around the issues of suicide prevention. It teaches how to help others and how to talk about suicide without increasing the risk of harm; and,

**WHEREAS**, Suicidal thoughts can affect anyone regardless of age, gender or background; and,

**WHEREAS**, Suicide is the second leading cause of death among people age 10-34; and,

**WHEREAS**, Suicide prevention and awareness courses are available to become better educated on the signs of mental health crisis and suicidal ideation and what to do when observing them, courses can be found on Minnesota's National Alliance on Mental Illness website, and,

**WHEREAS**, Fairmont, Minnesota chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, parents, and more as partners in supporting our community in simply being available to one another; and,

**WHEREAS**, local and national organizations are on the front lines of a battle that many still refuse to discuss in public but assistance can be obtained by contacting the National Suicide Prevention Lifeline at 1-800-273-8255; and,

**WHEREAS**, the youth, farmers, veterans, first responders and more of our community should understand throughout life's struggles we all need the occasional reminder that we are all fighting our own battles; and,

**WHEREAS**, I encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days, weeks and beyond to genuinely convey their appreciation for their existence by any gesture they deem appropriate.

**NOW, THEREFORE**, be it resolved that the City Council for the City of Fairmont, does hereby proclaim the month of September 2020, as National Suicide Prevention Awareness Month in the City of Fairmont.



*Deborah J. Foster*  
Deborah J. Foster, Mayor

C I T Y O F L A K E S

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 5.1**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Public Discussion/Comment

**REVIEWED BY:** Cathy Reynolds, 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 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

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

**STATEMENT:** Prior to regular business, is there any public discussion/comment?

**MOTION:** None

**VOTE REQUIRED:**

**ATTACHMENTS:**

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

\*\*\*\*\*

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

The minutes of the Fairmont City Council meeting held on Monday, August 24, 2020 at the City Hall Council Chambers.

Mayor Deborah J. Foster called the meeting to order at 5:37 p.m.

Council Members Ruth Cyphers, Wayne Hasek, Tom Hawkins, Randy Lubenow and Bruce Peters were present. Also, in attendance: City Administrator Cathy Reynolds, Public Works Director/City Engineer Troy Nemmers, Finance Director Paul Hoye, Police Chief Mike Hunter, City Clerk Patricia J. Monsen and City Attorney Mark Rahrack via telephone.

Council Member Hawkins made a motion to approve the agenda with removing item 6.B.1 Accounts Payable from the consent agenda and moving it to item 9.2 for discussion. Council Member Peters seconded the motion and the motion carried.

No public comment was received.

Council Member Cyphers made a motion to approve the Consent Agenda. Council Member Hawkins seconded the motion and the motion carried. Items on the consent agenda were: City Council minutes from August 10, 2020; MNDOT Grant Agreement for Hangar Taxilane and **Resolution 2020-33**, authorizing the Mayor and City Clerk to sign; FAA Grant Agreement for Hangar Taxilane; Event Permit for Martin County West to hold a cross country meet at Cedar Creek Park on September 26, 2020; Demolition Assistance for Linda Smith, Smith's Greenhouse; and Amended Power Purchase Agreement with SMMPA.

Council Member Lubenow made a motion to approve naming the park located at 600 Shoreacres Drive in honor of Richard S. Bradley. Council Member Hasek seconded the motion and the motion carried.

Council Member Peters made a motion to approve the payment of the August 2020 accounts payable. Council Member Cyphers seconded the motion and the motion carried.

Nemmers reported that the Lake Avenue project continues and is going well. Contractors started concrete work this week. There will be a preconstruction meeting the end of this week for the Margaret Street/I-90 trail project. This project and the airport hangar taxilane project will begin after Labor Day.

Reynolds reported that the City donated \$8,500.00 for the Martin County Veteran's Memorial project and the City received a check back from the committee in the amount of \$1,960.00 along with an itemized accounting on the costs of the project.

Reynolds reported that the July 2020 building permits continue to exceed the 2019 permits.

Reynolds stated that the budget work session held today prior to the council meeting will be continued to Monday, August 31, 2020 at 5:30 p.m. (note: the time was changed and advertised at 5:00 p.m.). The council will continue to work on the budget and CARES funding.

Council Member Hasek reported that the Public Utilities Commission discussed the Amended Power Purchase Agreement with SMMPA.

Council Member Lubenow reported that the Park Board discussed the Avery-Weigh Tronix request to name the park located at 600 Shoreacres Drive in honor of Richard S. Bradley. The Board recommended approval.

A motion was made by Council Member Peters, seconded by Council Member Cyphers and carried to adjourn the meeting at 5:55 p.m.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.1**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Request for Demolition Assistance – Matt Morris

**REVIEWED BY:** Cathy Reynolds, 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:** Cathy Reynolds, City Administrator

**INTRODUCED BY:** Cathy Reynolds, 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 <sup>st</sup> Reading (Introduction only)	<input type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input 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 Morris is the owner of 1315 Woodland Avenue in the City of Fairmont. Mr. Morris has made application for City assistance with the demolition of a home located on this property. Mr. Morris is requesting the City Council assist in the demolition cost of 50% up to the total of \$5,000.00 to be reimbursed.

**MOTION:** To approve or deny demolition assistance at 50% of the actual cost up to \$5,000.00.

**VOTE REQUIRED:** Simple majority.

**ATTACHMENTS:**

1. Application, estimate, property information and photos
- 2.
3. \_\_\_\_\_

\*\*\*\*\*

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

Application for City Assistance with Housing Demolition Retaining Ownership of the Property	
Name	Matt Morris
Address	1315 Woodland Ave
Phone #	(507) 236-7232
Address of building to be demolished	1315 Woodland Ave
Current year assessed market value	21,300
Year built	1927
Year last building permit issued; for what purpose	2020 NEW HOME
Is the building vacant	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the building uninhabitable based on safety inspection	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are the property taxes current	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is the estimated cost of rehabilitation to make the property habitable	100,000
Explain the reuse of the property post demolition	New Home constructed
City cost share requested	3,750

Attachments:

- a. Pictures: front/back/side
- b. Proof property taxes are paid
- c. Proof of ownership-deed
- d. Environmental inspection

FOR CITY USE

Demolition cost estimates	
Date application received:	8/30/2020
Date presented to City Council:	9/14/2020
Council action:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
If approved, date demolition permit issued:	

# BILL OF SERVICE

Date: 6/14/2020  
 Account #: 282

Steuber Excavating  
 2399 65th Street  
 Fairmont, MN 56031  
 507-773-4450

Estimate Matt Morris  
 1315 Woodland Ave.  
 Fairmont, MN. 56031

236-1520  
 Ken's call

DATE	EQUIP/ITEM	DESCRIPTION	HOURS	TONS	TAX	RATE	AMOUNT
		<p><b>Estimate for removal of old house</b></p> <p>Demo of old house:                      possiblilty of 4 dumpsters                      removal of basement cement                      walls, hauling to Wannarka                      dump site</p> <p>Needs to be inspected for                      asbestos etc. We can get in touch with inspector                      or can be done by customer.</p> <p><b><u>Approx. cost: \$7500.</u></b></p> <p>Above estimate could be                      different if use less dumpsters</p>					
SUBTOTAL							
TAX							
DUE ON ACCOUNT							
TOTAL							

Thank you for your business!

# Asbestos Inspection Report

August 19, 2020

## **Property Description and Location:**

Matt Morris House  
1315 Woodland Drive  
Fairmont, MN 56031

## **Inspection Requested By:**

Matt Morris  
1315 Woodland Drive  
Fairmont, MN 56031

## **Asbestos Inspector:**

Darold Nienhaus  
546 2nd St. SW  
P.O. Box 663  
Winnebago, MN 56098  
Phone: 507-525-3266  
Email: [dcnienhs@bevcomm.net](mailto:dcnienhs@bevcomm.net)

# Darold's Inspections, LLC.

---

546 2nd St. SW  
PO Box 663  
Winnebago, MN 56098  
507-525-3266

## Summary

I conducted a pre-demolition asbestos inspection of a two story house with a basement on August 16, 2020. The house measured 24' X 35'. I collected eighteen (18) samples of suspect asbestos containing building materials. The samples were analyzed for asbestos by EMSL Analytical Inc. of New Hope, MN. Eight (8) of the samples were analyzed as layered samples.

### **There are asbestos containing building materials in the following areas:**

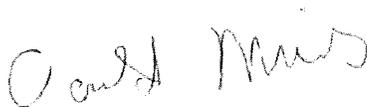
1. The 9" gray floor tile with colored spots located in the east entryway including the stairs, contains 4% Chrysotile asbestos. The tile is not friable in its current state, but could become friable during removal. The associated mastic does not contain asbestos. There is about 60 square feet of this tile.
2. The 9" tan floor tile located in the first floor southwest room contains <1% Actinolite asbestos and 2% Chrysotile asbestos. The tile is not friable in its current state, but may become friable during removal. The associated mastic does not contain asbestos. There is about 48 square feet of this tile.
3. The 12" green floor tile located in the second floor north room contains 3% Chrysotile asbestos. The tile is not friable in its current state, but could become friable during removal. The associated mastic does not contain asbestos. There is about 124 square feet of this tile.
4. The yellow vinyl sheet flooring located in the second floor bathroom contains 25% Chrysotile asbestos. The flooring is not friable in its current state, but could become friable during removal. The associated mastic contains 10% Chrysotile asbestos. The mastic is not friable. There is about 27 square feet of this flooring.
5. The glazing compound on the wooden sash in the living room wall contains 3% Chrysotile asbestos. The glazing compound is friable. All of the glazing compound on the wooden window sashes is assumed to contain asbestos.

This asbestos containing material must be removed by the owner/occupant or a Minnesota licensed asbestos abatement contractor, and properly disposed of in a landfill licensed to accept asbestos, prior to the demolition of the house.

The presence of concealed or inaccessible materials may not have been identified by this inspection. If previously unidentified suspect asbestos containing materials are exposed during this demolition, they should be sampled and analyzed for asbestos prior to any disturbance.

Thank you for the opportunity to be of service to you.

Darold Nienhaus  
Darold's Inspections  
License No. AI12442





# EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

Tel/Fax: (763) 449-4922 / (763) 449-4924

http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352007817

Customer ID: DRLD42

Customer PO:

Project ID:

Attention: Darold Nienhaus  
Darold's Inspection  
PO Box 663  
Winnebago, MN 56098

Phone: (507) 525-3266

Fax:

Received Date: 08/18/2020 8:45 AM

Analysis Date: 08/18/2020

Collected Date: 08/16/2020

Project: Matt Morris House

## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
M-1-Floor Tile 352007817-0001	9" floor tile and mastic- east entry	Gray Non-Fibrous Homogeneous		96% Non-fibrous (Other)	4% Chrysotile
M-1-Mastic 352007817-0001A	9" floor tile and mastic- east entry	Black Non-Fibrous Homogeneous	35% Cellulose	65% Non-fibrous (Other)	None Detected
M-2-Flooring 352007817-0002	yellow patterned vinyl flooring- kitchen	White/Yellow Non-Fibrous Homogeneous	15% Cellulose 3% Glass	82% Non-fibrous (Other)	None Detected
M-2-Mastic 352007817-0002A	yellow patterned vinyl flooring- kitchen	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-2-Leveler 352007817-0002B	yellow patterned vinyl flooring- kitchen	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-3-Flooring 352007817-0003	9" tan floor tile and mastic- NE room first floor	Brown/Black Non-Fibrous Homogeneous	30% Cellulose 7% Synthetic	63% Non-fibrous (Other)	None Detected
M-3-Mastic 352007817-0003A	9" tan floor tile and mastic- NE room first floor	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-4-Floor Tile 352007817-0004	9" tan floor tile and mastic- SW room first floor	Tan Non-Fibrous Homogeneous	<1% Fibrous (Other)	98% Non-fibrous (Other)	<1% Actinolite 2% Chrysotile
M-4-Adhesive 352007817-0004A	9" tan floor tile and mastic- SW room first floor	Gold Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-5-Flooring 352007817-0005	12" tan floor tile and mastic- bathroom first floor	Brown/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-5-Adhesive 352007817-0005A	12" tan floor tile and mastic- bathroom first floor	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-6-Flooring 352007817-0006	12" green floor tile&mastic- N room second floor	Green Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile
M-6-Adhesive 352007817-0006A	12" green floor tile&mastic- N room second floor	Gold Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-7-Flooring 352007817-0007	yellow vinyl flooring- bathroom second floor	Yellow Non-Fibrous Homogeneous	10% Cellulose	65% Non-fibrous (Other)	25% Chrysotile
M-7-Mastic 352007817-0007A	yellow vinyl flooring- bathroom second floor	Black Non-Fibrous Homogeneous		90% Non-fibrous (Other)	10% Chrysotile
M-8 352007817-0008	sheet rock/joint compound- SE bedroom ceiling	Tan/White/Beige Non-Fibrous Heterogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	<1% Chrysotile

This is a composite result of sheetrock, jt. compound, and tape

Initial report from: 08/18/2020 17:47:27



# EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

Tel/Fax: (763) 449-4922 / (763) 449-4924

http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352007817  
 Customer ID: DRLD42  
 Customer PO:  
 Project ID:

## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
M-9 352007817-0009 <i>This is a composite result of sheetrock, jt. compound, and tape</i>	sheet rock/joint compound- SE bedroom wall	Tan/White/Beige Non-Fibrous Heterogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	<1% Chrysotile
M-10 352007817-0010 <i>This is a composite result of sheetrock, jt. compound, and tape</i>	sheet rock/joint compound- SE bedroom wall	Tan/White/Beige Non-Fibrous Heterogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	<1% Chrysotile
M-11 352007817-0011	plaster- N room wall second floor	Tan/White Non-Fibrous Homogeneous	5% Cellulose <1% Hair	95% Non-fibrous (Other)	None Detected
M-12 352007817-0012	plaster- middle E room wall second floor	White/Green Non-Fibrous Homogeneous	<1% Hair	100% Non-fibrous (Other)	None Detected
M-13 352007817-0013	plaster- living room wall	White Non-Fibrous Homogeneous	<1% Hair	100% Non-fibrous (Other)	None Detected
M-14 352007817-0014	plaster- living room wall	Tan/White Non-Fibrous Homogeneous	<1% Hair	100% Non-fibrous (Other)	None Detected
M-15-Plaster 352007817-0015	plaster- kitchen wall	Gray Non-Fibrous Homogeneous	2% Cellulose	98% Non-fibrous (Other)	None Detected
M-15-Skim Coat 352007817-0015A	plaster- kitchen wall	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
M-16 352007817-0016	12" ceiling tile- SW room first floor	Tan/White Fibrous Homogeneous	95% Cellulose	5% Non-fibrous (Other)	None Detected
M-17 352007817-0017	glazing compound- living room sash	White/Green Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile
M-18 352007817-0018	asphalt shingle	Brown/Black Non-Fibrous Homogeneous	7% Glass	93% Non-fibrous (Other)	None Detected

Analyst(s) \_\_\_\_\_

Ben Bunge (27)

Rachel Travis, Laboratory Manager  
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. New Hope, MN NVLAP Lab Code 200019-0; Colorado AL-24478

Initial report from: 08/18/2020 17:47:27

23.211.0800



No delinquent taxes and transfer entered: Certificate of Real Estate Value (X) filed ( ) not required  
Certificate of Real Estate Value No 12799  
December 2nd 2013  
James Forshee  
County Auditor/Treasurer  
by Angela DeBor Deputy

Office of County Recorder  
County of Martin, Minnesota  
I hereby certify that the within instrument was filed in this office for recording on 12/02/2013 4:31 PM and was duly recorded as Document No. 2013R-419780  
Kay Wrucke, Martin County Recorder



WARRANTY DEED

REC FEE: 96.00  
PAGES: 2

eCRV Number: 190892  
STATE DEED TAX DUE HEREON: \$363.00

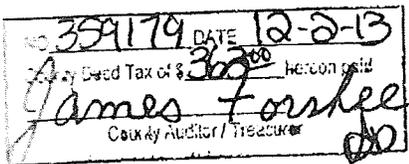
Date: December 2, 2013

FOR VALUABLE CONSIDERATION, David R. Manning, a single person and Valerie B. Manning, a single person. Grantors hereby convey and warrant to Matthew D. Morris and Elizabeth A. Morris, husband and wife and Todd D. Morris and Ramona L. Morris, as Tenants in Common, as Grantees, real property in Martin County, Minnesota, described as follows:

*Lot Eleven (11) of Block Three (3) of Shoreacres in Section Eighteen (18), Township One Hundred Two (102) North, Range Thirty (30) West of the Fifth Principal Meridian. Containing 10 acres, more or less, according to the Government Survey, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for County of Martin and State of Minnesota.*

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: easements, reservations and restrictions of record.

A Well Disclosure Certificate accompanies this document



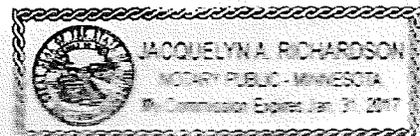
David R. Manning  
Valerie B. Manning

STATE OF MINNESOTA

COUNTY OF MARTIN

On this 26<sup>th</sup> day of November, 2013, before me a Notary Public within and for said County, personally appeared David R. Manning, a single person and Valerie B. Manning, a single person, Grantors, to me personally known, who being each by me duly sworn, did say that they are the persons named in the foregoing instrument.

Jacquelyn A. Richardson  
Notary Public



Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantee):

Matthew D. Morris  
319 Blinkman Street  
Fairmont, MN 56031

THIS INSTRUMENT WAS DRAFTED BY:

Matthew T. Nielsen (230698)  
KRAHMER & NIELSEN, P.A.  
204 Lake Avenue, Suite 201  
Fairmont, MN 56031  
507-238-9432







**Summary**

Parcel ID 232110820  
 Property Address 1315 WOODLAND AVE  
 FAIRMONT  
 Sec/Twp/Rng N/A  
 Brief Tax Description SHOREACRES SUBD. Lot-011 Block-003 10.00 AC 10 AC  
 (Note: Not to be used on legal documents)  
 Deeded Acres 10.00  
 Class 201 - (HSTD) RESIDENTIAL  
 District (2301) FAIRMONT CTY-454  
 School District 2752  
 Neighborhood 2350 - FMT RURAL  
 Creation Date 07/07/1989  
 Contact Appraiser: [Angie DeBoer](#)



**Owner**

Primary Taxpayer  
 Todd D & Ramona L Morris &  
 Matthew D & Elizabeth A Morris  
 1315 Woodland Ave  
 Fairmont, MN 56031

**Buildings**

Building 1  
 Year Built 1925  
 Architecture CONVENTION  
 Heated Sq Ft 1428  
 Finished Basement Sq Ft  
 Construction Quality BELOW AVG.  
 Condition AC F, FAIR  
 Foundation Type CONC BLOCK  
 Frame Type WOOD FRAME  
 Size/Shape 1.75 SQ/RC  
 Exterior Walls SLATE SHK  
 Windows DH/WOOD  
 Roof Structure GABLE/HIP  
 Roof Cover COMP SHINGL  
 Interior Walls PLASTER  
 Floor Cover CARPET; VINYL  
 Heat FORCED AIR  
 Air Conditioning NONE  
 Bedrooms 3  
 Bathrooms 1.75  
 Kitchen FACE LAM  
 1st Floor Area Sq Ft 816  
 Ceiling N/A  
 Stories 1.75

**Valuation**

	2020 Assessment	2019 Assessment	2018 Assessment	2017 Assessment	2016 Assessment
+ Estimated Land Value	\$92,000	\$92,000	\$91,700	\$91,700	\$93,400
+ Estimated Building Value	\$85,600	\$84,600	\$85,400	\$100,900	\$49,500
+ Estimated Machinery Value	\$0	\$0	\$0	\$0	\$0
= Total Estimated Market Value	\$177,600	\$176,600	\$177,100	\$192,600	\$142,900

**Taxation**

	2020 Payable	2019 Payable	2018 Payable	2017 Payable
Estimated Market Value	\$176,600	\$177,100	\$192,600	\$142,900
- Exempt Value	\$0	\$0	\$0	\$0
- Excluded Value	\$0	\$0	\$0	\$0
- Homestead Exclusion	(\$21,300)	(\$21,300)	(\$19,900)	(\$24,400)
= Taxable Market Value	\$155,300	\$155,800	\$172,700	\$118,500
Net Taxes Due	\$2,301.00	\$2,257.00	\$2,561.00	\$1,655.00
+ Special Assessments	\$69.00	\$69.00	\$69.00	\$69.00
= Total Taxes Due	\$2,370.00	\$2,326.00	\$2,630.00	\$1,724.00

IF YOU OWE BACK TAXES PLEASE CALL THE AUDITOR/TREASURER OFFICE

**Unpaid Taxes**

	2020 Payable
Unpaid Tax	\$1,150.50
+ Unpaid Spec Asmt	\$34.50
+ Unpaid Fees	\$0.00
+ Unpaid Penalty	\$0.00
+ Unpaid Interest	\$0.00
= Unpaid Total	\$1,185.00

**Taxes Paid**

Receipt #	Receipt Print Date	Bill Pay Year	Amt Adj	Amt Write Off	Amt Charge	Amt Payment
449054	5/15/2020	2020	\$0.00	\$0.00	\$0.00	(\$1,185.00)
432733	10/15/2019	2019	\$0.00	\$0.00	\$0.00	(\$1,163.00)
421703	5/15/2019	2019	\$0.00	\$0.00	\$0.00	(\$1,163.00)
404974	10/15/2018	2018	\$0.00	\$0.00	\$0.00	(\$1,315.00)
396625	5/15/2018	2018	\$0.00	\$0.00	\$0.00	(\$1,315.00)
380879	10/16/2017	2017	\$0.00	\$0.00	\$0.00	(\$862.00)
369777	5/15/2017	2017	\$0.00	\$0.00	\$0.00	(\$862.00)
354636	10/17/2016	2016	\$0.00	\$0.00	\$0.00	(\$774.00)
344675	5/16/2016	2016	\$0.00	\$0.00	\$0.00	(\$774.00)

326959	10/14/2015	2015	\$0.00	\$0.00	\$0.00	(\$801.00)
319355	5/15/2015	2015	\$0.00	\$0.00	\$0.00	(\$801.00)
300765	10/15/2014	2014	\$0.00	\$0.00	\$0.00	(\$701.00)
292755	5/15/2014	2014	\$0.00	\$0.00	\$0.00	(\$701.00)
269126	10/3/2013	2013	\$0.00	\$0.00	\$0.00	(\$623.00)
256987	5/2/2013	2013	\$0.00	\$0.00	\$0.00	(\$623.00)

**Tax Statements**

-  [2020 Tax Statement](#)
-  [2019 Tax Statement](#)
-  [2018 Tax Statement](#)

**Valuation Notice**

-  [2021 Valuation Notice\(PDF\)](#)

**Photos**



**Recent Sales In Area**

Sale date range:

From:  To:

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Version 2.3.81

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.2**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Request for Closure of Woodland Avenue for Halloween

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:**

<input checked="" type="checkbox"/>	Petition		Board	<input checked="" type="checkbox"/>	Staff		Council		Commission		Committee
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**SUBJECT BACKGROUND:** Cathy Reynolds, City Administrator

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** Residents of Woodland Avenue have requested that Woodland Avenue from Albion Avenue to Lake Park Boulevard be closed to automobile traffic on Halloween, October 31<sup>st</sup> from 4:30 p.m. to 7:30 p.m. The City has closed this portion of Woodland Avenue on Halloween the past three years and it worked very well.

**MOTION:** To close Woodland Avenue from Albion Avenue to Lake Park Boulevard to automobile traffic on October 31, 2020 from 4:30 p.m. to 7:30 p.m.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

- 1.
2. \_\_\_\_\_
3. \_\_\_\_\_

\*\*\*\*\*

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

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.3**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Resolution 2020-34 Declaring Costs to be Assessed for the Lake Avenue Reconstruction Project, a part of the 2019 Improvement Program and Ordering the Preparation of the Assessment Roll

**REVIEWED BY:** Cathy Reynolds, 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, Director of Public Works/City Engineer

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** In order to meet timelines for the assessment of the Lake Avenue Reconstruction Project, which was a part of the 2019 Improvement Program, the Council must adopt a resolution calling for the preparation of the assessment roll.

**MOTION:** To adopt Resolution No. 2020-34, declaring costs for the Lake Avenue Reconstruction Project and ordering the assessment roll to be prepared.

**VOTE REQUIRED:** Simple majority – roll call

**ATTACHMENTS:**

1. Resolution No. 2020-34
  2. \_\_\_\_\_
- \*\*\*\*\*

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

**RESOLUTION NO. 2020-34**

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

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING  
PREPARATION OF PROPOSED ASSESSMENTS FOR THE  
LAKE AVENUE RECONSTRUCTION PROJECT, A PART OF  
THE 2019 IMPROVEMENT PROGRAM**

WHEREAS, estimated costs have been determined for the improvement of:

<u>Project No.</u>	<u>Description</u>
	<u>RECONSTRUCTION</u>
5719002	Lake Avenue: 4 <sup>th</sup> Street to Downtown Plaza

And the estimated contract price for such improvements are \$4,090,241.25 and the expenses incurred or to be incurred in the making of such improvements are estimated at \$818,048.25 so that the total cost of the improvement is estimated at \$4,908,289.50.

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

1. The portion of the cost to be assessed against benefiting property owners for the 2019 reconstruction project shall be \$80.00 per assessable foot.
2. Assessments shall be payable in equal annual installments over 15 years. The first installment is payable on or before the first Monday in January 2021, and shall bear interest at the rate of four percent (4%) per year from the date of adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the Clerk shall file a copy of such proposed assessments in the Clerk’s office for public inspection.
4. The City Clerk shall upon completion of such proposed assessment, notify the Council thereof.

**RESOLUTION NO. 2020-34, continued**

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

Adopted by the Council this 14<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
Deborah J. Foster, Mayor

ATTEST:

\_\_\_\_\_  
Patricia J. Monsen, City Clerk  
(SEAL)

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.4**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Resolution 2020-35 Calling for Public Hearing on Proposed Assessments for the Lake Avenue Reconstruction Project, a part of the 2019 Improvement Program

**REVIEWED BY:** Cathy Reynolds, 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, Director of Public Works/City Engineer

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** The assessment rolls for the Lake Avenue Reconstruction Project, a part of the 2019 Improvement Program have been completed. The Council needs to set a date for the public hearing on the proposed assessments.

**MOTION:** To adopt Resolution No. 2020-35, calling for a public hearing on proposed assessments for the Lake Avenue Reconstruction Project to be held on Monday, October 12, 2020 at 5:30 p.m. in the Fairmont City Hall Council Chambers.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. Resolution No. 2020-35
2. Public Hearing Notice
3. \_\_\_\_\_

\*\*\*\*\*

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

**RESOLUTION NO. 2020-35**

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

**RESOLUTION CALLING FOR THE HEARING ON PROPOSED ASSESMENTS OF  
THE LAKE AVENUE RECONSTRUCTON A PART OF THE  
2019 IMPROVEMENT PROGRAM**

**WHEREAS**, by a resolution of the City Council passed on the 14<sup>th</sup> day of September, 2020, the City Clerk was directed to prepare a proposed assessment of the cost of improving:

<u>Project No.</u>	<u>Description</u>
5719002	<u>RECONSTRUCTION</u> Lake Avenue: 4 <sup>th</sup> Street to Downtown Plaza

**AND WHEREAS**, the City Clerk has notified the City Council that such proposed assessment has been completed and filed in the City Clerk’s office for public inspection.

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

1. A hearing shall be held on October 12, 2020, in the Fairmont City Hall Council Chambers, 100 Downtown Plaza, at 5:30 p.m. to pass upon such proposed assessments and all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to publish a notice of the hearing on the proposed assessment once in the official newspaper at least two weeks prior to the hearing and the City Clerk shall state in the notice the total cost of the services. The City Clerk shall also mail notices to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

**RESOLUTION NO. 2020-35, continued**

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

Adopted by the Council this 14<sup>th</sup> day of September, 2020.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk  
(SEAL)



## City of Fairmont

### Notice of Hearing on Proposed Assessment

#### TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council will meet at 5:30 p.m. on the 12<sup>th</sup> day of October, 2020, at City Hall, 100 Downtown Plaza, to pass upon the proposed assessment against benefiting property for the improvement of:

<u>Project No.</u>	<u>Description</u>
5719002	<u>RECONSTRUCTION (\$80.00 per assessable front foot)</u> Lake Avenue: 4 <sup>th</sup> Street to Downtown Plaza

Benefiting property includes property abutting or property near to said improvements which utilize the improvements for access or for utility service.

The proposed assessment is on file for public inspection at the City Clerk’s office. The total amount of the proposed improvements for the project is \$4,908,289.50.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing. The Council may, upon such notice, consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its’ evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for questioning of the City’s witnesses will be followed with the objection’s witnesses.
3. The objector may be represented by counsel.
4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the Council as to the weight of items, evidence or testimony presented to the Council.



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

Phone (507) 238-9461

www.fairmont.org

Fax (507) 238-9469

5. The entire proceedings will be tape recorded.
6. At the close of the presentation of evidence, the objector may make a final presentation to the Council based on the evidence and the law. No new evidence may be presented at this point.

An owner may appeal an assessment to district court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the Mayor or City Clerk within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or City Clerk; however, no appeal may be taken as to the amount of any individual assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Under Minnesota Statutes, Sections 435.193 to 435.195, the Council may, in its discretion, defer the payment of this special assessment based on one of the following:

- 1) any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make payments.
- 2) persons retired as a result of a permanent and total disability.
- 3) undeveloped property.

When deferment of the special assessment has been granted and is terminated for any reason provided in the law, all amounts accumulated plus applicable interest becomes due. Any assessed property owner meeting the requirements of this law and the resolution adopted under it may, within thirty days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

BY ORDER OF THE FAIRMONT CITY COUNCIL

September 14, 2020

Patricia J. Monsen  
City Clerk

To Be Published in the Fairmont Photo Press  
Wednesday, September 23, 2020

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.5**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Call for a Public Hearing on Ordinance to Amend Zoning Code

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:** Planning Commission

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input checked="" type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Peter Bode, Planner/Code Enforcement Technician

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:** Council Member 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 <sup>st</sup> Reading (Introduction only)	<input checked="" type="checkbox"/>	Set Public Hearing (Motion)	<input type="checkbox"/>	Information Only
<input type="checkbox"/>	Ordinance 2 <sup>nd</sup> Reading (Roll call)	<input type="checkbox"/>	Hold Public Hearing (Motion to close)	<input type="checkbox"/>	

**RECOMMENED ACTION BY:**

<input type="checkbox"/>	City Staff	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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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 Planning Commission has recommended approving Ordinance 2020-10 to amend the Zoning Code to include kennels as a conditional use of the I-1 Light Industrial District.

**MOTION:** To call for a public hearing on September 28, 2020 at 5:30 pm in the City Hall Council Chambers.

**VOTE REQUIRED:** Simple majority.

**ATTACHMENTS:**

- 1. Ordinance 2020-10

\*\*\*\*\*

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

**ORDINANCE NO. 2020-10**

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

**AN ORDINANCE AMENDING FAIRMONT CITY CODE, CHAPTER 26 – ZONING**

**WHEREAS**, city staff have received inquiries about the ability to place kennel uses in locations further away from residences than many general business lots; and,

**WHEREAS**, city staff have evaluated that kennels may produce noise and odor, and may be compatible with light industrial uses; and,

**WHEREAS**, the Planning Commission has reviewed the concept and recommends to City Council that kennels be listed as a conditional use of the I-1 Light Industrial District.

**NOW THEREFORE THE CITY OF FAIRMONT DOES ORDAIN** (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as their number and title):

SECTION 1. Upon the recommendation of the Fairmont Planning Commission, Fairmont City Code, Chapter 26 – Zoning, Article III – Zoning District Regulations, Sec 26-160 – I-1 Light Industrial District, Subd. (d) – Conditional Uses, Subd. (9), is hereby inserted to read as follows:

“(9) Kennels provided that:

- a. Provisions are made to control and reduce noise and odor.
- b. Open structures housing animals outdoor are fenced and screened from view of neighboring commercial and residential uses in compliance with Article VII.
- c. At the boundaries of a residential district or use, the property is screened in compliance with Article VII.
- d. The provisions of Article II, Division 4 are considered and satisfactorily met.”

SECTION 2. This Ordinance shall take effect immediately after its publication.

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

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of October 2020.

\_\_\_\_\_  
Deborah J. Foster, Mayor

ATTEST:

\_\_\_\_\_  
Patricia Monsen, City Clerk

1st Reading: September 28, 2020  
2nd Reading: October 12, 2020

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.C.6**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Resolution 2020-37 Calling for a Public Hearing to Vacate an Easement at 808 Timberlake Road

**REVIEWED BY:** Cathy Reynolds, 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, City Engineer/Public Works Director

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

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** Staff have received a request to vacate a 10’ drainage easement at 808 Timberlake Road.

**MOTION:** To approve Resolution 2020-37 calling for a public hearing on September 28, 2020 at 5:30 pm in the City Hall Council Chambers.

**VOTE REQUIRED:** Simple majority – roll call.

**ATTACHMENTS:**

1. Resolution 2020-37, calling public hearing
2. Resolution 2020-38, vacating easement

\*\*\*\*\*

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

CITY OF FAIRMONT  
COUNTY OF MARTIN  
STATE OF MINNESOTA

RESOLUTION NO. 2020-37

A RESOLUTION SETTING A PUBLIC HEARING ON A VACATION

THE CITY COUNCIL OF THE CITY OF FAIRMONT, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

**WHEREAS**, the City Council pursuant to Minnesota Statutes Sec. 412.851 desires to consider a vacation of a drainage and utility easement described as follows:

A drainage and utility easement 10 feet in width, the centerline of which is described as follows: Commencing at the NW corner of Lot 1, Block One, FAIRMONT INDUSTRIAL PARK TENTH ADDITION, in the City of Fairmont according to the recorded plat thereof on file and of record in the office of the County Recorder, Martin County, Minnesota, thence S 00°31'20" E 95.00 feet to the Point of Beginning of the centerline to be described, thence S 89°57'26" E 450.00 feet, thence S 00°31'20" E 350.00 feet and there terminating.

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

1. The Council will consider the vacation of such drainage and utility easement and a public hearing shall be held on the 28<sup>th</sup> day of September, 2020, before the City Council in the City Council Chambers of City Hall, 100 Downtown Plaza, Fairmont, Minnesota at 5:30 p.m.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted by the City Council this 14<sup>th</sup> day of September 2020.

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

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk

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

**RESOLUTION NO. 2020-38**

**A RESOLUTION VACATING A DRAINAGE AND UTILITY EASEMENT**

**THE CITY COUNCIL OF THE CITY OF FAIRMONT, MINNESOTA DOES HEREBY  
RESOLVE AS FOLLOWS:**

**WHEREAS**, the City Council has held a public hearing on September 28, 2020 to consider the vacation of a drainage and utility easement legally described as follows:

A drainage and utility easement 10 feet in width, the centerline of which is described as follows: Commencing at the NW corner of Lot 1, Block One, FAIRMONT INDUSTRIAL PARK TENTH ADDITION, in the City of Fairmont according to the recorded plat thereof on file and of record in the office of the County Recorder, Martin County, Minnesota, thence S 00°31'20" E 95.00 feet to the Point of Beginning of the centerline to be described, thence S 89°57'26" E 450.00 feet, thence S 00°31'20" E 350.00 feet and there terminating.

after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk and all interested and affected persons were given an opportunity to voice their concerns and be heard; and,

**WHEREAS**, the Council in its discretion has determined that the vacation will benefit the public interest because the vacation will facilitate a minor subdivision and the development of property that will be of benefit to the City; and,

**WHEREAS**, at least four-fifths of all members of the City Council concur in this resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FAIRMONT, COUNTY OF MARTIN, STATE OF MINNESOTA**, that such vacation is hereby granted and that the drainage and utility easement legally described as follows is hereby vacated:

A drainage and utility easement 10 feet in width, the centerline of which is described as follows: Commencing at the NW corner of Lot 1, Block One, FAIRMONT INDUSTRIAL PARK TENTH ADDITION, in the City of Fairmont according to the recorded plat thereof on file and of record in the office of the County Recorder, Martin County, Minnesota, thence S 00°31'20" E 95.00 feet to the Point of Beginning of the centerline to be

described, thence S 89°57'26" E 450.00 feet, thence S 00°31'20" E 350.00 feet and there terminating.

**BE IT FURTHER RESOLVED**, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the City Council this 12<sup>th</sup> day of October 2020.

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

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 9.1**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Cell Phone Use Policy Update

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:**

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

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:** We have added some language to our cell phone use policy giving clarification on how much the City will reimburse certain employees for the use of their personal cell phones for City business.

**MOTION:** To approve the updated cell phone use policy.

**VOTE REQUIRED:** Simple majority

**ATTACHMENTS:**

1. Cell phone use policy
- 2.

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

# 1. Telephones

## Personal Telephone Calls (land-line)

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee.

## Cellular Telephones

Employees who have cell phones should use them for personal reasons only during breaks and in non-work areas. Calls including text messaging should not interfere with the business needs of the city.

Employees who regularly use their personal cell phones for City business, and who have received permission from their supervisor to receive a cell phone reimbursement, will be reimbursed an amount equal to the cost of a City owned cell phone.

City owned cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and employees will exercise discretion in their use.

Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

### Text Messaging:

It is against City policy, a violation of state law and a safety hazard for employees to be text messaging while operating a city vehicle.

### Camera Phones:

The city specifically prohibits employee use of cameras and recording devices that invade the privacy interests of customers or other employees.

### Phone Records Data Request:

Regardless of who pays the bill, cell phone records of city employees about city business are subject to the Minnesota Government Data Practices Act. If a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested.

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 9.2**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Approval of Small Business CARES Act Grant

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:** Cathy Reynolds, City Administrator

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Cathy Reynolds, City Administrator

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:**

The City of Fairmont has received \$776,532 through the federal Coronavirus Relief Fund for State, Territorial, Local and Tribal Governments. An allowed expense for the use of these funds is the establishment of a small business grant program. At the council work session on August 31, 2020 the parameters of a possible small business loan program were discussed, and council asked staff to work with the County to establish parameters for a joint grant program. Staff has worked with the County and the attached resolution reflects the parameters of a grant program that staff, and the county have worked through.

**MOTION:** To approve Resolution 2020-36 approving the creation of a small business grant program to be funded by funds received through the federal Coronavirus Relief Fund for State, Territorial, Local and Tribal Governments.

**VOTE REQUIRED:** Simple Majority – Roll call

**ATTACHMENTS:**

1. Resolution 2020-36

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

**RESOLUTION No. 2020-36**

**A RESOLUTION APPROVING THE CREATION OF A SMALL BUSINESS GRANT PROGRAM TO BE FUNDED BY FUNDS RECEIVED THROUGH THE FEDERAL CORONAVIRUS RELIEF FUND FOR STATE, TERRITORIAL, LOCAL AND TRIBAL GOVERNMENTS.**

**WHEREAS**, the City of Fairmont is supportive of its small businesses; and,

**WHEREAS**, the small business community has been severely impacted by the closures required to protect the health of the public as part of COVID-19; and,

**WHEREAS**, the State of Minnesota has allocated federal Coronavirus Relief Funds for State, Territorial, Local and Tribal Governments to cities to cover eligible expenses which includes the opportunity to establish small business grant programs; and,

**WHEREAS**, the City is making every effort to support local small businesses during these difficult times.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Fairmont as follows:

1. The City is creating a Small Business CARES Act Grant Program that will provide grants in an amount not to exceed \$10,000 to eligible businesses.
2. The City will fund the grant program with \$250,000 of the funds received through the federal Coronavirus Relief Funds for State, Territorial, Local and Tribal Governments received from the State of Minnesota.
3. Businesses must meet all of the following criteria to be eligible:
  - a. Profit or non-profit business with a physical location in Martin County
  - b. Fewer than 50 full-time equivalent employees (Non-profits must have at least one full-time employee)
  - c. Have been in operation for at least 12 months prior to March 1, 2020
  - d. Registered and in good standing with the Minnesota Secretary of State
  - e. Current on all property taxes
  - f. Demonstrate a significant loss of revenue/income due to business interruption or closure related to COVID-19
4. The following businesses would be ineligible:
  - a. Corporate chains, multi-state chains (franchise owners are eligible)
  - b. Businesses that primarily sell pawned merchandise, guns, tobacco, or vaping products
  - c. Businesses that derive income from passive investments; business-to business transactions; real estate transactions; property rentals or property management
  - d. Businesses comprised of legal practitioners, insurance sector, or financial institutions
  - e. Businesses that derive any income from adult entertainment or gambling
  - f. Businesses late in payments to any creditors by 60 days or more as of February 29, 2020
  - g. Businesses that are permanently closed as of the date of application
5. The grant program can be used by a small business to reimburse the following expenses incurred between March 1, 2020 and August 31, 2020.

- a. Rent/mortgage - Home-based businesses may only be reimbursed for a percentage of their rent/mortgage equal to the percentage claimed as a home office on their income tax.
- b. Utilities - Home-based businesses may only be reimbursed for a percentage of their utilities equal to the percentage claimed as a home office on their income tax.
- c. PPE
- d. Operating Expenses related to re-opening
- e. Other critical non-payroll expenses

Motion by:

Seconded by:

All in Favor:

Opposed:

Abstained:

Absent

PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of September 2020.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk

**CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 9.3**

**MEETING DATE:** September 14, 2020

**SUBJECT:** Approval of Human Resources Contract

**REVIEWED BY:** Cathy Reynolds, City Administrator

**SUBJECT INITIATION BY:** Cathy Reynolds, City Administrator

<input type="checkbox"/>	Petition	<input type="checkbox"/>	Board	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Council	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Committee
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**SUBJECT BACKGROUND:** Cathy Reynolds, City Administrator

**INTRODUCED BY:** Cathy Reynolds, City Administrator

**COUNCIL LIAISON:**

**TYPE OF ACTION:**

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

**RECOMMENED ACTION BY:**

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

**STATEMENT:**

Staff recommends that the City hire AEM, Workforce Solutions, LLC as a human resources (HR) consultant to assist with the review and updating of HR policies, procedures, and practices. The utilization of a consultant for this work will allow the city to utilize a HR professional to assist with the work in lieu of hiring a permanent staff member to provide HR services. Staff will work with the consultant to start work in 2020 for an amount not to exceed \$15,000 and will continue in 2021 subject to budget approval.

**MOTION:** To approve a contract with AEM, Workforce Solutions, LLC for HR Consulting Services.

**VOTE REQUIRED:** Simple Majority

**ATTACHMENTS:**

1.

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



# Project Plan and Timeline

## PROPOSED HUMAN RESOURCES PRIORITIES/PROJECTS

## RECOMMENDED TIMELINE

### **Worker’s Compensation Administration and Claim Management Process Development**

Evaluate current worker’s compensation policy, outstanding lost time claims, overall claim management procedures, and return to work program. Collaborate with managers/supervisors and leadership team to develop a structured, efficient, and compliant work comp administration, recordkeeping, and claim management process that is focused on preventing workplace claims, mitigating employer risk, and reducing lost time.

**IMMEDIATELY**

### **Time & Attendance System Automation**

Support City leadership in evaluating, selecting, implementing, and providing training for effective and integrated employee time and attendance software. Project outcomes will focus on realizing significant improvements in the areas of employee timekeeping experience, payroll processing efficiency, management planning and scheduling capabilities, and employee paid time off accrual administration.

**IMMEDIATELY**

### **City Employee Policy and Handbook Development/Update**

Review and update personnel policy handbook to update for compliance (federal, state, and local, if any) and organizational effectiveness. Review will include evaluation of current policies to identify areas of concern, opportunities for improvement, and ensure policies that can be effectively and consistently applied. AEMWS will also provide on-site management and employee training on practical implementation and interpretation of final handbook policies.

**WITHIN  
6 MONTHS**

### **Comprehensive Job Description Updates and Evaluation**

Conduct a full job analysis for each City position using a job analysis questionnaire to solicit specific job duties and requirements. Draft updated job descriptions to ensure accurate reflection of current job duties, experience requirements, cognitive requirements, and physical requirements of each position. All job descriptions will also be assessed for compliance with the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA) and formatted to ensure consistency. Final drafts will be presented to City management and City Council for final review and approval.

**WITHIN  
6 MONTHS**





# Project Plan and Timeline

## PROPOSED HUMAN RESOURCES PRIORITIES/PROJECTS

## RECOMMENDED TIMELINE

### **Position Classification and Market Compensation Study**

Using the updated job descriptions and the Hay Method pointing methodology, AEMWS will evaluate and assign position point values for each City position and organize positions into hierarchical order, based on point assignment. In addition, we will complete a full wage/compensation market survey, utilizing the Minnesota Local Government Salary and Benefit Survey put out by the League of Minnesota Cities as well as private sector compensation resources, where appropriate. Final analysis will include recommendations for maintaining marketable wage scales into future years as well as best practices for managing multiple union and non-union scales.

**WITHIN  
9 MONTHS**

Develop a comprehensive step and grade compensation model, based on the compensation and performance management philosophies of the City, including identification of current or potential pay compression and pay equity issues. Once the proposed structure is complete, all proposed models will be tested for compliance with Federal and State regulations, including Minnesota Pay Equity reporting.

### **Develop Consistent, Compliant and Centralized Recruiting and Onboarding Program**

Collaborate with City leadership and department managers to evaluate current recurring/hiring procedures and develop efficient, compliant and centralized job requisition, recruiting, interviewing, offer, and onboarding processes to attract and retain high quality candidates. Includes development of interview guidelines designed to identify key competencies, employee-focused onboarding program materials, and leadership training.

**WITHIN  
12 MONTHS**

### **2021 AEM Engage HR Development Program**

Encourage internal HR staff to attend and participate in the 2021 AEM Engage HR Development Series, at either the Foundations or Influencer level.

For More Information: <https://aemcpas.com/cpa-firm/upcoming-events/aem-engage-development-series/>

**2021  
PROGRAM YEAR**





# Project Plan and Timeline

## PROPOSED HUMAN RESOURCES PRIORITIES/PROJECTS

## RECOMMENDED TIMELINE

### **Development and Implementation of Comprehensive Performance Management System**

#### **Phase 1: Review of Current Performance Program and Identification of Key Performance Metrics**

Meet with City leadership to document and assess current performance management program, if any. This process includes strategic discussions related to long-term City plans to ensure that we are able to identify and motivate the skills and talent that will be necessary to achieve organizational goals. During this process we will work with City leadership to identify key metrics that drive organizational traction and success and can be motivated and measured by the future performance management system.

#### **Phase 2: Development of Performance Management Process, Tools, and Training Program**

We will build upon Phase 1 by developing and documenting an overall performance management program, including processes, forms/tools, timelines, and manager/employee trainings and communication programs. This phase intends to develop a fully operational process while providing guidance on effective organizational rollout, messaging, and staff training.

#### **Phase 3: Restructure Compensation Model to Align with Performance Program**

Upon completion of the City performance management program, we will work with you to reevaluate and amend the current step/grade compensation to allow for more performance driven incentives. The goal of this phase is to develop a clear and transparent compensation model that allows for more discretionary and merit based increases while maintaining full Minnesota Pay Equity compliance. A key component will include development of consistent tools and calculators to assist leadership with predictable and consistent merit based increase review and decision-making.

#### **Phase 4: Research and Select HRIS Software Platform to Facilitate Effective Implementation and Maintenance of Performance and Compensation Program**

We will assist the City in identifying, implementing, and providing training for a fully integrated employee performance management and compensation software platform. Ideally, this system would also provide opportunities to automate and improve a variety of administrative HR tasks and maximize employee engagement and communication.

#### **Phase 5: Customized Manager/Supervisor and Employee Training**

Based upon the specific needs of the City's leadership team, AEMWS will develop a customized training and development program intended to elevate the level of staff coaching, communication, and development. This training will fully align with the City's performance management program and philosophy and would aim to help leaders and supervisors improve their ability and confidence when coaching, providing ongoing feedback, addressing conflict, managing poor performers, and helping staff set impactful goals.

**PROGRESSIVE  
OVER 2-3 YEARS**