

# FAIRMONT CITY COUNCIL AGENDA

Monday, July 12, 2021, 5:30 p.m.

1. **Roll Call/Determination of Quorum**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Recognition/Presentations**
  - 4.1 Quarterly Employee Years of Service Recognition (03)
  - 4.2 Introduction of Community Service Officer and Other Promotions within the Department (04)
  - 4.3 Presentation of 2021 Q2 Community Development Report (05)
5. **Public Discussion/Comment** (Individual comments are limited to 3 minutes) (07)
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, June 28, 2021 (08)
  - B. **Check Registers**
  - C. **Other**
    - 6.C.1 Event Permit – Private Wedding Event, Request to Block a Portion of 13<sup>th</sup> Street, July 24, 2021 (11)
    - 6.C.2 Event Permit – Martin County Humane Society, Walk for Animals September 12, 2021 at Cedar Creek Park (15)
7. **Public Hearings**
8. **Old Business**
  - 8.1 Rural and Urban Service Districts (18)

<b>9.</b>	<b>New Business</b>	
9.1	Justice Center Memorandum of Understanding	(24)
9.2	Order for Hazardous Building	(28)
9.3	Community Center Advisory Board Creation Resolution	(31)
9.4	Appointment of Members to the Community Center Advisory Board	(34)
9.5	Approval to Enter into a Contract for a Campground Design	(35)
<b>10.</b>	<b>Staff/Liaison Reports</b>	
A.	<b>Public Works</b>	
B.	<b>Finance</b>	
C.	<b>City Administrator</b>	
D.	<b>Mayor/Council</b>	
	Foster - HRA	
	Hasek – PUC	
	Kawecki – Planning Commission	
	Miller - CER	
<b>11.</b>	<b>Adjournment</b>	



Fairmont City Council  
July 12, 2021

Agenda Item: 4.1

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

**Subject:** Quarterly Employee Years of Service Recognition

**Policy/Action Requested:** Recognition of employees for years of service

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

**Recommendation:**

**Overview:** The City would like to recognize the following employees for their years of service:

- Ricky Pierce, Street Department – 35 years
- Wade Williams, Line Department – 20 years
- Bryan Boltjes, Police Department – 20 years
- Luke Schultz, Parks Department – 15 years
- Lily Paine, Police Department – 5 years
- Cole Stangler, Engineering Department – 5 years

**Budget Impact:** N/A

**Attachments:**

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



Fairmont City Council  
July 12, 2021

Agenda Item: 4.2

**From:** Mike Hunter, Chief of Police  
**To:** Mayor and City Council

**Subject:** Introduction of Community Service Officer and other promotions within the department.

**Policy/Action Requested:**

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

**Recommendation:** N/A

**Overview:** Chief Hunter would like to introduce new Community Service Officer Brad Buhmann, update the Council on the promotion of Officer Dustin Schwebke to Patrol Officer, and the assignment of Officer Jason Christenson to the newly established Investigator position.

**Budget Impact:** N/A

**Attachments:** N/A

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



Fairmont City Council  
July 12, 2021

Agenda Item: 4.3

**From:** Linsey Preuss, Economic Development Coordinator  
**To:** Mayor and City Council

**Subject:** Presentation of 2021 Q2 Community Development Report

**Policy/Action Requested:** Information Only

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

**Recommendation:**

**Overview:** Linsey Preuss, Economic Development Coordinator will present the 2021 Q2 Community Development Report.

**Budget Impact:** None.

**Attachments:** 2021 Q2 Community Development Report

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

# COMMUNITY DEVELOPMENT 2021 Q2 REPORT



## BUILDING PERMITS

Residential Q1 + Q2 Comparisons:

	2020	2021
Additions and Alterations	50	38
Maintenance	142	182
New Residential	4	0
Total Residential Permits	196	220

Commercial Q1 + Q2 Comparisons:

	2020	2021
New Buildings	8	4
Additions and Alterations	23	35
Total Commercial Permits	31	39
Total Value Commercial	\$5,301,811	\$14,075,612



## PLANNING & ZONING PERMITS

Q1 + Q2 Comparisons:

	2020	2021
Zoning Permit	46	52
Variance	1	4
Conditional Use Permit	0	2
Home Occupation Permit	0	2
Total Permits	47	60



## LAND DISTURBANCE PERMITS

Q1 + Q2 Comparisons:

2020	2021
8	12



## FEDA FUNDING

FEDA awarded 5 loans to local businesses during Q1 + Q2 of 2021, 4 CARES Loans and 1 Micro Loan.

Loan Funding Available:

Reportable	\$229,540
Nonreportable	\$691,507
Micro Loans	\$13,308
CARES Loans	\$216,550
Child Care Loan	\$8,000



## ECONOMIC DEVELOPMENT PROJECTS IN THE PIPELINE

The Economic Development Department has been contacted by 44 entrepreneurs and existing businesses in the first half of 2021. This continues to be well above pre-COVID numbers.

Though many have requested assistance and are currently considering and planning projects, there is still uncertainty due to material costs, unstable supply chains, limited workforce and financial considerations amongst others. The department continues to work with a number of contacts who have previously requested assistance.



Fairmont City Council  
July 12, 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  
July 12, 2021

Agenda Item: 6.A.1

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

**Subject:** Council Minutes from Regular Meeting on June 28, 2021

**Policy/Action Requested:** To Approve City Council Minutes from June 28, 2021

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approval

**Overview:**

**Budget Impact:** N/A

**Attachments:** City Council Minutes Regular Meeting, June 28, 2021

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



The minutes of the Fairmont City Council meeting held on Monday, June 28, 2021 at the City Hall Council Chambers.

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, Police Chief Mike Hunter, City Clerk Patricia J. Monsen and Attorney Mark Rahrlick.

Council Member Hasek made a motion to approve the agenda as presented. Council Member Peters seconded the motion and the motion carried.

Meaghan Slama, Betsy Tino and Ed Willette of Kids Just Want to Have Fun addressed the Council and shared news about the grand reopening of the miniature golf course. It is now an eighteen-hole course, and each hole is sponsored by a business or family in the community. The course is free to the public.

During Public Discussion/Comment, Jay Maynard of 1831 Oakwood Drive commented on the time limit during open discussion and how it related to Roberts Rules of Order.

Council Member Hasek made a motion to approve the items on the Consent Agenda. Council Member Miller seconded the motion and the motion carried. Items on the Consent Agenda were: Minutes from the June 14, 2021 City Council Meeting; June 2021 Accounts Payable; Outdoor Public Fireworks Display by Premier Pyrotechnics, Inc. for Fairmont Raceway; Event Permit for Fairmont Cardinal Power Fastpitch Classic Tournament on July 10 and 11, 2021 at Winnebago Sports Complex; Event Permit for St. John's UCC and First Congregational UCC worship service at Sylvania Park Bandshell on July 11, 2021; Temporary On-Sale Liquor License for Truman Fire Department Relief Association at the Martin County Fair for August 17, 2021 through August 22, 2021; Reappointment of Mike Wubbena to a second term on the FEDA Board beginning July 1, 2021.

Pursuant to MN Statute 13D.05, Subd. 3(a), Mayor Foster gave a summary of the closed session held on June 14, 2021 for the one-year evaluation and performance of the City Administrator. Mayor Foster reported that there was overall satisfaction with the City Administrator and after the closed session, the Council approved a 3.5% pay increase for the City Administrator.

Council Member Miller made a motion to approve the modification to the Conditional Use Permit for a salvage yard and auto business at 440 Winnebago Avenue for Car Parts Direct. Council Member Peters seconded the motion and the motion carried.

Council Member Hasek made a motion to approve the Conditional Use Permit for a salvage yard at 1313 North Hampton Street for Car Parts Direct. Council Member Miller seconded the motion and the motion carried.

Council Member Peters made a motion to approve **Resolution 2021-37**, awarding the CR 39 Sanitary Sewer and Watermain Extension Project, Project 2021-I, to Holtmeier Construction of Mankato, Minnesota in the amount of \$714,564.37. Council Member Miller seconded the motion and the motion carried.

Nemmers reported that the Line Department has been installing electric vehicle charging stations at Winnebago Sports Complex and by City Hall. The industrial water tower painting project is coming to a completion. Work on the Public Works Facility is continuing, and the foundations will be poured soon. The Street Department has been busy doing bituminous patching on the roads. Nemmers also recognized the Park Department employees for all their hard work with several events in the City over the past couple of weekends.

Reynolds gave the Finance Department update, as Hoye was absent. Auditing Request for Proposals have been posted on the League of Minnesota Cities website, City of Fairmont's website and have been sent directly to ten firms. Staff is hoping to have a recommendation to Council in August.

The City anticipates receiving approximately one million dollars from the American Rescue Plan. Half will be paid this Summer and the other half in the Summer of 2022. Staff will be looking at options on how the funds can be utilized.

Reynolds advised that the Liquor Store is accepting applications for part-time employment. The Liquor Store has been temporarily closed on Sundays due to a shortage of employees.

Reynolds reminded everyone that there will be a Fourth of July fireworks display in Fairmont.

Council Member Hasek reported on the Public Utilities Commission stating that the North Grant Street project has began and the electric car charging ports are being installed. Council Hasek also reported that the Lion's Fly-in Breakfast at the Airport was a success. Nemmers stated that they had 948 people at the breakfast and 40 airplanes flew in.

Council Member Kawecky reported that she had a prior commitment and was unable to attend Region 9, but Elliott Belgard has been assigned to be her mentor. She also stated that the Planning Commission held the Car Parts Direct public hearings and approved the two conditional use permits which were presented to council today.

Council Member Lubenow reported that the Park Board met at Gomsrud Park. Mowing has slowed so other maintenance projects are being done. There have been several events in town and the Park Department has been busy moving tables and benches around for the events.

Council Member Peters reported that Visit Fairmont has a job posting for a new director.

A motion was made by Council Member Peters, seconded by Council Member Hasek, and carried to adjourn the meeting at 6:13 p.m.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk



Fairmont City Council  
July 12, 2021

Agenda Item: 6.C.1

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

Subject: Event Permit – Private Wedding Event, Request to block a portion of 13<sup>th</sup> Street, July 24, 2021

Policy/Action Requested: Motion to approve the Event Permit for Michael & Kimberly Newville to hold a private wedding celebration on a portion of 13<sup>th</sup> Street on July 24, 2021

Vote Required:  Simple Majority  Roll Call

Recommendation: Approval

Overview: Michael and Kimberly Newville made application for an Event Permit to hold a private wedding celebration at the Newville residence located at 1300 North North Avenue. The Newville’s are requesting to block a portion of 13<sup>th</sup> Street, from North North Avenue to the alley on 13<sup>th</sup> Street on July 24, 2021 from approximately noon to 10:00 p.m. See attached map. Newville’s have talked with the neighbors, and they had no objections with this request.

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: 7/6/21

Permit Fee: \$15.00

Event: Wedding of Michael & Kimberly Newville Private Event

Sponsoring entity: \_\_\_\_\_

Address: 1300 North North, Fairmont, Mn.

Maximum estimated number of persons expected to attend at any one time: 100.0

Event coordinator(s): Kim & Mike Newville

Contact Info: 507-399-6242 Phone #

thenewvillesc6@gmail E-mail

Primary contacts (during event):

Name: Kim

Name Mike

Cell#: 507-399-6242

Cell# 507-399-6421

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

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

Event Start: Day/Date July 24, 2021 Time: 4:00 pm

Event End: Day/Date July 24, 2021 Time: 10:00 pm

Setup: Day/Date July 24, 2021 Start time: 12:00 Noon End Time: \_\_\_\_\_

Teardown: Day/Date July 24, 2021 Start time: 10:00 pm End Time: \_\_\_\_\_

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

Private Event:  
Wedding of Michael & Kimberly Newville will be at  
1300 North North ~~and~~ with D.J. Music and  
Family Fun

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.

1300 North North - we are asking please to let us block  
13<sup>th</sup> street From North North to Alley on 13<sup>th</sup> Street

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: DJ for music
  
8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns?  Yes;  No  
If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).
  
9. Will you be providing shuttle service?  Yes;  No  
If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

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

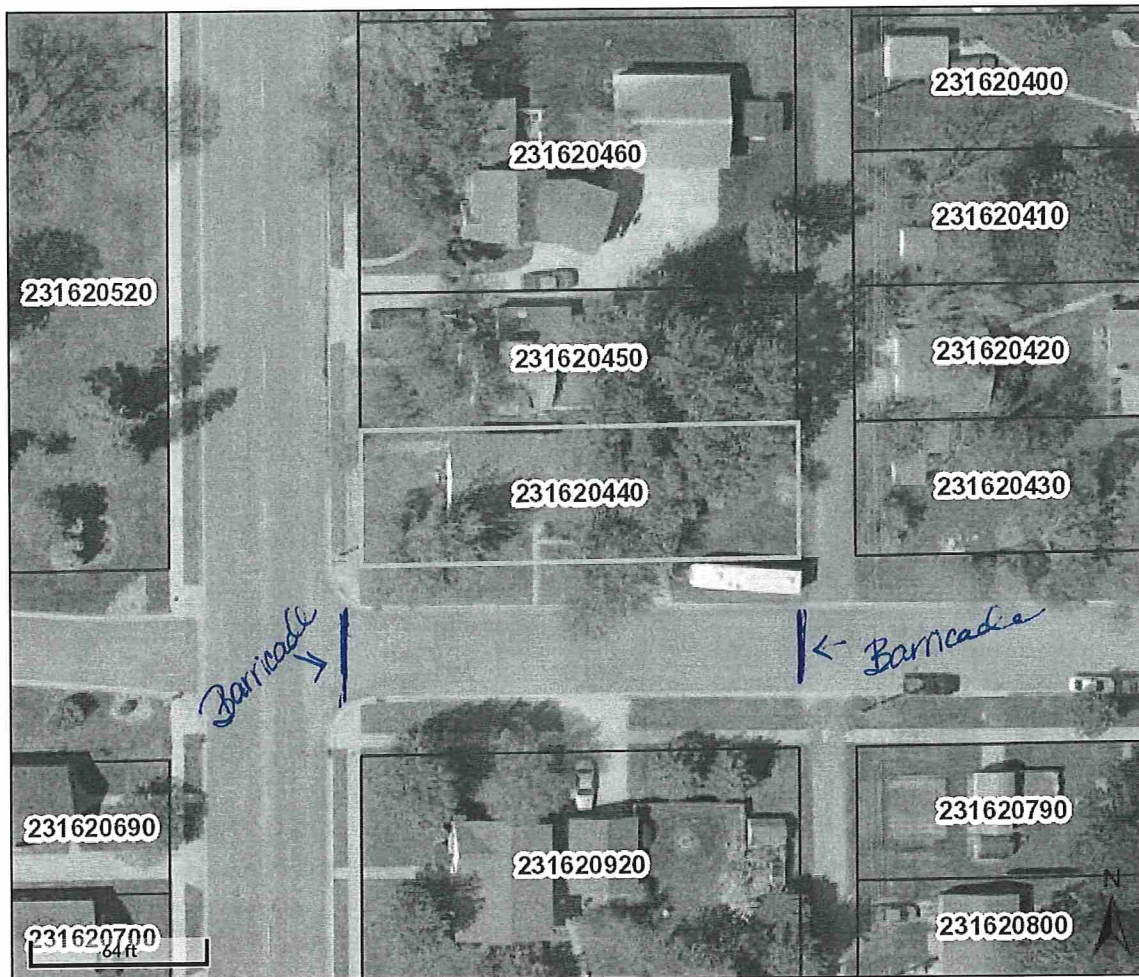
Signature Kimberly Newville Title \_\_\_\_\_ Date 7/6/21

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

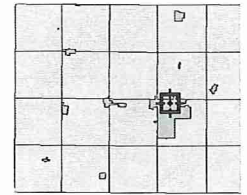
Office Use Only			
\$15.00 Fee Paid	Date: <u>7/6/21</u>	Received by: <u>[Signature]</u>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date: <u>7/12/21</u>	Action:
City Administrator Approval	Yes	No	Date

Permit distribution:

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



**Overview**



**Legend**

- Parcels
- Corporate Limits

Parcel ID	231620440	Alternate ID	n/a	Owner Address	NEWVILLE, MICHAEL I
Sec/Twp/Rng	--	Class	201 - RESIDENTIAL		1300 N NORTH AVE
Property Address	1300 NORTH AVE N	Acreage	n/a	Note	FAIRMONT, MN 56031
	FAIRMONT				n/a
District	FAIRMONT CTY-454				
Brief Tax Description	LAKE GEORGE Lot-009 Block-004				
	(Note: Not to be used on legal documents)				

Date created: 7/6/2021  
 Last Data Uploaded: 7/6/2021 4:37:58 AM

Developed by  **Schneider**  
 GEOSPATIAL



Fairmont City Council  
July 12, 2021

Agenda Item: 6.C.2

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

**Subject:** Event Permit – Martin County Humane Society, Walk for Animals on September 12, 2021 at Cedar Creek Park

**Policy/Action Requested:** Motion to approve the Event Permit for the Martin County Humane Society to hold Walk for Animals at Cedar Creek Park on September 12, 2021

**Vote Required:**  Simple Majority     Roll Call

**Recommendation:** Approval

**Overview:** The Martin County Humane Society has made application to hold Walk for Animals at Cedar Creek Park on September 12, 2021. This is an annual fund raiser for the Humane Society. There will be a luncheon and games for kids after the walk.

**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: 9~~th~~<sup>12</sup>/9/2021 (Sunday) 10/9/2020 Permit Fee: \$15.00

Event: Walk For Animals

Sponsoring entity: Martin Co Humane Society

Address: PO Box 123 Fairmont MN 56631

Maximum estimated number of persons expected to attend at any one time: 80 - 100

Event coordinator(s): Nancy Feters

Contact Info: 507-235-5994 Phone #

nfeters5994@mdco.net E-mail

Primary contacts (during event):

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Cell#: \_\_\_\_\_ Cell#: \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Start: Day/Date 9/12/2021 walk - 2:00 - 4:00 pm Time: 12:30 pm

Event End: Day/Date \_\_\_\_\_ Time: \_\_\_\_\_

Setup: Day/Date \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Teardown: Day/Date \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

1. Type and description of the event and a list of all activities to take place at the event.  
Annual fundraiser for humane society -  
pledges secured by walkers to benefit MCHS -  
2 different walk paths - luncheon after walk -  
games for kids

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.  
Cedar Creek Park



3. Will outside drinking water or waste collection systems be supplied?  Yes;  No  
If yes, supply public health plans, including the number of toilet facilities that will be available.
  
4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter.  Yes;  No  
If yes, provide the written plans.
  
5. Will organizers allow outside food wagon/vendors at the event?  Yes;  No  
If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment.
  
6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex):  Yes;  No  
If yes, event coordinator must complete temporary overnight camping permit and submit payment.
  
7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments?  Yes;  No  
If yes, please describe: \_\_\_\_\_
  
8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns?  Yes;  No  
If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).
  
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 Nancy Jitters Title Vol. Treasurer Date 10/9/2020

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>6/30/21</u>	Received by: <u>Diane Mitchell</u>	
Requires Council Approval	<input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date: <u>7/12/21</u>	Action:
City Administrator Approval	Yes	No	Date

Permit distribution:

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



Fairmont City Council  
July 12, 2021

Agenda Item: 8.1

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

**Subject:** Rural and Urban Service Districts

**Policy/Action Requested:** To approve Ordinance 2021-02, an ordinance amending Ordinance 2021-02 establishing a rural and urban service district within the municipal limits of the City of Fairmont.

**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. A public hearing was held on June 14, 2021 and no public comment was received.

**Budget Impact:** N/A

**Attachments:** Proposed Ordinance 2021-02

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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 not developed for commercial, industrial, or urban residential purposes 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.

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Deborah J. Foster, Mayor

Attest:

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Patricia J. Monsen, City Clerk

1<sup>st</sup> Reading: June 14, 2021

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



Fairmont City Council  
July 12, 2021

Agenda Item: 9.1

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

**Subject:** Justice Center Memorandum of Understanding

**Policy/Action Requested:** Motion to Approve the Memorandum of Understanding with Martin County regarding the Justice Center

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approve the Memorandum of Understanding with Martin County regarding the Justice Center.

**Overview:**

City Staff recently met with members of the Martin County Justice Center Study Committee to discuss the County’s plans for the Justice Center. The design, funding, city lease, and shared space were discussed during the meeting. At the end of the meeting, it was decided that developing a Memorandum of Understanding (MOU) between the parties summarizing the discussion and forming a framework for ongoing agreements regarding the new Justice Center would be beneficial for both the City and the County.

The attached MOU provides that the County will move forward with the planning, design and funding for the Justice Center providing for space for the City Police Department in the facility. The Police Chief will be part of the design discussions for the Police Department space and the shared space with the Sherriff’s Department. The agreement further provides a framework for responsibility for funding of the Justice Center and the City’s intent to continue to lease space from the County for the Police Department.

Staff recommends that the Council approve the MOU. Staff will continue to work with Martin County as the planning and design move forward to ensure all budget impacts are appropriately planned for.

The Martin County Board of Commissioners approved the MOU at their meeting on Tuesday, July 6, 2021.

**Budget Impact:**

**Attachments:**

- 1. Memorandum of Understanding with Martin County

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



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MARTIN COUNTY  
AND  
CITY OF FAIRMONT**

This Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2021 between Martin County ("County") and the City of Fairmont ("City") with respect to the development and shared space in the Martin County Justice Center.

**RECITALS**

- A. The City currently leases space for its police department ("Police Department") in the Martin County Law Enforcement Center ("LEC").
- B. The City's leasing of space in the LEC is mutually beneficial to both the City and County.
- C. The County is currently developing a plan for a new Martin County Justice Center ("Justice Center") that will replace the LEC.
- D. The City and County desire that the City lease space in the new Justice Center.
- E. The City and County desire that the City be able to provide input regarding the design of that portion of the Justice Center that will be leased by the City.

**NOW THEREFORE**, the parties agree to the following terms:

- 1. **Non-Binding.** This Memorandum of Understanding sets forth the intent of the parties to proceed with further discussions and does not constitute a binding agreement upon either the City or the County. However, the parties anticipate that this Memorandum of Understanding shall serve as the non-binding basis for future agreements between the parties.
- 2. **Expectations of County.** The County intends to perform the following:
  - a. The County will move forward with the planning, design and funding for the new Justice Center.
  - b. The design of the Justice Center will include shared space for the Police Department and the County's Sheriff's department.
  - c. The County will include space in the design of the Justice Center to meet the needs of the Police Department, currently estimated at 2447 square feet.
  - d. The County will include the City's police chief in design discussions for the Police Department space and spare space.

- e. The County will pursue funding for the design and construction of the Justice Center.
  - f. The County will provide timely notice to the City of anticipated rent costs for its leased space within the Justice Center to allow the City to evaluate and incorporate the rent costs into its budget planning.
3. **Expectations of the City.** The City intends to perform the following:
- a. The City will provide timely input on design of Police Department and shared space needs.
  - b. The City will use its best efforts to provide to the County such information and support as the County reasonably requests to seek out funding sources for the Justice Center.
4. **Justice Center Funding.** The City and County acknowledge that the design and scope of the Justice Center may depend upon the funding sources the County is able to obtain, including bonding sources through the State of Minnesota. The City and County shall communicate to evaluate the changes to the design and scope of the Justice Center dependent upon those funding sources. The City will not be expected to contribute to the cost of design and construction of the Justice Center.
5. **Lease Agreement.** Upon finalization of the funding and design of the Justice Center, it is the intent of the City and County to enter into a long-term lease for the City's space within the Justice Center upon terms mutually agreeable to the City and the County. The City acknowledges that the new rent costs will reflect the increased space utilization within the Justice Center. The City further acknowledges that it will be responsible for the costs of furnishing its space within the Justice Center.
6. **Current Lease Agreement.** Nothing herein is intended to invalidate the City's current lease to rent space within the LEC. The City and County anticipate that the City's current lease for space within the LEC will be transitioned into its new lease for space within the Justice Center.

DATE: \_\_\_\_\_

CITY OF FAIRMONT

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

Its: \_\_\_\_\_

DATE: 7-06-2021

COUNTY OF MARTIN

By: Elliot Belgard

Its: Board Chair



Fairmont City Council  
July 12, 2021

Agenda Item: 9.2

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

**Subject:** Order for Hazardous Building

**Policy/Action Requested:** Motion to Approve the Order Relating to Property at 403 5<sup>th</sup> Street East.

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approve the Order Relating to Property at 403 5<sup>th</sup> Street East.

**Overview:**

Around May 11, 2021, the Fairmont Fire Department responded to a fire at 403 5<sup>th</sup> Street East. The fire destroyed the garage and damaged a significant portion of the home. Following the fire, the City Building Official went out and inspected the property and posted the property as uninhabitable. A letter was sent providing notice of the posting and 14 days to board the property up. In addition, the letter provided information on the City’s demolition program for assistance with the demolition of the home. At the expiration of the 14 days, no action had been taken by the homeowner to board up the house.

Following these steps, the City Attorney sent a letter to the homeowner providing notice that the home needed to be demolished and provided a date in which contact was to be made with the city with a plan to demolish the home and if no plan was provided informing them that the city would commence proceedings to demolish the home and assess the property for the cost of the demolition. Information was again provided about the city program to provide assistance for the demolition of the home. No response was received in regard to this letter.

The next step in the process is for the Council to approve the Order Relating to Property at 403 5<sup>th</sup> Street East. This Order provides notice that the property owner has 30 days to provide a plan to repair or demolish the structure with the work to be completed within 90 days. If this is not completed, the city can file the order with the Court seeking a judgement allowing the city to demolish the structure pursuant to Minnesota Statutes 463.15 to 463.26.

Staff recommends that the Council approve the Order.

**Budget Impact:**

**Attachments:**

Order Relating to Property at 403 5<sup>th</sup> Street East

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

**ORDER RELATING TO PROPERTY AT 403 5<sup>th</sup> STREET E.**

TO THE OWNER OF RECORD, LIEN HOLDERS OF RECORD (in any) AND OCCUPYING TENANTS (if any):

The Fairmont City Council has declared the structure located at 403 5<sup>th</sup> Street E., Fairmont, Minnesota to be a “hazardous building” within the meaning of Minnesota Statutes Section 463.15.

**GROUNDS FOR THIS ORDER:**

The structure on the property described above is abandoned and in serious state of dilapidation. The structure was severely damaged by a fire and has not been repaired. Said structure constitutes a hazard for public safety or health because of inadequate maintenance, dilapidation, physical damage, and abandonment.

**NECESSARY CORRECTIVE ACTION:**

To correct these conditions, it is hereby ordered that the structure shall be demolished or the following repairs shall be completed within 90 days of the date of this Order:

STRUCTURE:

1. The structure must be reconstructed to be compliant to current building code requirements.

If the person or persons upon whom this Order is served decide to repair the structure, said person or persons shall cause, within 30 days of service of this Order, a written plan of repair to be delivered to the city clerk. The written plan of repair shall state what repairs will be made, the cost of each repair, who will make each repair and the date each repair will be completed. Said repairs must be completed within 90 days of the date of this Order. Said plan of repair must include a complete structural evaluation by a Minnesota licensed architect or engineer stating that the proposed repairs will result in the structure complying with the current building code.

It does not appear to the City that the structure can be economically repaired. If the person or persons upon whom this order is served decide to demolish the structure rather than make repairs, said person or persons shall cause, within 30 days of the service of this Order, a written report to be delivered to the city clerk. The written report shall state the cost of the demolition and the date the demolition will be completed, which shall not be later than 90 days from the date of this Order.

**ANSWER:**

Within twenty (20) days from the date of service, any person or persons upon whom this Order is served may serve an answer in the manner provided for service of an answer in a civil action, specifically denying such facts in the Order as are in dispute.

If this Order is not complied with or if no answer is served within the time allotted, a Motion for Summary Enforcement of this Order will be made to the District Court of Martin County. If an answer is filed and served as provided for in Minnesota Statutes Section 463.18 further proceedings in this action will be governed by the Minnesota Rules of Civil Procedure for District

Courts.

**PERSONAL PROPERTY AND FIXTURES**

If this Order is not complied with, the City intends to seek an order or judgment allowing the City to demolish the structure pursuant to Minnesota Statute Section 463.15 to 463.26. All personal property and fixtures on or in the structure shall be removed before the first date upon which the City could demolish the structure pursuant to such an order or judgment.

This Order was adopted by the City Council of Fairmont, Minnesota on the 12<sup>th</sup> day of July, 2021.

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Patricia J. Monsen, City Clerk



Fairmont City Council
July 12, 2021

Agenda Item: 9.3

From: Cathy Reynolds
To: Mayor and City Council

Subject: Creation of a Community Center Advisory Board

Policy/Action Requested: Motion to approve Resolution 2021-38, creation of a community center advisory board.

Vote Required: X Simple Majority Roll Call

Recommendation: Approve Resolution 2021-38 creating a community center advisory board.

Overview:

At the June 14, 2021, council meeting the Council voted to have the staff move forward with planning for a community center. As part of this process, staff is recommending the creation of a community center advisory board to assist staff and provide recommendations on the planning, design and development of the community center. This council created board would serve in a similar capacity as the airport and park boards currently serve. Staff recommends this as a temporary board in place through the construction of the community center. Once the community center is constructed, the community center advisory board could be disbanded, and the community center could come under the park advisory board.

Staff recommends that the board be created with 5 members which will be appointed by council in the same manner as other advisory boards. The original membership would be made up of two members from the existing community center committee, two members from the Fairmont Youth Hockey Association and one member from the Fairmont School District. This membership provides for a diversified base of knowledge and expertise as we look to the planning and design.

A council liaison would be appointed to the advisory board and a staff liaison would be assigned.

Budget Impact:

Attachments:

- 1. Resolution 2021-38

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Council Action: Date:

**RESOLUTION No. 2021-38**

**A RESOLUTION CREATING A COMMUNITY CENTER ADVISORY BOARD**

**WHEREAS**, the City of Fairmont has discussed the development of a community center; and,

**WHEREAS**, a group of citizens have researched and prepared a community center concept design; and,

**WHEREAS**, the community center concept design included the Fairmont Youth Hockey Association; and,

**WHEREAS**, the City has decided to move forward with formal planning on the development of a community center; and

**WHEREAS**, the involvement of individuals that have completed research and an initial concept design with the city planning effort can benefit the community; and

**WHEREAS**, the Council can create advisory boards; and

**WHEREAS**, the Council agrees that the temporary creation of a community center advisory board for the planning, development and construction of a community center will benefit the community; and

**WHEREAS**, upon completion of construction the community center will fall under the scope of the Park Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Fairmont that a Community Center Advisory Board will be created to provide recommendations on the planning, design, and construction of a community center. The Community Center Advisory Board shall be a temporary board and will be dissolved upon completion of construction of a community center at which point the community center will fall under the scope of the Park Board. The Council can dissolve the Community Center Advisory Committee earlier if it decides it is in the best interest of the community to do so.

**BE IT FURTHER RESOLVED**, by the City Council of the City of Fairmont that the Community Center Advisory Board will be created as follows:

1. The Community Center Advisory Board shall be made up of five (5) members. The original membership of the Board shall be established as follows: Two (2) of the members shall be appointed from the existing community center committee membership, two (2) of the members shall be appointed from the Fairmont Youth Hockey Association membership, and one (1) member shall be nominated by the Fairmont School District.
2. Members shall be appointed by Council.
3. Membership on the Board shall be for a term of three (3) years.
4. Membership on the Board will be open to Martin County residents.
5. A Council liaison will be assigned to the Board.
6. A Staff liaison will be assigned to the Board.



PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of July 2021.

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Deborah J. Foster, Mayor

ATTEST:

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Patricia J. Monsen, City Clerk



Fairmont City Council  
July 12, 2021

Agenda Item: 9.4

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

**Subject:** Appointment of Members to the Community Center Advisory Board

**Policy/Action Requested:** Motion to approve appointment of Kyle Gustafson, Mike Anderson, Mat Mahoney, Michael Edman, and Brandon Edmundson to the Community Center Advisory Board

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Approve appointments to the Community Center Advisory Board

**Overview:**

With the creation of the Community Center Advisory Board, council needs to appoint members to the Board.

Staff has worked with the Community Center Committee, Fairmont Youth Hockey Association, and the Fairmont School District to obtain their recommendations for membership on the Advisory Board. The following nominations are recommended to Council for approval:

Community Center Committee:

- 1. Michael Edman
- 2. Brandon Edmundson

Fairmont Youth Hockey Association:

- 1. Kyle Gustafson
- 2. Mike Anderson

Fairmont School District

- 1. Mat Mahoney

**Budget Impact:**

None.

**Attachments:**

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

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



Fairmont City Council  
July 12, 2021

Agenda Item: 9.5

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

**Subject:** Approval to Enter into a Contract for a Campground Design

**Policy/Action Requested:** Motion to authorize staff to contract with Bolton & Menk for a campground design in an amount not to exceed \$35,000

**Vote Required:**  Simple Majority  Roll Call

**Recommendation:** Authorize staff to contract with Bolton & Menk for a campground design in an amount not to exceed \$35,000.

**Overview:**

City Council has had the development of a city owned campground as a priority project for many years. To further this goal the University of Minnesota Extension conducted an economic impact analysis of a city owned campground in Fairmont in 2019. This analysis concluded that the potential economic contribution to the community (local spending for campground users) would range from \$187,200 to \$380,713 annually.

Following the completion of the economic assessment Council approved placing \$35,000 in the 2020 budget for the completion of a campground design. This work was not completed in 2020 due to COVID and the transitions at City Hall. The funding for the design was rolled over into the 2021 budget as approved with the 2021 capital improvement plan (CIP).

On June 18, 2021, city staff posted a request for qualifications (RFQ) to obtain the qualifications of interested firms for the design of a city owned campground. The RFQ allows staff to look at the qualifications of interested firms and select a firm to contract with based on their qualifications. If an acceptable contract cannot be reached with the first selection, negotiations can be moved to the next firm. Three firms submitted qualifications in response to the RFQ, Bolton & Menk, HR Green, and WSB. Their submittals were evaluated based on company experience, familiarity, and project approach. Following review of the qualifications staff recommends that council authorize contract negotiations with Bolton & Menk.

With council authorization to proceed, staff will negotiate a contract with the selected firm for the development of a campground design. The first phase of the project would be to develop a concept design which would include a conceptual layout for the campground, initial timelines and cost estimates. This information would be due in time for inclusion in budget discussions. Phase 2 of the project would be for the completion of 60% design development. The contract would be for an amount not to exceed \$35,000 as included in the 2021 budget. Any costs above \$35,000 would need additional approval from council.

Staff recommends that council authorize the negotiation and contracting with Bolton & Menk for the design of a city owned campground in an amount not to exceed \$35,000. This will allow for the development of a concept design for a campground that can be evaluated with budget discussions.

**Budget Impact:**

The 2021 CIP contains \$35,000 for the design of a city owned campground.

**Attachments:**

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