

# FAIRMONT CITY COUNCIL AGENDA

Monday, June 14, 2021, 5:30 p.m.

1. **Roll Call/Determination of Quorum**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Recognition/Presentations**
  - 4.1 Presentation by Community Center Committee and Fairmont Hockey Association (04)
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, May 24, 2021 (06)
  - B. **Check Registers**
  - C. **Other**
    - 6.C.1 Event Permit – CER Multicultural Festival/Vaccination Clinic June 26, 2021 (10)
    - 6.C.2 Event Permit – Fairmont Lions Fly In Breakfast, June 27, 2021 (14)
    - 6.C.3 Request for Funding for Fourth of July Fireworks (17)
    - 6.C.4 Temporary Liquor License for Martin County Chapter Pheasants Forever, August 28, 2021 (19)
    - 6.C.5 Change Order No. 1 for services with Barr Engineering on the Dutch Creek Habitat Project (21)
    - 6.C.6 Excess Inventory, Water Dept., Hach 850 Colorimeter (25)
    - 6.C.7 Authorize Purchase of Used Case 1650L Dozer (26)

<b>7.</b>	<b>Public Hearings</b>	
	7.1 Rural and Urban Service Districts	(32)
<b>8.</b>	<b>Old Business</b>	
	8.1 Community Center Discussion	(38)
<b>9.</b>	<b>New Business</b>	
	9.1 Payroll Software	(39)
	9.2 Curbside City-wide Clean-up	(48)
	9.3 Structural Engineer Services	(49)
	9.4 Time Limits for Public Comment	(50)
	9.5 Rental Ordinance	(51)
	9.6 Sale of Aquatic Park	(52)
	9.7 Camping Inside City Limits	(53)
<b>10.</b>	<b>Staff/Liaison Reports</b>	
	<b>A. Public Works</b>	
	<b>B. Finance</b>	
	<b>C. City Administrator</b>	
	<b>D. Mayor/Council</b>	
	Foster - HRA	
	Hasek – Airport, PUC	
	Kawecki – Planning Commission	
	Lubenow – Library, BZA	
	Miller – CER, FEDA	
	Peters – BZA, FEDA, Visit Fairmont	

**11. Closed Session**

**11.1** City Hall Security (per MN Statutes 13D.05, Subd. 3(d)) **(54)**

**11.2** City Administrator Evaluation (per MN Statutes 13C.05, Subd. 3 (a)) **(55)**

**12. Adjournment**



Fairmont City Council  
June 14, 2021

Agenda Item: 4.1

**From:** Cathy Reynolds, City Administrator  
**To:** Mayor and City Council

**Subject:** Presentation by Community Center Committee and Fairmont Hockey Association

**Policy/Action Requested:** Information Only

**Vote Required:** \_\_\_ Simple Majority      \_\_\_ Roll Call

**Recommendation:**

**Overview:** The Community Center Committee and Fairmont Hockey Association will be giving a presentation for a proposed community center.

**Budget Impact:**

**Attachments:**

\*\*\*\*\*

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



Fairmont City Council  
June 14, 2021

Agenda Item: 5

**From:** Cathy Reynolds, City Administrator  
**To:** Mayor and City Council

**Subject:** Open Discussion/Comment

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:** N/A

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

**Budget Impact:** N/A

**Attachments:** N/A

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



Fairmont City Council  
June 14, 2021

Agenda Item: 6.A.1

**From:** Patricia J. Monsen, City Clerk  
**To:** Mayor and City Council

**Subject:** Council Minutes from Regular Meeting on May 24, 2021

**Policy/Action Requested:** To Approve City Council Minutes from May 24, 2021

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approval

**Overview:**

**Budget Impact:** N/A

**Attachments:** City Council Minutes Regular Meeting, May 24, 2021

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

The minutes of the Fairmont City Council meeting held on Monday, May 24, 2021 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 with limited capacity in City Hall and by teleconferencing pursuant to Minn. Stat. § 13D.021.

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

Council Members Wayne Hasek, Britney Kawecki, Randy Lubenow, Michele Miller 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 Attorney Mark Rahrick.

Council Member Peters made a motion to approve the agenda with the removal of item 9.2. Council Member Lubenow seconded the motion and the motion carried.

During Public Discussion/Comment, Brittany Juhl of 70 Main Street East, Trimont, Minnesota spoke about the need for more rental housing and day care in the City of Fairmont. When she moved to this area, she was unable to find either in Fairmont. She also spoke in favor of a Recreational Center to provide activities for kids in our community.

Jay Maynard of 1831 Oakwood Drive thanked the council and complimented them on working collaboratively and encouraged the council to keep it up.

Randy Olson of 734 Cleveland Avenue, Winnebago, Minnesota addressed the council with concerns of rental policies in Fairmont. He shared a situation he and his daughter had with Mid America Properties in Fairmont and encouraged the council to make changes to the rental housing ordinance to help alleviate these types of problems.

Council Member Miller made a motion to approve the Consent Agenda. Council Member Hasek seconded the motion and the motion carried. Items on the Consent Agenda were: Minutes from the May 10, 2021 City Council Meeting; Accounts Payable May 2021; Event Permit for Opera House to hold an event downtown on May 29, 2021; Event Permit for Fairmont Awards to hold a sidewalk sale with food truck June 3-5, 2021; Fireworks Display Permit for J&M Displays for the July 4<sup>th</sup> fireworks; Event Permit for Easy Automation to hold a company picnic with food trucks at Gomsrud Park on August 13, 2021; Transient Merchant Permit for TNT Fireworks to sell fireworks in Walmart parking lot; Renewal of the 2021/2022 alcoholic beverage licenses; and approval of advertising for bids for CSAH 39 Sanitary Sewer and Watermain Extensions.

Thomas Olinger with Abdo, Eick & Meyes presented the 2020 Comprehensive Annual Financial Report. Council Member Peters made a motion to accept the 2020 Comprehensive Annual Financial Report. Council Member Lubenow seconded the motion and the motion carried.

Reynolds presented the City Strategic Plan, which includes a new mission statement, vision, goals and direction for the City. Council Member Miller made a motion to adopt the City Strategic Plan. Council Member Hasek seconded the motion and the motion carried.

Nemmers gave an update on all the current constructions projects happening in the city. Construction on Fairlakes Avenue continues with Woodland Avenue still closed, but it will be reopening shortly. Concrete work is being done on the roundabout at Downtown Plaza and Blue Earth Avenue and Lake Avenue will be getting the final lift coat. Lime Pond closure construction will begin this week. The I-90 trail project continues. The concrete work will begin on the Public Works Facility next week. Citizens may monitor the progress of the Public Works Facility on the City of Fairmont's website.

Council Member Lubenow asked Troy to explain what was happening with the dirt from the site of the Public Works Facility. Nemmers stated that the contractor has an agreement with the landowner across the street from the site to move the dirt there as fill. The landowner intends to farm the land once filling is done.

Reynolds advised that Building Official Terry Tonneson is retiring and his last day is May 31<sup>st</sup>. Reynolds wishes him well. Moving forward, the city will be looking to contract work to help this summer and will be evaluating the position.

A dedication of the Richard S. Bradley Memorial Park will be held on Friday, May 28<sup>th</sup> at 10:30 a.m.

Council Member Lubenow asked Reynolds if the Rental Housing Ordinance is going to be reviewed and Reynolds stated that she has moved this project to be a priority and has already sent it to the City Attorney for review and comment. Discussion was also held regarding inspection of rental units.

Council Member Hasek reported that the Airport is looking at maintenance items to be repaired and at the Public Utilities Commission meeting they reviewed the audit report.

Council Member Lubenow advised that the Library Board voted to remove the time limit at the library. This will need to be approved by the County Commissioners. The library is trying to get back to normal operations. He also reported on Park Board and stated that all shelter houses and restrooms are now open. If anyone is wanting to rent a shelter house, they can reserve them through city hall.

Council Member Miller reported that Community Education and Recreation received a \$20,000 Early Child Initiative Grant and are looking at different things to do for the youth in our community. There have been a lot of GED enrollments. The CER offices will be moving to the Southern Minnesota Educational Campus on Park Street the end of June and it is expected that the move will be complete by July 1<sup>st</sup>.

Council Member Peters reported that FEDA received an update on the Geofencing campaign and that the plan for the new brewery is proceeding.

A motion was made by Council Member Hasek, seconded by Council Member Miller, and carried to adjourn the meeting at 6:28 p.m.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.1

**From:** Patricia J. Monsen, City Clerk  
**To:** Mayor and City Council

**Subject:** Event Permit – Multicultural Festival/Vaccination Clinic for CER on June 26, 2021

**Policy/Action Requested:** Motion to approve the Event Permit for Community Education and Recreation to hold a Multicultural Festival/Vaccination Clinic on June 26, 2021.

**Vote Required:**  Simple Majority       Roll Call

**Recommendation:** Approval

**Overview:** Community Education and Recreation has made application to hold a Multicultural Festival/Vaccination Clinic on Saturday, June 26, 2021. The event will take place on Downtown Plaza and will include Food Truck Vendors, musical groups and events for children.

**Budget Impact:** N/A

**Attachments:** Event Permit Application

\*\*\*\*\*

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



# EVENT APPLICATION/PERMIT

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

Date: 6/26/21

Permit Fee: \$15.00

Event: Multicultural Festival / Vaccination Clinic

Sponsoring entity: CER

Address: 107 Downtown Plaza, Apt 2, Fairmont, MN 56031

Maximum estimated number of persons expected to attend at any one time: 300

Event coordinator(s): Alexander Young-Williams  
Contact Info: 703-307-7856 Phone #  
alex.youngwilliams@gmail.com E-mail

Primary contacts (during event):  
Name: Ruth Cyphers  
Cell#: 507 236 2710  
E-mail: ruth@cednfb.com

Name: Natarel Moreno  
Cell#: 507 848 0626  
E-mail: moreno.natarel@pps.fairmont.k12.mn.us

Event Start: Day/Date 6/26 Time: 2 PM  
Event End: Day/Date 6/26 Time: 6 PM  
Setup: Day/Date 6/26 Start time: 12 PM End Time: 2 PM  
Teardown: Day/Date 6/26 Start time: 6 PM End Time: 8 PM

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

Multicultural Festival and Vaccination Clinic  
Multiple food trucks, musical groups, and kids activities  
- live mariachi band, games, trivia, face painting

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

See attached.

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

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

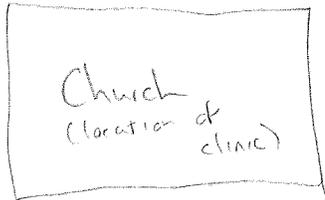
Signature *[Signature]* Title Community Activator Date 6/17/21

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

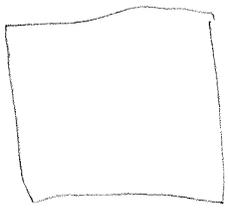
Office Use Only			
\$15.00 Fee Paid	Date: <u>6/9/21</u>	Received by: <u><i>[Signature]</i></u>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date: <u>6/14/21</u>	Action:
City Administrator Approval	Yes	No	Date

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

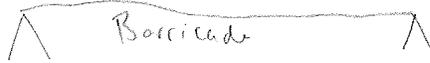
4th St



Space for kids' activities

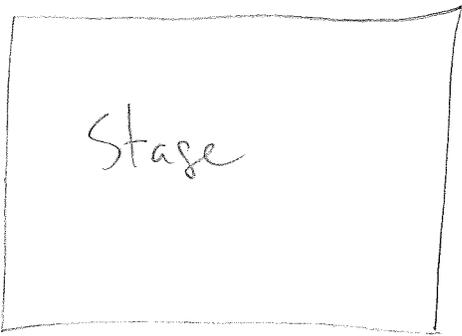


Downtown Plaza

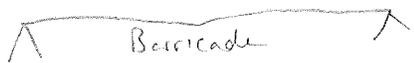
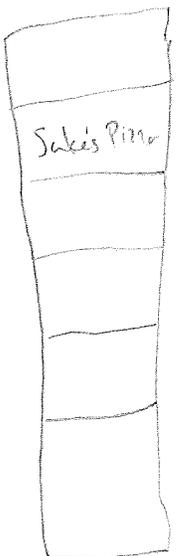


4th St

3rd St



3rd St



Downtown Plaza



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.2

**From:** Patricia J. Monsen, City Clerk  
**To:** Mayor and City Council

**Subject:** Event Permit – Fairmont Lions Annual Fly In Breakfast on June 27, 2021

**Policy/Action Requested:** Motion to approve the Event Permit for the Fairmont Lions Fly In Breakfast on June 27, 2021.

**Vote Required:**  Simple Majority       Roll Call

**Recommendation:** Approval

**Overview:** Fairmont Lions made application to hold their annual Fly In Breakfast at the Fairmont Municipal Airport on June 27, 2021. This is a family fun event featuring delicious pancakes and has been held every year with great success for the Lions Club.

**Budget Impact:** N/A

**Attachments:** Event Permit Application

\*\*\*\*\*

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



# EVENT APPLICATION/PERMIT

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

Date: JUNE 27 2021 Permit Fee: \$15.00

Event: FAIRMONT LIONS ANNUAL FLY IN BREAKFAST

Sponsoring entity: FAIRMONT LIONS CLUB

Address: 226 LAKE AVE FAIRMONT MN (OFFICE)

Maximum estimated number of persons expected to attend at any one time: WILL BE FAIRMONT MUNICIPAL AIRPORT 100-150

Event coordinator(s): FAIRMONT LIONS CLUB - ROGER BLOMGREN PRES.

Contact Info: 507-236-1249 Phone #

E-mail

Primary contacts (during event):

Name: ROGER BLOMGREN

Cell#: 507-236-1249

E-mail: \_\_\_\_\_

Name ALAN STRUCK

Cell# 507-236-6471

E-mail: \_\_\_\_\_

Event Start:	Day/Date	<u>SUNDAY JUNE 27<sup>th</sup></u>	Time:	<u>7 AM</u>
Event End:	Day/Date	<u>SUNDAY JUNE 27<sup>th</sup></u>	Time:	<u>12 PM</u>
Setup:	Day/Date	<u>SATURDAY JUNE 26</u>	Start time:	<u>8:30 AM</u>
			End Time:	<u>NOON</u>
Teardown:	Day/Date	<u>SUNDAY JUNE 27</u>	Start time:	<u>NOON</u>
			End Time:	<u>2 PM</u>

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

PANCAKE FEED BREAKFAST

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

FAIRMONT MUNICIPAL AIRPORT

3. Will outside drinking water or waste collection systems be supplied?  Yes;  No  
 If yes, supply public health plans, including the number of toilet facilities that will be available.

AIRPORT

4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter.  Yes;  No  
 If yes, provide the written plans.

AIRPORT

5. Will organizers allow outside food wagon/vendors at the event?  Yes;  No  
 If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment.

6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex):  Yes;  No  
 If yes, event coordinator must complete temporary overnight camping permit and submit payment.

7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments?  Yes;  No  
 If yes, please describe: \_\_\_\_\_

8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns?  Yes;  No  
 If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).

9. Will you be providing shuttle service?  Yes;  No  
 If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

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

Signature [Signature] Title CLUB PRESIDENT Date 6/9/21

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

Office Use Only			
\$15.00 Fee Paid	Date: <u>6/9/21</u>	Received by: <u>[Signature]</u>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date: <u>6/14/21</u>	Action:
City Administrator Approval	Yes	No	Date

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



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.3

**From:** Cathy Reynolds, City Administrator  
**To:** Mayor and City Council

**Subject:** Request for Funding for July 4<sup>th</sup> Fireworks

**Policy/Action Requested:** Motion to approve \$1,500.00 funding for the July 4<sup>th</sup> fireworks

**Vote Required:**  Simple Majority       Roll Call

**Recommendation:** Approval

**Overview:** Light Noise and Smoke of Fairmont is requesting city financial assistance for the annual July 4<sup>th</sup> fireworks. The committee generally raises and spends about \$20,000.00. This event attracts a large number of people to our community and is always well received. As with any event, it gets harder to raise the money necessary to put on a successful event, volunteers continue to do a great job. The city’s financial contribution will help ease some of the burden. The city contributed \$1,500.00 last year and is being asked to match the contribution this year. This amount is within the current budget.

**Budget Impact:** This donation has been budgeted for 2021

**Attachments:** Letter of Request

\*\*\*\*\*

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

Date: \_\_\_\_\_

# **Light, Noise & Smoke of Fairmont MN**

(Fairmont Fireworks)  
P.O Box 386  
Fairmont MN 56031

May 24, 2021

City Administrator, Mayor, City Council

City Council

It is that time of year to respectfully request funding for the annual Fairmont Fireworks Display. In the past the City has Provided a \$1,500 Contribution, and we would appreciate the same or greater. All funds raised yearly go towards the display each year.

Any questions, feel free to contact myself.

Thank You

Sam Cress

Fireworks Chairman (Light, Noise & Smoke)

507-236-6413



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.4

**From:** Patricia J. Monsen, City Clerk  
**To:** Mayor and City Council

**Subject:** One Day Temporary On-Sale Liquor License

**Policy/Action Requested:** Approve a One Day Temporary On-Sale Liquor License for Martin County Chapter Pheasants Forever for August 28, 2021.

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approval

**Overview:** The Martin County Chapter Pheasants Forever has made application for a One Day Temporary On-Sale Liquor License for the Pheasants Forever Banquet to be held at the Martin County Fairgrounds Arena on August 28, 2021. The Martin County Chapter Pheasants Forever has received a One Day Temporary On-Sale Liquor License for this event for several years with no complaints or issues.

**Budget Impact:** N/A

**Attachments:** Application

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



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Martin County Chapter Pheasants Forever	1986	4874648	
Address	City	State	Zip Code
310 S. Dewey St.	Fairmont	MN	56031
Name of person making application	Business phone	Home phone	
Troy Sunken	507-238-4706	507-236-9102	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
August 28 <sup>th</sup> 2021	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Joe Maidl (President)	Fairmont	MN	56031
Organization officer's name	City	State	Zip Code
Troy Sunken (Board member)	Fairmont	MN	56031
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.  
 Martin County Fairgrounds Arena

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Travelers Insurance \$1 million per incident with \$1 million aggregate

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Fairmont	Date Approved
City or County approving the license	August 28, 2021
\$2500	Permit Date
Fee Amount	pmonsene@fairmont.org
6/1/2021	City or County E-mail Address
Date Fee Paid	507-238-3935
	City or County Phone Number
	Patricia J. Monsen
Signature City Clerk or County Official	Please Print Name of City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
 PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
 CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.5

**From:** Troy Nemmers, PE, Director of Public Works/City Engineer  
**To:** Mayor and City Council

**Subject:** Change Order No. 1 for services with Barr Engineering on the Dutch Creek Habitat project

**Policy/Action Requested:** Approve change order No. 1 with Barr Engineering for Dutch Creek Habitat project

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** To approve the change order.

**Overview:** The Dutch Creek Habitat project is moving into the construction phase. The original agreement with Barr Engineering was approved in January 2020 in the amount of \$297,400. Since that time many delays to the project including additional land acquisition and COVID-19, have set the original schedule back about 8 months. The work required for the land acquisition, boundary changes, and delays in the schedule have resulted in additional professional services from Barr Engineering. The amount of this change is \$47,350. This change order accounts for the additional work to complete the project. Staff is recommending approval to keep the project moving forward.

**Budget Impact:** This change order exceeds the amount of grant funds that were requested for this portion of the project. The additional costs for the land acquisition and additional professional services will likely come from stormwater utility funds.

**Attachments:** Change Order No. 1 from Barr Engineering

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

**Work Order No. 01- Change Order 01**  
**Applicable to Agreement Dated January 8, 2020**  
**between**

**Barr Engineering Co. (Barr)**  
**4300 MarketPointe Dr.**  
**Bloomington, MN 55435**

**City of Fairmont, Minnesota (City)**

Designated Representative:

Designated Representative:

Contract representative: Kurt Leuthold  
Day-to-day contact: Michelle Stockness

Troy Nemmers

**I. Scope of Work:**

This letter consists of an amendment to Work Order No. 01, with Change Order 01, that Barr and our subconsultants (Bolton & Menk Inc.,) are performing as follows.

A. Subproject 1 – Fairmont Chain of Lakes Habitat Restoration - Additional scope:

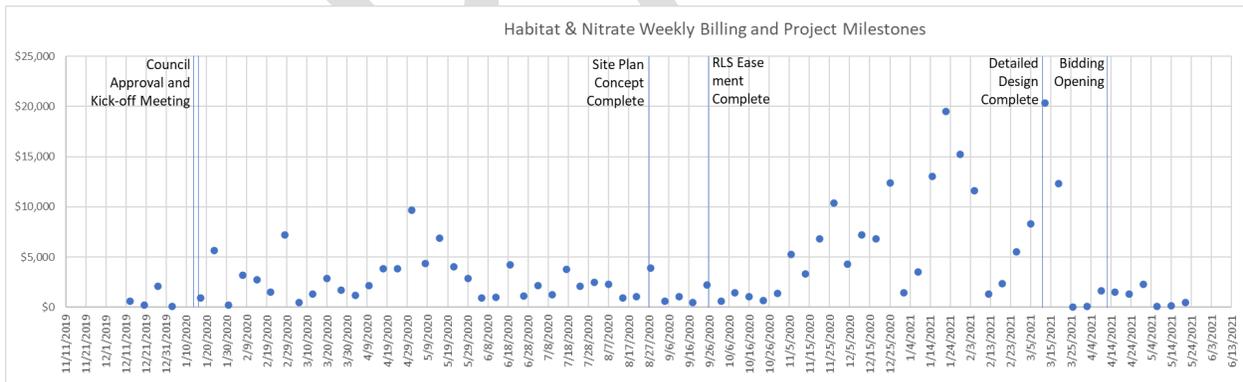
Following authorization from city staff, Barr or one of our subconsultants performed the following tasks for Subproject 1:

1. Added scope: additional topographic survey and stream cross sections
  - Additional topo of area north and east of bin site
  - Additional creek cross sections
  - Additional topo near access drive
  - Piezometer and creek level readings
  - Additional culvert data collection
  - Additional consultant and subconsultant coordination
  - Additional subconsultant fee: \$4,777
  - Additional consultant fee: \$2,913
  - **Total: \$7,700**
  
2. Added scope: multiple easement and property boundary changes
  - Boundary description and purchase agreement review and interpretation
  - Multiple property boundary revisions
  - Preparation of plat of survey
  - Consultant coordination with subconsultant and City
  - RLS easement modifications planned completion 4/24/2020, completed 9/26/2020.
  - Delays resulted in additional bi-weekly meetings, project coordination, scheduling updates, and project updates
  - Additional subconsultant fee: \$6,000
  - Additional consultant fee: \$11,000
  - **Total: \$17,000**

3. Added scope: design phase additions
  - Addition of an access road, fencing, incorporation of existing culverts
  - Additional design changes due to land owner preferences such as fencing and addition of area north of the grain bins. Conceptual site planning planned completion 4/10/2020, completed 8/26/2021.
  - Additional design changes due to MN DNR comments such as moving the sedimentation basin out of the ditch. Permitting planned completion 7/10/2020, completed 4/5/2021.
  - Delays resulted in additional bi-weekly meetings, project coordination, scheduling updates, and project updates
  - Additional subconsultant fee: \$0
  - Additional consultant fee: \$22,604
  - **Total: \$22,650**

## II. Project Milestone (planned completion and actual completion)

Milestone	Planned Completion	Actual Completion
City Council Approval	1/13/2020	1/13/2020
Project Kick-off	1/16/2020	1/16/2020
Conceptual Site Plan	4/10/2020	8/26/2020
RLS Easement Modifications	4/24/2020	9/26/2020
Detailed Design	6/19/2020	3/10/2021
Bidding	8/14/2020	4/12/2021



**III. Service Assumptions Upon Which Maximum Compensation is Based**

The two subprojects shall be invoiced separately per the following budgets to meet grant requirements:

Phase	Duration	Fee
Subproject 1 - Fairmont Chain of Lakes Habitat Restoration	2020-2022	\$256,400
Subproject 2 - Nitrate Removal Project	2020-2022	\$41,000

The following revised fee applied to both subproject 1 and 2 but is specified as one fee since it is requested in addition to the amount provided by the grant requirements

Phase	Duration	Revised Fee
Subproject 1 & 2 additional scope	2020-2022	\$47,350

The total for Change Order No. 1 for existing Work Order No. 1 amounts to \$39,850. Our revised design fee is a lump sum total including conceptual design and detailed design.

**IV. Assumptions Upon Which Schedule is Based**

Phase/task	Est. completion date
Contract Approval	January 13, 2020
Conceptual Design Kickoff - Subproject 1 and 2	January 17, 2020
Subproject 1 - Fairmont Chain of Lakes Habitat Restoration	May 31, 2022
Subproject 2 - Nitrate Removal final report and closeout	August 15, 2022

ACCEPTED AND AGREED TO:  
BARR ENGINEERING CO.

CITY OF FAIRMONT, MINNESOTA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Vice President

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.6

**From:** Troy Nemmers, Director of Public Works/City Engineer  
**To:** Mayor and City Council

**Subject:** Declare Excess Property

**Policy/Action Requested:** To declare a Hach 850 Colorimeter as excess property to be sold.

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approval

**Overview:**

The Fairmont Water Department has a Hach 850 Colorimeter, P/N 4845060, S/N 120950C56388, which is a piece of lab testing equipment that is no longer needed. This piece of testing equipment has been replaced with newer technology. The Water Department is asking Council to declare this piece of equipment as Excess Property to be sold.

**Budget Impact:** N/A

**Attachments:**

\*\*\*\*\*

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



Fairmont City Council  
June 14, 2021

Agenda Item: 6.C.6

**From:** Troy Nemmers, PE – Director of Public Works/City Engineer  
**To:** Mayor and City Council

**Subject:** Authorize purchase of used Case 1650L Dozer

**Policy/Action Requested:** Approve purchase of used Case 1650L Dozer

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Staff requests approval to complete this purchase.

**Overview:**

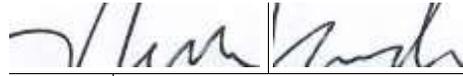
Attached is a purchase order for a 2012 Case 1650L Dozer from RDO Equipment Co. of North Mankato. The City will be trading in a 1987 John Deere 850B for this purchase resulting in the purchase price of \$75,000. This piece of equipment will be primarily used at the yard waste recycling site but will be available for other City projects.

**Budget Impact:** The 2021 budget included \$75,000 for this purchase.

**Attachments:** PO 13849

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





ORIGINED SIGN  
URE


PLEASE ENTER OUR ORDER FOR GOODS LISTED ABOVE. NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO COMPLETE BY DATE REQUIRED

# SALES TAX EXEMPT

## Investment Proposal (Quote)

### JOHN DEERE

RDO Equipment Co.  
1910 LorRay Drive  
North Mankato MN, 56003

Phone: (507) 387-1836 - Fax: (507) 387-1838

Proposal for:

CITY OF FAIRMONT  
FAIRMONT, MN, 560311709  
MARTIN

Investment  
Pricing Valid Until: 5/15/2021 100 DOWNTOWN PLZ

DÜ: 4/15/2021

Ded Number: 1434137

Customer Account: 9461009

Sales Professional: Brian Thilges  
(507) 387-1836

Fax: (507) 387-1838

BThilges@rdoequipment.com

#### Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
	NCDC16030	1533	used <sup>o</sup> CASE650L	\$80,000.00

Equipment Subtotal: \$80,000.00

#### Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
T0850BL741691	1987 JOHN DEERE 850B	\$0.00	9142	Trade In Value (\$5,000.00)
				Total Trade In Value: (\$5,000.00)
				Trade Balance owed: \$000
				Net Difference: (\$5,000.00)

#### Purchase Order Totals

Balance: \$75,000.00  
TOE Taxable Amount: \$80,000.00  
MN STATE TAX: \$0.00  
MN TAX: \$0.00  
MN SPECIAL TAX: \$0.00

Sdes TaxTotal \$0.00

Sub Total: \$75,000.00

Cash Order: \$0.00

Balance Due: \$75,000.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	NCDC16030	0 CASE 1650L	None

Serial Number

D1434137

Page 1 of 1



# Retail Purchase Order

RDO Equipment co.

CO. 1910 LorRay Drive

North Mankato MN, 56003

Phone: (507) 387-1836 - Fax: (507) 387-1838

Purchase Order Date: 5/24/2021

Purchase #: 1434137

Purduser Account #: 9461009

antomer Sales Toc Emmpt #: Exempt

**Bill To:**

CITY OF FAIRMONT  
 100 DOWNTOWN PLZ  
 FAIRMONT, MN, 560311709  
 MARTIN  
 (507) 238-9461

Cuürmer Type: Governmental - City/TownNillage

Marm Use: Earth Moving - Land Improvement of

First Use: FAIRMONT, MN, 56031

Sales

Brian Thilges

Number	Hours	Status / Year / Make / Model	Cash Price
1	1533	Used 0 CASE 1650L	\$80,000.00

Ptme: (507) 387-1836

Fax: (507) 387-1838

Eman\*: BThilges@rdoequipment.com

Equipment Information

Quandy	Serial Stock Number	Houm (approx.)	StaU181 Year I Additional Items	Cash Price
1	NCDC16030	1533	Used 0 CASE 1650L	\$80,000.00

NCDC16030

used O CASE 1650L

Equipment Subtotal: \$80,000.00

**Information**

Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
Trade Information				
Serial Number	Year / Make / Model			Trade In Value
T0850BL741691	1987 JOHN DEERE 850B	\$0.00	9142	(\$5,000.00)

**Financial Totals**

Balance:	\$75,000.00
Total Taxable Amount:	\$80,000.00
Total Trade In Value:	(\$5,000.00)
Trade Balance Owed:	\$0.00
Net Difference:	(\$5,000.00)

Purchase Order

Taxable Amount	
MN STATE TM:	
MN CITY TAX:	\$0.00
MN SPECIAL	\$0.00
TM:	
Sales Tu Tow:	\$0.00
SubTotal	\$75,000.00
Cash Order:	\$0.00

P.O. 13849  
 Jim Jandy  
 05-26-21

Balance Due: \$75,000.00

**Legal Information**

For the Construction Product(s)

**ACKNOWLEDGMENTS** Purchaser offers to sell, transfer, and convey the item(s) listed as "Trade In" to the Dealer at or prior to the time Of delivery Of the above product(s), as a "trade-in" to be applied against the cash price. purchaser represents that each "trade-in" item shall be free and clear Of all security interests, liens, and encumbrances at the time Of transfer to the Dealer except to the extent shown below. The price to be allowed for each "trade-in" item listed on this document. The Purchaser promises to pay the balance due shown hereon in cash, or to execute a Title Sale Agreement (Retail Installment Contract), a Loan Agreement for the purchase price of the Product(s), plus additional charges shown thereon, or to execute a Lease Agreement, on or before delivery Of the Product(s) ordered herein. Despite delivery Of the Product(s) to the Purchaser, title shall remain With the Seller until one Of the foregoing is accomplished. Except as provided herein and as necessary to protect RDO Equipment from the claims of a bankruptcy trustee or a buyer in the ordinary (course of) business, the Purchaser and the Dealer agree that this Purchase Order is not a security agreement and that delivery of the product(s) to the Purchaser pursuant to this purchase Order Will not constitute possession of the product(s) by the Purchaser, as a debtor, for the purposes Of the purchase money security provisions in any statutes

relating to personal property security or its equivalent. purchaser understands that rights in connection With this purchase are limited as set forth in this Purchase Order. I (we) hereby grant a security interest to RDO Equipment in the product.

DISCLOSURE OF REGULATION APPLABILITY - When operated in any off-road diesel vehicle may be subject to the California Air Resources Board In-use Off-Road Diesel Vehicle

Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

IMPORTANT WARRANTY NOTICE The Standard Warranty for new John Deere construction and forestry products is set forth in a separate document provided by the dealer. Please read the Standard

Warranty carefully before signing. No express warranty is made unless specified in the warranty statement. PURCHASERS RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS INDICATED IN THE STANDARD WARRANTY AND PURCHASE ORDER. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS MADE.

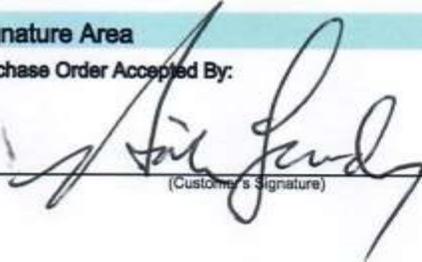
TERMS & CONDITIONS VERIFICATION STATEMENT use of John Deere Data Services (services"), if applicable, and all rights and obligations of John Deere and the purchaser (or customer as identified in the applicable agreement), are governed by the terms and conditions outlined in the Warranty Statement and the applicable John Deere Construction & Forestry Company Subscriptions' Data Services Dealer Agreement and/ or Customer Data Services agreements available at [m.johndeere.com/jagreements](http://m.johndeere.com/jagreements). Purchaser agrees to be bound by these terms and conditions if Purchaser activates or otherwise uses any Of the Data Services. If purchaser does not agree to these terms and conditions, Purchaser must activate or otherwise use the Data Services.

The undersigned purchaser(s) (the "Purchaser") hereby orders the product (the "Product") described above from the Dealer, The Dealer shall not be liable for failure to provide the Product Or for any delay in delivery if such failure or delay is due to the Dealer's inability to obtain such Product from the manufacturer or supplier or other cause beyond the Dealer's control. The cash price shown above is subject to the Dealer receiving the Product from the manufacturer or supplier prior to any change in price by the manufacturer supplier and is also subject to any new or increased taxes being imposed upon the sale Of the product after the date Of this purchase Order.

Upon signature of delivery acknowledgment, customer is accepting the equipment, including attachments, in "AS IS" condition, agreeing to notify ROO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

**Signature Area**

**Purchase Order Accepted By:**

  
\_\_\_\_\_  
(Customer's Signature)

05-26-21  
\_\_\_\_\_  
(Date Accepted)

\_\_\_\_\_  
(Authorized Signature of Dealer)

\_\_\_\_\_  
(Date Accepted)

**Delivery of Equipment Acknowledgement:**

\_\_\_\_\_  
(Customer's Signature)

\_\_\_\_\_  
(Date Accepted)

**Standard Warranty Acknowledgement:**

\_\_\_\_\_  
(Delivered On)

\_\_\_\_\_  
(Warranty Begins)

**Equipment Options**

Serial Number	Year   Me • I Model	Desa • ipdon
NCDC16030	O CASE 1650L	None



Fairmont City Council  
June 14, 2021

Agenda Item: 7.1

**From:** Cathy Reynolds, City Administrator  
**To:** Mayor and City Council

**Subject:** Rural and Urban Service Districts

**Policy/Action Requested:** Public Hearing for Proposed Ordinance 2021-02

**Vote Required:** \_\_\_\_\_ Simple Majority      \_\_\_\_\_ Roll Call

**Recommendation:** Approval

**Overview:** Each year the City reviews the Rural and Urban Service Districts within the corporate limits of the City of Fairmont. These two service districts are taxed at different rates due to the different demands on municipal services generated by the parcels in each district. Changes are indicated on the proposed Ordinance by striking out outdated information and underlining current information.

**Budget Impact:** N/A

**Attachments:** Proposed Ordinance 2021-02

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

**ORDINANCE 2021-02**

**AN ORDINANCE AMENDING ORDINANCE 2020-08 ESTABLISHING A RURAL AND URBAN SERVICE DISTRICT WITHIN THE MUNICIPAL LIMITS OF THE CITY OF FAIRMONT**

WHEREAS, the Martin County Treasurer/Auditor has been maintaining a tax roll of properties in the City of Fairmont, consisting of two separate taxing districts one classified as Rural Service District and the other classified as Urban Service District; and,

WHEREAS, these properties are taxed at different rates due to the different demands on municipal services generated by the parcels in each type of district; and

WHEREAS, it has been determined that there have been some acreage changes and ownership changes; and,

WHEREAS, the properties need to be reclassified so that they may be properly taxed as either Rural Service District or Urban Service District; and,

WHEREAS, the properties struck from the Rural Service District list shall be reclassified as Urban Service District and the properties added to the Rural Service District list shall be reclassified from Urban Service District to Rural Service District; and,

WHEREAS, it is in the best interest of the City of Fairmont to periodically review the Rural Service District and the Urban Service District for taxing purposes to ensure that properties are properly designated as Rural Service District parcels and Urban Service District parcels.

NOW THEREFORE the City of Fairmont does ordain that Ordinance 2020-08 shall be amended as follows (strikeouts indicate deletions and underlines indicate additions):

**Section 1. Purpose.** Pursuant to Minnesota Statute 272.67, the City of Fairmont hereby divides the area within the City of Fairmont’s municipal limits into an Urban Service District and a Rural Service District creating separate taxing districts for the purpose of levying municipal property taxes except those levied for the payment of principal and interest on bonds and judgments.

**Section 2. Definitions.**

**Rural Service District.** The parcels of land that in the judgment of the City Council, are rural in character because they are unplatted and not developed for commercial, industrial, or urban residential purposes and contain more than 5 acres and are not benefitted to the same degree as other lands by municipal services financed by general taxation. These lands need not be contiguous to one another.

**Urban Service District.** All the parcels of land within the boundaries of the City of Fairmont that are not included in the Rural Service District.

**Benefit Ratio.** The ratio, that in the judgment of the City Council, exists between the benefits to parcels of land of like market value, situated in the Rural Service District and in the Urban Service District, resulting from tax supported municipal services.

**Section 3. Rural Service District Established.** The City Council hereby establishes the Rural Service District as those parcels of land that meet the definition of the Rural Service District defined in this ordinance and consisting of the following parcels of land:

<u>Tax Identification Number</u>	<u>Acreage</u>	<u>Name of Owner</u>
239990415		Federated Rural Electric Assn,
230370010	159.68	Stoneback, Kevin
230370030	28	Unke, Kent D.
230370040	15.56	Thomas L. Houck Rev Trst Agmt, Teresa A. Houck Rev Trst Agmt
230370050	47.45	Fairmont Foods, Inc.,
230370080	15.36	Grupe of Fairmont Inc.,
230370085	40.32	FTF Partnership
230370090	73.07	Fairmont Foods, Inc.,
230370100	157.02	Fairmont Foods, Inc.,
230370120	15.48	Thate, John W & Jane M
230370130	5.01	City of Fairmont
230370145	24	Fairmont Cemetery Assoc.
230370150	92.84	Cartwright, David D & Norma J
230370155	17.72	Miller, Randy
230370180	79.6	Miller, Mildred C TT of Rev Trust of Mildred C. Miller
230370185	11.87	Miller, Randy
230370188	11.86	Miller, Randy
230370200	6.31	Cartwright, David
230370230	146.62	Spencer, Jacqueline K
230370250	10.25	<del>Spencer, James B and Blossom M</del> <u>Buhmann, Brent</u>
230370270	73.52	DFP Limited Partnership,
230370280	31.54	Leiding, Terrance & Leiding, Thad
230370290	11.84	Thate, John W & Jane M
230370320	75	City of Fairmont
230370340	51.15	Moeller, Dale S & Debra
230370360	82.75	Silker, Peggy
230370370	42.85	Silker, Peggy
230370380	34.6	Three Sheep to the Wind LLC & Janette Fickbohm Rev Liv Trust
230370390	79.5	Crowley, Francis W
230370400	43.33	Lenort, Robert G. & Susan K.
230370410	387.81	A L & C E Ward Inc.,

<u>Tax Identification Number</u>	<u>Acreage</u>	<u>Name of Owner</u>
230370420	40	Minnesota Mining & Manufacturing,
230370450	56.69	Marjorie L Pfiffner Resid Trust,
230370455	7.51	Davison, Benjamin
230370460	153.48	Lowell Spee (LE) Etal,
230370470	69.18	A L & C E Ward Inc.,
230370490	243.02	City of Fairmont,
230370500	66.05	Marjorie L Pfiffner Resid Tst,
230370510	77.22	Heminover, James L.
230370520	230.07	Tenhassen Farms Inc,
230370590	10.12	Fairmont Community Hospital Assoc
230370650	39.96	Reiman, Kenneth O
230370660	40	Fern F Bulfer Trust Agreement
230370670	159.29	Fern F Bulfer Trust Agreement
230370680	4.02	Bulfer Farms, LLC
230370690	1.29	Bulfer, James G & Carol A
230370700	1	Bulfer, William J
230370710	80	Bents, Kenneth C & Ruby L Trustees
230370720	19.26	Bulfer, Patrick
230370723	5.48	Bulfer, Patrick J. & Joyce A.
230370725	5	Bulfer, Patrick J & Joyce A
230370727	134.84	Gerhardt, Dick
230370730	104.73	Barker, Orel A
230370732	5,581 sqft	City of Fairmont
230370770	80	City of Fairmont
230370780	<u>84.91</u> 94	Gerhardt, Dick
230370781	5	Wilken, Lance A & Susan R
230370782	5	Gerhardt, Dick
230370785	5.69	Gerhardt, Dick
230370788	5.0	Schmidt, Adam L. & Jessica L
230370790	7.62	Bettin, Joanne E. Revoc Liv Trust
230370800	5.38	Cowell, Joshua & Cowell, Kelly
230370810	5.0	Joanne E. Bettin Revoc Liv Trust
230370820	5.0	Joanne E. Bettin Revoc Liv Trust
230370830	<u>44.69</u> 64.38	Gerhardt, Dick
230370835	<u>18.13</u> 35	<del>City of Fairmont,</del> Gerhardt, Dick
230370840	82.14	Barker, Stephen & Kent
230370880	35.99	Luedtke, Andrea LE EtAl
230370882	21.7	City of Fairmont
230370885	40.06	Scott, Kenneth E. EtAl
230370887	14.9	City of Fairmont
230370890	14.67	Triple B & G Inc
230370895	5.13	City of Fairmont
230370900	80	Luedtke, Andrea LE EtAl
230370910	14	Luedtke, Andrea LE EtAl

<u>Tax Identification Number</u>	<u>Acreage</u>	<u>Name of Owner</u>
230370925	7.27	Janzen, Jon R
230370930	64.11	Poetter, John M & Sylvia
230370950	59.53	Scheff, Lylas J. <u>LE</u> Et Al
230370960	13.5	Scheff, Leonard & Lylas Et Al LE
230370965	5.6	Thate, Andrew Scott
230370970	80	Luedtke, Andrea LE EtAl
230370980	3.02	Poetter, John M & Sylvia
230370990	38.43	Poetter, John M & Sylvia
230370995	36.1	Poetter, Jeffrey J. & Denise C.
230371000	12.71	Poetter, John M & Sylvia
230371005	23.3	Poetter, Jeffrey J. & Denise C.
230371010	48.55	Poetter, John M & Sylvia
230371015	30.83	Poetter, Jeffrey J. & Denise C.
230371020	39.74	Poetter, John M & Sylvia
230371025	39.77	Poetter, Jeffrey J. & Denise C.
230371060	85.11	Maria C. Langford Trust & Amy M. Bacon Trust
230371100	42	Krahmer, Inc.
230371120	42	Wendt, Elmer B & Lois L Rev Tr
230371310	5.10	Grupe of Fairmont, Inc.
<u>230371320</u>	<u>36.82</u>	<u>City of Fairmont</u>
<u>230371330</u>	<u>5.83</u>	<u>Gerhardt, Dick</u>
230390035	18.95	Weigh-Tronix Acquisition Corp,
230390040	36.77	Fausch, Arthur L
230390045	0.48	Ault, Danny L
230390080	42.15	Fairmont Growth Oppty Co
230390085	19.09	City of Fairmont
230392300	13.09	Thate, John W & Jane M
230392315	4.13	Byers, Deann
230392330	37.61	Meschke, David E
230392345	3.58	Spencer, Blossom M & James B Irrev Trusts
230392347	0.98	Spencer, Blossom M & James B Irrev Trusts
232110750	23.3	Lakeview Methodist Health Care Foundation
233490010	1.13	AL & CE Ward Inc.
233490020	2.5	Tenhassen Farms Inc.

**Section 4. Urban Service District Established.** The City Council hereby establishes the Urban Service District as those parcels of land that do not meet the definition of the Rural Service District as defined in this ordinance.

**Section 5. Parcels Added or Removed.** By amendment of this ordinance, parcels of land may be added or removed from the Rural Service District.

**Section 6. Benefit Ratio Established.** It is the judgment of the City Council that the ratio of benefits within the Rural Service District compared to the land within the Urban Service District shall be 20%.

**Section 7. Benefit Ratio Change.** By amendment of the ordinance, the benefit ratio may be changed by the City Council.

**Section 8. Effective Date.** This ordinance becomes effective after its passage and publication.

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

**PASSED, APPROVED AND ADOPTED,** this 12th day of July 2021.

---

Deborah J. Foster, Mayor

Attest:

---

Patricia J. Monsen, City Clerk

1<sup>st</sup> Reading: June 28, 2021

2<sup>nd</sup> Reading: July 12, 2021



Fairmont City Council  
June 14, 2021

Agenda Item: 8.1

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Community Center

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss the Community Center and bonds for the Community Center.

\*Staff has requested an estimate for the cost of a facility based on the design discussed by Council at the May 24, 2021 work session. We have not received the estimate at this time. (Ice Rink, 4 court Field House, Walking Track with option for an outdoor ice rink and a Phase II indoor aquatic center)

**Budget Impact:**

**Attachments:**

\*\*\*\*\*

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.1

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Approval of HR system

**Policy/Action Requested:** Motion to accept proposal from Press Gold Group for HR system including payroll and timekeeping.

**Vote Required:**  Simple Majority      Roll Call

**Recommendation:** Approve the proposal submitted by Press Gold Group.

**Overview:**

The City currently utilizes paper timecards which are then hand entered into our accounting systems payroll processing program. This process is time and labor intensive on the part of the finance department and leaves the application of the many different union contract variables up to the individuals to ensure accurate recording.

In order to simplify, and create better accountability, in our timekeeping and payroll system, staff has been evaluating various payroll/timekeeping programs along with the HR systems they have available to improve our processes. Staff has reviewed multiple vendors online for system capabilities and evaluated five different systems from purchasing additional modules of our existing accounting software, to other on premises solutions, and SAAS solutions.

Systems were evaluated based on the ease of use of employees for timekeeping, leave requests, and employee self-service, ease of payroll processing and administration, ability to handle the multiple union contract variables, scheduling and reporting capabilities and price. Staff completed initial demos of the systems and then asked the two preferred systems to provide a more in-depth demonstration for final selection. Based on the reviews staff is recommending that the Council approve the proposal from Press Gold Group for the iSolved Human Capital Management (HCM) Platform.

The iSolved HCM will provide the City with the following services:

- 1) HR
  - a. Onboarding
  - b. FMLA Tracking
  - c. Event/Certification Tracking
  - d. ACA Reporting
  - e. Benefits Management
  - f. COBRA Process Management
  - g. Vacation/Sick/Compensatory Hours Accrual Management
- 2) Time and Attendance
  - a. Timekeeping System
  - b. Electronic Timecards
  - c. Automated timecard submission and approvals
  - d. Automated leave requests and approvals

- e. Union rules automation
- 3) Payroll Processing
  - a. Automated integration of timecard hours to payroll system
  - b. Payroll direct deposit
  - c. Automated tax filings
  - d. Year end W-2 processing
  - e. PERA Reporting
  - f. Accounting System GL integration
- 4) Employee Self Service
  - a. Check stub and W2 access
  - b. Management of personal information
  - c. Benefit elections
  - d. Leave requests
  - e. Time entry/clock

The cost to implement the system is \$3495. The system is a cloud-based platform that is paid for on a per person per month basis so the cost will fluctuate during the course of a year based on the number of employees. This is the standard pricing mechanism for systems of this nature. Costs will also be dependent based on an employee’s status as full-time or part-time as different modules are utilized.

With no HR staff member, this system will help to streamline and standardize not only the payroll processing, but also other HR functions helping to improve HR services within the City.

With the implementation of this system, staff will be able to transition from utilizing the payroll module in our existing accounting system creating a cost savings for the annual maintenance.

Staff recommends approval of the proposal from Press Gold Group for the iSolved HCM platform.

**Budget Impact:** The annual cost of the software is estimated to be between \$30,000 to \$33,000 per year. We will be able to save \$3,500 per year on our existing annual maintenance with Springbrook. This item has not been budgeted for in 2021, so what does not fit into the 2021 budget will come out of reserves. This amount will need to be included in all future budgets.

**Attachments:**

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



Date: May 28 2021

# People-first HCM Proposal

Prepared exclusively for: City of Fairmont

Prepared by: Jeff Goldenberg 952-746-2474

## Why partner with Press Gold Group?

When you choose to partner with Press Gold Group, you get just what you need: dedication to personal customer service, a wealth of experience helping organizations of all sizes, and cutting-edge HCM (Human Capital Management) technology.



Press Gold Group provides a comprehensive, completely scalable HCM platform that delivers results and transforms your organization. We focus on helping you manage all your workforce management processes — talent, payroll, HR, time, and benefits. With our solution you can easily control the entire employee lifecycle, securely store and share data, ensure organization-wide compliance and handle disciplinary action, while processing payroll efficiently, accurately, and completely. Attract, recruit, and stay connected— while improving productivity and boosting performance by developing top talent and rewarding innovation and success.

Our platform is used by employers to pay more than five million employees across the nation. It is continually enhanced to meet the changing demands of today’s workforce. You can rest assured that as regulations change, Press Gold Group will be prepared to handle any new requirements.

You get peace of mind by not only getting transformational HCM technology, but also the white glove customer service you demand.

*“I unconditionally recommend isolved HCM platform to all my businesses looking for a ‘user-friendly’ technology.” - Sheryl Mowry, Leader Logistics Group*

## Transforming employee experience for a better today and a better tomorrow.

Backed by a secure, scalable, and always-on cloud service, Press Gold Group delivers extensive HCM technology for reporting and analytics, advanced workflows, and a modern, convenient and adaptive user interface. Our HCM technology seamlessly connects and spans the employee lifecycle from start to finish, providing a single source of data to help organizations reduce errors, inefficiencies, and redundancies in their processes – while leading the way to the future of work.

No matter the industry, Press Gold Group’s clients utilize the intuitive, people-first HCM technology to ensure their organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow.

### Press Gold Group’s people-first HCM platform offers a superior experience:

- Access your data anywhere. Being in the cloud gives you total control of data and maximum accessibility – anytime, anywhere.
- Get your employee experience going. Build connections. Unleash innovation. Stay connected.
- Enables complete reporting. With over 350 standard reports, you can easily determine employee types, hours worked, full-time status and more to confirm compliance.



## Hire - Onboarding module

Expand and improve your hiring processes while connecting your new employees in an engaging and positive way. Hire is an onboarding module available in the isolved platform.

It is easy to get your newly hired employees successfully on board. Eliminate paperwork and redundancy from the employee onboarding process. Onboarding functionality streamlines the entire employee process using a simple online interface.

### Features and benefits:

- **Provide a great user experience for your new employees** - engage early to reduce anxiety, establish rapport and interaction
- **Welcome program** – educate and inform new hires about organizational practices, policies, initiatives, and goals
- **Manage all documentation** – seamlessly introduce, execute, and collect required forms (including e-signing)
- **Increase data consistency and security** – easy to maintain and control data integrity with a single point of employee data capture
- **Avoid bottlenecks and increase efficiency** - reach new hire's optimum productivity faster with established workflows and tasks



## Time - Attendance and Compensatory Time Management

Accurately track, manage, and process time for your entire workforce, even if you have remote employees, multiple locations or mobile employees. Choose the data collection that works best for your business – online, with a time clock or with the isolved mobile app. Time also has a built-in feature to track and manage compensatory time, which can reduce the costly burden of overtime pay by offering paid time off for overtime hours worked.

### Features and benefits:

- **No separate time system** – shared set-up, simple to use and integrated reporting with fully native (shared database) time system
- **Geofencing** – automatically control location boundaries for clocking in/out for mobile app users
- **Rules-driven pay policies** – flexible, intuitive and don't require earning code mapping to payroll
- **Time clock options** – choose the time collection method that works best: virtual clock, mobile app, or physical time clock.
- **Shift differentials** – unlimited
- **Labor allocations** – unrestricted
- **Crossing midnight boundaries**
- **Comp time management**
- **Overtime and premiums**
- **Flexible time-rounding rules**
- **Meal and break tracking**
- **Error alerts**



## Perform

Perform delivers the tools your organization needs for better collaboration, a stronger company culture, and improved operational efficiency.

### Performance management, goal setting & reviews

Performance management, goal setting & reviews takes your company's culture to the next level with additional features that keep everyone connected and working toward a common goal.

- Set and view company and group **goals**, create workstreams and attach them to the goals, and cascade goals throughout the organization to track progress from all team members
- Help employees boost their success with integrated **performance reviews**, with options to monitor and report on performance in cycles that are flexible and customizable to each individual. Connect goals to recognize results and flow achievements and certifications from the Mojo module into performance reviews. Pre-loaded review templates ensure that managers don't have to start from scratch.



## Human Resources

With isolated HCM you can input, store and report all types of employee data. Whether you want to set up alerts, pull compliance reports, view an employee's accrual balances, or track certifications, isolated HCM is the answer for all your HR needs.

Easily track mandated training or review the ROI associated with training. Have the information you need to make promotion decisions or disciplinary moves. In addition, with isolated HCM, you can track awards and company assets such as company vehicles, keys, and laptops.

### Features:

- **Employee Documents**
- **Employee Self-Service**
- **Audit and Compliance**
- **PTO/Vacation Accrual Management**
- **Workforce Analytics**
- **Disciplinary Offenses**
- **OSHA Reporting**
- **Company Assets**
- **Performance and Reviews**
- **Training**
- **Skills Awards and Recognition**
- **Job and Salary Management**



## Payroll

Payroll is a core component of the mission-critical functionality within isolved. The intuitive technology ensures your payroll is processed efficiently and accurately. isolved's full payroll preview puts you in control and allows you to catch errors before you process. Plus, isolved offers a multi-layered security strategy to ensure that system access is limited to the right people. It's easy for you and your employees to use.

### Features:

- **Real-time payroll preview**
- **Anywhere, anytime access**
- **Garnishment management**
- **Standard payroll reports**
- **Year-end administration services including W-2/1099 processing**
- **Automated tax filing**
- **Employee and manager self-service**
- **No-fee direct deposit**
- **Complete payroll-related tax service**



## Employee Self Service (ESS) - one place, one login, one password

With isolved HCM GO mobile app, your employees and managers do the work and they love it! Empower your employees to manage their own information, make informed decisions and communicate with HR easily. Save time and hassles for managing many day-to-day items. You set the rights for View, View and Edit, or simply Notify HR.

### Features:

- **Check, direct deposit or pay card payment options Pay and W-2s history**
- **Access to company policies and documents**
- **Manage personal information**
- **Benefit elections and plan summaries**
- **Worked and benefit time management** - clock in and out, and request time off

"Our college has used isolved HCM platform for several years. It is efficient and always flexible. The support team is very responsive to any questions or problems that we have had. I would highly recommend them as a great source of information and for providing excellent service."

- Donna Laroski, Human Resource Specialist



## Compliance and Tax

Our compliance solutions help you remain compliant with the ever-changing tangle of regulations and legal requirements. The Press Gold Group tax team will advocate and properly handle tax resolution on behalf of clients.



## Data Integration

Integrating with third-party vendors for General Ledger, 401k and benefits carriers can be an enormous time-saver for human resources and payroll departments. You will eliminate the time-consuming and tedious task of benefits communications, all while going paperless. Your enrollments, dis-enrollments and change requests are processed promptly and accurately, and communicated by a variety of vendor communication options to carriers when using an integrated connection.



## Learn

The moment you become a client you have access to a comprehensive learning management system (LMS): the isolved University. This LMS comes complete with dozens of payroll, HR, and benefits courses delivered in right-size chunks that allow your learners an on-demand, contextually relevant experience.



## Intelligent reporting

You will get over 300 standard reports that help you track key metrics for your organization. Reports such as Payroll Summary, Employee Census, and OSHA incidents give HR administrators data they need to make key decisions in real-time.

However, some organizations need a more advanced analytical tool set where they can create custom reports easily, and with only a click of the mouse. The Intelligent reporting add-on puts the power of Report Writer in your hands.

Report Writer does not require scripting or writing SQL statements. You can build formulas without crafting complex mathematical statements. In under a minute, you can choose and click to create a formula.



## COBRA Benefits Administration

Spend your time managing your workforce, not administering COBRA and the timeframes and notices that go with it. COBRA, Open Enrollment, State Continuation, USERRA and Eligibility are all handled properly.



## Benefits Administration – Open Enrollment Automation

Managing Employee Benefits have never been so simple! Control the entire process from your dashboard, eliminate time-consuming data entry, set up your benefit plans once, driving enrollment and deductions throughout the platform. In addition, your system connects with carriers to ensure all life events are properly communicated to the carrier — on time. Employee benefits centralized and under your control will save you time, reduce chance of overlapping coverage and result in improved employee engagement.

Fees Schedule:

SERVICES DESCRIPTION			
<b>HCM Core (Fully Integrated single database) - PAYROLL</b>			
Payroll Tax Filing - federal, multi-state, multi-location			Included
Processing (Full Service, Dedicated Support)			Included
Off-Cycle Payroll Runs			Included
Employee Self-Service - Online Access + Mobile App			Included
Standard Pay Options: Live Check, Direct Deposit and Pay Card			Included
Comprehensive Wage Garnishment Service (Child Support/Levies)			Included
Workers' Compensations Reporting			Included
Online Reporting - Access Anywhere Anytime - Integrated Report Writer			Included
New Hire Reporting - Employee Verification Service (EVS)			Included
<b>HR</b>			
HR Support Center + HR Support Pro + HR On Demand (Mineral HR)			Included
Onboarding - New Employee Enrollment and Self-Engagement			Included
ACA Pro + ACA Checkup + ACA Reporting			Included
Executive Dashboard - Analytics, Demographic Analysis			Included
Talent Development - Performance Management			Included
<b>Time Management - Attendance and Compensatory</b>			
Manage - time, overtime labor law, time off requests and more			Included
Labor Distribution - Job Costing - Reports			Included
Data collection Options: ESS, Mobile			Included
Data collection Options : Stand Alone Kiosk (Virtual Clock)			Included
	<b># of active employees Low Season</b>	<b>\$15.60</b>	<b>135</b>
	<b># of active employees High Season</b>	<b>\$15.60</b>	<b>215</b>
			<b>\$2,106.00</b>
			<b>\$3,354.00</b>
<b>Benefits Management</b>			
Employee Open Enrollment and Life Event Management	<b>\$3.00</b>	<b>100</b>	<b>\$300.00</b>
COBRA - Automated COBRA Process Management			Included
	<b>Low Season - Effective Monthly TOTAL</b>		<b>\$2,406.00</b>
	<b>High Season - Effective Monthly TOTAL</b>		<b>\$3,654.00</b>
<b>Year End Fees</b>			
1 Federal ID's - Base Fees (W-2 and 1094 ACA)	<b>\$190.00</b>	<b>1</b>	<b>\$190.00</b>
W-2 and 1095 ACA Form - (2 Forms per Employee)	<b>\$13.00</b>	<b>215</b>	<b>\$2,795.00</b>
	<b>Implementation Cost TOTAL</b>		
<b>Implementation Fees (One time)</b>			
Payroll, Time and HCM Core Implementation	<b>\$2,500.00</b>	<b>1</b>	<b>\$2,500.00</b>
Benefits Management Implementation	<b>\$995.00</b>	<b>1</b>	<b>\$995.00</b>

**Terms:**

- Proposal is valid for 30 days
- Fees are invoiced monthly with first payroll of each month
- Funds are collected via ACH



Fairmont City Council  
June 14, 2021

Agenda Item: 9.2

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Curbside City-Wide Clean-up

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss curbside pick-up for the City-wide clean-up.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.3

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Structural Engineer Services

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss the city hiring or contracting for structural engineer services.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.4

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Time Limits for Public Comment

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss the time limits for the Public Comment period.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.5

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Rental Ordinance

**Policy/Action Requested:** Discuss the rental ordinance.

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss the Rental Ordinance.

\*Staff is currently researching and updating the existing rental ordinance. Once a recommended draft is prepared and reviewed by the City Attorney we will bring the updated ordinance to council for review and a public hearing.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.6

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Sale of the Aquatic Park

**Policy/Action Requested:** Motion to authorize staff to complete a request for proposals for the sale of the aquatic park.

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss the possible sale of the Aquatic Park.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 9.7

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** Camping Inside City Limits

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss camping inside city limits.

**Budget Impact:**

**Attachments:**

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



Fairmont City Council  
June 14, 2021

Agenda Item: 11.1

**From:** Cathy Reynolds  
**To:** Mayor and City Council

**Subject:** City Hall Security

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Councilor Kawecky requested to discuss security for City Hall.

Pursuant to Minn. Stat. Section 13D.05, Subd. 3(d), the discussion regarding issues related to security systems may be closed, as disclosure of the information would compromise the security procedures and response.

**Budget Impact:**

**Attachments:**

\*\*\*\*\*

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



Fairmont City Council  
June 14, 2021

Agenda Item: 11.2

**From:** Mayor Deborah J. Foster  
**To:** City Council

**Subject:** City Administrator Performance Evaluation – One Year

**Policy/Action Requested:**

**Vote Required:** \_\_\_\_ Simple Majority      \_\_\_\_ Roll Call

**Recommendation:**

**Overview:**

Pursuant to the City Administrator’s employment contract, a one-year performance evaluation is to be conducted. The session may be closed pursuant to Minn. Stat. Section 13C.05, Subd. 3(a).

**Budget Impact:**

**Attachments:**

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