

**City of Fairmont  
100 Downtown Plaza  
Fairmont, MN 56031**

City Council Minutes  
Regular Meeting

May 13, 2024  
City Hall, 5:30 p.m.

**CALL TO ORDER**

The Fairmont City Council met in regular session at the City Hall Council Chambers. Mayor Baarts called the meeting to order at 5:30 p.m.

**ROLL CALL**

Council present:     Lee Baarts, Mayor  
                              Wayne Hasek, Councilmember  
                              Britney Kawecky, Councilmember  
                              Randy Lubenow, Councilmember  
                              Michele Miller, Councilmember

Absent:                 Jay Maynard, Councilmember

Staff present:         Matt Skaret, City Administrator  
                              Paul Hoyer, Finance Director  
                              Matthew York, Director of Public Works/Utilities  
                              Michael Hunter, Chief of Police  
                              Lee Steinkamp, Municipal Airport Manager  
                              Tyler Cowing, City Engineer  
                              Betsy Steuber, City Clerk  
                              Troy Nemmers, Bolton & Menk (Contracted Services)

**PLEDGE OF  
ALLEGIANCE**

The City Council and all present stood for the Pledge of Allegiance.

**APPROVAL OF  
AGENDA**

Motion was made by Councilmember Miller, seconded by Council Member Lubenow to approve the agenda as presented. All present voted in favor. Motion carried.

**ROTATING VOTES**

Please note that votes taken by roll call are called by the City Clerk on a rotating basis; however, the written minutes list the Councilmembers in alphabetical order.

**RECOGNITION/  
PRESENTATIONS**

Municipal Airport Manager Lee Steinkamp presented on the current happenings and projects at the airport. Manager Steinkamp reviewed the operations and statistics of 2023 and highlighted upcoming improvements to occur over the next 5 years.

Mayor Baarts indicated there is an open position on the Fairmont Airport Board. Airport Manager Steinkamp shared the annual Lions Fly-In Breakfast will be held at the airport on June 23, 2024.

Finance Director Paul Hoyer provided an overview of the general fund for the 1<sup>st</sup> Quarter of 2024. In comparison to the 1<sup>st</sup> Quarter of 2023, 2024 is faring well. Director Hoyer indicated interest earnings are up (more than budgeted) due to the improving interest rate environment and revenues are overbudget due to a donation from the Early Risers Kiwanians.

**PUBLIC DISCUSSION/  
COMMENT**

Richard Bradley, Fairmont resident, addressed the Council indicating support of building an open-air shelter at Veterans' Park.

**CONSENT AGENDA**

Mayor Baarts introduced the consent agenda items as listed for consideration to be enacted by one motion unless requested that an item be removed and included under new business. Mayor Baarts reviewed the consent items, as follows:

- Approval of the minutes from the April 22, 2024 City Council Meeting.
- Approval of event permits for Indulge & Co. to host Adventure Bowls on May 31, June 8, July 13, August 10, September 7, and October 12, 2024.
- Approval of an event permit for the City of Lakes Garden Club to host a Plant Swap on June 8, 2024.
- Approval of an event permit for Imagine Martin Information Hub and Gift Shop to hold a Grand Opening on May 23, 2024.
- Approval of the 2024/2025 Alcoholic Beverage License Renewals, subject to return of renewal application materials and fees and receiving a satisfactory police investigation report.

Motion was made by Councilmember Hasek, seconded by Councilmember Miller to approve the consent agenda. All present voted in favor. Motion carried.

**OLD BUSINESS  
RESOLUTION 2024-13  
Item 8.1**

Motion was made by Councilmember Miller, seconded by Council Member Hasek to adopt Resolution 2024-13: The Departmental Fee Schedule for City Services. All present voted in favor. Motion carried.

**NEW BUSINESS  
RESOLUTION 2024-16  
Item 9.1**

Mayor Baarts introduced the 2024 Park Reconstruction Project. City Engineering Cowing said a bid opening was held on April 25, 2024 with four bids received and an engineer's estimate of \$1,820,928.50. Engineer Cowing noted that Mensing Construction, the lowest bidder, met the responsible contractor requirements.

<u>Bidder</u>	<u>Total Bid Amount</u>
Mensing Construction	\$1,346,700.00
M.R. Paving & Excavating, Inc.	\$1,410,843.05
Holtmeier Construction, Inc.	\$1,426,619.72
OMG Midwest Inc.	\$1,715,858.10

Motion was made by Councilmember Miller, seconded by Councilmember Lubenow to adopt Resolution 2024-16: Accepting the Bid from Mensing Construction for the 2024 Park Street Reconstruction Project, Improvement Contract 2024-A. All present voted in favor. Motion carried.

**RESOLUTION 2024-17**  
**Item 9.2**

Finance Director Hoye presented information to Council on the City of Fairmont granting host approval to the issuance of the City of Welcome, Minnesota for a Senior Housing Revenue Note. Goldfinch Estates has requested the City of Welcome, with Welcome agreeing, to be their issuer/conduit. As Goldfinch is located in Fairmont, our Bond Council is requesting Council pass a resolution and the operating agreement for the City of Welcome to issue conduit bonds for Goldfinch Estates. The City of Welcome needs to have an agreement with the City of Fairmont to engage in such an endeavor. Motion was made by Councilmember Lubenow, seconded by Councilmember Miller to adopt Resolution 2024-17: Approval the Issuance of the City of Welcome, Minnesota Senior Housing Revenue Note and Joint Powers Agreement. All present voted in favor. Motion carried.

**MOTION**  
**Item 9.3**

Finance Director Hoye provided background information as to the various updates to the transfer list. As recommended by our auditors, and as the Council is required to approve all financial transfers conducted during the year, approval of the updated list is needed. Motion was made by Councilmember Miller, seconded by Council Hasek to approve the updated interfund transfer list for 2023 as presented. All present voted in favor. Motion carried.

**RESOLUTION 2024-18**  
**Item 9.4**

Mayor Baarts introduced the Memorial Park Drive Bridge Project agenda item. City Engineer Cowing stated a bid opening was held on May 7, 2024 with one bid received and an engineer's estimate of \$779,854.25.

<u>Bidder</u>	<u>Total Bid Amount</u>
ICON Constructors, LLC	\$976,198.00

Motion was made by Councilmember Miller, seconded by Councilmember Lubenow to adopt Resolution 2024-18: Awarding State Project 123-597-001, Memorial Park Bridge No. 46854 to ICON

**MOTION  
Item 9.5**

Constructions of Mabel, MN contingent on MnDOT, Office of Civil Rights concurrence. All present voted in favor. Motion carried.

Director of Public Works/Utilities York provided an overview of the Gomsrud Park Design Project from a historical perspective to current to (2022 – current). Bolton & Menk Engineer Troy Nemmers discussed the various parking design concepts and project standards with the initial project goal to develop a cost-effective design, maximize parking, and meet the various requirements on a local, state and federal level. There was much discussion between Council and staff regarding the project, the four parking project designs offered (i.e. parking, stormwater basin, boat ramps), and the associated costs. Motion was made by Councilmember Kawecki, seconded by Councilmember Miller, to table the Gomsrud Park Parking Lot Design until following a work session to hold further discussion on said topic; the following voted in favor thereof: Kawecki, Lubenow, Miller; and the following voted against the same: Hasek; Abstained: None; Absent: Maynard. Motion carried.

Motion was made by Councilmember Kawecki, seconded by Councilmember Miller directing staff to obtain estimates for DNR approved slat boat launches and poured concrete launches, with installation to occur this year for the two launching site at the north end of Gomsrud Park; and upon vote being taken thereon, the following voted in favor thereof: Hasek, Kawecki, Lubenow, Miller; and the following voted against the same: None; Abstained: None; Absent: Maynard. Motion carried.

**MOTION  
Item 9.6**

Mayor Baarts introduced the next item on the agenda: Park Street Reconstruction Task Order #3. City Engineer Cowing stated this project consists of Bolton & Menk providing construction administration and operation services for the Park Street Reconstruction Project, which includes Bolton & Menk training in a newly hired City staff member on construction management services. The end goal is for staff to internally conduct construction management on future projects. The estimated cost of Task Order #3 is \$150,000.00. Motion was made by Councilmember Miller, seconded by Councilmember Lubenow approving Task Order Agreement #3: Park Street Reconstruction with Bolton & Menk. All present voted in favor. Motion carried.

**MOTION  
Item 9.7**

Director of Public Works/Utilities York presented on the Veterans' Park Shelter House Project, providing an overview on the former Junior/Senior High School site and site concerns: building debris/asbestos buried at the site and soil settlement, thus affecting the type/size of the structure and overall project cost. Discussion was held on structure types, shelter placement, and site amenities. Motion was made by Councilmember

Kawecki, seconded by Councilmember Miller to table agenda item 9.7 (proceeding forwarding with contract documents for the Veterans' Park open-air shelter project) and directing staff to obtain an estimate for a slab on grade enclosed shelter of 1,000 square feet or less and upon vote being taken thereon, the following voted in favor thereof: Kawecki, Lubenow, Miller; and the following voted against the same: Hasek; Abstained: None; Absent: Maynard. Motion carried.

**MOTION  
Item 9.8**

Director of Public Works/Utilities York presented his findings and disposal options to consider for the Yard Waste Site located at 1880 100<sup>th</sup> Street, Fairmont. Over the past several years, Staff has received requests for a site burn, however until recent modifications were made to the City's DNR permit, burning was not an option. A quote from Rosburg Construction of Welcome, MN was received for \$60,000 for the following site services:

- Hauling out large wood
- Grinding dirty unrecyclable wooded debris
- Site drainage work
- Burning small piles of materials

Motion was made by Councilmember Miller, seconded by Councilmember Lubenow, to direct staff to create a wooded debris management plan. All present voted in favor. Motion carried.

**MOTION  
Item 9.9**

Motion was made by Councilmember Miller, seconded by Council Member Lubenow, to authorize the City of Fairmont to enter into a Stormwater Grant Contract with the State of Minnesota Pollution Control Agency. All present voted in favor. Motion carried.

**MOTION  
Item 9.10**

Motion was made by Councilmember Lubenow, seconded by Council Member Miller, to approve submission of a grant request to MnDOT Aeronautics for the Airport Taxiway Edge Light and Signage System Replacement Project. All present voted in favor. Motion carried.

**MOTION  
Item 9.11**

Motion was made by Councilmember Miller, seconded by Council Member Lubenow to advertise and accept applications for the Charter Commission vacancy(s). All present voted in favor. Motion carried.

**ANNOUNCEMENTS**

Special Council meeting at 5:30 pm on Monday, May 20, 2024, closed for attorney client privilege pursuant to MN Statute 13.D.05 Subd. 3b.

**STAFF/LIAISON  
REPORTS**

Director of Public Works/Utilities York indicated the Gomsrud Park Channel was ready for opening weekend with minimal work remaining (landscaping and fencing). Pothole patching will begin next week. The water and wastewater departments have employment openings.

Administrator Skaret thanked the community and staff for his warm welcome to Fairmont. He reported Officer Bass will be retiring from the Fairmont Police Department with a retirement party being held on Friday, May 24, 2024, from 3:00 – 5:00 pm at the Law Enforcement Center.

Councilmember Hasek reported a lite Public Utilities Commission meeting – invoices were paid and ordered materials should be arriving soon.

Councilmember Kawecky invited the community to attend the Blue Earth River One Watershed One Plan Kick-off on May 23 from 5:00 – 7:00 pm at the Chain of Lakes Yacht Club. Those unable to attend are invited to submit an on-line survey to identify important matters for the watershed.

Councilmember Lubenow stated the HRA is considering building units like Underwood Terrace in Lake City for the HRA- owned property by Lakeview Methodist Home.

Councilmember Miller reported FEDA approved a revolving loan for RT Entertainment LLC. for theater upgrades. Properties are being developed in the Whitetail Ridge development. The CER summer brochure is on-line, with high program demand and participation levels. People interested in volunteering should contact Fairmont CER.

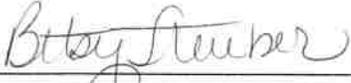
Mayor Baarts stated gravel roads within city limits will be treated for dust control on/around June 1. Openings exist on the Fairmont Airport Board and Charter Commission. Contact City Hall for more information.

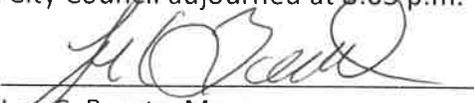
Councilmember Hasek sought clarification on inspections of the Public Works building during construction. Doug Harstad stated he conducted numerous inspections of the site, excluding those for welding and concrete work.

## ADJOURNMENT

Motion was made by Councilmember Miller, seconded by Councilmember Lubenow, to adjourn the meeting, as there was no further business to come before the Council. All present voted in favor. Motion carried. The Fairmont City Council adjourned at 8:03 p.m.

ATTEST:

  
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Betsy Steuber, City Clerk

  
\_\_\_\_\_  
Lee C. Baarts, Mayor