



## CITY COUNCIL AGENDA

Monday, March 10, 2025, 5:30 p.m.

1. **Roll Call/Determination of Quorum**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Recognition/Presentations**
  - 4.1 Girl Scouts Proclamation (4)
5. **Public Discussion/Comment** (Individual comments are limited to 3 minutes) (6)
6. **Consent Agenda** (Items removed from consent will be placed at the end of the items under new business)
  - A. **Minutes**
    - 6.A.1 Consideration of the City Council Minutes from the Regular Meeting on February 24, 2025 (7)
  - B. **Check Registers**
  - C. **Other**
    - 6.C.1 Consideration of a Letter of Support for a Federal Appropriation Request on behalf of the Fairmont Opera House (13)
    - 6.C.2 Consideration of a Temporary On-Sale Liquor License for the Martin County Preservation Society (dba Red Rock Center for the Arts) on April 11, 2025 & April 12, 2025 (15)
    - 6.C.3 Consideration of a Temporary On-Sale Liquor License for the Martin County Preservation Society (Red Rock Center for the Arts) on May 3, 2025 (17)
    - 6.C.4 Consideration of an Event Permit for the Fairmont Triathlon Committee and Bacon Capital – Fairmont Triathlon, Marty’s Youth Triathlon on June 20, 2025 (19)
    - 6.C.5 Consideration of an Event Permit for the Fairmont Triathlon Committee and Bacon Capital – Fairmont Triathlon and Bacon Run 5K on June 21, 2025 (23)

- 6.C.6 Consideration of an Event Permit for the Fairmont Disc Golf Tournament Committee - Goliath Disc Golf Open, Disc Golf Tournament on May 17, 2025 & May 18, 2025 (29)
- 6.C.7 Consideration of an Event Permit for Imagine Martin – Swine Derby on May 24, 2025 (32)
- 6.C.8 Consideration of Event Permits for Imagine Martin – Art Mart on May 8, May 22, June 5, June 19, July 3, July 17, July 31, August 21 and August 28, 2025 (36)
- 6.C.9 Consideration of an Event Permit for Rewind Med Spa – 3<sup>rd</sup> Anniversary Block Party on June 5, 2025 (40)
- 6.C.10 Consideration to Approve Resolution 2025-12: Resolution to Petition to Transfer Part of Martin County Ditch #56 Pursuant to Minnesota Statutes 103E.812 (44)

**7. Public Hearing**

- 7.1 Public Hearing on the 2025 Improvement Program and Consideration to Approve Resolution 2025-11: Ordering Improvement, Preparation of Plans and Advertising of Bids (52)

**8. Old Business**

**9. New Business**

**A. Other**

- 9.A.1 Consideration to Submit a Federal Appropriation Request for the Fairmont Fire Hall (60)

**B. Public Works/Utilities**

- 9.B.1 Discussion on the Yard Waste and Wooded Debris Recycling Area (93)

**C. Finance**

**10. Council Discussion**

**11. Staff/Liaison Reports**

- A. Public Works
- B. Finance
- C. Community Development
- D. City Administrator
- E. Mayor/Council
  - Hasek – PUC
  - Kawecki – FEDA
  - Kotewa
  - Lubenow – HRA

Maynard – FEDA  
Baarts

**12. Adjournment**

		<b>Dates to Note</b>	
Council Workshop (Tentative)	TBA	March 24, 2025	3:00 pm
Council Meeting		March 24, 2025	5:30 pm
Local Board of Appeal & Equalization		April 9, 2025	9:00 am
(All Council is invited to participate – Mayor & Councilmembers Kotewa, Lubenow & Maynard to be present)			
League of MN Cities Training	Roles & Responsibilities	TBD	TBD
CC/PC/BZA Joint Session	Review Zoning Update	TBD	TBD



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	<b>Agenda Item #</b> 4.1
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Proclamation – Girl Scout Week		
<b>Presented by:</b> Mayor Baarts	<b>Action Requested:</b>		
<b>Vote Required:</b> <input type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	<b>Staff Recommended Action:</b>  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

Mayor Baarts will proclaim the week of March 9, 2025 to March 15, 2025 as Girl Scout Week in the City of Fairmont.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Proclamation

## PROCLAMATION

**WHEREAS**, March 12, 2025, marks the 113<sup>th</sup> anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

**WHEREAS**, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and,

**WHEREAS**, through the Girl Scout leadership experience girls develop the skills and lessons that will serve them a lifetime so that they may contribute to their communities; and,

**WHEREAS**, Girl Scouting takes an active role in increasing girls' awareness of the opportunities available to them today in math, science, sports, technology and other fields that can expand their horizons; and,

**WHEREAS**, more than 3 million current Girl Scout members nationwide will be celebrating 113 years of this American tradition, with nearly 50 million women who are former Girl Scouts and living proof of the impact of this amazing movement;

*Now, therefore, be it resolved that I, Mayor Lee C. Baarts, applaud the commitment Girl Scouting has made to support the leadership development of America's girls and hereby proclaim March 9 – 15, 2025, in the City of Fairmont as*



### ***Girl Scout Week***

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



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	<b>Agenda Item #</b> 5
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Public Discussion/Comment		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b>		
<b>Vote Required:</b> <input type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	<b>Staff Recommended Action:</b>  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

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

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.A.1
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of the City Council Minutes from the Regular Meeting held February 24, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve the City Council Meeting Minutes from the Regular Meeting held February 24, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

City Council Meeting Minutes: Regular Meeting, February 24, 2025

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

City Council Minutes  
Regular Meeting

February 24, 2025  
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  
                                 James Kotewa, Councilmember  
                                 Randy Lubenow, Councilmember  
                                 Jay Maynard, Councilmember

Absent:                    Wayne Hasek, Councilmember  
                                 Britney Kawecki, Councilmember

Staff present:            Jeff O'Neill, Interim City Administrator  
                                 Matthew York, Director of Public Works/Utilities  
                                 Paul Hoye, Finance Director  
                                 Michael Hunter, Chief of Police  
                                 Pat Oman, Community Development Director  
                                 Betsy Steuber, City Clerk  
                                 Troy Nemmers, Bolton & Menk (contracted services)  
                                 Cara Brown, City Attorney, via telephone  
                                 (Flaherty & Hood)

**PLEDGE OF  
ALLEGIANCE**

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

**APPROVAL OF  
AGENDA**

Prior to seeking a motion to approve the agenda, Mayor Baarts stated due to the lack of Councilmembers present to conduct a vote requiring four-fifths, agenda item 7.1 - Public Hearing on the 2025 Improvement Program and Consideration to Approve Resolution 2025-11: Ordering Improvement, Preparation of Plans and Advertising of Bids, would be removed. Mayor Baarts stated the public hearing will be re-held on March 10, 2025, at 5:30 pm in the Fairmont City Hall Council Chambers.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to approve the agenda as presented, with the removal of agenda item # 7.1. 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  
Item 4.1**

Chief Hunter introduced Cass Davis, a newly hired Fairmont Police Officer, to the Council and the community prior to Officer Davis ceremonially sworn in by City Clerk Steuber.

**Item 4.2**

Chief Hunter presented the 2024 Fairmont Police Department Annual Report.

**PUBLIC DISCUSSION/  
COMMENT**

No public comments were heard.

**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:

- City Council Meeting Minutes from the Regular Meeting held February 10, 2025
- February 2025 Accounts Payable List
- Event Permit for the Kids Just Want to Have Fun Organization to Host a Community Easter Egg Hunt on April 19, 2025
- Event Permit for the Interlaken Heritage Days Festival on June 13 and June 14, 2025

Motion was made by Councilmember Kotewa, seconded by Councilmember Maynard to approve the consent agenda as presented. All present voted in favor. Motion carried.

**PUBLIC HEARING  
Item 7.1**

Council will re-hold the public hearing on the 2025 Improvement program on March 10, 2025 at 5:30 pm in the Fairmont City Hall Council Chambers.

**OLD BUSINESS  
ORDINANCE 2025-01  
Item 8.1**

Director Oman stated under Minnesota Statute § 462.16 the City of Fairmont may establish a local housing trust fund, and Ordinance 2025-01 allows for such. Under this ordinance, funds cover administrative costs, grants, and loans for housing development while allowing for various funding sources such as donations, grants and investments.

Director Oman noted meetings have been held with the Housing and Redevelopment Authority (HRA) to ensure an understanding of how the funds will be used, while aiming for support and collaboration on community housing projects.

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow to Approve the Second and Final Consideration for Proposed Ordinance 2025-01: An Ordinance Establishing a Local

Housing Trust Fund in the City of Fairmont. All present voted in favor. Motion carried.

**NEW BUSINESS  
MOTION  
Item 9.A.1**

Marlys Brummond, an Interlaken Heritage Days (IHD) Committee member, addressed Council on the preparations and events currently scheduled for the June 13 and June 14, 2025 festival. Ms. Brummond noted rising costs over the years with last year's expenses reaching over \$21,000.

For the past several years, IHD received \$6,000 in funding from the City. Council discussed providing additional funding to IHD for 2025 and moving forward.

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow to Approve \$7,000 in Funding to the Interlaken Heritage Days Committee for the 2025 Interlaken Heritage Days Festival. All present voted in favor. Motion carried.

**MOTION  
Item 9.A.2**

Clerk Steuber introduced agenda item 9.A.2: Consideration of Reinstating the Local Board of Appeal and Equalization (LBAE). Due to lack of a quorum at the 2023 LBAE meeting, the local board lost their powers for two years. Steuber noted to regain those powers by 2026, at least three council members must attend the open book meeting on April 9, 2025 at 9:00 am and a resolution must be adopted at a future meeting. Steuber also discussed the training requirements to ensure compliance.

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow to Appoint Councilmembers Maynard, Lubenow and Kotewa to attend the April 9, 2025 Local Board of Appeal and Equalization Meeting and Authorize Staff to Continue the Process to Reinstatement of the City of Fairmont Local Board of Appeal and Equalization beginning for 2026. All present voted in favor. Motion carried.

**MOTION  
Item 9.B.1**

Director York introduced agenda item 9.B.1: Consideration of Bolton & Menk, Inc. Task Order #9 – Lead Service Line Replacement Project – Design Services. York noted the project will be funded by a \$5.3 million grant from the State of Minnesota.

Council discussion focused on the number of lead segments in the City, whether enough funding was awarded to cover replacement of all line segments and whether residents will want to replace their lead pipes. York said the State plans to eliminate all lead pipes by 2033, with ample funding awarded to the City to cover the identified known lead segments. York noted that the project is significant in improving water quality and minimizing health risks in the City.

Motion was made by Councilmember Kotewa, seconded by Councilmember Maynard to Approve Bolton & Menk, Inc. Task Order #9 – Lead Service Line Replacement Project – Design Services at a Cost of \$75,000. All present voted in favor. Motion carried.

**MOTION  
Item 9.B.2**

As part of the Lake Avenue Improvement Project, Director York introduced agenda item 9.B.2 to Council: Consideration to Petition Martin County for City Ownership of County Ditch 56. Director York discussed the key points outlined in the Staff memo, stating that ownership of the ditch would reduce duplicate piping, boost drainage and enhance lake water quality. However, if the City doesn't take ownership, future ditch repairs by the County could damage the new Lake Avenue roadway.

After Council discussion on the benefits to water quality and logistics of the project, York noted that a resolution will be brought back for further consideration, pending initial approval from the county's legal department.

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow Approve the Petition Process to the County of Martin for City Ownership of County Ditch 56. All present voted in favor. Motion carried.

**MOTION  
Item 9.B.3**

The last item of new business was item 9.B.3, Consideration of Additional Funding for Work at the Yard Waste Recycling Site. While Council approved \$65,000 for a contractor to burn wood debris at the site, York stated due to the additional amount of debris and logs, the total cost of the project ended up at \$70,455, leading staff to request an additional \$7,000 in funds.

Council expressed concern on how to prevent accumulation of debris in the future. York noted he had some ideas for consideration at a future meeting.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to Approve an Additional \$7,000 to BLAC Construction for Burning Operations at the Yard Waste Recycling Site. All present voted in favor. Motion carried.

**COUNCIL DISCUSSION  
Item 10.1**

Councilor Maynard presented item 10.1 stating the Council's Conduct Policy does not prohibit harassment or bullying by councilmembers. Discussion centered around the importance of establishing a clear set of behavior among members, with plans for a future workshop on this topic.

**Item 10.2**

Councilor Maynard expressed concern related to Council/Staff communications and employee morale. Council discussion was held on communications between Council and staff with plans for a future workshop to address communication and clarify council roles to ensure productive dialogue.

**STAFF/LIAISON  
REPORT**

Director Oman reported on various Community Development Department initiatives including submission of a federal appropriation request, a status update on the Community Resiliency Plan, an upcoming pre-development meeting for the Habitat for Humanity House and submission of a municipal cannabis retailer license.

Interim O'Neill reported on various ongoing short- and long-term projects noting the following: recodification of the City Code, the code of conduct investigation, ice arena agreements, farm lease agreements, CWG litigation and beautification efforts in downtown Fairmont.

Councilmember Maynard shared the airport master plan project process is still ongoing and a meeting with the stakeholders will occur in April.

**ADJOURNMENT**

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa 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 7:05 p.m.

ATTEST:

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

\_\_\_\_\_  
Betsy Steuber, City Clerk



### STAFF MEMO

<b>Prepared by:</b> Pat Oman, Community Development Director	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.1
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of a Letter of Support for a Federal Appropriation Request on behalf of the Fairmont Opera House		
<b>Presented by:</b> Jeff O'Neill, Interim City Administrator	<b>Action Requested:</b> Motion to Authorize Mayor Baarts to Execute a Letter of Support, on behalf of the Fairmont Opera House, for FY26 Congressional Directed Spending		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

At the regular city council meeting on 2/24/2025, it was communicated during the Community Development Director report, that the Fairmont Opera House was working on a federal appropriation to assist with the rehabilitation of the facility and that a letter of support, on behalf of the City of Fairmont, may be requested.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Letter of Support



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

Phone (507) 238-9461

[www.fairmont.org](http://www.fairmont.org)

Fax (507) 238-9469

March 10, 2025

Subject: Letter of Support for FY26 Congressional Directed Spending – Fairmont Opera House

Dear Senator Klobuchar,

On behalf of the City of Fairmont, I am honored to express my full support for the Fairmont Opera House's FY26 Community Project Funding application. As one of Minnesota's most cherished cultural landmarks and MN's Oldest Continuously Operating Theater, the Fairmont Opera House is a historic building and a beacon of economic growth, artistic excellence, and community connection. The requested funding is essential for rehabilitating this National Historic Register property, ensuring it continues serving the region for generations to come.

Since 1901, the Fairmont Opera House has been a cornerstone of Southern Minnesota's cultural landscape, providing a venue for world-class performances, local productions, educational programming, and economic activity. Each year, the Fairmont Opera House brings thousands of visitors to downtown Fairmont, supporting local businesses, restaurants, and hotels. Its impact extends beyond entertainment, it fuels tourism, strengthens our regional workforce through arts education, and fosters a sense of pride and identity within the community.

Despite its rich history and continued importance, the Fairmont Opera House faces critical structural challenges that jeopardize its future. This rehabilitation project is not just about preservation, it is about progress. Restoring and modernizing the facility will allow the Fairmont Opera House to repair or replace critical infrastructure, rehabilitate historic elements, and expand educational and economic opportunities in Martin County. Without these crucial investments, we will lose an irreplaceable cultural asset that has long been a catalyst for regional growth; if funding is not secured to repair and reopen the facility to resume regular operations, the nonprofit organization that stewards and operates the facility will be forced to dissolve, and the Fairmont Opera House will be permanently closed due to the dissolution.

Your leadership and commitment to supporting rural communities are invaluable. This project aligns directly with efforts to strengthen infrastructure, promote tourism, and enhance economic resilience. I respectfully urge you to prioritize funding for the Fairmont Opera House's rehabilitation in the FY26 appropriations process. This investment will revitalize a historic treasure while ensuring a brighter, more vibrant future for Fairmont and the surrounding region.

Thank you for your consideration and continued dedication to our communities' well-being. Please do not hesitate to reach out if further information or support is needed.

Sincerely,

Lee C. Baarts, Mayor  
City of Fairmont



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.2
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of a Temporary On-Sale Liquor License for the Martin County Preservation Society (dba Red Rock Center for the Arts) on April 11 and April 12, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve a Temporary On-Sale Liquor License for the Martin County Preservation Society (dba Red Rock Center for the Arts) on April 11 & April 12, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

The Martin County Preservation Society (dba Red Rock Center for the Arts) has applied for a 2 Day Temporary On-Sale Liquor License for an event being held April 11 and April 12, 2025.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Application



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Martin County Preservation Association DBA Red Rock Center for the Arts		Date of organization 2005	Tax exempt number 8903440
Organization Address (No PO Boxes) 222 E Blue Earth Ave	City Fairmont	State MN	Zip Code 56031
Name of person making application Sonja Fortune	Business phone 5072359262	Home phone 5072359262	
Date(s) of event April 11 & 12, 2025	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Carol Justice	City Truman	State MN	Zip Code 56088
Organization officer's name Leslie Walkowiak	City Fairmont	State MN	Zip Code 56031
Organization officer's name Pat Winter	City Sherburn	State MN	Zip Code 56171

Location where permit will be used. If an outdoor area, describe.  
 Inside Red Rock Center for the Arts

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 West Bend Mutual Insurance Company, \$1,000,000

**APPROVAL**

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

City of Fairmont  
 City or County approving the license

\$50.00 chk# 5009 2/26/25  
 Fee Amount

Event in conjunction with a community festival  Yes  No

10,487  
 Current population of city

Date Approved  
04/11/2025 - 04/12/2025

Permit Date

bsteuber@fairmont.org  
 City or County E-mail Address

Betsy Steuber  
 Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event  
 No Temp Application s faxed or mailed. Only emailed.

**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**





**STAFF MEMO**

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.3
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of a Temporary On-Sale Liquor License for the Martin County Preservation Society (dba Red Rock Center for the Arts) on May 3, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve a Temporary On-Sale Liquor License for the Martin County Preservation Society (dba Red Rock Center for the Arts) on May 3, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

**REFERENCE AND BACKGROUND**

The Martin County Preservation Society (dba Red Rock Center for the Arts) has applied for a 1 Day Temporary On-Sale Liquor License for an event being held May 3, 2025.

**BUDGET IMPACT**

**SUPPORTING DATA/ATTACHMENTS**

Application



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Martin County Preservation Association DBA Red Rock Center for the Arts		Date of organization 2005	Tax exempt number 8903440
Organization Address (No PO Boxes) 222 E Blue Earth Ave	City Fairmont	State MN	Zip Code 56031
Name of person making application Sonja Fortune		Business phone 5072359262	Home phone 5072359262
Date(s) of event Sat., May 3, 2025	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Carol Justice	City Truman	State MN	Zip Code 56088
Organization officer's name Leslie Walkowiak	City Fairmont	State MN	Zip Code 56031
Organization officer's name Pat Winter	City Sherburn	State MN	Zip Code 56171

Location where permit will be used. If an outdoor area, describe.  
 Inside Red Rock Center for the Arts

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 West Bend Mutual Insurance Company, \$1,000,000

APPROVAL

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

City of Fairmont  
 City or County approving the license

\$50.00 ck#5009 2/24/25  
 Fee Amount

Event in conjunction with a community festival  Yes  No

10,487  
 Current population of city

05/03/2025  
 Date Approved

bstewber@fairmont.org  
 Permit Date  
 City or County E-mail Address

Betsy Steuber  
 Please Print Name of City Clerk or County Official

\_\_\_\_\_  
 Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event  
 No Temp Applications faxed or mailed. Only emailed.**

**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**



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.4
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for the Fairmont Triathlon Committee and Bacon Capital – Fairmont Triathlon, Marty's Youth Triathlon on June 20, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for the Fairmont Triathlon Committee and Bacon Capital to hold the Fairmont Triathlon, Marty's Youth Triathlon on June 20, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

The Fairmont Triathlon Committee and Bacon Capital have made application for an Event Permit to hold the Fairmont Triathlon, Marty's Youth Triathlon on June 20, 2025.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Event Permit



# 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: 11/15/25

Permit Fee: \$15.00

Event: Fairmont Triathlon, Marty's Youth Triathlon

Sponsoring entity: Fairmont Triathlon Committee and Bacon Capital

Address: Po box 631 Fairmont, MN 56031

Maximum estimated number of persons expected to attend at any one time: 125

Event coordinator(s): Amanda Forstrom

Contact Info: \_\_\_\_\_ Phone # 507-279-1607  
E-mail ajforstrom@gmail.com

Primary contacts (during event):

Name: Katy Pierce  
Cell#: 507-848-1126  
E-mail: \_\_\_\_\_

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

Event Start: Day/Date Friday June 20th 2025 Time: 4:30pm

Event End: Day/Date Friday June 20th 2025 Time: 6:30pm

Setup: Day/Date Friday June 20th Start time: 8:00 am End Time: 4:30pm

Teardown: Day/Date Friday June 20th Start time: 6:30pm End Time: 7:30pm

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

On Friday June 20th we will hold a youth triathlon using the Fairmont Aquatic Park as the event location. We partner with the Bacon Capital to help support and market the event. Participants will swim in the pool and then bike on the route along Johnson Street as indicated on the attached map, and then run on the bike/walk path.

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.

We will be working with aquatic park management to hold the event. We request closing off South Prairie Ave from the aquatic park to Johnson st + Johnson st to hwy 15. We plan to keep a single lane open for the emergency vehicles + Mayo ER access. We will keep volunteers along Johnson st to keep the kids on the north side of Johnson to accommodate this. We will also be working with Mayo to best accommodate, we would like barricades at the aquatic park/south prairie + Johnson st/south prairie. We will coordinate with

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.  
*We will provide bottled water for all participants.*  
*We will be using Aquatic Park bathrooms*
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: PA system for announcements
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 E. B. Johnson Title Treasurer Date 2/25/25

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

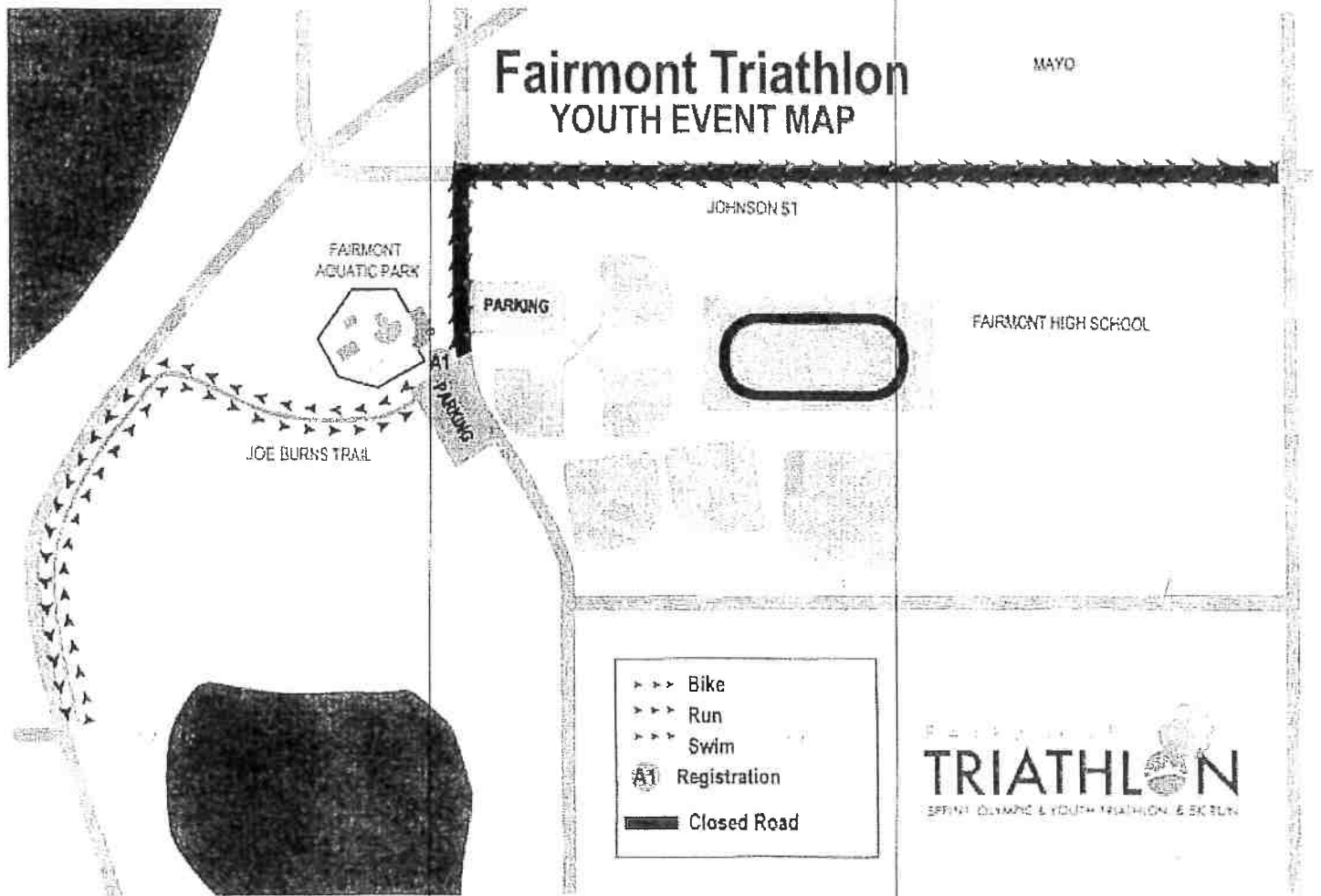
Office Use Only			
\$15.00 Fee Paid <input checked="" type="checkbox"/>	Date: <u>2/25/25</u>	Received by: <u>BB</u>	
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

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

*chk#1992*

# Fairmont Triathlon YOUTH EVENT MAP

MAYO



Back to the  
**TRIATHLON**  
FAIRMONT OLYMPIC & YOUTH TRIATHLON & SKI CLUB



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.5
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for the Fairmont Triathlon Committee and Bacon Capital – Fairmont Triathlon and Bacon Run 5K on June 21, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for the Fairmont Triathlon Committee and Bacon Capital to hold the Fairmont Triathlon and Bacon Run 5K on June 21, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

The Fairmont Triathlon Committee and Bacon Capital have made application for an Event Permit to hold the Fairmont Triathlon and Bacon Run 5K on June 21, 2025.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Event Permit



# 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: 1/15/25

Permit Fee: \$15.00

Event: Fairmont Triathlon and Bacon Run 5K

Sponsoring entity: Fairmont Triathlon Committee and Bacon Capital

Address: PO box 631, Fairmont mn 56031

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

Event coordinator(s): Amanda Forstrom  
Contact Info: 507-279-1607 Phone #  
ajforstrom@gmail.com E-mail

Primary contacts (during event):  
Name: Sara Pierce  
Cell#: 507-327-3916  
E-mail: pierce\_sara@hotmail.com

Name: Char Kahler  
Cell#: 507-236-4606  
E-mail: chark@kahlerautomation.com

Event Start: Day/Date Saturday June 21st 2025 Time: 6:00am  
Event End: Day/Date Saturday June 21st Time: 12:00am  
Setup: Day/Date Friday June 20th Start time: 8:00am End Time: 6:00pm  
Teardown: Day/Date Saturday June 21st Start time: 12:00pm End Time: 2:00 pm

1. Type and description of the event and a list of all activities to take place at the event. EBS  
On Saturday June 21st we will host an ~~olympic distance~~ triathlon, a sprint distance triathlon, as well as a 5K run/walk

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.  
The Sprint triathlon, olympic triathlon, and 5K run will all start and finish at Gamsrud Park. We would like to have Lair Road closed from Albion Ave to Shoreacres for the duration of the event. We would need barricades placed at the following locations: Shoreacres and Lair, Albion and Lair, Lair and Cadillac, Food+Fuel and Lair. We would also request flashing stop lights at Albion/Lair intersection with police officer + car at the intersection.



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.  
*We will provide bottled water to all participants on the run course and within Gomsrud park. We will have 4-6 portable toilets provided by Bobs biffy at Gomsrud.*
4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter.  Yes;  No  
 If yes, provide the written plans.  
*We plan to have the Mayo ambulance located within Gomsrud Park.*
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: PA system for race announcements + 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 Erick Jellison Title Treasurer Date 2/25/2025

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

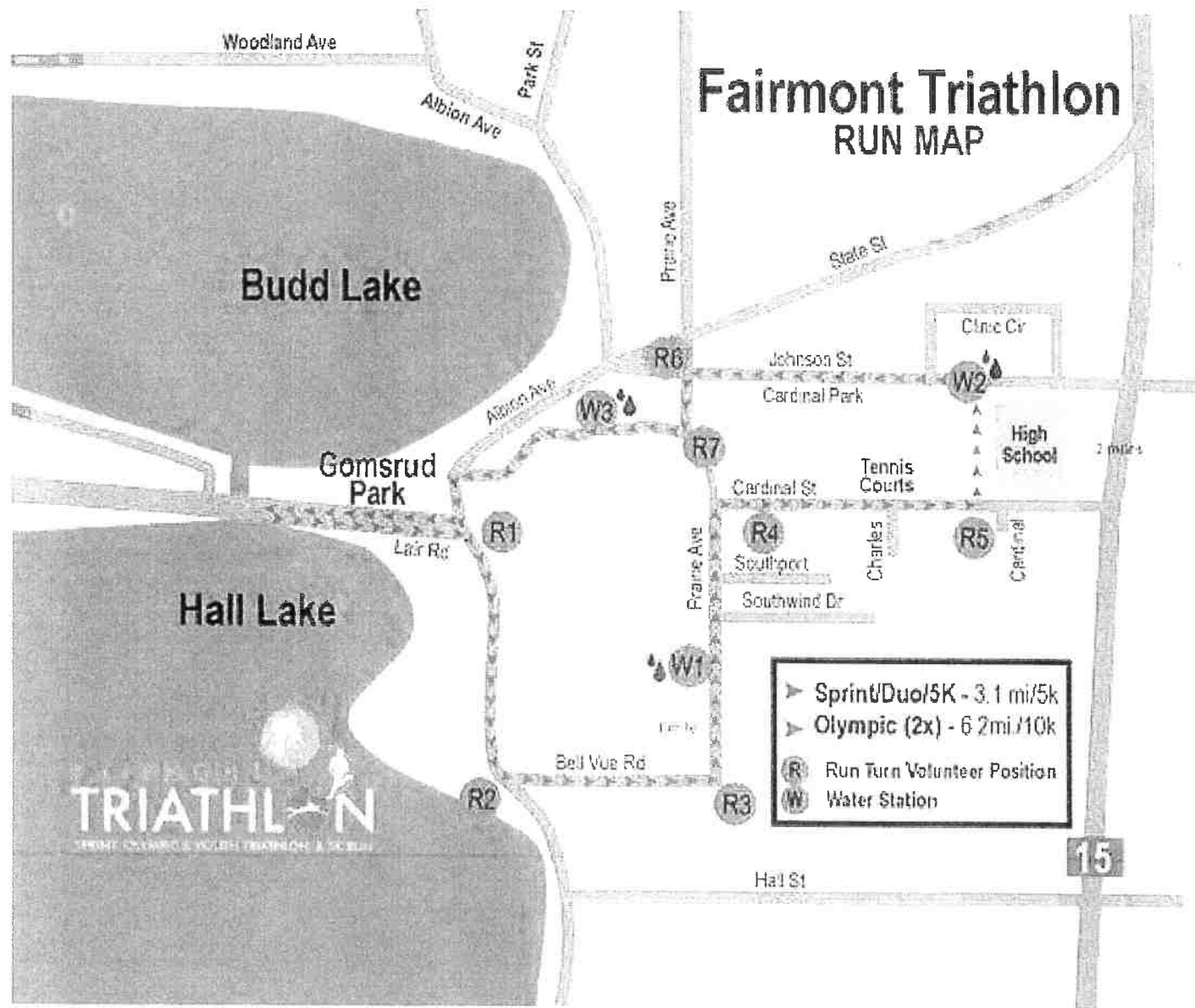
Office Use Only			
\$15.00 Fee Paid <input checked="" type="checkbox"/>	Date: <u>2/25/25</u>	Received by: <u>BJJ</u>	
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

Permit distribution:

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

*ck# 1992*

# Fairmont Triathlon RUN MAP



# Faimont Triathlon TRANSITION AREA MAP

## BUDD LAKE ALTERNATE SWIM LOCATION

▲	Run
▲	Bike
A1	Registration
A2	Transition
A3	Timing
A4	Bike Out-In
A5	Athlete Traffic Directors
A6	Albion Spotter
A7	Announcers
A8	Youth Transition

BEACH HOUSE

PARKING

PARKING

VOLLEYBALL COURT

A1

SHELTER HOUSE

TAMI'S FOOD TRUCK

A8 A2

TRANSITION AREA

A4

SCORING TRAILER

A3

A7

FINISH

SPECTATOR AREA

W LAIR ROAD

A6

SIDEWALK

SPECTATOR BLEACHERS

ALBION AVE

A5

CADILLAC AVE

HALL LAKE

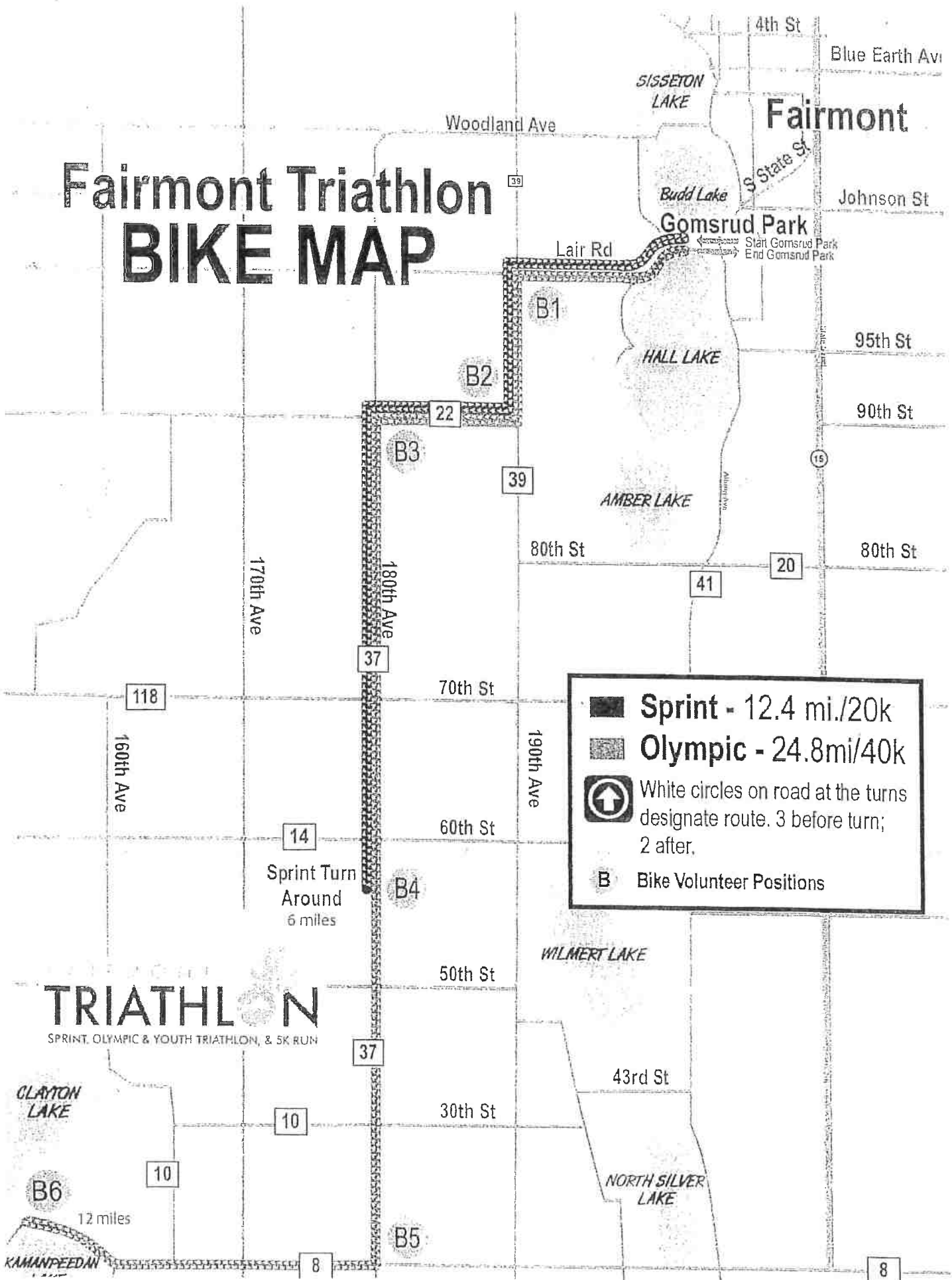
OLYMPIC AND SPRINT SWIM

CHANNEL INN



SPRINT, OLYMPIC & YOUTH TRIATHLON & 5K RUN

# Fairmont Triathlon BIKE MAP



	<b>Sprint - 12.4 mi./20k</b>
	<b>Olympic - 24.8mi/40k</b>
	White circles on road at the turns designate route. 3 before turn; 2 after.
<b>B</b>	<b>Bike Volunteer Positions</b>

## TRIATHLON

SPRINT, OLYMPIC & YOUTH TRIATHLON, & 5K RUN

Sprint Turn  
Around  
6 miles

CLAYTON  
LAKE

B6

12 miles

KAMANPEEDIN

8



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.6
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for the Fairmont Disc Golf Tournament Committee - Goliath Disc Golf Open, Disc Golf Tournament on May 17 & May 18, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for the Fairmont Disc Golf Tournament Committee to hold the Goliath Disc Golf Open - Disc Golf Tournament on May 17 & May 18, 2025 at Cedar Creek Park		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

The Fairmont Disc Golf Tournament Committee/Tournament Director have made application for an Event Permit to hold the Goliath Disc Open – Fisc Golf Tournament on May 17, 2025 and May 18, 2025 at Cedar Creek Park.

Please note: As the event will be held over two days, temporary overnight camping will be available to participants, with the necessary application and payment received from the Tournament Director. Upon event approval, special unit/vehicle permits will be provided to the Tournament Director to distribute to those camping.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Event Permit



# 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: 2/28/25

Permit Fee: \$15.00

Event: Goliath Discs Open - disc golf tournament

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

Address: Cedar Creek Park

Maximum estimated number of persons expected to attend at any one time: 90

Event coordinator(s): Dustin Reutzel  
Contact Info: 602-828-1443 Phone #  
dustin.reutzel@gmail.com E-mail

Primary contacts (during event):

Name: Dustin Reutzel  
Cell#: 602-828-1443  
E-mail: dustin.reutzel@gmail.com

Name Josh Battazzi  
Cell# 402-250-9761  
E-mail: goliathdiscs@gmail.com

Event Start:	Day/Date <u>Saturday May 17th</u>	Time: <u>8 am</u>
Event End:	Day/Date <u>Sunday May 18th</u>	Time: <u>5 pm</u>
Setup:	Day/Date <u>Friday May 16th</u>	Start time: <u>5 pm</u> End Time: <u>7pm</u>
Teardown:	Day/Date <u>Sunday May 18th</u>	Start time: <u>5 pm</u> End Time: <u>7pm</u>

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

Disc golf tournament. It'll be a 3 round disc golf tournament.

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.

Tournament central will be located in the 3 stall garage. We will not be using the shelter house. We will be hiring Bob's Biffey's to put out toilets on the West course and central course.

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.  
*Yes, we will supply toilet facilities*
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 *D. Ratz* Title *Tournament Director* Date *2/28/25*

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 <input checked="" type="checkbox"/>	Date: <u><i>3/4/2025</i></u>	Received by: <u><i>BR</i></u>	
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	<input checked="" type="checkbox"/> Yes	No	Date

*ck#1638*

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



### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.7
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for Imagine Martin – Swine Derby on May 24, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for Imagine Martin to hold a Swine Derby on May 24, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

Imagine Martin have made application for an Event Permit to hold a Swine Derby on May 24, 2025.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Event Permit





# 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: 3-6-25 Permit Fee: \$15.00

Event: Imagine Martin's Swine Derby

Sponsoring entity: Imagine Martin

Address: 103 West First Street, Fairmont, MN

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

Event coordinator(s): Jeff Rouse  
Contact Info: 507-236-5607 Phone #  
info@imaginemartin.com E-mail

Primary contacts (during event):  
Name: Jeff Rouse, see above Name \_\_\_\_\_  
Cell#: \_\_\_\_\_ Cell# \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Start: Day/Date May 24 2025 Time: 5 pm  
Event End: Day/Date May 24 2025 Time: 7 pm  
Setup: Day/Date May 24 2025 Start time: 4:30 pm End Time: 7 pm  
Teardown: Day/Date May 24 2025 Start time: 5 pm End Time: 8 pm

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

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.  
West 1st street off Downtown Plaza to Alley by Edies and second block of Downtown Plaza

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 [Signature] Title Inaja Mark Chai Date 3-6-25

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>3/6/25</u>	Received by: <u>[Signature]</u>	#15- <u>1681</u>
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:

Permit distribution:

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

# Imagine Martin's Swine Derby

Squealing to the Finish Line!

W 1st Street Downtown Fairmont - May 24th 2025 5 to 7pm



## Hedrick's Pig Races

Get ready, Martin County for you're about to witness a pig-tacular event like no other! Bring your friends and family to celebrate community, competition, and a whole lot of fun.

Mark your calendars and prepare to root, cheer, and laugh along as our pigs take center stage!

Swine Derby  
from Edies to Downtown Plaza  
north on the second block  
of Downtown Plaza





**STAFF MEMO**

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.8
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for Imagine Martin – Art Mart on May 8, May 22, June 5, June 19, July 3, July 17, July 31, August 21 and August 28, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for Imagine Martin to hold an Art Mart on May 8, May 22, June 5, June 19, July 3, July 17, July 31, August 21 and August 28, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

**REFERENCE AND BACKGROUND**

Imagine Martin have made application for an Event Permit to hold an Art Mart on May 8, May 22, June 5, June 19, July 3, July 17, July 31, August 21 and August 28, 2025.

**BUDGET IMPACT**

**SUPPORTING DATA/ATTACHMENTS**

Event Permit



# 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: 3-6-25

Permit Fee: \$15.00

Event: Art Mart by Imagine Martin

Sponsoring entity: Imagine Martin

Address: 103 West First Street, Fairmont, MN

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

Event coordinator(s): Jeff Rouse  
Contact Info: 507-236-5607 Phone #  
info@imaginemartin.com E-mail

Primary contacts (during event):  
Name: Jeff Rouse, see above Name \_\_\_\_\_  
Cell#: \_\_\_\_\_ Cell# \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Start:	Day/Date	<u>5/8</u>	<u>5/22</u>	<u>6/5</u>	<u>6/19</u>	<u>7/3</u>	<u>7/17</u>	<u>7/31</u>	<u>8/21</u>	<u>8/28</u>	Time: _____
Event End:	Day/Date										Time: _____
Setup:	Day/Date	<u>4:00</u>	<u>- dates above</u>				Start time: <u>4:00</u>	End Time: <u>7:00</u>			
Teardown:	Day/Date	<u>7:00</u>	<u>date above</u>				Start time: <u>4:00</u>	End Time: <u>7:00</u>			

same day

- Type and description of the event and a list of all activities to take place at the event.  
Fine Art, Handcrafted Goods  
Textiles & Wearables - Jewelry & Accessories  
Cottage food and more

- 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.  
West 1st Street off Downtown Plaza  
to Alley by Edies and second block  
of Downtown Plaza.

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: One man band
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.

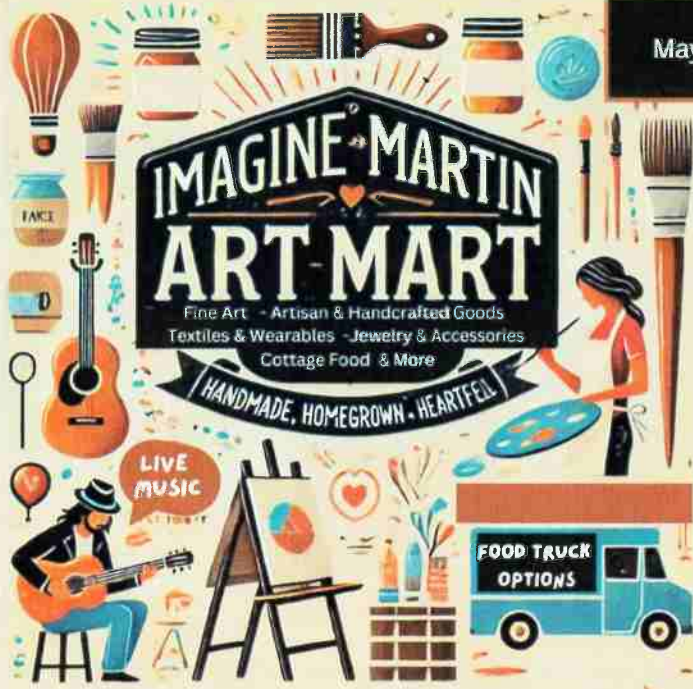
I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and 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 Inv. Asst Date 3/6/25

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 <input checked="" type="checkbox"/>	Date: <u>3/6/2025</u>	Received by: <u>B8</u>	#135 CK#1681
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

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



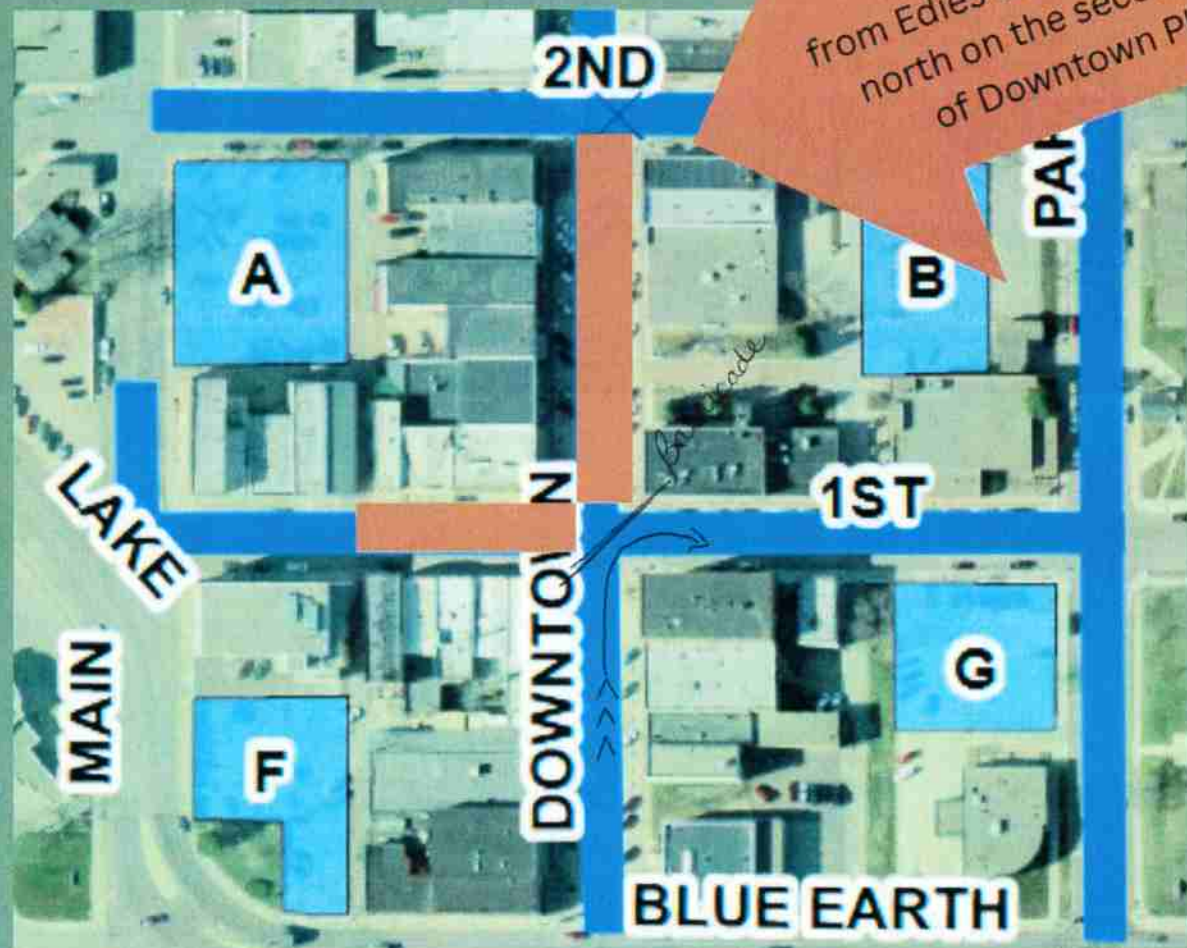
Every Other Thursday - 4 PM to 7 PM  
**May 8th through September 18**  
 Downtown Plaza Place - Fairmont

"This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund."



These event is made possible in part by Imagine Martin's Event Partners

Art Mart  
 from Edies to Downtown Plaza  
 north on the second block  
 of Downtown Plaza





### STAFF MEMO

<b>Prepared by:</b> Betsy Steuber, City Clerk	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.9
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration of an Event Permit for Rewind Med Spa – 3 <sup>rd</sup> Anniversary Block Party on June 5, 2025		
<b>Presented by:</b> Betsy Steuber, City Clerk	<b>Action Requested:</b> Motion to Approve an Event Permit for Rewind Med Spa to hold a 3 <sup>rd</sup> Anniversary Block Party on June 5, 2025		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

Rewind Med Spa have made application for an Event Permit to hold a 3<sup>rd</sup> Anniversary Block Party on June 5, 2025.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Event Permit





# 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: 6-5-25

Permit Fee: \$15.00

Event: 3yr Anniversary Block Party

Sponsoring entity: Rewind Med Spa

Address: 120 West 1st Street, Fairmont, MN 56031

Maximum estimated number of persons expected to attend at any one time: 30-40

Event coordinator(s): Shelli Gibson

Contact Info: 515-360-11699 Phone #

rewindms@gmail.com E-mail

Primary contacts (during event):

Name: Shelli Gibson

Name: Rewind med Spa

Cell#: 515-360-1699

Cell#: office # 507-749-3333

E-mail: same as above

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

Event Start: Day/Date Thursday 6/5/25 Time: 3:00 PM

Event End: Day/Date Thursday 6/5/25 Time: 7:00 PM

Setup: Day/Date same as above Start time: 2:00 End Time: 3:00 PM

Teardown: Day/Date SAME AS ABOVE Start time: 7:00 End Time: 7:30 PM

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

3yr Anniversary Block party: we plan to have a band, food truck and approx 10 vendors

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.

Please refer to map attached. This event will be the west 1/2 of 1st street (see in red). Band will set up on the furthest west end of 1st street. Vendor tables directly in front of Rewind med Spa. (vendors shown as --- on map). food truck located directly across from Rewind (shown as [food] on map). Parking will be in the current parking lot behind Rewind. Portable toilets will be shared with the imagine martin event.

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: from 3-4pm x 1 solo singer  
from 4-7pm 4 person band name='what could go wrong'
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.

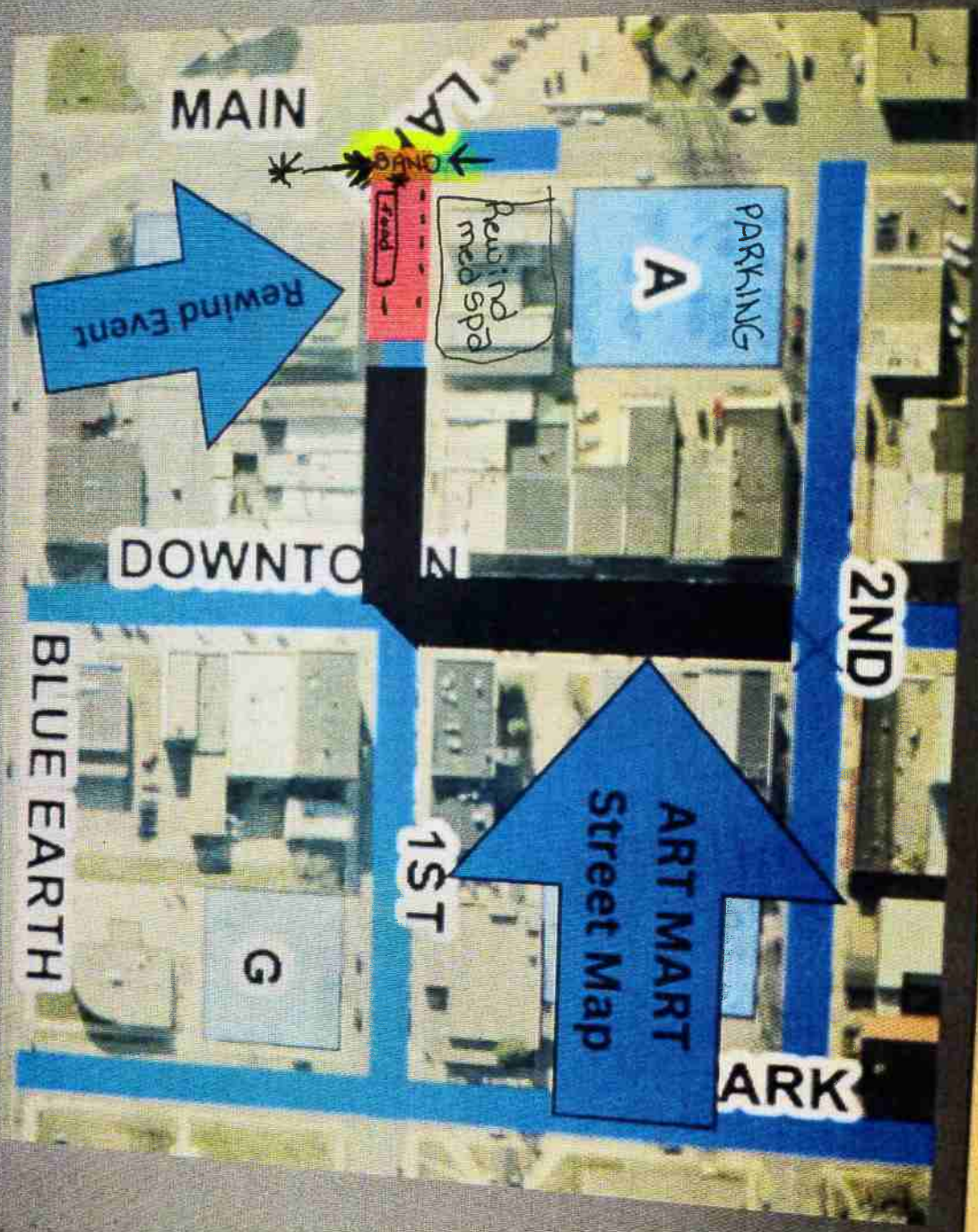
I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and 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 Shelli Gibbon Title owner Rewind Med Spa Date 3/4/25

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 <input checked="" type="checkbox"/>	Date: <u>3/10/2025</u>	Received by: <u>BR</u>	#15 cc confirmation # <u>101446</u>
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	<input type="checkbox"/> Yes	No	Date

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



MAIN

Rewind Event

LA  
ON

rewind  
med spa

PARKING  
A

DOWNTOWN

2ND

BLUE EARTH

1ST

ART MART  
Street Map

ARK

G



### STAFF MEMO

<b>Prepared by:</b> Matthew R. York, Public Work/Utilities Director	<b>Meeting Date:</b> 03/10/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 6.C.10
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration to Approve Resolution 2025-12: Resolution to Petition to Transfer Part of Martin County Ditch #56 Pursuant to Minnesota Statutes 103E.812		
<b>Presented by:</b> Matthew R. York, Public Work/Utilities Director	<b>Action Requested:</b> Motion to Approve Resolution 2025-12: Resolution to Petition to Transfer Part of Martin County Ditch #56 Pursuant to Minnesota Statutes 103E.812		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

#### PREVIOUS COUNCIL ACTION

February 24, 2025 – Approved by City Council 3-0 to move forward with Petition

#### REFERENCE AND BACKGROUND

At the meeting on February 24, 2025, the City Council approved the City Petitioning the County to take over County Ditch 56 as part of the reconstruction of Lake Ave.

This Resolution is required to being the formal application with the County.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

February 24, 2025 Agenda Staff Memo

Resolution with Exhibit



## STAFF MEMO

<b>Prepared by:</b> Matthew R. York, Director of Public Works/Public Utilities	<b>Meeting Date:</b> 02/24/2025	<input type="checkbox"/> <b>Consent Agenda Item</b> <input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 9.B.2
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration to Petition the County of Martin for City Ownership of County Ditch 56		
<b>Presented by:</b> Matthew R. York, Director of Public Works/Public Utilities	<b>Action Requested:</b> Motion to Approve the Petition Process to the County of Martin for City Ownership of County Ditch 56		
<b>Vote Required:</b> <input checked="" type="checkbox"/> <b>Simple Majority</b> <input type="checkbox"/> <b>Two Thirds Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

**PREVIOUS COUNCIL ACTION**

Lake Avenue LRIP Project

**REFERENCE AND BACKGROUND**

As part of the improvements to Lake Avenue, the storm sewer infrastructure is being replaced, there is currently a County Ditch (CD 56) that enters the Lake Avenue right-of-way near 1245 Lake Avenue. This ditch runs parallel along the street to 934 Lake Avenue and drains northeast to George Lake. When the street was widened in the early 1970's the new storm sewer for the street was placed nearly on top of the existing county ditch. Over the years there have been repairs to the county tile and they have had to dig around the city storm sewer to complete this work. The proposal for this project is to combine these two systems as part of this construction project. Since it is a county ditch and the majority (280 acres-city; 90 acres-county, west of CR 39) of the watershed is within city limits, the city would have to petition the county to transfer the system. This would remove the ditch system from the county drainage authority and the city would absorb this drainage area and associated pipe network as part of the city's storm sewer system.

These are items to consider with this petition:

1. This improvement would remove the duplicate piping that currently exists.
2. It would add the county tile drainage into the city's storm sewer system which could allow it to be included in any water quality treatment ahead of discharging to the lakes.
3. If the transfer is completed now, the county drainage authority may be able to participate in the cost of the replacement of the system. The participation would be determined as part of the petitioning process.
4. Approximately 25% of the watershed lies outside the city limits. The city would be responsible for maintaining an outlet for the entire watershed.
5. If the petition was not requested, the system would remain under the county's drainage authority. The future replacement would likely impact the new street/driveway improvements, and the replacement costs would be assessed to all benefiting properties.

Staff supports the need to place County Ditch 56 under the jurisdiction of the City of Fairmont. The attached map shows the extent of the watershed.

**BUDGET IMPACT**

The system will include some additional future maintenance that is not part of the Lake Ave Project. The costs are unknown at this time.

**SUPPORTING DATA/ATTACHMENTS**

Map of the Watershed

Map of the additional ditch to take over

**RESOLUTION NO. 2025-12**

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

**Resolution to Petition to Transfer Part of Martin County Ditch #56**  
**Pursuant to Minnesota Statutes 103E.812**

**BEFORE THE MARTIN COUNTY BOARD OF COMMISSIONERS ACTING AS  
DRAINAGE AUTHORITY FOR MARTIN COUNTY DITCH #56**

**WHEREAS**, the City of Fairmont, as Petitioner, hereby petitions the Martin County Board of Commissioners, as Drainage Authority for Martin County Ditch #56, to transfer all of County Ditch #56 to the City of Fairmont as a Water Management Authority; and

**WHEREAS**, such a transfer is necessary for the orderly management for storm surface or flood waters, including management for water quality purposes; and

**WHEREAS**, the transfer will not have an adverse impact on property utilizing the system; and

**WHEREAS**, attached to this Petition is an Engineer's Report labeled Exhibit A, which describes the nature and extent of the drainage easement occupied by the drainage system, along with other relevant information, including maps and hydraulic information.

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

Petitioner hereby requests Martin County, as Drainage Authority for Martin County Ditch #56, hold the necessary Transfer Hearing, pursuant to Minnesota Statutes 103E.812 for the purpose of the transfer of part of County Ditch #56 located in the City of Fairmont, including all branches and sub-branches, to the City of Fairmont.

**RESOLUTION 2025-12, continued**

Passed, approved and adopted by the Council this 10<sup>th</sup> day of March, 2025.

---

Lee C. Baarts, Mayor  
City of Fairmont

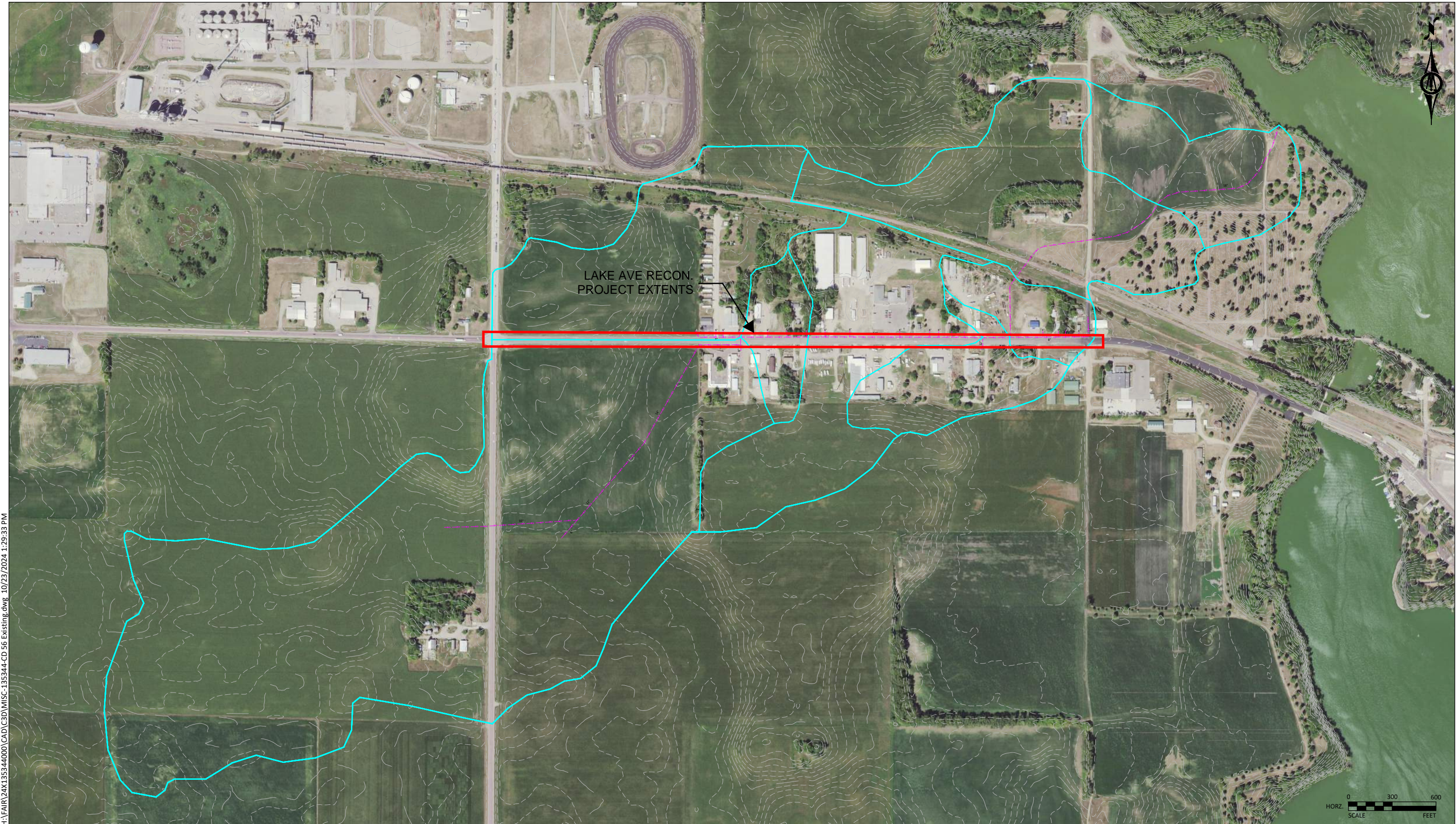
ATTEST:

---

Betsy Steuber, City Clerk  
City of Fairmont

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





H:\FAIR\24X135344000\CAD\CAD\MISC-135344-CD 56 Existing.dwg 10/23/2024 1:29:33 PM

# ENGINEER'S COST ESTIMATE

REPAIR TO AS CONSTRUCTED CONDITIONS - CURRENT  
 COUNTY DITCH No. 56  
 MARTIN COUNTY  
 PROJECT No. 24X135344000



Real People. Real Solutions.

DATE: 12/5/2024

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount	Main Tile		Branches Along Lake Ave to be Replaced*	
						Qty.	Price	Qty.	Price
<b>BASE BID</b>									
1	Mobilization	1	Lump Sum	\$20,000.00	\$20,000.00	0.4	\$8,000.00	0.6	\$12,000.00
2	Remove & Replace Curb & Gutter	2700	Linear Foot	\$40.00	\$108,000.00	2420	\$96,800.00	280	\$11,200.00
3	Remove & Replace Bituminous Pavement	2500	Square Yard	\$50.00	\$125,000.00	1900	\$95,000.00	600	\$30,000.00
4	Exploratory Excavation	35	Hour	\$250.00	\$8,750.00	25	\$6,250.00	10	\$2,500.00
5	Intakes	20	Each	\$2,000.00	\$40,000.00	4	\$8,000.00	16	\$32,000.00
6	6" HDPE Drain Tile	1200	Linear Foot	\$16.00	\$19,200.00	200	\$3,200.00	1000	\$16,000.00
7	8" HDPE Drain Tile	1260	Linear Foot	\$21.00	\$26,460.00	560	\$11,760.00	700	\$14,700.00
8	12" HDPE Drain Tile	100	Linear Foot	\$30.00	\$3,000.00	0	\$0.00	100	\$3,000.00
9	15" HDPE Drain Tile	900	Linear Foot	\$35.00	\$31,500.00	600	\$21,000.00	300	\$10,500.00
10	Drain Tile Connection	30	Each	\$1,000.00	\$30,000.00	20	\$20,000.00	10	\$10,000.00
11	Random Riprap, Class III	50	Ton	\$130.00	\$6,500.00	50	\$6,500.00	0	\$0.00
12	Inlet Protection	40	Each	\$200.00	\$8,000.00	8	\$1,600.00	32	\$6,400.00
13	Mulch Material, Type 1	3	Ton	\$500.00	\$1,500.00	2	\$1,000.00	1	\$500.00
14	Seed Mix, 25-121	70	Pound	\$65.00	\$4,550.00	50	\$3,250.00	20	\$1,300.00
15	Fertilizer, Type 3	360	Pound	\$8.00	\$2,880.00	300	\$2,400.00	60	\$480.00
16	Rapid Stabilization Method 4	500	Square Yard	\$5.00	\$2,500.00	425	\$2,125.00	75	\$375.00
17	Stabilized Construction Exit	1	Lump Sum	\$2,500.00	\$2,500.00	0.4	\$1,000.00	0.6	\$1,500.00
<b>ESTIMATED CONSTRUCTION SUBTOTAL:</b>					<b>\$440,340.00</b>		<b>\$287,885.00</b>		<b>\$152,455.00</b>
20% CONTINGENCY:					\$88,080.00		\$57,580.00		\$30,500.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$528,420.00</b>		<b>\$345,465.00</b>		<b>\$182,955.00</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$105,700.00		\$69,100.00		\$36,600.00
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$634,120.00</b>		<b>\$414,565.00</b>		<b>\$219,555.00</b>

\*Includes Branches C, C-1, C-2, C-3, C-4, C-5, D, E, F, G, H, I, K, L, M, N, O, P, Q, R, S, Q (300' at Outlet into Main) & Q-1





## STAFF MEMO

<b>Prepared by:</b> Tyler Cowing, Civil Engineer	<b>Meeting Date:</b> 03/10/2025	<input type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Public Hearing</b>	<b>Agenda Item #</b> 7.1
<b>Reviewed by:</b> Jeff O' Neill, Interim City Administrator	<b>Item:</b> Public Hearing on the 2025 Improvement Program and Consideration to Approve Resolution 2025-11: Ordering Improvement, Preparation of Plans and Advertising of Bids		
<b>Presented by:</b> Tyler Cowing, Civil Engineer	<b>Action Requested:</b> <b>Motion #1:</b> Motion to Close the Public Hearing  <b>Motion #2:</b> Motion to Adopt Resolution 2025-11: Ordering Improvement, Preparation of Plans and Advertising of Bids		
<b>Vote Required:</b> <input type="checkbox"/> <b>Simple Majority</b> <input checked="" type="checkbox"/> <b>Four-Fifths Vote</b> <input type="checkbox"/> <b>Roll Call</b>	<b>Staff Recommended Action:</b> Approval  <b>Board/Commission/Committee Recommendation:</b>		

### PREVIOUS COUNCIL ACTION

On January 27, 2025, the Council adopted Resolution 2025-09, accepting the Receiving Report and Calling for a Public Hearing on the 2025 Improvement Program to be held at 5:30 pm on February 24, 2025. Property owners affected by the 2025 improvements were notified of the public hearing date and time.

### REFERENCE AND BACKGROUND

To help finance street improvements the City of Fairmont uses special assessments; the City Charter gives the City Council the authority to make public improvements and levy special assessments to abutting property owners. The procedures used by the city conform to the Minnesota Statutes, Chapter 429 Local Improvements, Special Assessments.

The assessments for this year's projects are based on the city's assessment policy, which was updated by council in 2024. This policy distributes the funding of street projects with the city paying 70% of the cost for street improvements and 30% being paid by the abutting property owners. All water, sewer, and storm sewer mains are financed entirely by the city and services are assessed to the abutting property owner. A three-year average is used to estimate the front footage cost for assessments and for 2025 this average is \$100.68. Utility services are estimated at \$1911.22 for sewer and \$ 1737.65 for sewer unless larger services are required.

Complaints or concerns about the projects can be directed to the Public Works Director, or the City Engineering Department. Objections to the assessments can be made by submitting a written objection to the city prior to the conclusion of the public hearing certifying the assessments in the fall of 2025.

During construction the city or its consultant will have an onsite project representative that can help with questions or complaints during the project. Also, prior to the project a meeting will be held with residents/property owners to discuss the project and answer questions about the project.

The timeline for these projects is the summer/fall of 2025. Once project design has been completed and contracts have been awarded to a contractor city staff can update property owners on a closer proposed timeframe for construction.

During this public hearing affected residents will be provided with an opportunity to question and comment. After hearing from affected residents, close the public hearing.

Staff recommend the Council consider final approval for the proposed 2025 Improvement Program by adopting Resolution 2025-11, Ordering Improvement, Preparation of Plans and Advertising of Bids.

### **BUDGET IMPACT**

The preliminary project costs are estimated at \$6,253,675.00, which will be financed through, a local road improvement program grant, municipal state aid street funds, special assessments, and bonding improvement funds.

### **SUPPORTING DATA/ATTACHMENTS**

Citizen Correspondence for Public Hearing: DFP Limited Partnership/Dougherty  
Resolution 2025-11

March 5, 2025

D F P Limited Partnership  
P. O. Box 24247  
Edina, Minnesota 55424-0247

City of Fairmont  
Fairmont City Council  
100 Downtown Plaza  
Fairmont, Minnesota 56031-1709

To: The Honorable Lee C. Baarts, Mayor  
Council Members Wayne Hasek, Britney Kaweckki, James Kotewa, Randy Lubenow, and  
Jay Maynard

Re: Lake Avenue Reconstruction – Total Estimated Assessment

We are in receipt of the City of Fairmont Notice of Hearing on 2025 Improvements & Property Assessments, dated February 24, 2025. Unfortunately, due to prior commitments, we are unable to attend this Hearing on March 10, and we request that this correspondence be included in the public record of the Hearing on our behalf.

### **Objection and Request**

D F P Limited Partnership: (i) objects to the proposed Total Estimated Assessment with respect to the Farm (defined below) due to the fact that the Total Estimated Assessment exceeds the special benefit to the Farm and (ii) requests that the Property be excluded from any special assessment arising with respect to the Project.

### **Discussion**

1300 Lake Avenue, Fairmont, PID: 230370270, (the “**Farm**”) is a 74-acre undeveloped parcel of highly productive farmland bisected by Lake Avenue. It has been in continuous cultivation for over 150 years; the most recent 87 years of which it has been under the same family ownership and careful stewardship. It is undeveloped real property - no dwelling house, no out-buildings, no water well, and no other improvements exist on this property. We are proud that this heritage agricultural property will qualify as a “*Minnesota Century Farm*” in less than 13 years. The Farm has not been, and is not now, for sale. Since 1970 there have been only two local family farm operators planting and harvesting crops on the Farm.

The proposed Lake Avenue Reconstruction (the “**Project**”) – CSAH 39/Bixby Road to Fairlakes Avenue Project – will result in an estimated assessment of **\$305,794.89** for the Farm.

This total estimated assessment is inappropriate for among the following three reasons:

First, the Farm will not receive a clear special benefit from the proposed Project. The Farm does not use and will not use the sewer and water utilities. Primary access to the Farm is from Bixby Road and will continue to be from Bixby Road. The Farm, as undeveloped real property, will not

receive a clear special benefit from the proposed concrete road resurface or from the addition of curb and gutter.

Second, the proposed total special assessment is not uniform upon the same class of property in that the total estimated assessment unfairly assesses undeveloped agricultural property which will not use the improvements in the same manner as commercial property will use the improvements.

Third, the total estimated assessment is far in excess of the benefit received by the Farm from the proposed Project. As stated, the Farm is undeveloped agricultural farmland which is accessed from Bixby Road. There will be no resulting increase in the Farm's fair value from the replaced infrastructure or from the concrete resurfaced Lake Avenue with curb and gutter. It is important to note that the Farm's assessed 2025 property tax value is \$803,900. The total estimated \$305,794.98 assessment represents **38%** of the 2025 assessed property tax value ( $\$305,794.98 / \$803,900$ ). Clearly this total estimated assessment is factually unsupported (*i.e.*, the Farm – undeveloped agricultural farmland – will not increase in value by \$305,794.98 as a result of the proposed project of new sewer and water infrastructure, new concrete resurfaced road and curb and gutter.) Any special assessment set higher than the special benefit conferred by the proposed project is a taking to the extent of the excess.

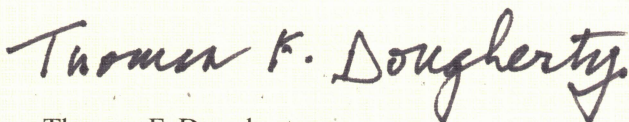
### Conclusion

D F P Limited Partnership requests that the Farm be excluded from any special assessment as a result of the Project because, for among other reasons including those set forth above, as undeveloped agricultural farmland it not will receive any special benefit from the Project.

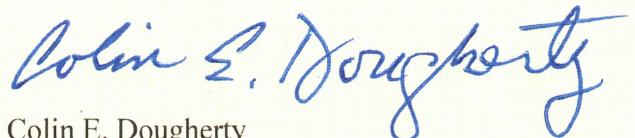
Thank you for your consideration of this request. If you have questions regarding matters raised in the correspondence, we welcome the opportunity to discuss them with you and ask that you please reach out to us. Email correspondence may be sent to: [colin.e.dougherty@gmail.com](mailto:colin.e.dougherty@gmail.com)

Respectfully,

D F P Limited Partnership



Thomas F. Dougherty  
General Partner

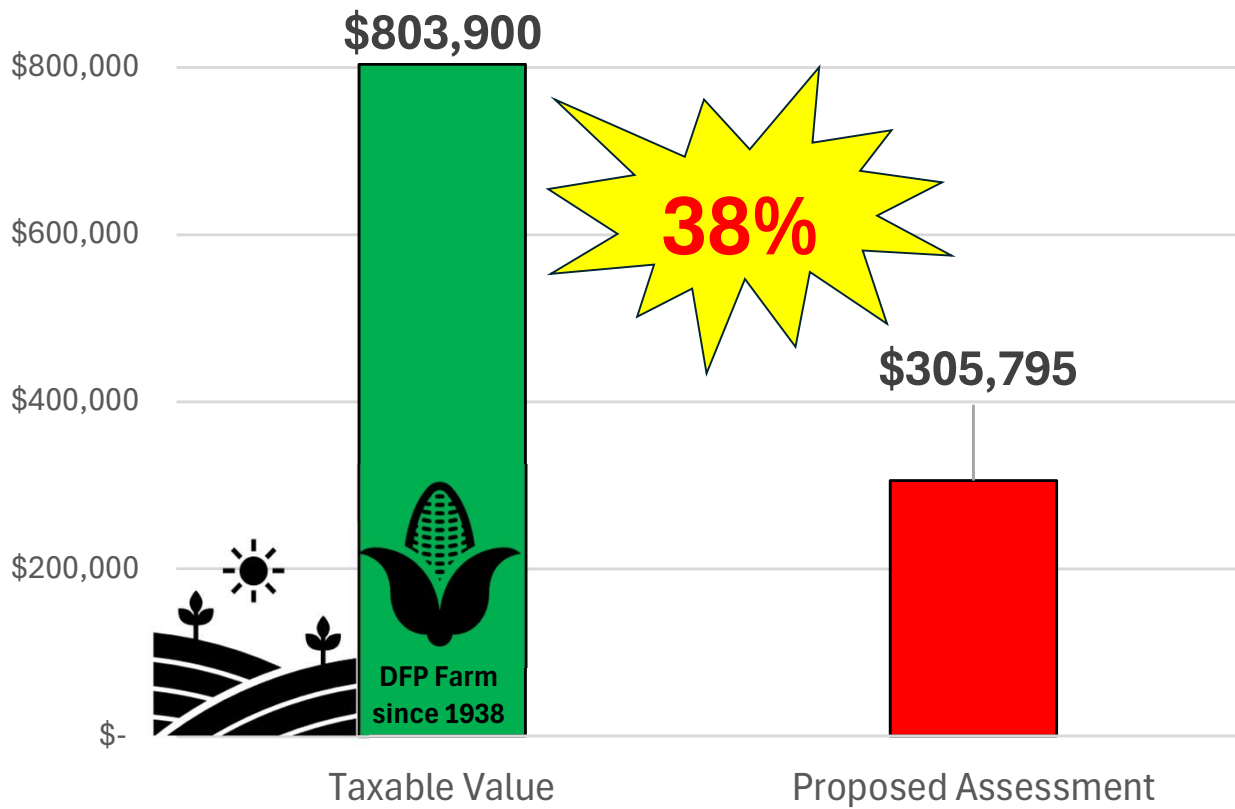


Colin E. Dougherty  
General Partner

Attachments: Graph: "**Ag Land Proposed Assessment**"; City of Fairmont correspondence "*Notice of Hearing on 2025 Street Improvements & Property Assessments*," February 24, 2025

# Lake Avenue Reconstruction 2025

## Ag Land - Proposed Assessment



**1300 Lake Avenue "Bixby Corner", Fairmont, Minnesota**





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

Phone (507) 238-9461

Fax (507) 238-9469

DFP LIMITED PARTNERSHIP  
PO BOX 24247  
EDINA, MN 55424

February 24, 2025

**RESCHEDULING**

**Notice of Hearing on 2025 Street Improvements & Property Assessments**

Notice is hereby given that the City Council will meet at 5:30 p.m. on the 10th day of March 2025, in the Council Chamber of City Hall, 100 Downtown Plaza, to pass upon the proposed assessment against benefiting property for the improvement listed below.

The project/parcel that is of direct interest to you is listed below, with the estimated assessment amount. Please note: this estimate is ONLY for informative purposes. No charges are being requested, nor will any payments be accepted at this time.

<b><u>Project Number:</u></b>	5725001
<b><u>Project Description:</u></b>	Lake Avenue Reconstruction - CSAH 39/Bixby Road to Fairlakes Avenue - This project will consist of reconstructing a 44' wide street in place of the 1970, 52' wide street. New sewer and water will be installed to replace the existing 1966 sanitary sewer and 1967 watermain. Storm sewer improvements will also be made following the city's storm sewer master plan and MS4 permit. There will be 37 properties that will receive benefit from this project and will be assessed according to the City's policy.
<b><u>Parcel Number:</u></b>	230370270
<b><u>Address:</u></b>	1300 LAKE AVE
<b><u>Front/Assessed Footages:</u></b>	2728.50 ft/2728.50 ft
<b><u>Cost Per Foot:</u></b>	\$100.68
<b><u>Street Assessment:</u></b>	\$274,705.38 (Assessed Footage x Cost per foot)
<b><u>Water Service:</u></b>	\$23,444.72
<b><u>Sewer Service:</u></b>	\$7,644.88
<b><u>Total Estimated Assessment:</u></b>	\$305,794.98

Said improvements are to be considered pursuant to Minnesota Statutes, Sections 429.011 to 429.111 (Laws 1953, for Chapter 398, as amended). The area proposed to be assessed for such improvement is the property abutting or benefiting from said improvements. A reasonable estimate of the impact of the assessments will be available at the hearing.

The estimated cost of all improvements is \$6,253,675.00. People who wish to be heard concerning the proposed improvements will be heard at 5:30 pm on February 24, 2025.

Betsy Steuber  
City Clerk

NOTE:  
Property owners interested in reading the 2025 improvement program report can access it on the City of Fairmont website at: [www.fairmont.org](http://www.fairmont.org).

Property owners interested in discussing any of these projects can contact Tyler Cowing, City of Fairmont Civil Engineer, at 507-238-3948 or email [tcowing@fairmont.org](mailto:tcowing@fairmont.org). Engineering Department Staff are also available to assist with questions Monday through Friday from 8:00 a.m. to 4:30 p.m.

# RESOLUTION NO. 2025-11

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

## RESOLUTION ORDERING IMPROVEMENT, PREPARATION OF PLANS, AND ADVERTISING OF BIDS

WHEREAS, Resolution 2025-09 adopted by the City Council on the 27<sup>th</sup> day of January, 2025 fixed a date for a Council hearing on the proposed improvement of:

<u>Project No.</u>	<u>Description</u>
5725001	<u>RECONSTRUCTION</u> Lake Avenue: Bixby Road to Fairlakes Avenue

WHEREAS, notice of the hearing was mailed and published 10 days in advance of the hearing; and

WHEREAS, the hearing was held on the 10<sup>th</sup> day of March, 2025 at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement has no relationship to the comprehensive plan.
3. Bolton & Menk is hereby designated as the engineer for this improvement. They shall prepare, or have prepared by others, plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.
5. The City Clerk shall prepare and cause to be inserted in the official paper, on Quest CDN, and on the City of Fairmont website ([www.fairmont.org](http://www.fairmont.org)) an advertisement for bids for the improvements listed herein. All bids received will be tabulated and will be considered by the City Council at a regularly scheduled meeting to be held after review by the City Engineer of the lowest responsible responsive bidder's bid documents.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of March, 2025.

---

Lee C. Baarts, Mayor

ATTEST:

---

Betsy Steuber, City Clerk

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



### STAFF MEMO

<b>Prepared by:</b> Pat Oman, Community Development Director	<b>Meeting Date:</b> 03/10/2025	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	<b>Agenda Item #</b> 9.A.1
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Consideration to Submit a Federal Appropriation Request for the Fairmont Fire Hall		
<b>Presented by:</b> Pat Oman, Community Development Director	<b>Action Requested:</b> Motion to Authorize Staff to Submit a Federal Appropriation Request for the Fairmont Fire Hall		
<b>Vote Required:</b> <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	<b>Staff Recommended Action:</b> Approval		

#### **REFERENCE AND BACKGROUND**

At the regular city council meeting on 2/24/2025 it was communicated during the Community Development Director’s report that a recommendation would be made by the Division Director committee on a project for application through the federal appropriation process.

The Division Director committee identified submitting application for a new city fire hall. A feasibility study for that project was completed in 2023.

By approving this request, City Council would authorize staff to finalize and submit the federal appropriation application.

#### **BUDGET IMPACT**

#### **SUPPORTING DATA/ATTACHMENTS**

2023 City of Fairmont Public Safety Feasibility Study



CITY OF FAIRMONT  
PUBLIC SAFETY  
FEASIBILITY STUDY 2023

FAIRMONT, MN



**MANKATO**  
225 BELGRADE AVE  
NORTH MANKATO, MN 56003

**MINNEAPOLIS**  
1040 SIXTH STREET SOUTH  
HOPKINS, MN 55343



# TABLE OF CONTENTS

Introduction	1 - 2
Existing Facilities Evaluation	3 - 4
Existing Facility Observations	5 - 6
Space Program	7 - 8
EXISTING FACILITY OPTIONS	
Remodel/Addition Concepts	10 - 12
NEW CONSTRUCTION OPTIONS	
Site Evaluation	14
New Construction Concepts	15 - 25
Professional Opinion of Probable Costs	26 - 28

# INTRODUCTION

Brunton Architects & Engineers was commissioned by the City of Fairmont, MN to complete a comprehensive study for the feasibility of an upgraded Fire Station with the option to add space for Police and/or City Hall if new construction is selected. At the time of the study, the Fairmont Fire Department already had a Facility Assessment study of their facility completed in 2015 by different firm. The City requested that a single-use and multi-use facility be evaluated in this study to allow them to make an informed decision regarding what programmatic elements could work on the proposed site, and evaluate the respective costs between remodel/addition or new construction.

## SCOPE OF WORK

### Existing Facilities Evaluation

1. Tour existing Fire Station
2. Provide photo documentation of safety, space, function and/or technology deficiencies
3. Review existing building plans for limitations/opportunities
4. Review capacity of existing building structure for a renovation/addition
5. Review capacity of existing building mechanical systems for a renovation/addition
6. Review code compliance of existing building, and analyze ability to bring up to code with a renovation/addition
7. Produce a report of findings and recommendations

### Programming:

1. Interview department leaders on current space needs as well as future projections; understand department operations
2. Take inventory of required rooms and spaces for each department and organize into a program list to determine overall square footage demands

### Site Evaluation:

1. Analysis of vehicle flow
2. Evaluate topography/grade issues and opportunities
3. Determine potential safety concerns
4. Determine potential barriers and/or cost concerns based on known information
5. Develop concept site plan including parking, drive aisles, sidewalks, and other site amenities for both renovation/addition and new construction concepts

### Concept Block Plans for Renovation/Addition and New Construction:

1. Develop room adjacency diagrams that responds to specific site layout
2. Arrange blocks on site to verify layout and size adequacy

### New Construction: Floor Plan & Exterior Schematic Design: - Not Completed

1. Conduct "visual listening" exercise to understand the preferred architectural style for the exterior
2. Determine building construction type based on desired aesthetics and budget
3. Take block diagrams and use them to generate a concept floor plan
4. Design 3D building exterior to reflect and maximize project budget
5. Provide computer renderings for discussion and comment
6. Use renderings to produce marketing materials as required

### Cost Estimate:

1. Use any and all of the deliverables listed above to develop an opinion of probable construction costs that may be experienced if built in 2024/2025



# INTRODUCTION

## METHODOLOGY

The feasibility study process began with touring the existing fire station and city hall, as well as reviewing the previous facility assessment that was provided to us by the City. The previously contracted firm evaluated the existing fire station facility, potential improvements, and combination renovation/addition projects.

At the time of our review, the City was interested in exploring options for a combined fire, police, and/or city hall facility. Additionally the previous study and cost estimates were out-of-date for any renovation/addition work that could be done to the existing fire station facility. Meetings were conducted with Fire Department Personnel and the City Director of Public Works/Utilities to review the desired space needs and discuss functional needs specific to each department. Our team used this information, industry standards, and professional experience to generate a programming document that would be used to inform the building square footage and footprint.

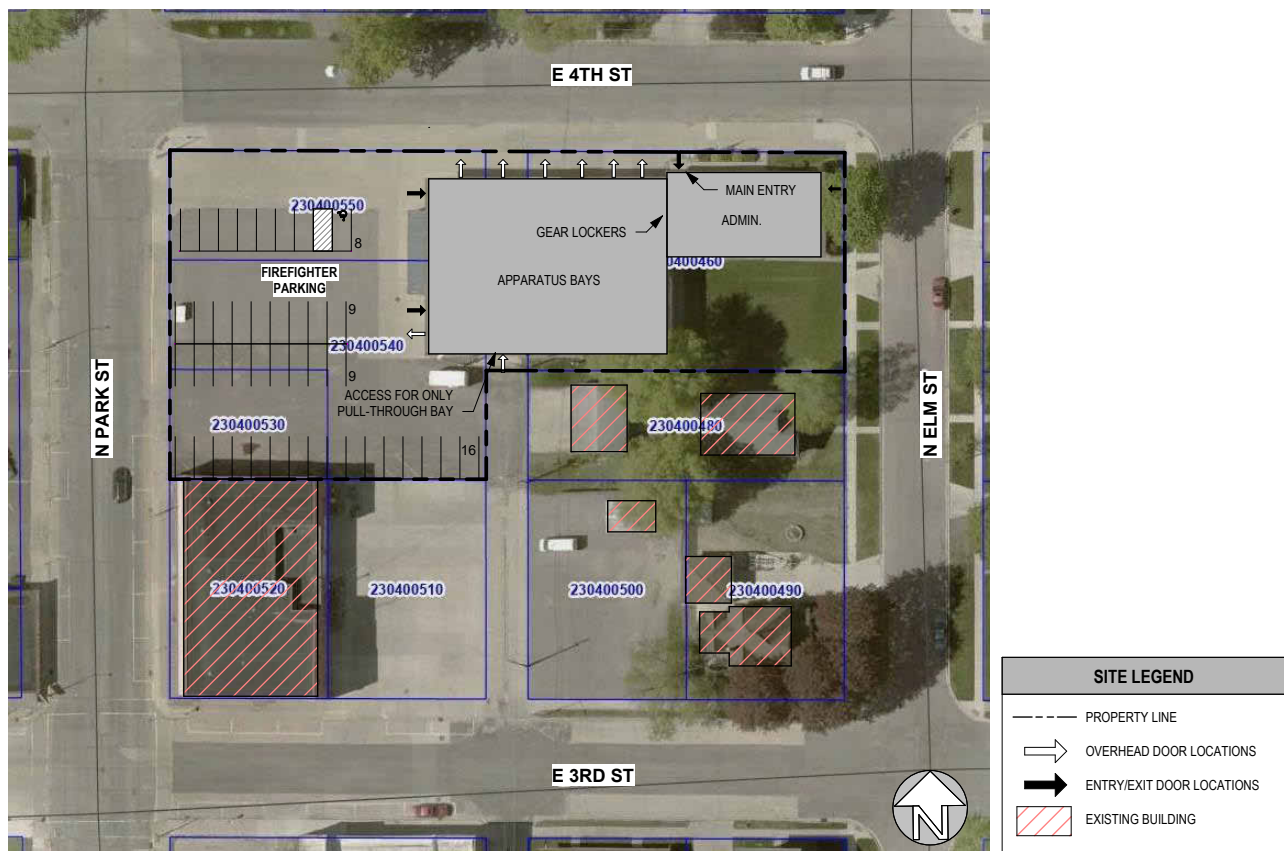
The team also reviewed the Fairmont Forward document, Fairmont zoning and ordinance guidelines, and toured the downtown area of Fairmont to gain a better understanding of the project needs within the larger context of the City and its future growth projections. These findings informed programmatic recommendations and site layouts.

The next step in the process was to take the program and turn the desired spaces into scaled site block diagrams. The team used information from the Martin County GIS database, Google Earth imagery, and visual observations to develop site context diagrams. This exercise was completed for renovation/addition options to the current fire station facility and for a combined new construction facility. Separation of vehicular and fire apparatus traffic was the primary driver in the traffic flow analysis, prioritizing safety and site lines.

After reviewing site layouts with the building committee, it was determined that cost estimates would be required prior to pursuing further design. Therefore, Brunton shifted to finalizing detailed site block concepts. Our understanding of the functional needs of these departments, professional expertise, future expansion needs and desire for simple geometry for construction efficiencies informed the various iterations of site block diagrams.

The final step in the feasibility study process was to use the site block diagrams to generate a professional opinion of probable costs. Our Construction Specialist took the renovation/addition and new construction options, project square footage, footprint, sitework, market data and comparable examples to itemize a list of costs to complete the proposed project options. Multiple options were proposed to help the city evaluate which concept would work best for their community.

# EXISTING FACILITIES EVALUATION



## EXISTING SITE DEFICIENCY OBSERVATIONS

1. Building is located approximately 12.5 feet from the sidewalk and 24 feet from the road, which restricts sight lines and poses a big safety concern. Recommended setback is 40 feet from sidewalk, minimum.
2. Firefighter parking is located adjacent to the west entrance of the apparatus bays. Responding firefighters must run behind trucks to get to gear lockers at south side of bays, which results in the potential for tripping hazards, slipping on smooth wet concrete in winter months, or collision with firefighters running the opposite direction. It is recommended to have a separate gear locker room directly adjacent to firefighter parking.
3. Lot dimensions and access allow for only one pull-thru apparatus bay, other bays are double loaded back-in only.
4. No parking space striping in portion of west lot which creates inefficient capacity and unclear traffic flow which poses additional safety concerns.
5. Current parking lot capacity as determined by Brunton based on local ordinances is 42, which is short of the desired number of stalls. The chief often parks on sidewalk in front of building, and many firefighters park on Elm St.
6. Responding apparatus depart to the north. It is recommended to have apparatus depart to the east, south, or west to allow for sunlight to melt snow against building and apron and to shield the apron from major snow drifts associated with winter northwest winds.

# EXISTING FACILITIES EVALUATION

## EXISTING FACILITY OBSERVATIONS

Brunton Architects and Engineers has reviewed the 2015 Facility Assessment report, and professionally agrees with its observations with a few exceptions as listed within this document. Therefore, an additional full facility assessment was not completed by Brunton to avoid redundancy. However, our team has identified items that have since been addressed, as well as additional items we recognize as deficient in the current space.

### IMPLEMENTED RECOMMENDATIONS FROM 2015 FACILITY REPORT

- Vertical wood siding was repaired or re-painted
- Some, if not all, windows have been replaced
- Steel doors and frames have been either replaced or painted
- ADA lever door hardware added at bathroom doors
- Some lighting has been updated
- Landscaping has been updated

### ADDITIONAL FACILITY OBSERVATIONS BY BRUNTON ARCHITECTS & ENGINEERS

- Currently the building layout has no physical or mechanical separation between hot, warm, and cold zones
- Roof has started to leak more in different areas across the facility than previously noted, likely due to the fact that building's roof has only four internal roof drains and no overflow drain or scuppers
- No exhaust capturing systems within the apparatus bays
- Interior trim is missing around some windows
- Gear lockers located along wall in apparatus bays behind trucks instead of within a dedicated, negatively pressurized room. Pressurization will prevent carcinogens from the gear being spread to the rest of the facility via the HVAC. Current location also creates a safety concern if any trucks are accidentally put into reverse with a firefighter dressing behind the truck.
- No designated hose tower for hose drying and decontamination after a call
- Lack of functional office space that is required
- Lack of storage space across the facility, currently using exterior storage unit
- Lack of power and data locations within the office wing of the facility
- Not enough bay space to house all equipment on-site
- Responding fire fighters currently have to run in front of the apparatus bay doors to get to the gear lockers
- Apparatus bays don't allow for trucks to be washed in place
- Lack of site lighting is a safety concern for responding fire fighters and departing or returning apparatus
- Space between trucks is inadequate for safe circulation of firefighters between apparatus
- Floor drains in apparatus bays not consistently located beneath trucks, resulting in potentially slippery areas in walkways

Along with these observations, Brunton Architects and Engineers has created a space program report that was assembled based on the needs and spaces that were discussed during meetings with the City and Fire Department, sent to us by the Police Department, as well as spaces recommended by our team from professional experience. The space program report has been included on the following pages.

# EXISTING FACILITIES



## EXISTING FACILITY OBSERVATIONS

1. Building entry not located near parking causing people to walk in front of the apparatus bay doors
2. Inefficient fire station layout as it was originally built around a house that has since been torn down
3. Dated roof & limited roof drains cause roof leaks when it rains and when the snow melts

4. Tight space between gear lockers and trucks
5. Gear lockers in apparatus bay near truck exhaust
6. SCBA equipment and gear extractors are located in the apparatus bay, no dedicated space
7. Walking space between trucks being used for storage due to a lack of space

# EXISTING FACILITIES



## EXISTING FACILITY OBSERVATIONS

- 8. Interior lacks natural light; old skylights in the corridor were removed & covered due to leaking
- 9. Kitchen is dated & doesn't have proper exhaust for stovetop; counters & appliances aren't ADA compliant
- 10. Restrooms and restroom entries are not ADA compliant
- 11. Office converted into fitness room

- 12. Training room size not functionally adequate to serve the department's needs and currently serves as the day room as well
- 13. Paint peeling on fascia & soffit; apparatus bay doors less than 40ft from the road poses a safety concern
- 14. Pull-thru bay accessed via alley; container next to the fire station is being used for additional storage

# SPACE PROGRAM

Space Program  
Fairmont City Hall, Fire Hall, & Police  
Fairmont, MN



Fairmont Public Safety				
Space Description	Notes	Qty	Area	Proposed SF
<b>Building Reception/Waiting</b>				
Vestibule		1	100	100
Lobby/Waiting/Display		1	400	400
<b>subtotal:</b>				<b>500</b>
<b>City Council Chambers</b>				
Council Chambers	1 Moveable Partitions to Split Space	1	2,400	2,400
AV Booth		1	100	100
Table and Chair Storage		1	300	300
Warming Kitchen		1	200	200
<b>subtotal:</b>				<b>3,000</b>
<b>City Administration</b>				
Service Counter		3	150	450
Gambling Manager		1	150	150
Gambling Storage		1	200	200
Administrator Office		10	150	1,500
Open Office	Cubicles	18	80	1,440
Records Storage		1	350	350
Staff Bathroom		4	80	320
Breakroom		1	300	300
Project Room		2	150	300
Small Meeting Room	4 People	1	200	200
Meeting Room	6-8 People	1	250	250
Conference Room	12-15 People	1	500	500
<b>subtotal:</b>				<b>5,160</b>
<b>Support Area</b>				
Men's Restroom (3 stall)		2	210	420
Women's Restroom (3 stall)		2	210	420
Mother's Room		1	80	80
Elevator / Elevator Equipment	10x10 Elev. + 10x10 (Equip.) + 2nd Fl. Elev.	3	150	450
Stair		4	250	1,000
Janitors Closet		2	80	160
Data/IT Closet		1	200	200
Mechanical/Elec. Room		1	500	500
<b>subtotal:</b>				<b>3,230</b>
<b>Police Department</b>				
Reception		1	240	240
Private Offices		4	150	600
Breakroom		1	200	200
Squad Room/Report Writing	4 Workstations	1	400	400
Meeting Room	25 people	1	750	750
Interview Room		2	150	300
Evidence Storage		1	300	300
Firearms Storage		1	150	150
Locker Room	Duty Belt Storage - 10 Lockers	1	240	240
Unisex Restroom w/ Shower		3	100	300

# SPACE PROGRAM

Decontamination	Laundry, Eyewash Station	1	120	120
Files/Storage		1	150	150
Police Squad Bays	3 Squad Bays, No circ. Factor	3	288	864
<b>subtotal:</b>				<b>4,374</b>
<b>Fire Department</b>				
Private Office - Executive	Chief, Assist Chief, & Inspector	3	150	450
Shared Office	2-Person Shared	2	200	400
Conference	10 people	1	400	400
Fire Relief Files		1	100	100
Education Materials Storage		1	150	150
Copy/ File/ Storage		1	120	120
Squad Room/Report Writing		1	200	200
Radio Room		1	200	200
Apparatus Bays	20x80 - No circ. Factor	8	1,600	12,800
Compressor		1	100	100
Training Mezzanine & Hose Tower		2	450	900
Decontamination Shower/Room (Dirty)		2	100	200
Medical Supplies Storage	some supplied on rescue truck	1	100	100
Turnout Gear Room w/ Call Monitor on Wall (35)		1	550	550
New Gear Storage		1	200	200
Extractors		2	25	50
Gear Dryer		2	25	50
Engineer Tools Room/Work Bench		1	150	150
SCBA/General Laundry		1	300	300
Unisex Restroom w/ Shower		2	100	200
Unisex Locker Room	35 Lockers	1	300	300
Day Room	optional	1	200	200
Kitchen		1	200	200
Fitness Room		1	500	500
General Storage (training prop)		1	150	150
Multi-Purpose Training Room	Min 1,200sf	1	1,500	1,500
Pole		2	60	120
<b>subtotal:</b>				<b>20,590</b>
<b>Total Net Floor Area</b>				
				<b>36,854</b>
<b>Circulation Factor</b>				
				<b>20%</b>
<b>Circulation</b>				
				<b>4,638</b>
<b>Total Area</b>				
				<b>41,492</b>



EXISTING  
FACILITY  
OPTIONS



# EXISTING FACILITIES OPTIONS

## EXISTING FACILITY REMODEL/ADDITION OPTIONS

Schedules below site diagrams indicate program spaces that will fit within the proposed concept and on which level they could be best located.

### OPTION 1 - NOT FEASIBLE



SPACE	QTY	SIZE (EA)	LEVEL	SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1	MED SUPPLIES STORAGE	1	100 SF	1
LOBBY	1	100 SF	1	DECON RESTROOM	2	100 SF	1
MEN'S RESTROOM	1	210 SF	2	RADIO ROOM	1	200 SF	1
WOMEN'S RESTROOM	1	210 SF	2	PRIVATE OFFICE	3	150 SF	2
ELEVATOR	3	100 SF	1 & 2	SHARED OFFICE	2	200 SF	2
STAIR	4	275 SF	1 & 2	SQUAD ROOM	1	200 SF	N/A
POLE	2	60 SF	1 & 2	COPY / FILE / STORAGE	1	120 SF	2
JANITOR'S CLOSET	1	80 SF	1 & 2	FIRE RELIEF FILES	1	100 SF	N/A
IT CLOSET	1	100 SF	1	EDU MATERIALS STORAGE	1	150 SF	N/A
MECH / ELEC / WATER	1	500 SF	1	TRAINING ROOM	1	1,500 SF	2
APPARATUS BAYS	6	1,600 SF	1	TRAINING RM STORAGE	1	150 SF	2
NEW APPARATUS BAYS	2	1,600 SF	N/A	KITCHEN	1	200 SF	2
HOSE TOWER	2	450 SF	OPTIONAL	DAY ROOM	1	200 SF	N/A
SCBA	1	300 SF	1	FITNESS ROOM	1	500 SF	2
COMPRESSOR	1	100 SF	1	LOCKER ROOM	1	300 SF	2
TOOL ROOM	1	150 SF	1	LOCKER RM RESTROOM	2	100 SF	2
GEAR GRID	1	550 SF	1				
EXTRACTOR	2	25 SF	1				
GEAR DRYER	2	25 SF	1				
NEW GEAR STORAGE	1	200 SF	N/A				

### OPTION 2 - NOT FEASIBLE



SPACE	QTY	SIZE (EA)	LEVEL	SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1	MED SUPPLIES STORAGE	1	100 SF	1
LOBBY	1	100 SF	1	DECON RESTROOM	2	100 SF	1
MEN'S RESTROOM	1	210 SF	2	RADIO ROOM	1	200 SF	1
WOMEN'S RESTROOM	1	210 SF	2	PRIVATE OFFICE	3	150 SF	2
ELEVATOR	3	100 SF	1 & 2	SHARED OFFICE	2	200 SF	2
STAIR	4	275 SF	1 & 2	SQUAD ROOM	1	200 SF	2
POLE	2	60 SF	1 & 2	COPY / FILE / STORAGE	1	120 SF	2
JANITOR'S CLOSET	1	80 SF	1 & 2	FIRE RELIEF FILES	1	100 SF	2
IT CLOSET	1	100 SF	1	EDU MATERIALS STORAGE	1	150 SF	2
MECH / ELEC / WATER	1	500 SF	1	TRAINING ROOM	1	1,500 SF	2
APPARATUS BAYS	6	1,600 SF	1	TRAINING RM STORAGE	1	150 SF	2
NEW APPARATUS BAYS	2	1,600 SF	1	KITCHEN	1	200 SF	2
HOSE TOWER	2	450 SF	OPTIONAL	DAY ROOM	1	200 SF	2
SCBA	1	300 SF	1	FITNESS ROOM	1	500 SF	2
COMPRESSOR	1	100 SF	1	LOCKER ROOM	1	300 SF	2
TOOL ROOM	1	150 SF	1	LOCKER RM RESTROOM	2	100 SF	2
GEAR GRID	1	550 SF	1				
EXTRACTOR	2	25 SF	1				
GEAR DRYER	2	25 SF	1				
NEW GEAR STORAGE	1	200 SF	2				

Though we evaluated a potential second story above the existing bays from a spacial perspective, it is our professional opinion that these scenarios are not feasible, within reason. The existing structure, built in 1958, will not have been engineered to accommodate the loads of an additional story, nor the resulting snow drift loads. To build a second floor above the existing building would require full demolition of the apparatus bays to build new exterior walls and floor structure. Brunton Architects does not recommend this approach as it does not resolve the significant safety concerns associated with the current building footprint, and would be disruptive to operations.

# EXISTING FACILITIES OPTIONS

## EXISTING FACILITY REMODEL/ADDITION OPTIONS

Schedules below site diagrams indicate program spaces that will fit within the proposed concept and on which level they could be best located.

### OPTION 3

### OPTION 4



SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1
LOBBY	1	100 SF	1
MEN'S RESTROOM	1	210 SF	1
WOMEN'S RESTROOM	1	210 SF	1
ELEVATOR	3	100 SF	N/A
STAIR	4	275 SF	N/A
POLE	2	60 SF	N/A
JANITOR'S CLOSET	1	80 SF	1
IT CLOSET	1	100 SF	1
MECH / ELEC / WATER	1	500 SF	1
APPARATUS BAYS	6	1,600 SF	1
NEW APPARATUS BAYS	2	1,600 SF	1
HOSE TOWER	2	450 SF	OPTIONAL
SCBA	1	300 SF	1
COMPRESSOR	1	100 SF	1
TOOL ROOM	1	150 SF	1
GEAR GRID	1	550 SF	1
EXTRACTOR	2	25 SF	1
GEAR DRYER	2	25 SF	1
NEW GEAR STORAGE	1	200 SF	N/A

SPACE	QTY	SIZE (EA)	LEVEL
MED SUPLIES STORAGE	1	100 SF	N/A
DECON RESTROOM	2	100 SF	1
RADIO ROOM	1	200 SF	1
PRIVATE OFFICE	3	150 SF	1
SHARED OFFICE	2	200 SF	N/A
SQUAD ROOM	1	200 SF	N/A
COPY / FILE / STORAGE	1	120 SF	N/A
FIRE RELIEF FILES	1	100 SF	N/A
EDU MATERIALS STORAGE	1	150 SF	N/A
TRAINING ROOM	1	1,500 SF	N/A
TRAINING RM STORAGE	1	150 SF	N/A
KITCHEN	1	200 SF	N/A
DAY ROOM	1	200 SF	1
FITNESS ROOM	1	500 SF	N/A
LOCKER ROOM	1	300 SF	N/A
LOCKER RM RESTROOM	2	100 SF	N/A

SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1
LOBBY	1	100 SF	1
MEN'S RESTROOM	1	210 SF	1
WOMEN'S RESTROOM	1	210 SF	1
ELEVATOR	3	100 SF	N/A
STAIR	4	275 SF	N/A
POLE	2	60 SF	N/A
JANITOR'S CLOSET	1	80 SF	1
IT CLOSET	1	100 SF	1
MECH / ELEC / WATER	1	500 SF	1
APPARATUS BAYS	6	1,600 SF	1
NEW APPARATUS BAYS	2	1,600 SF	1
HOSE TOWER	2	450 SF	OPTIONAL
SCBA	1	300 SF	1
COMPRESSOR	1	100 SF	1
TOOL ROOM	1	150 SF	1
GEAR GRID	1	550 SF	1
EXTRACTOR	2	25 SF	1
GEAR DRYER	2	25 SF	1
NEW GEAR STORAGE	1	200 SF	N/A

SPACE	QTY	SIZE (EA)	LEVEL
MED SUPLIES STORAGE	1	100 SF	1
DECON RESTROOM	2	100 SF	1
RADIO ROOM	1	200 SF	1
PRIVATE OFFICE	3	150 SF	1
SHARED OFFICE	2	200 SF	N/A
SQUAD ROOM	1	200 SF	N/A
COPY / FILE / STORAGE	1	120 SF	1
FIRE RELIEF FILES	1	100 SF	N/A
EDU MATERIALS STORAGE	1	150 SF	N/A
TRAINING ROOM	1	1,500 SF	1
TRAINING RM STORAGE	1	150 SF	1
KITCHEN	1	200 SF	1
DAY ROOM	1	200 SF	1
FITNESS ROOM	1	500 SF	N/A
LOCKER ROOM	1	300 SF	N/A
LOCKER RM RESTROOM	2	100 SF	N/A

The options above indicate one-story additions. An additional 4 [double deep] apparatus bays can be added to the building, however this results in a great reduction of off-street dedicated parking for firefighters, leaving approximately only 31 stalls.

# EXISTING FACILITIES OPTIONS

## EXISTING FACILITY REMODEL/ADDITION OPTIONS

Schedules below site diagrams indicate program spaces that will fit within the proposed concept and on which level they could be best located.

### OPTION 5



### OPTION 6



SPACE	QTY	SIZE (EA)	LEVEL	SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1	MED SUPPLIES STORAGE	1	100 SF	1
LOBBY	1	100 SF	1	DECON RESTROOM	2	100 SF	1
MEN'S RESTROOM	1	210 SF	1	RADIO ROOM	1	200 SF	1
WOMEN'S RESTROOM	1	210 SF	1	PRIVATE OFFICE	3	150 SF	1
ELEVATOR	3	100 SF	N/A	SHARED OFFICE	2	200 SF	N/A
STAIR	4	275 SF	N/A	SQUAD ROOM	1	200 SF	N/A
POLE	2	60 SF	N/A	COPY / FILE / STORAGE	1	120 SF	1
JANITOR'S CLOSET	1	80 SF	1	FIRE RELIEF FILES	1	100 SF	N/A
IT CLOSET	1	100 SF	1	EDU MATERIALS STORAGE	1	150 SF	N/A
MECH / ELEC / WATER	1	500 SF	1	TRAINING ROOM	1	1,500 SF	1
APPARATUS BAYS	6	1,600 SF	1	TRAINING RM STORAGE	1	150 SF	1
NEW APPARATUS BAYS	2	1,600 SF	1	KITCHEN	1	200 SF	1
HOSE TOWER	2	450 SF	OPTIONAL	DAY ROOM	1	200 SF	1
SCBA	1	300 SF	1	FITNESS ROOM	1	500 SF	N/A
COMPRESSOR	1	100 SF	1	LOCKER ROOM	1	300 SF	N/A
TOOL ROOM	1	150 SF	1	LOCKER RM RESTROOM	2	100 SF	N/A
GEAR GRID	1	550 SF	1				
EXTRACTOR	2	25 SF	1				
GEAR DRYER	2	25 SF	1				
NEW GEAR STORAGE	1	200 SF	N/A				

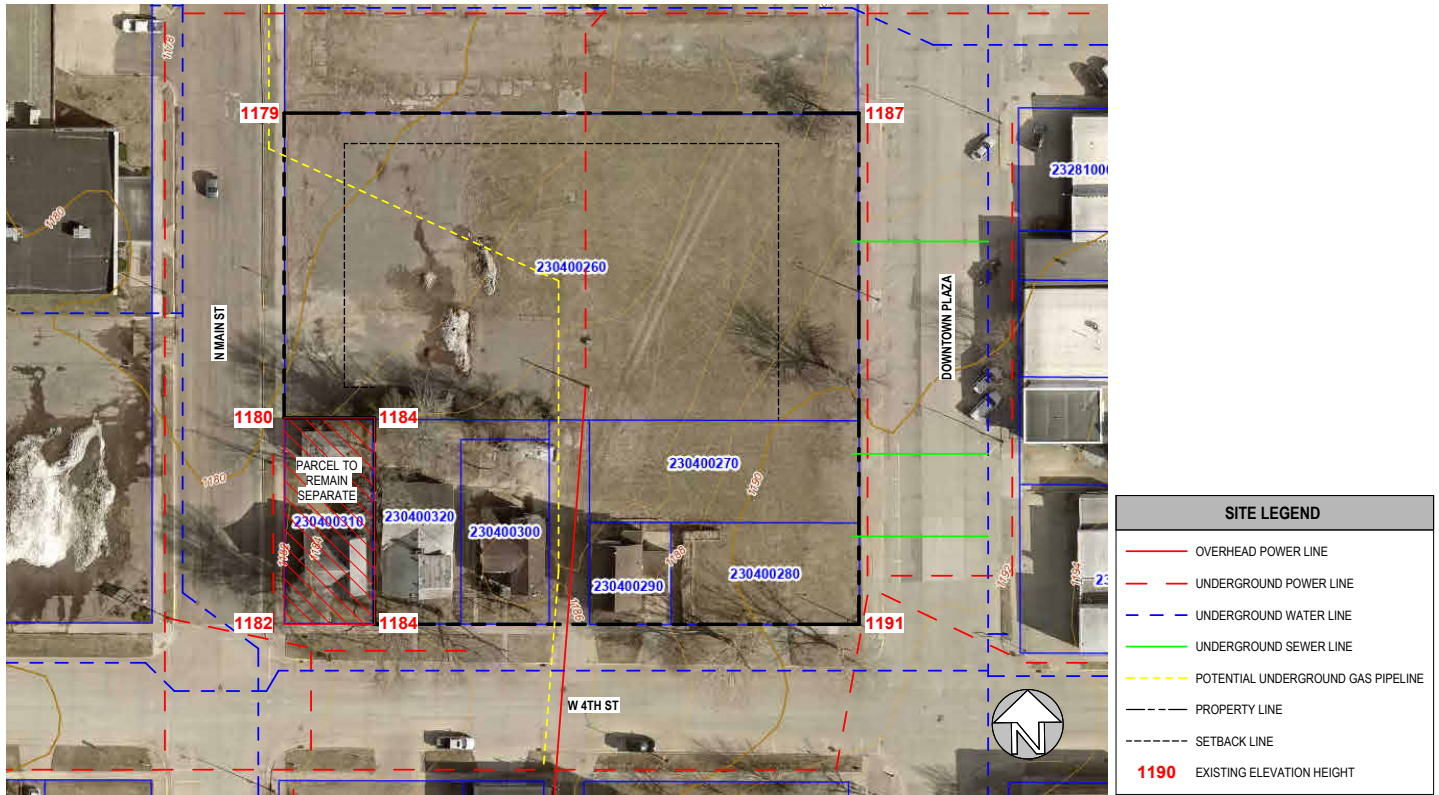
SPACE	QTY	SIZE (EA)	LEVEL	SPACE	QTY	SIZE (EA)	LEVEL
VESTIBULE	1	80 SF	1	MED SUPPLIES STORAGE	1	100 SF	1
LOBBY	1	100 SF	1	DECON RESTROOM	2	100 SF	1
MEN'S RESTROOM	1	210 SF	2	RADIO ROOM	1	200 SF	1
WOMEN'S RESTROOM	1	210 SF	2	PRIVATE OFFICE	3	150 SF	1
ELEVATOR	3	100 SF	1 & 2	SHARED OFFICE	2	200 SF	1
STAIR	4	275 SF	1 & 2	SQUAD ROOM	1	200 SF	1
POLE	2	60 SF	1 & 2	COPY / FILE / STORAGE	1	120 SF	1
JANITOR'S CLOSET	1	80 SF	1 & 2	FIRE RELIEF FILES	1	100 SF	1
IT CLOSET	1	100 SF	1	EDU MATERIALS STORAGE	1	150 SF	2
MECH / ELEC / WATER	1	500 SF	1	TRAINING ROOM	1	1,500 SF	2
APPARATUS BAYS	6	1,600 SF	1	TRAINING RM STORAGE	1	150 SF	2
NEW APPARATUS BAYS	2	1,600 SF	1	KITCHEN	1	200 SF	2
HOSE TOWER	2	450 SF	OPTIONAL	DAY ROOM	1	200 SF	2
SCBA	1	300 SF	1	FITNESS ROOM	1	500 SF	2
COMPRESSOR	1	100 SF	1	LOCKER ROOM	1	300 SF	2
TOOL ROOM	1	150 SF	1	LOCKER RM RESTROOM	2	100 SF	2
GEAR GRID	1	550 SF	1				
EXTRACTOR	2	25 SF	1				
GEAR DRYER	2	25 SF	1				
NEW GEAR STORAGE	1	200 SF	1				

Option 6 maximizes the opportunity on the existing site and is able to accommodate all of the requested programmatic elements for the Fire Department. Similarly to Options 3, 4, and 5 this option creates great reduction of off-street dedicated parking for firefighters, leaving approximately only 31 stalls and does not fix the safety concerns noted previously.



NEW  
CONSTRUCTION  
OPTIONS

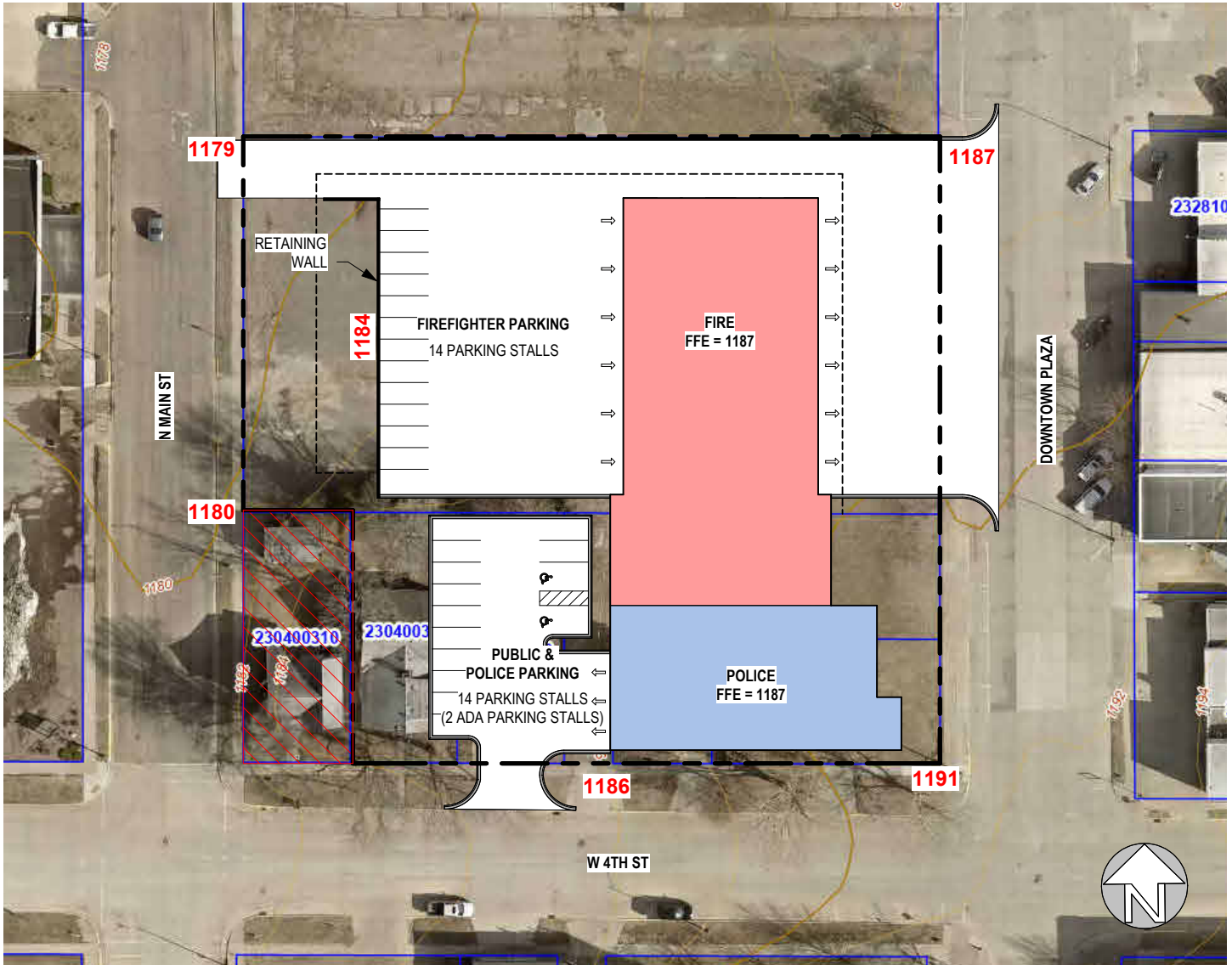
# SITE EVALUATION



## PROPOSED SITE FOR NEW CONSTRUCTION OPTIONS

1. The City does not currently own the referenced property, however project representatives have indicated that it is ideally located for response times and could be acquired by the City.
2. Parcels 230400320, 230400300, 230400290, 230400280, and 230400270 are zoned as B-2 Central Business which has no setback or building size limitations. Parcel 230400260 is zoned as L-1 Light Industrial which has setback requirements of 40ft min. front yard, 15.5ft min. side yards, and 30ft min. rear yard.
3. The structures on parcels 230400320, 230400300, and 230400290 would need to be removed.
4. The structures on parcel 230400310 is assumed to remain in-place, but ideally could be acquired by the City for ease of construction and potential stormwater retention.
5. The half alleyway off of W 4th St would need to be included in the proposed property acquisition.
6. Street parking on the west side of Downtown Plaza would need to be removed and/or reworked.
7. An overhead power line that runs halfway through the site would need to be buried or re-routed.
8. Markers around and in the middle of the site indicate that there may be a buried gas line cutting through the property. This gasline would need to be confirmed and possibly relocated, depending on project layout.
9. The southeast corner is the highest point with the site falling 12ft to northwest corner of the site which is lowest point.

# NEW CONSTRUCTION CONCEPTS



## OPTION 1 - SITE: FIRE AND POLICE

This option combines the program needs of the Fire Department and Police Department in one two-story 30,190 SF facility. The Police Department would have 3 squad bays on the southwest corner of the building and they would be able to depart the facility to the south onto W 4th ST. The Fire Department would have 6 pull-thru apparatus bays on the north side of the building and they would be able to depart east onto Downtown Plaza. The main building entrance would be located on the west side, off of a parking lot that would serve the Police Department and anyone from the general public visiting the facility. Firefighter parking is located along the west side of the return apparatus apron which would be restricted access. Additional lower level lot is subject to change or removal depending on stormwater retention needs of the site. Retaining walls and fill would need to be incorporated into the design to create a level site for Fire Department operations.

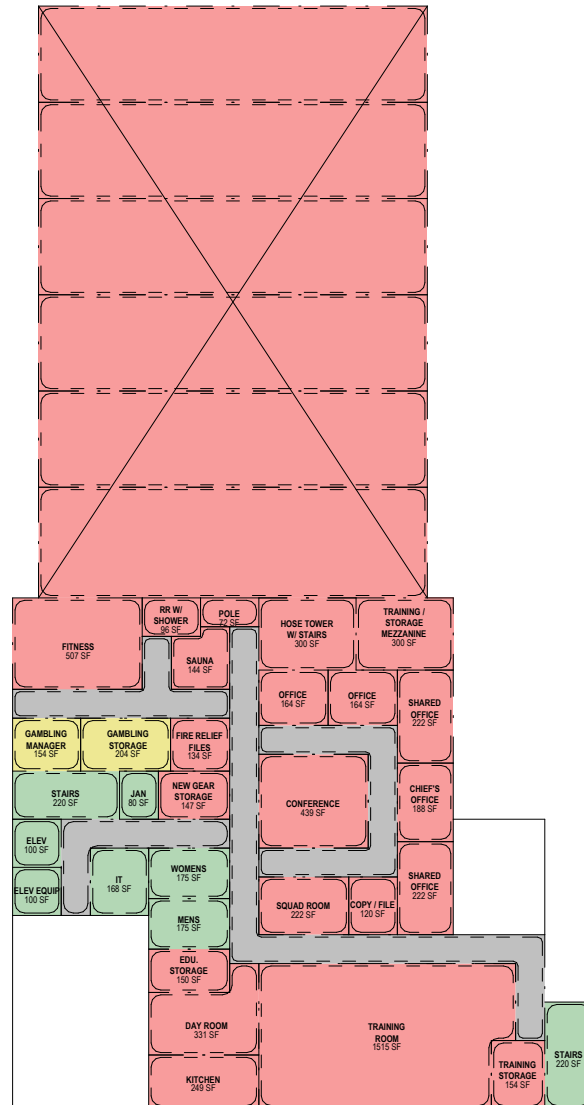
# NEW CONSTRUCTION CONCEPTS



## OPTION 1 - FIRST LEVEL

The first level plan shows the proposed arrangement of spaces that works best with Fire on the north half of the first level and Police occupying the south half of the first level. This arrangement allows for 6 pull-thru apparatus bays, 3 back-in squad bays, and all Police functions on the first level. Note: due to site constraints the requested 8 pull-through bays do not appear feasible unless the City were to acquire the alley property to the north, however a couple of bays could be elongated to fit additional command vehicles or smaller trucks 3-deep. Red represents Fire spaces, Blue represents Police spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.

# NEW CONSTRUCTION CONCEPTS

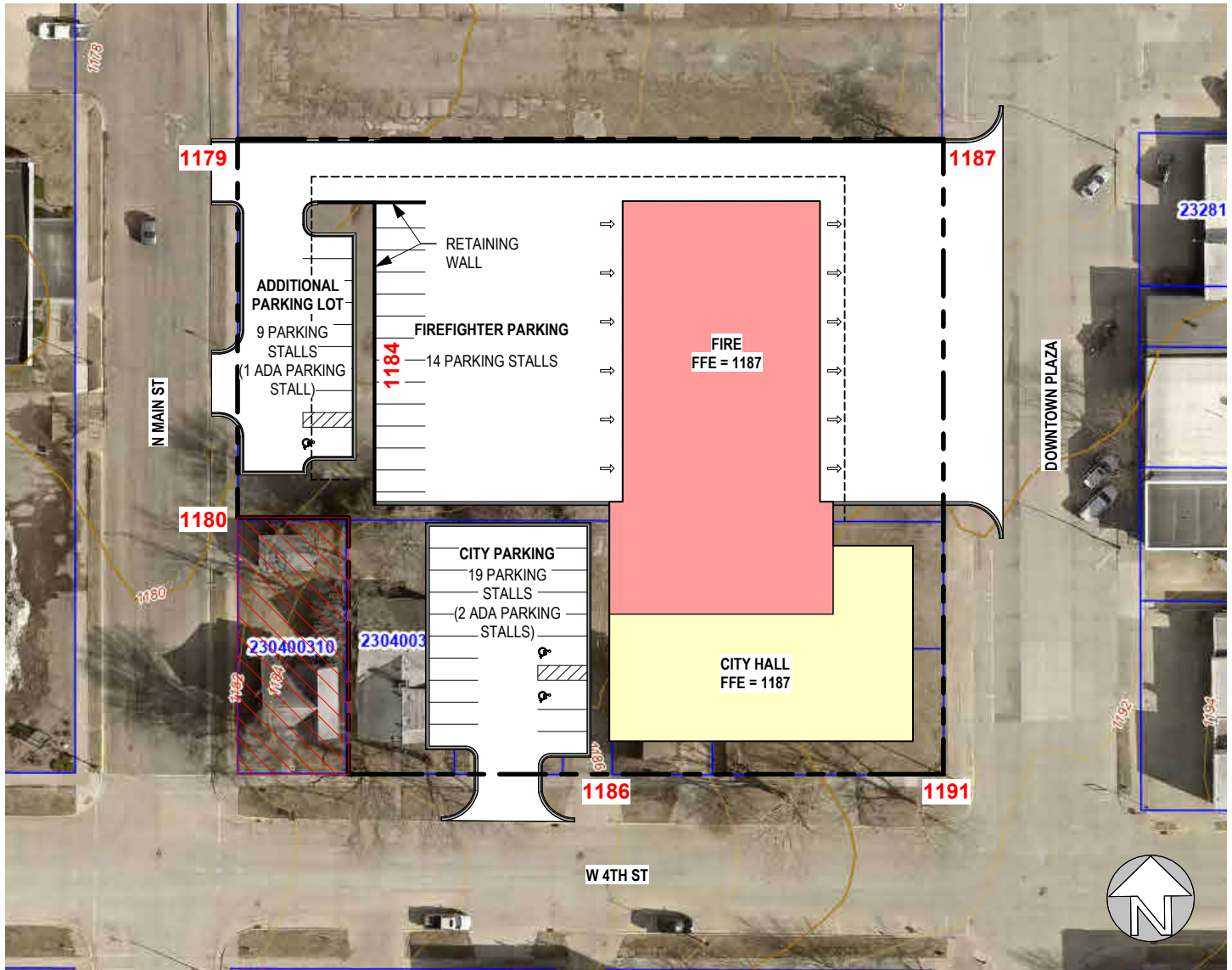


## OPTION 1 - SECOND LEVEL

The second level would be completely controlled access for fire personnel only. The hose tower is the only part of the facility that is 3-stories tall and also serves as the roof access for the building. There are opportunities for a rooftop patio to be included on this level if that is desired. Red represents Fire spaces, Yellow represents Gambling Manager spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.



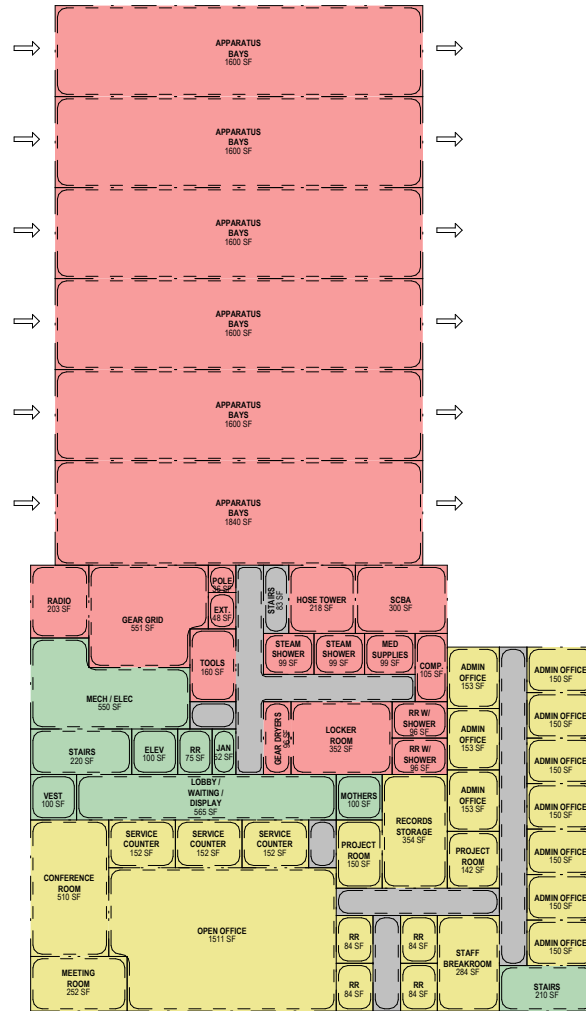
# NEW CONSTRUCTION CONCEPTS



## OPTION 2 - SITE: FIRE AND CITY HALL

This option combines the program needs of the Fire Department and City in one two story 32,784 SF facility. The City would be located on the south side of the building and access off W 4th ST. The Fire Department would have 6 pull-thru apparatus bays on the north side of the building and they would be able to depart east onto Downtown Plaza. The main building entrance would be located on the west side, off of a parking lot that would serve the City and anyone from the general public visiting the facility. Firefighter parking is located along the west side of the return apparatus apron which would be restricted access. Additional lower level lot is subject to change or removal depending on stormwater retention needs of the site. Retaining walls and fill would need to be incorporated into the design to create a level site for Fire Department operations.

# NEW CONSTRUCTION CONCEPTS



## OPTION 2 - FIRST LEVEL

The first level plan shows a proposed arrangement of spaces that works best with Fire on the north half of the first level and City occupying the south half of the first level. This arrangement allows for 6 pull-thru apparatus bays and all City Administration spaces on the first level. Note: due to site constraints the requested 8 pull-through bays do not appear feasible unless the City were to acquire the alley property to the north, however a couple of bays could be elongated to fit additional command vehicles or smaller trucks 3-deep. Red represents Fire spaces, Yellow represents City spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.

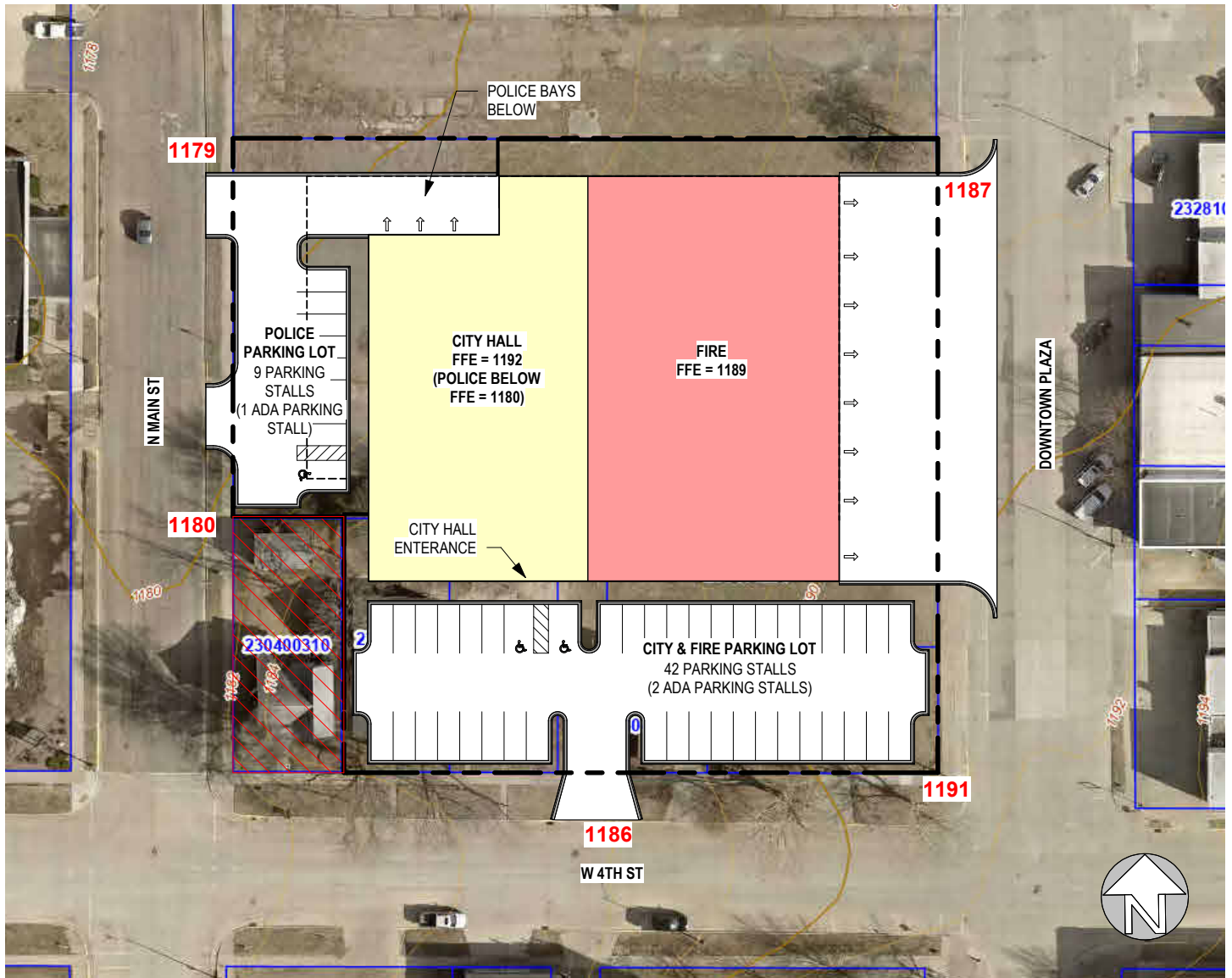
# NEW CONSTRUCTION CONCEPTS



## OPTION 2 - SECOND LEVEL

The second level would include the City Council chambers that would be open to the public and a controlled access area for fire personnel only. The second level lobby and council chambers is located on the southwest corner of the second level and the rest of the second level is used for Fire Department functions. The hose tower is the only part of the facility that is 3-stories tall and also serves as the roof access for the building. Red represents Fire spaces, Yellow represents City spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.

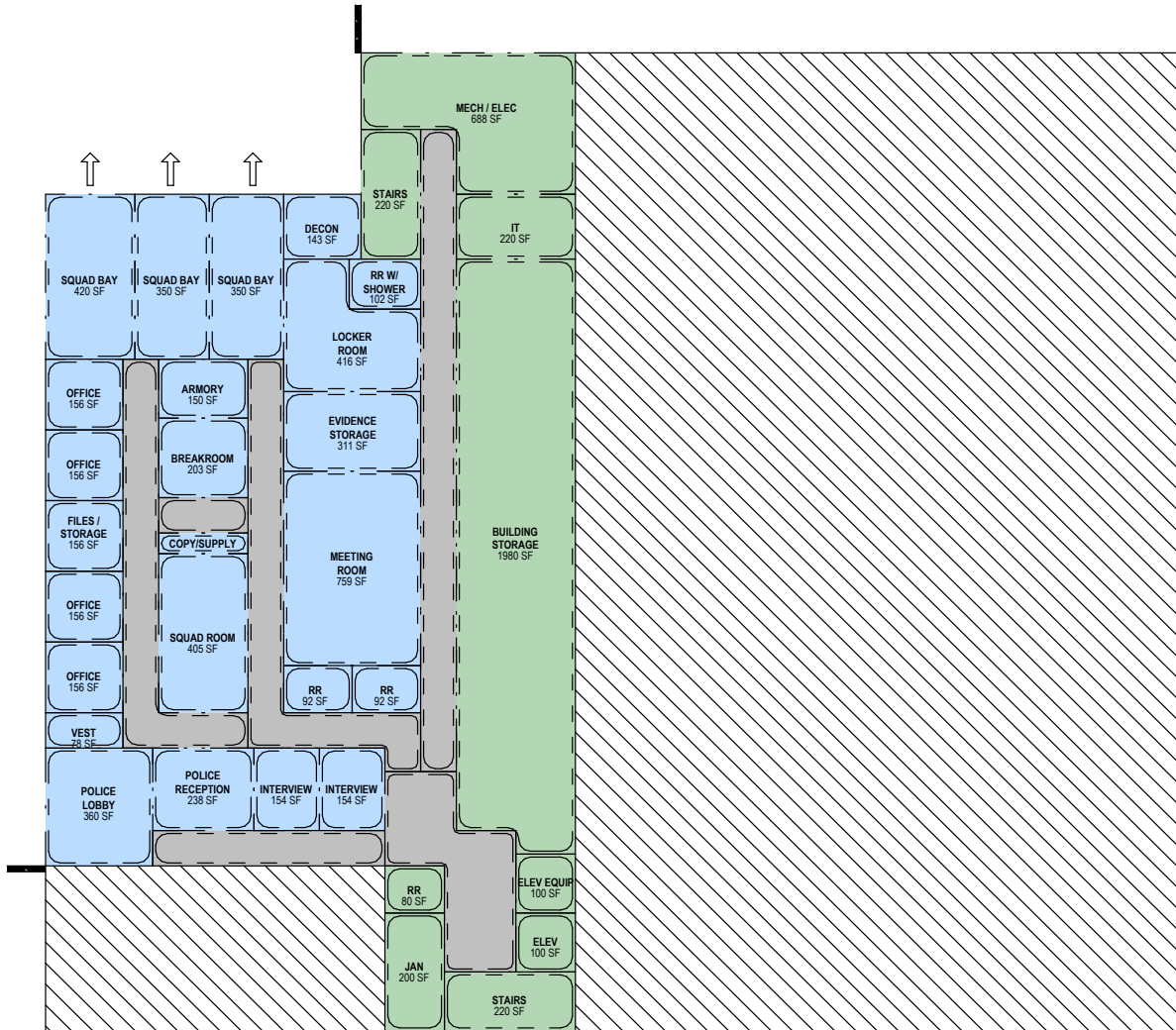
# NEW CONSTRUCTION CONCEPTS



## OPTION 3 - SITE

This option combines the program needs of the Fire Department, City, and Police Department in one three story 49,288 SF facility. The Police Department would have 3 squad bays on the northwest corner of the building and they would be able to depart the facility to the west onto N Main ST. The Fire Department would have 8 double loaded back-in apparatus bays on the east side of the building and they would be able to depart east onto Downtown Plaza. The main building entrance for City and Fire would be located on the south side, off of a parking lot that would serve the City and Fire Department. The main Police entrance would be located on the west side off of N Main ST with a smaller parking lot that would serve the Police Department and anyone from the general public that is visiting the Police. Retaining walls and fill would need to be incorporated into the design to create a level site for Fire Department operations.

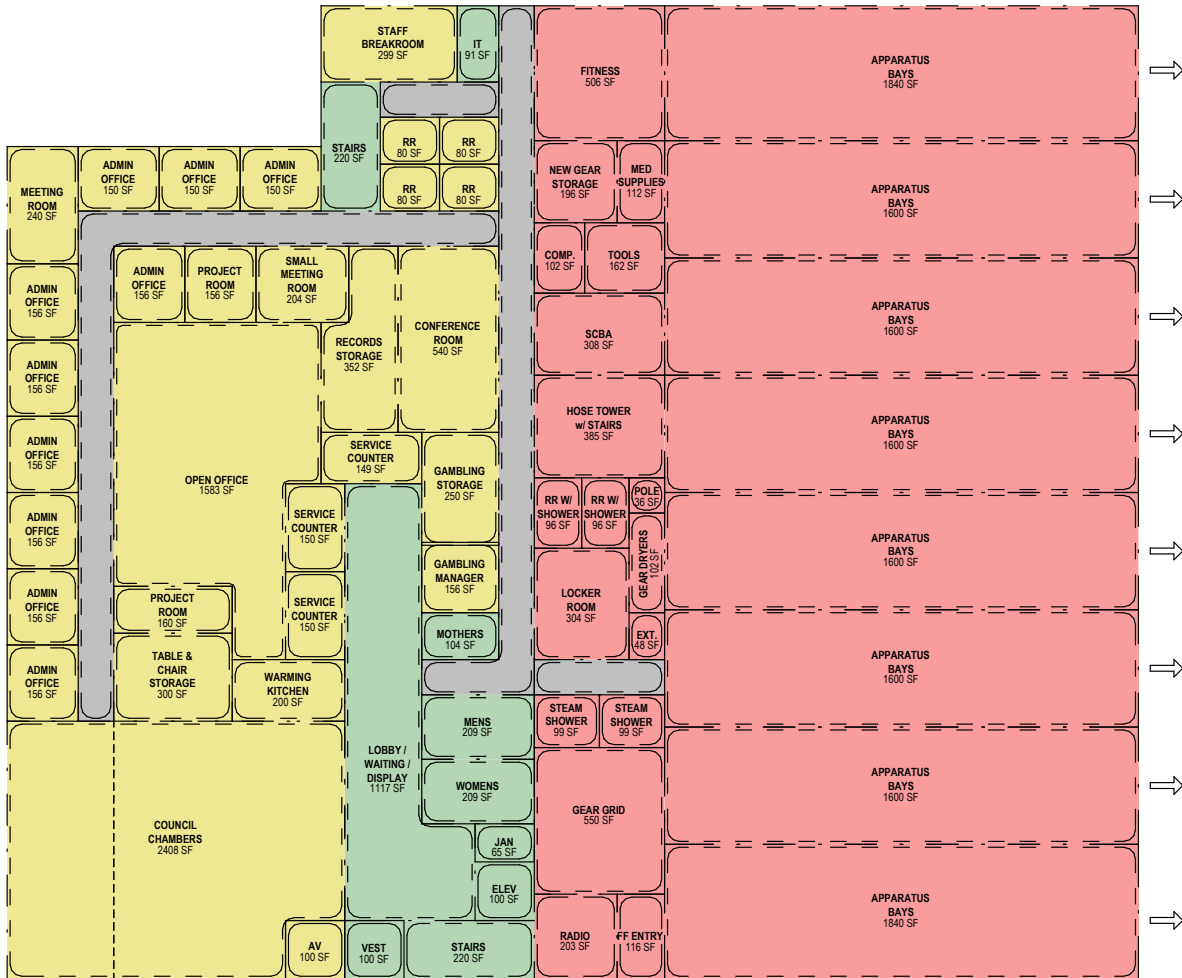
# NEW CONSTRUCTION CONCEPTS



## OPTION 3 - LOWER LEVEL

The lower level plan shows the proposed arrangement of spaces that works best with Police on the west half of the lower level and the east half being left unexcavated under the Fire functions that are above. This arrangement allows for 3 back-in squad bays on the north side along with the rest of the Police functions that are needed. Blue represents Police spaces, Grey represents circulation spaces, Green represents shared and building support spaces, and Diagonal hatch represents unexcavated areas.

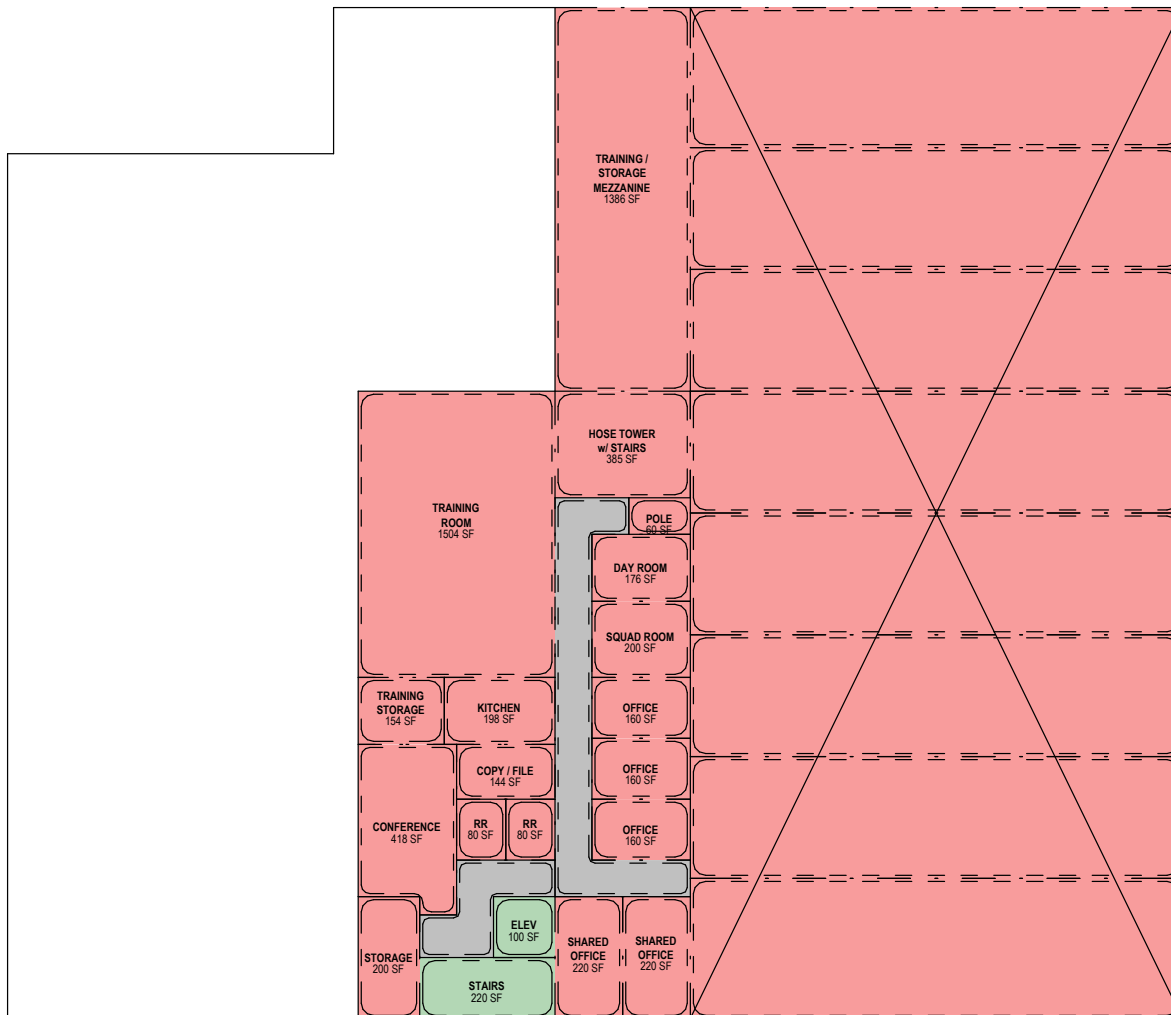
# NEW CONSTRUCTION CONCEPTS



## OPTION 3 - FIRST LEVEL

The first level plan shows a proposed arrangement of spaces that works well with Fire on the east half of the first level and City occupying the west half of the first level. This arrangement allows for 8 double-loaded back-in apparatus bays and all City spaces on the first level. Red represents Fire spaces, Yellow represents City spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.

# NEW CONSTRUCTION CONCEPTS

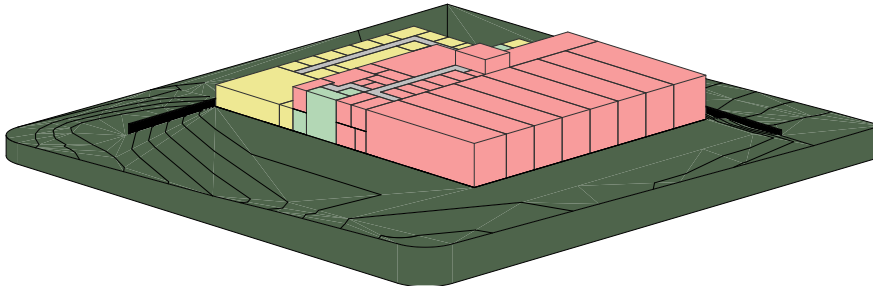


## OPTION 3 - SECOND LEVEL

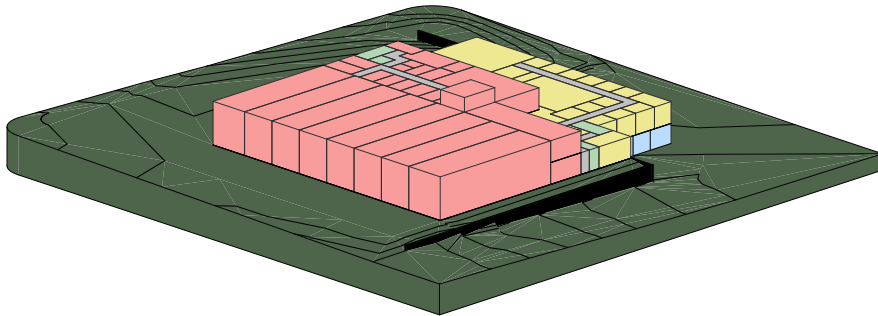
The second level would be completely controlled access for fire personal only. The hose tower is the only part of the facility that is 3-stories tall and also serves as the roof access for the building. There are opportunities for a rooftop patio to be included on this level if that is desired. Red represents Fire spaces, Grey represents circulation spaces, and Green represents shared and building support spaces.

# NEW CONSTRUCTION CONCEPTS

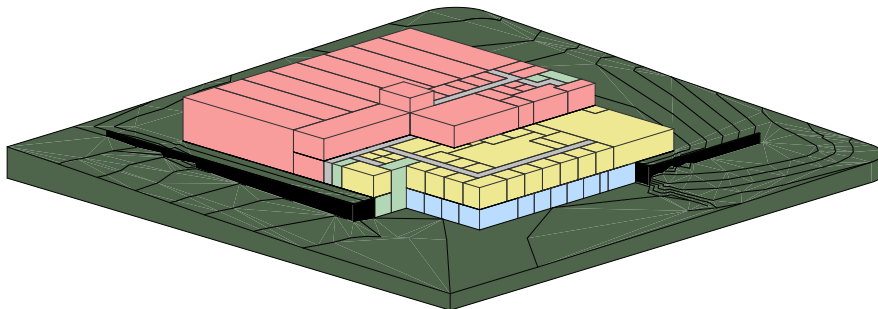
## OPTION 3 - ISOMETRICS



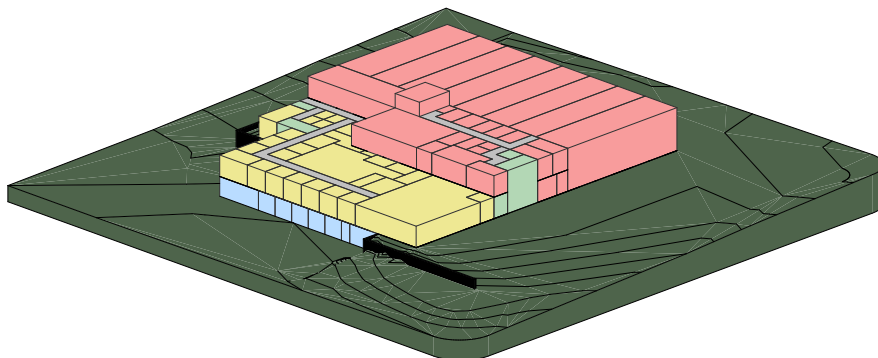
SOUTHEAST CORNER



NORTHEAST CORNER



NORTHWEST CORNER



SOUTHWEST CORNER



# PROFESSIONAL OPINION OF PROBABLE COST RENOVATION / ADDITION

<b>Schematic Budgets</b>				
<b>Fairmont Fire Station Existing Options 3-6</b>				
<b>10/23/2023</b>				
<b>OPTION 3</b>				
3700 SF Apparatus bay addition	3700	SF	450.00	\$ 1,665,000.00
Interior remodel of existing Apparatus Bays, including MEP updates, new roof	9640	SF	200.00	\$ 1,928,000.00
Interior remodel of existing Offices Spaces, including walls, finishes, MEP updates, new roof	2900	SF	250.00	\$ 725,000.00
<b>Total Cost in 2024</b>				<b>\$ 4,318,000.00</b>
<b>Total Cost in 2025 6% Cost Escalation Added</b>				<b>\$ 4,577,080.00</b>
<b>OPTION 4</b>				
3700 SF Apparatus bay addition	3700	SF	425.00	\$ 1,572,500.00
3500 SF Addition	3500	SF	425.00	\$ 1,487,500.00
Interior remodel of existing Apparatus Bays, including MEP updates, new roof	9640	SF	200.00	\$ 1,928,000.00
Interior remodel of existing Offices Spaces, including walls, finishes, MEP updates, new roof	2900	SF	250.00	\$ 725,000.00
<b>Total Cost in 2024</b>				<b>\$ 5,713,000.00</b>
<b>Total Cost in 2025 6% Cost Escalation Added</b>				<b>\$ 6,055,780.00</b>
<b>OPTION 5</b>				
3700 SF Apparatus Bay addition	3700	SF	425.00	\$ 1,572,500.00
6500 SF Single Story Addition	6500	SF	425.00	\$ 2,762,500.00
Interior remodel of existing Apparatus Bays, including MEP updates, new roof	9640	SF	200.00	\$ 1,928,000.00
<b>Total Cost in 2024</b>				<b>\$ 6,263,000.00</b>
<b>Total Cost in 2025 6% Cost Escalation Added</b>				<b>\$ 6,638,780.00</b>
<b>OPTION 6</b>				
3700 SF Apparatus Bay addition	3700	SF	425.00	\$ 1,572,500.00
13000 SF 2 Story Addition	13000	SF	425.00	\$ 5,525,000.00
Interior remodel of existing Apparatus Bays, including MEP updates, new roof	9640	SF	200.00	\$ 1,928,000.00
<b>Total Cost in 2024</b>				<b>\$ 9,025,500.00</b>
<b>Total Cost in 2025 6% Cost Escalation Added</b>				<b>\$ 9,567,030.00</b>

# PROFESSIONAL OPINION OF PROBABLE COST NEW CONSTRUCTION

<b>Schematic Budgets</b>					
<b>Fairmont Fire Station New Construction Options</b>					
<b>10/23/2023</b>					
<b>OPTION 1</b>					
Fire Hall & Police	30190	SF	330.00	\$ 9,962,700.00	
Site Costs- Heavy Fill	77627	SF	11.00	\$ 853,897.00	
Demo Structures	1	LS	150,000.00	\$ 150,000.00	
Total Cost in 2024				<b>\$ 10,966,597.00</b>	\$ 363.25
Total Cost in 2025 6% Cost Escalation Added				<b>\$ 11,624,592.82</b>	385.05
<b>OPTION 2</b>					
Fire Hall & City Hall	32784	SF	330.00	\$ 10,818,720.00	
Site Costs- Heavy Fill	76060	SF	11.00	\$ 836,660.00	
Demo Structures	1	LS	150,000.00	\$ 150,000.00	
Total Cost in 2024				<b>\$ 11,805,380.00</b>	\$ 360.10
Total Cost in 2025 6% Cost Escalation Added				<b>\$ 12,513,702.80</b>	\$ 381.70
<b>OPTION 3</b>					
Fire, City Hall & Police	49288	SF	330.00	\$ 16,265,040.00	
Site Costs- Heavy Fill	81000	SF	11.00	\$ 891,000.00	
Demo Structures	1	LS	150,000.00	\$ 150,000.00	
Total Cost in 2024				<b>\$ 17,306,040.00</b>	\$ 351.12
Total Cost in 2025 6% Cost Escalation Added				<b>\$ 18,344,402.40</b>	\$ 372.19

# PROFESSIONAL OPINION OF PROBABLE COST

## EXISTING SITE RENOVATION / ADDITION OPTIONS - 2025 CONSTRUCTION

OPTIONS 1 & 2:	NOT PRICED
OPTION 3:	\$4,577,080
OPTION 4:	\$6,055,780
OPTION 5:	\$6,638,780
OPTION 6:	\$9,567,030

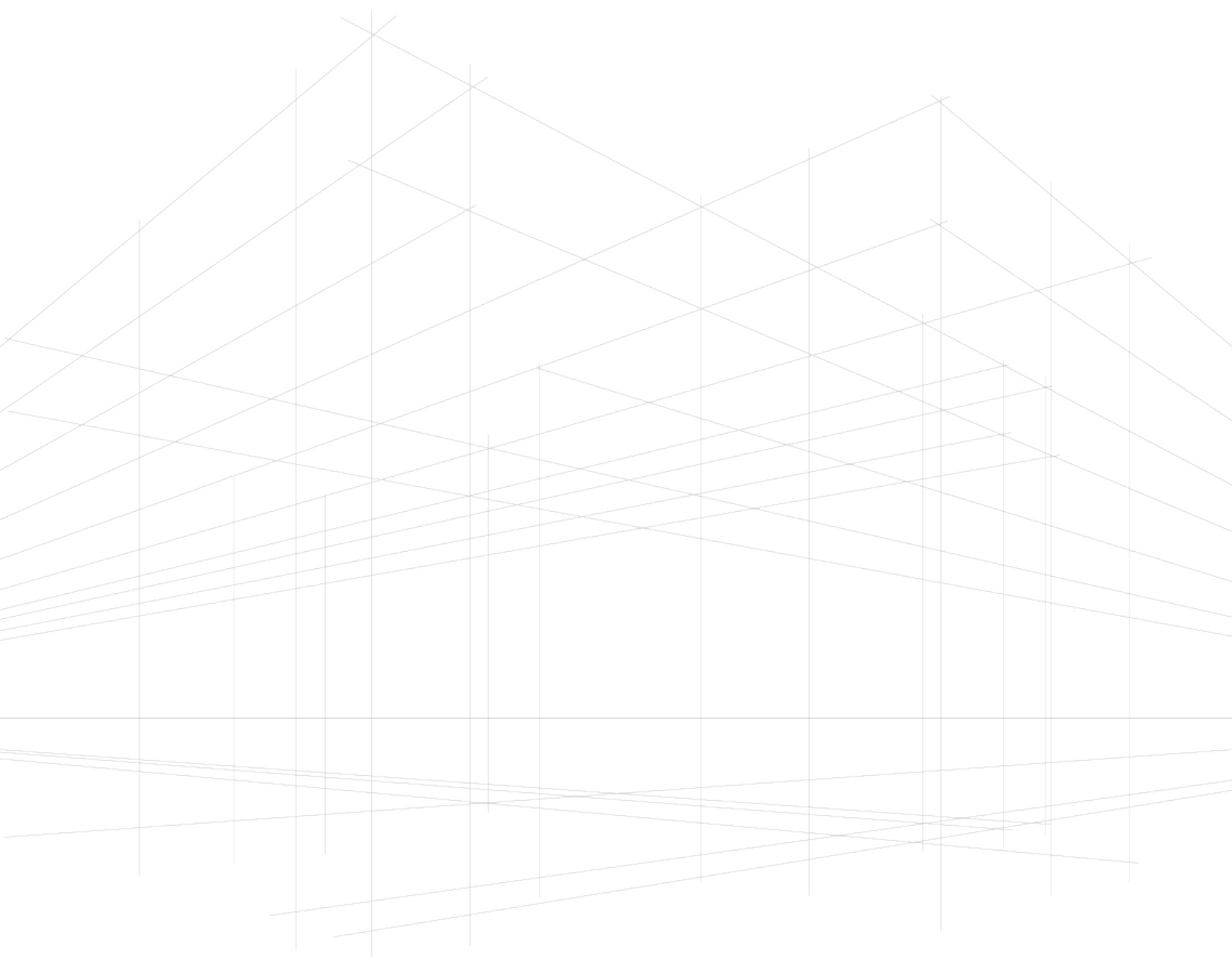
## NEW CONSTRUCTION OPTIONS - 2025 CONSTRUCTION

OPTION 1 FIRE & POLICE, 30,190 SF:	\$11,624,592
OPTION 2 FIRE & CITY HALL, 32,784 SF:	\$12,513,702
OPTION 3 FIRE, CITY HALL & POLICE, 49,288 SF:	\$18,344,402

\*NOTE: NEW CONSTRUCTION COST ESTIMATES ASSUME PRECAST ARCHITECTURAL CONCRETE CONSTRUCTION

## SUMMARY

Our findings conclude that various renovation/addition and new construction concepts are feasible on the proposed sites. Considering the age of the facility, the cost of the necessary upgrades, interruption to operations and the safety concerns that will remain, it is our professional opinion that a new construction concept on a new site will provide significantly greater value to the City of Fairmont. A newly construction facility that can combine with additional uses will allow for departments to continue operations during construction and create efficiencies by sharing spaces and infrastructure. The proposed site can provide all of the requested program elements in some fashion, but would likely have to utilize on-street parking. The cost estimates above are Brunton's best estimate of what the project concepts may cost if they were to begin construction in the Spring of 2025. The estimates do not include any land costs. These estimates are subject to fluctuations in the market for materials, labor, and supply chain delays. If approved to move forward with the design, Brunton Architects & Engineers will work closely with the City of Fairmont to refine the scope to meet the desired budget, evaluate further opportunities to control costs, and incorporate bid alternates. Brunton will also assist with additional cost estimates throughout the design process to ensure the established budget is maintained.



**507-386-7996**

**[www.bruntonarchitects.com](http://www.bruntonarchitects.com)**

**225 BELGRADE AVE, NORTH MANKATO, MN 56003**

**1040 SIXTH STREET SOUTH, HOPKINS, MN 55343**



### STAFF MEMO

<b>Prepared by:</b> Matthew R. York, Public Works/Utilities Director	<b>Meeting Date:</b> 03/10/2025	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	<b>Agenda Item #</b> 9.B.1
<b>Reviewed by:</b> Jeff O'Neill, Interim City Administrator	<b>Item:</b> Discussion on the Yard Waste and Wooded Debris Recycling Area		
<b>Presented by:</b> Matthew R. York, Public Works/Utilities Director	<b>Action Requested:</b> Motion to Direct Staff to _____ _____ (Direction from the City Council on Next Steps)		
<b>Vote Required:</b> <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	<b>Staff Recommended Action:</b>  <b>Board/Commission/Committee Recommendation:</b>		

#### REFERENCE AND BACKGROUND

The City of Fairmont’s Yard Waste and Wooded Debris Recycling Area (YWWDRA) is utilized by the City, Residents and Permitted Contractors for several years. The City recently spent over \$70,000 to burn the wooded material at this location. We believe some of these materials are non-Fairmont waste but cannot quantify the number. As costs continue to climb to maintain this area, City Staff have been looking at ways that we can modify the usage at this location.

There are some significant questions that staff is looking for direction from the City Council. They are as follows:

- 1) Should material from outside of Fairmont be able to be received at the YWWDRA?
- 2) Should the YWWDRA be manned or other controlled?
- 3) Should the YWWDRA be open 24/7 between April 1 and November 30?

By understanding the answers to these questions, City Staff can formulate a plan on how the site is utilized in the future.

#### BUDGET IMPACT

#### SUPPORTING DATA/ATTACHMENTS

Presentation

# Tree Area Operational Modifications

City of Fairmont

City Council Presentation

March 6, 2025

# CURRENT INFORMATION

- Tree Area is open from April 1-November 30
- Open All Year Around (To Permitted Companies)
- Residents pay \$3/month for a city-wide cleanup fee. Approximately ½ of this charge goes to pay for operations at the Tree Area.
- It is unknown who is actually using the Tree Area

# Initial Thoughts – Modification of Permitting

- The Initial thought was to modify the Permit.
  - Currently, the Residents are already paying to utilize the Tree Area, either through the Company or with their personal equipment.
- Staffs thought is that the Residents already pay for the utilization.
- The Permitted Company should not be charged more if they are fulfilling the terms of the Permit, which is that ***the Site is for use by City of Fairmont Residents only.***



## Question to Answer

Should the Tree Area only receive material from City of Fairmont Residents?

Should the Tree Area only receive material from City of Fairmont Residents?

Answer is No – Then we will continue with the Status Quo

Answer is Yes – Then we need to restructure the Tree Area Procedures for Dumping Material

# Solutions at Tree Dump Facility

- Modification of the Tree Dump Days/Hours
  - Example: Instead of 24/7 – T,W,R from 12-7 and Saturday from 8-12
- Designated Spots at the Tree Dump
  - Utilization of Signage to inform residents where to dump certain materials
- Staffing of the Tree Area on days this is open
  - Hiring Part Time Employee(s) to ensure people are allowed to use Area and make sure that their material is compliant and put in the right spot
- Working on a way for Contractors to inform us where their material originated (with Site Staffed)
  - Utilize a Chain of Custody form on where the material came from
  - Auditing of Chain of Custody forms from time to time

## Alternative Solution – Transfer Station

- Material Transfer Station at the Old Public Works Site
  - Manned or Surveillance Cameras
  - Material can be separated into areas
  - Easier access for Residents

# Operational Challenges at Tree Area

- Changing from Open-Door Policy to Scheduled Hours
  - Residents like freedom to go whenever they would like
- Illegal Dumping – Inside and Outside of Tree Area
  - Gates locked might increase dumping outside of area, and throughout town, during closures
- Staffing Costs
  - Manned Site for 25 Hours a week = \$16,000 Yearly
- Contractor Education on Changes to Tree Area Availability
  - If manned – Contractor should only be able to dump during manned hours
  - If Unmanned – System to notify City of what is being dumped including Chain of Custody
  - Do permitted Contractors have different rules by Paying for a Permit?

# Operational Challenges at Transfer Station

- Transfer Station to Tree Area
  - Equipment
    - City has limitations on Equipment and Size of Material to move
  - Additional Manhours to Move Material from Transfer Station to Tree Area
  - Additional Vehicles to Move Material from Transfer Station to Tree Area
  - Site Restrictions
    - Usable Space = Due to Current Stockpiling of Material
    - Some Site being used as part of Wastewater Treatment Project

Presentation by Tyler Cowing prior to the  
public hearing on the 2025 Improvement  
Program.



# 2025 Improvement Program



# City of Fairmont 2025 Improvement Program

## **2025 Improvement Program Objectives**

- Improve street surface conditions
- Extend the life of the streets and utilities
- Improve the neighborhood aesthetics
- Reduce maintenance time for city street crews and utility crews.

City of Fairmont  
2025  
Improvement  
Program

Project No. 5725001  
Reconstruction

**LOCATION:** Lake Avenue; from Bixby Road/CSAH 39 to Fairlakes Avenue

**INITIATION:** City Council

**OWNERS ABUTTING:** 37

**RIGHT OF WAY:** 100'

**EASEMENTS:** None

**CURRENT PCI:** 21.3/100 (Average of 3 segments)

**PROPOSED STREET SECTION:**

Width Curb to Curb: 44' – Two traveled lanes and center turn lane

Section: 8" Concrete (10 Ton Design)

Sidewalks: None – Alternate Bid Trail

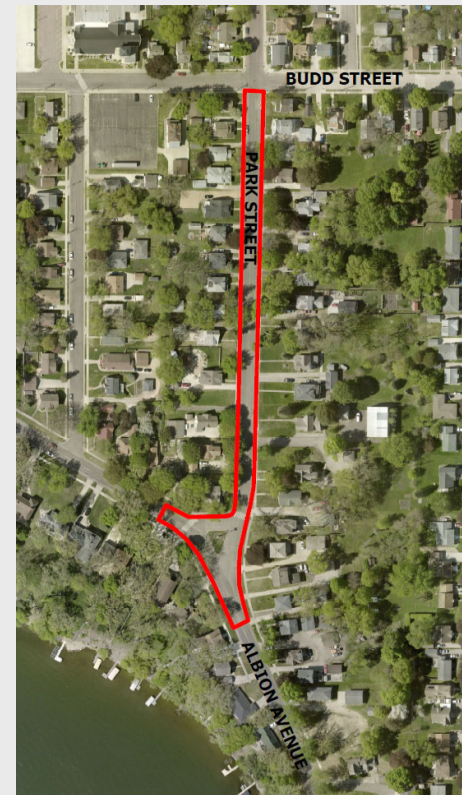
**FEASIBILITY:** This project is feasible as outlined in the 2025 report.

CITY OF FAIRMONT  
2025 IMPROVEMENT REPORT

Project No. 5725001

Park Street - Reconstruction

Description	Year Built	Existing Structure	Proposed Construction
Water Main	1917 1931	6" & 8" CI	8" PVC
Sewer Main	1917 1916	8" VCP	8" PVC
Street	1975 1922 1955	4-5" Asphalt Park 5.5" Concrete/Bit Overlay Albion	9 Ton Design
Storm Sewer	1922 1951	6-18" CSP	12-30" RCP/HDPE



# City of Fairmont 2025 Improvement Program

## Assessments

### Assessments for 2025 Improvement Program

- \$100.68 per front footage – Reconstruction Projects
- Actual Cost - Water Services and Sewer Services
- 4”-6” Sewer Service Estimated at \$1,911.22
- 1” Water Service Estimated at \$1,737.65
  
- Total Estimate Assessments \$934,273.11
- Local Road Improvement Grant \$1,500,000.00
- Municipal State Aide Street Funds \$2,575,455.00
- Bonding Improvement Funds \$1,243,946.89
  
- TOTAL FUNDS:** **\$6,253,675.00**

# City of Fairmont 2025 Improvement Program

## Assessments

### Estimated Assessments

- Preliminary Assessment – Estimates
- Actual Assessment at end of project
- Mailed notice – Assessment Hearing
- Hearing Date (Fall 2025)
- Appeals
  - Property owner must give notice of intent before hearing
  - Notices must be filed before close of the hearing

# City of Fairmont 2025 Improvement Program

## Deferrals

### Senior Citizens, Disability or Active Military

- Must provide evidence of undue hardship
- Deferment reviewed each year
- Payment due upon death, sale, loss of homestead status, no hardship or failure to renew annually

### Undeveloped Property

- Property owner may request until property is developed
- Interest does continue to accrue with both deferrals

City of Fairmont  
2025  
Improvement  
Program

# QUESTIONS?



Handout provided to Council and referenced by the Interim City Administrator in his Update.  
Topic: Fairmont Area Community Center Project Update





**Our future.  
Our community.  
Our time.**

March 10, 2025

Re: Fairmont Area Community Center Project Update

Hello Jeff - This is to provide you and Council an update on the latest Fairmont Area Community Center (FACC) efforts and progress.

The FACC Foundation is continuing to move forward and believes the community center continues to be a very viable project for Fairmont and the surrounding area.

Due to no fault of the city or the FACC Foundation, however, the efforts and timing have and continue to be impacted by the litigation brought against the city. While emphatically dismissed by the courts, these frivolous and malicious lawsuits have caused the project to miss out on yet another New Market Tax Credit (NMTC) cycle, delaying funding application until Fall of 2025. While sentiment and enthusiasm for Fairmont's project and NMTC funding potential remains extremely positive, the delay caused by the litigation has significantly increased the overall cost of the project to the citizens and taxpayers of the community. As the city is aware, the NMTC financing plays a crucial role in the overall funding of the project.

Recognizing the negative impacts of these delays to the community, the FACC Foundation took it upon itself over the last several months to explore other opportunities to bridge the funding gap and potential paths to bring the project in at a lower cost and to successful completion as soon as possible.

One path continues to show great promise. Ongoing meetings and discussions over the next several weeks will continue to solidify the viability of this option. If it becomes viable, we look forward to sharing it with the city.

We – and the community – are so close to bringing this project to reality. Recall the city asked the FACC Foundation to raise \$6 million in public pledges - \$8 million has been raised; additionally, you asked the Foundation to hire and coordinate an operating agreement with the YMCA – the Y stands patiently ready and willing once we are organized and ready to roll; and you asked FACC to oversee design and construction of the facility – we have the designs executed and Tegra and RJM are hired and ready to oversee construction.

Net: the final pieces are coming together. Progress continues to be made. An option is aggressively being explored to reduce the project cost and start the project as soon as practically possible and deliver on a project the citizens of this community have patiently awaited.

We will update you in the coming weeks and months as we are able to share more information. Thank you for your continued patience and unwavering support as we work through this final phase.

John Kasper, Chair  
On behalf of the FACC Board



[FairmontCommunityCenter.com](http://FairmontCommunityCenter.com)

[info@fairmontcommunitycenter.com](mailto:info@fairmontcommunitycenter.com) | PO Box 243, Fairmont, MN 56031

The Fairmont Area Community Center Foundation is a tax-exempt, nonprofit organization under the IRS Code 501 c3. Gifts made are tax-deductible.