



CITY COUNCIL AGENDA

Monday, January 12, 2026, 5:30 p.m.

1. **Roll Call/Determination of Quorum**
2. **Pledge of Allegiance**
3. **Recognition/Presentations**
4. **Public Discussion/Comment** (Individual comments are limited to 3 minutes) (3)
5. **Approval of Agenda**
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 held December 8, 2025 (4)
 - 6.A.2 Consideration of the City Council Minutes from the Special Meeting held December 8, 2025 (18)
 - 6.A.3 Consideration of the City Council Minutes from the Special Meeting held December 15, 2025 (21)
 - 6.A.4 Consideration of the City Council Minutes from the Special Meeting held December 29, 2025 (27)
 - B. **Check Registers**
 - 6.B.1 Consideration of Accounts Payable for December 2025 (32)
 - C. **Other**
 - 6.C.1 Consideration of a Temporary On-Sale Liquor License for the Red Rock Center for the Arts Dueling Pianos Event (33)
 - 6.C.2 Consideration of 2026 Fairmont Fire Fighters' Officer Elections (35)
 - 6.C.3 Consideration of an Event Permit for the Martin County Chapter of Pheasants Forever (36)
 - 6.C.4 Consideration of an Event Permit for the Fairmont Lakes Foundation Inc. (39)
 - 6.C.5 Consideration to Declare Equipment as Excess – Water and Wastewater Departments (42)
7. **Public Hearing**
8. **Old Business**

- 9. New Business**
 - A. Other**
 - 9.A.1** Consideration of the Southern Minnesota Educational Campus (SMEC) Development Recommendation (48)
 - 9.A.2** Consideration of Adopting Official Designations for 2026 (258)
 - 9.A.3** Consideration of Appointment of an Acting City Administrator (260)
 - 9.A.4** Consideration of Council Liaison Appointments to City Boards and Commissions (264)
 - 9.A.5** Consideration of City Administrator Candidates (266)
 - B. Public Works/Utilities**
 - 9.B.1** Consideration to Prepare the 2026 Improvement Program Engineering Report (267)
 - C. Finance**
 - D. Community Development**
 - 9.D.1** Consideration of an Amendment for Spencer Trusts Subdivision with Minor Subdivision Processing (272)
 - 9.D.2** Consideration of the Housing Study Recommendation (298)

10. Council Discussion

11. Staff/Liaison Reports

- A. City Administrator
 - B. Public Works
 - C. Finance
 - D. Community Development
 - E. Mayor/Council
 - Complaint Communication Update
- Hasek
 Kawecki – FEDA
 Kotewa
 Lubenow – CER, HRA
 Maynard – FEDA
 Baarts

12. Potential Closed Session

- 12.1** Consideration to Develop or Consider Offers for the Potential Purchase of Real Property (342)

Potential Closed Session pursuant to Minnesota Statutes § 13D.05, subdivision 3(c), to develop or consider offers for the purchase of real property

13. Adjournment

Dates to Note

Offices Closed	Martin Luther King Day	January 19, 2026	All day
Council Meeting	Council Chambers	January 26, 2026	5:30 pm



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 4
Reviewed by:	Item: Public Discussion/Comment		
Presented by: Betsy Steuber, City Clerk	Action Requested:		
Vote Required: <input type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

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

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.A.1
Reviewed by:	Item: Consideration of the City Council Minutes from the Regular Meeting held December 8, 2025		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve the City Council Meeting Minutes from the Regular Meeting held December 8, 2025		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

City Council Meeting Minutes: Regular Meeting, December 8, 2025

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

City Council Minutes
Regular Meeting

December 8, 2025
City Hall, 6:00 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 6:00 p.m.

ROLL CALL

Council present: Lee Baarts, Mayor
 Wayne Hasek, Councilmember
 Britney Kawecki, Councilmember
 James Kotewa, Councilmember
 Randy Lubenow, Councilmember
 Jay Maynard, Councilmember

Absent: None

Staff present: Matthew York, Director of Public Works/Utilities
 Michael Beletti, Police Captain
 Paul Hoye, Finance Director
 Julie Zarling, Assistant Finance Director
 Ned Koppen, Economic Development Coordinator
 Hannah Neusch, Water Resources Coordinator
 Betsy Steuber, City Clerk
 David Assaf, City Attorney, via telephone
 (Flaherty & Hood)

**PLEDGE OF
ALLEGIANCE**

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

**RECOGNITION/
PRESENTATIONS
Item 3.1**

Mayor Baarts proclaimed December 10, 2025 as Human Rights Day in the City of Fairmont. Jerry Miller, Rin Porter, and Jane Lintelman, Fairmont residents and members of the Human Rights Committee, thanked the Council for its support of residents with disabilities and expressed concern regarding the safety of immigrant residents, encouraging community preparedness to assist individuals who may be unlawfully detained while acknowledging the limited role of law enforcement.

Item 3.2

Water Resource Coordinator Hannah Neusch provided a recap of the November 25, 2025 Lakes Management Committee meeting, referencing discussion items outlined in the agenda packet, including aquatic weed rollers and permitting, wetland restoration at Cedar Creek Park, rain barrel and compost bin programs, and prior grant activity.

Staff reported that the George Lake Dam inspection found the structure to be in good condition with no immediate repairs recommended. The committee discussed the Rock Arch Rapids concept and noted that, due to cost uncertainty, timing, and the dam's condition, further consideration may be deferred.

Councilmembers discussed prioritizing lake water quality and habitat improvement efforts and expressed interest in pursuing grant funding for alternative projects. Neusch advised that grant applications would require identification of a specific project and Council commitment prior to submission. It was also noted that the Lakes Foundation is proceeding independently with carp removal efforts.

**PUBLIC DISCUSSION/
COMMENT**

Jerry Miller, Fairmont resident, raised concerns regarding pedestrian safety at Prairie Avenue, particularly for individuals with mobility limitations. He expressed dissatisfaction with the Blue Earth Avenue design, questioned the safety of roundabouts for pedestrians, and encouraged the Council to consider accessibility and pedestrian safety when evaluating future intersection projects.

Daniel Jurgens, Fairmont resident, expressed concern of the increase in property valuations and corresponding property taxes, questioned the justification for the increase, and requested transparency on property tax revenue use.

Todd Smith, Fairmont resident, expressed concerns regarding the Human Rights proclamation and his communication access with City staff and Council. He voiced concerns regarding City transparency, use of resources, staffing levels, and requested greater accountability during upcoming budget discussions.

Councilmember Lubenow offered condolences to the Donnelly family following a recent house fire, thanked local and mutual aid responders for their service, and expressed appreciation to the community and local businesses for their support.

Vicki Schulte, Fairmont resident, expressed disappointment with the City's handling of the Community Center project, questioned the use and status of related funding, and raised concerns about shifting priorities, property tax increases, and transparency regarding City expenditures.

**APPROVAL OF
AGENDA**

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

ROTATING VOTES

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

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 November 24, 2025
- Drug & Alcohol Testing for Commercial Drivers Personnel Policy, as Presented, and Authorize Its Incorporation into the Personnel Policy Handbook
- Continuation and Expansion of the City’s 2026 Rain Barrel Program to Include Home Compost Bins and Authorize Staff to Proceed with Implementation, as Presented
- Updated Work Schedule Personnel Policy, as Outlined
- Revised Total Purchase Cost for the Replacement Server and Authorize the Issuance of PO 15607 in the Updated Amount of \$93,022.88

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to approve the consent agenda as presented. Councilmembers Kawecki, Kotewa, Lubenow, and Maynard voted in favor; Councilmember Hasek voted against. Motion carried.

PUBLIC HEARING

Mayor Baarts noted that the public hearing on the 2026 Tax Levy and Budget would be held later in the meeting, in conjunction with agenda item 9.C.1 to allow for Council discussion and action immediately following public comment.

**NEW BUSINESS
RESOLUTION 2025-47
Item 9.A.1**

Finance Director Hoye presented the first item of new business, item 9.A.1., Consideration of the International Brotherhood of Electrical Workers (IBEW) Union Contract. Director Hoye noted the agreement was negotiated under former Interim City Administrator O’Neill and would be effective January 1, 2026 through December 31, 2028.

Hoye summarized key changes as outlined in the agenda packet materials, including cost-of-living increases, a transition to an eight-step performance-based pay scale, recognition of statutory holidays, increased safety footwear reimbursement allowance, and incorporation of paid leave requirements.

Motion was made by Councilmember Maynard, seconded by Councilmember Hasek to Adopt Resolution 2025-47 Approving the Labor

Agreement Between the City of Fairmont and the International Brotherhood of Electrical Workers (IBEW), Local #949. All present voted in favor. Motion carried.

**RESOLUTION 2025-46
Item 9.A.2**

Finance Director Hoye presented the next item of new business, item 9.A.2., Consideration of the Law Enforcement Labor Services (LELS) Union Contract. Director Hoye noted this agreement also was negotiated under former Interim City Administrator O’Neill and would be effective January 1, 2026, through December 31, 2028.

Hoye summarized key changes as outlined in the agenda packet materials, including cost-of-living increases, a transition to an eight-step performance-based pay scale, an increase in the night shift premium, expanded premium eligibility for use-of-force instructors, increased uniform allowance, reimbursement for emergency medical responder recertification training, recognition of statutory holidays, and incorporation of paid leave requirements.

Motion was made by Councilmember Kotewa, seconded by Councilmember Maynard, to Adopt Resolution 2025-46 Approving the Labor Agreement Between the City of Fairmont and the Law Enforcement Labor Services (LELS), Local #176. All present voted in favor. Motion carried.

**RESOLUTION 2025-40
Item 9.A.3**

City Clerk Steuber presented two resolutions, drafted by legal counsel, to address administrative leadership during the City Administrator vacancy following Interim Administrator O’Neill’s departure when presenting item 9.A.3. Clerk Steuber noted Resolution 2025-40 provides for shared leadership among department leaders, and Resolution 2025-41 would appoint an Acting City Administrator.

Legal counsel advised that appointing an Acting City Administrator is typical; however, no City employee expressed interest. Councilmember Lubenow asked Paul Hoye if he would consider such role, of which he respectfully declined.

Council extensively discussed the City Administrator vacancy, including personnel oversight, legal expenditures, and departmental communication. Legal counsel clarified that under the City Charter, Council may not direct or approve personnel decisions, that department leaders retain personnel authority subject to law, due process, and adopted policies, and that employee-specific matters must be handled through Human Resources and/or closed session.

Motion was made by Councilmember Kawecki, seconded by Councilmember Lubenow to amend Resolution 2025-40 to include Language Requiring Department Leaders to Provide a Two-Week Look-Ahead and Two Week Recap of Departmental Activities. On roll call, Councilmembers Kawecki, Kotewa and Lubenow voted in favor; Councilmembers Hasek and Maynard voted against. Motion carried. **Language added to Resolution: Department leaders will provide an update in the form of a two week look ahead with a recap on last two weeks in their department to the City Council.*

Motion was made by Councilmember Kawecki, seconded by Councilmember Lubenow to amend Resolution 2025-40 to have updated language read “Until an interim or permanent City Administrator is appointed, each department leader shall have the authority to appoint, suspend or remove any city employee or administrative officer in their respective department, except where such process is otherwise provided for by law and due process, the City Charter or personnel policies adopted pursuant to the City Charter. Prior to any such recommendation, staff shall bring the recommendation to council for opinion on a case-by-case basis.” On roll call, Councilmembers Kawecki and Lubenow voted in favor; Councilmembers Hasek, Kotewa, and Maynard voted against. Motion failed.

Motion was made by Councilmember Maynard to amend Resolution 2025-40 to revise the language to state “Until an interim or permanent City Administrator is appointed, each department leader shall have the authority to appoint, suspend, or remove any city employee or administrative officer in their respective department, except as otherwise provided by law and due process, the City Charter or personnel policies adopted pursuant to the City Charter.” Councilmember Lubenow recommended language with regards to appointing budgeted positions. Councilmember Maynard accepted the addition and modified the resolution language to state “Until an interim or permanent City Administrator is appointed, each department leader shall have the authority to appoint any budgeted position, suspend, or remove any city employee or administrative officer in their respective department, except as otherwise provided by law and due process, the City Charter or personnel policies adopted pursuant to the City Charter.” Councilmember Lubenow seconded the motion. All present voted in favor. Motion carried.

**Language modified to Resolution to read: Until an interim or permanent City Administrator is appointed, each department leader shall have the*

authority to appoint any budgeted position, suspend, or remove any city employee or administrative officer in their respective department, except as otherwise provided by law and due process, the City Charter or personnel policies adopted pursuant to the City Charter.

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow to Adopt Resolution 2025-40 with the New Amendments included Clarifying Temporary Department Leadership, and City Administration Duties until an Interim or Permanent City Administrator is Appointed. All present voted in favor. Motion carried.

RECESS

The Council took a short recess and reconvened at 7:29 p.m.

**RESOLUTION 2025-44
Item 9.A.4**

During agenda item 9.A.4: Consideration of an Extension of a Franchise Agreement with Midcontinent Communications (Midco), City Clerk Steuber explained the current agreement is set to expire January 17, 2026. To avoid interruption of service and allow time for renewal discussions, staff and legal counsel recommended a temporary extension through June 30, 2026, or until a new agreement is approved, with existing terms remaining in effect.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard to Adopt Resolution 2025-44 Approving the Franchise Extension for Midcontinent Communications (Midco) through June 30, 2026. All present voted in favor. Motion carried.

**RESOLUTION 2025-43
Item 9.B.1**

Director York explained that agenda item 9.B.1 related to a State Companion Grant Agreement and Resolution (2025-43) for the Airport Taxiway Lighting Replacement Project. He noted the total project cost was approximately \$604,000, with the resolution authorizing approval of the City's local share in the amount of \$13,618.42.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard to Approve the State Companion Grant Agreement (No. 1061466) and Resolution 2025-43 for Airport Project A4601-63, Taxiway Lighting Replacement Construction. All present voted in favor. Motion carried.

**PUBLIC HEARING
Item 9.C.1**

Prior to opening the public hearing on the 2026 Tax Levy and Budget, Finance Director Hoye reviewed the proposed 2026 budget and property tax levy, summarizing prior budget workshops, major cost drivers, general fund revenues and expenditures, and planned capital projects. Director Hoye outlined the proposed levy allocation for operations, debt

service, capital improvements, and other purposes, and reviewed the estimated impact on property taxes.

Assistant Finance Director Zarling presented the 2026 Public Utilities budget as recommended by the Public Utilities Commission, reviewing electric, water, and wastewater fund revenues, expenses, capital improvement projects, and proposed rate impacts (no proposed electric or water rate increases with a proposed wastewater rate adjustment).

Mayor Baarts opened the public hearing on the 2026 Tax Levy and Budget. The following residents addressed the Council:

- Todd Smith, expressed concerns regarding the City’s budget process and staffing levels. Mr. Smith questioned administrative and departmental staffing, equipment purchasing practices, vehicle use, and overall spending priorities. Smith urged the City to consider cost reductions, alternative equipment acquisition methods, and an independent review of City operations and finances.
- Vicki Schulte noting that individuals she has encountered through her employment have expressed concerns on the difficulties of opening new businesses in Fairmont compared to other communities. Ms. Schulte emphasized the importance of supporting business development to attract residents and reduce financial strain on existing taxpayers.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to close the public hearing. All present voted in favor. Motion carried.

MOTIONS/RESOLUTIONS
Item 9.C.2

Finance Director Hoyer introduced the next item of business on the Consideration of the Payable 2026 Tax Levy, the 2026 Budget, the 2026 Utility Rate Increase and the 2026 Capital Improvement Plan (CIP). Hoyer noted that while Council hasn’t officially adopted the CIP prior, formal adoption alongside the 2026 budget is recommended. Hoyer outlined changes made since the last time Council reviewed, which included removal of two Parks Department trucks, deferral of a Parks robotic mower, a wastewater slip-lining project, and an Electric Department trailer from 2026 to 2027. Hoyer opened the floor for discussion and questions.

Councilmembers asked questions regarding the budget summary, General Fund transfers, net tax capacity changes, and Capital Improvement Plan funding. Director Hoyer explained that revenues

exceed expenditures due to enterprise fund requirements for capital and debt service, that levy-supported funds are balanced, and that General Fund transfers realign previously designated reserves, including funding for fire truck replacement and the building sinking fund. Staff noted additional information on net tax capacity changes could be obtained from the County Assessor. Council also discussed CIP funding sources, including library improvements and use of Lakes Restoration funds for docks, with staff noting funding source decisions are at Council discretion.

MOTION

Motion was made by Councilmember Kawecki, seconded by Councilmember Lubenow to remove the \$100,000 from the Budget on the Vehicle Replacement Plan until the needs analysis is completed. In discussion, Council discussed the need for fleet replacement planning, potential impacts on the tax levy, the backlog of aging vehicles, prior underfunding of capital needs, and the importance of completing a needs analysis to evaluate fleet size, usage, and replacement priorities before allocating additional funding. On roll call, Councilmembers Kawecki, Kotewa, and Lubenow voted in favor; Councilmembers Hasek and Maynard voted against. Motion carried.

MOTION

Motion was made by Councilmember Kawecki, seconded by Councilmember Kotewa, to transfer funding for the dock replacement from the Lakes Restoration Fund to the Parks Department budget (citing that Lakes Restoration funds should be reserved for water quality purposes). During discussion, staff clarified timing and funding considerations, including potential impacts to fund balances. All present voted in favor. Motion carried.

MOTION

Motion was made by Councilmember Kawecki, seconded by Councilmember Lubenow to remove the HydroVac from the Water Department, at a cost of \$700,000, until a needs analysis is completed. In discussion, staff stated the HydroVac would be funded through the Water Enterprise Fund, would not impact the property tax levy, and the unit would support Water, Wastewater, and Streets Department operations, resulting in three hydro-vac units citywide. Council discussed the cost, funding source, fleet size, and operational need. On roll call, Councilmembers Kawecki and Lubenow voted in favor; Councilmembers Hasek, Kotewa, and Maynard voted against. Motion failed.

MOTION

Motion was made by Councilmember Kawecki, seconded by Councilmember Lubenow to remove \$100,000 from the Building Sinking Fund until a formal plan is established. In discussion, Councilmember

Kawecki cited the lack of an adopted plan for City Hall, Fire Hall, or Police facility improvements and expressed concern about continuing to set aside taxpayer funds without a defined use. Council discussed long-term facility needs, the value of reserving funds in advance to reduce future levy impacts, and differing views on whether funds should be accumulated without an adopted plan. On roll call, Councilmembers Kawecki and Lubenow voted in favor; Councilmembers Hasek, Kotewa, and Maynard voted against. Motion failed.

Councilmember Lubenow commented on recent county actions to reduce its levy and expressed disappointment that similar budget tightening was not achieved, noting financial pressures on residents.

RESOLUTION 2025-36

Council proceeded to action items related to the 2026 budget. Finance Director Hoye clarified that Council's prior action to remove \$100,000 from the capital equipment replacement levy reduced the Capital Project Levy to \$1,248,248 and the total levy to \$7,946,372. Motion was made by Councilmember Maynard, seconded by Councilmember Hasek to adopt Resolution 2025-36 adopting the 2026 property tax levy, as amended and Ordering its certification to the Martin County Auditor. Councilmembers Hasek, Kotewa, Lubenow, and Maynard voted in favor; Councilmember Kawecki voted against. Motion carried.

RESOLUTION 2025-37

Motion was made by Councilmember Maynard, seconded by Councilmember Hasek to Adopt Resolution 2025-37 Adopting the 2026 Budget. On roll call, Councilmembers Hasek, Kotewa, and Maynard voted in favor; Councilmembers Kawecki and Lubenow voted against. Motion carried.

RESOLUTION 2025-38

Motion was made by Councilmember Maynard, seconded by Councilmember Hasek to Adopt Resolution 2025-38 Amending Resolution 2024-50 of the City of Fairmont Relating to Public Utility Wastewater Rates. All present voted in favor. Motion carried.

MOTION

Motion was made by Councilmember Maynard, seconded by Councilmember Hasek to Approve the 2026 Capital Improvement Plan. Councilmembers Hasek, Kotewa, Lubenow, and Maynard voted in favor; Councilmember Kawecki voted against. Motion carried.

**RESOLUTION 2025-39
Item 9.C.3**

The next item of new business was on the Consideration of the Lead Service Line Replacement Program Grant Agreement, Item 9.C.3. Director Hoye explained that, as part of the City's Lead Service Line Replacement Program, the City applied for and was awarded grant funding through the

Minnesota Public Facilities Authority (PFA). He noted that, as a condition of receiving the grant funds, the City is required to issue a corresponding grant anticipation revenue note through PFA, issued in the amount of \$4,396,453 and carries a 0% interest rate. Grant reimbursements will be used to retire the note, resulting in no net cost to the City while allowing for replacement of lead service lines and improved water quality.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard, to Adopt Resolution 2025-39 Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a \$4,396,453 Taxable Grant Anticipation Revenue Note of 2025C, Providing for its Issuance and Authorizing Execution of a Minnesota Public Facilities Authority Master Loan (Bond Purchase) and/or Grant Agreement and a Lead Service Line Replacement Program Project. All present voted in favor. Motion carried.

RESOLUTION 2025-42
Item 9.C.4

As the City is required to approve donations received, Director Hoyer presented Council with the listing of the persons/entities who contributed to the City in 2025, as outlined under agenda item 9.C.4.

Motion was made by Councilmember Kotewa, seconded by Councilmember Lubenow to Adopt Resolution 2025-42 Accepting Donations to the City of Fairmont. All present voted in favor. Motion carried.

RESOLUTION 2025-45
Item 9.D.1

Economic Development Coordinator Koppen presented on the Consideration to Decertify Tax Increment Financing (TIF) District 25. Coordinator Koppen noted the district has reached the conclusion of its term and is required to be decertified effective at year-end, with the property located at 1501 State Street, Fairmont.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to Approve Resolution 2025-45 to Decertify Tax Increment Financing District No. 25. All present voted in favor. Motion carried.

MOTION
Item 9.D.2

Economic Development Director Koppen presented the first loan application under the City's Local Housing Trust Fund (LHTF) program during agenda item 9.D.2. The request, submitted by Inspire B&D Properties, would fund roof repairs to two rental units above commercial space. Koppen noted the proposed loan amount as \$16,155 and would be issued as a forgivable loan over ten years, with 10% forgiven annually, and reimbursement provided after proof of completed work.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to Approve the Local Housing Trust Fund Loan Request Submitted by Inspire B&D Properties, as recommended by the FEDA LHTF Loan Committee. All present voted in favor. Motion carried.

MOTION
Item 9.D.3

Water Resource Coordinator Neusch presented on agenda item 9.D.3, Consideration of Proposals for the Harvesting of Curly Leaf Pondweed (CLP). Coordinator Neusch reviewed the RFP process previously approved by Council and reported that the Lakes Management Committee subcommittee met on December 1, 2025, to evaluate proposals received.

Neusch noted the following two firms met the minimum RFP qualifications with their proposal amounts as follows:

Respondent Name	Phase 1 (3 visits)	Phase 2 (3 visits)	Total 2026 Cost
Premier Harvesting	\$60,000	\$114,000	\$174,000
Aquatic Plant Management	\$114,900	\$170,400	\$285,300

Neusch noted reference checks were completed for both firms to verify performance, reliability, and experience with other municipalities. Based on proposal evaluation, reference checks, approach, and cost, the Lakes Management Committee and staff determined that Premier Harvesting offers the most suitable option within the 2026 Lakes Restoration Fund budget.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard, to Accept the Review of Proposals Received for the Curly Leaf Pondweed Harvesting RFP and Authorize Staff to Work with Premier Harvesting and the City Attorney to Prepare a Contract for Council Consideration. In discussion, Councilmember Kawecky inquired regarding the proposed treatment areas. Coordinator Neusch referenced the distribution maps included in the agenda packet and clarified the priority locations identified through the Lakes Management Committee process. All present voted in favor. Motion carried.

MOTION
Item 9.D.4

The last item under new business, Consideration of the Fairmont Chain of Lakes Aquatic Plant Management Support Study, was presented by Water Resources Coordinator Neusch. Neusch explained the study would provide data-driven evaluation of invasive and native aquatic vegetation, long-term treatment effectiveness, and seasonal water quality trends to guide future lake management decisions. The proposed cost of \$25,000 is budgeted within the Lakes Restoration Fund.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard, to Authorize Staff to Submit the Drafted Contract with Minnesota State University – Mankato to the City Attorney for Legal Review and Return it to Council for Final Approval. All present voted in favor. Motion carried.

Item 10.1

Councilmember Kawecky raised concerns regarding City Attorney costs and requested clarification on supervision, scope of work, and invoice review in the absence of a City Administrator during item 10.1. Finance Director Hoye stated he would review legal invoices and offered to provide billing information to Council for transparency. City Clerk Steuber noted she and the Mayor currently serve as primary points of contact with legal counsel. City Attorney Assaf advised that recent work was authorized under prior administrative direction.

Council expressed support for increased oversight and transparency of legal billing.

Item 10.2

During agenda item 10.2, Councilmember Lubenow inquired about administrative oversight, email handling, and whether public emails to City administration are being filtered. City Clerk Steuber explained that she currently has access to the former Interim City Administrator's email account and is monitoring and routing messages as appropriate. City Attorney Assaf noted that it is not uncommon for cities to manage or route certain communications through designated inboxes, particularly in situations involving high-volume or potentially harassing communications.

Several councilmembers expressed interest in receiving written guidance or policy clarification regarding email management and communication protocols. It was suggested that the matter be brought forward as a future agenda item for further discussion.

Item 10.3

Councilmember Kawecky described a recent inquiry regarding a city vehicle being taken out of town and noted that the resident was dissatisfied with the response provided after she spoke with staff. She emphasized the importance of establishing a clear and consistent process for handling questions involving City vehicles and other City resources funded by taxpayers and suggested that vehicle use and authorization be reviewed as a future agenda item.

STAFF/LIAISON REPORTS

Director York thanked staff for snow removal efforts and residents for moving vehicles (off streets) to assist plowing operations. York reported

traffic signal issues at Prairie Avenue/State Street are being addressed with the contractor, and that repairs to the Lair Road/Albion Avenue signal are underway following a controller failure, with completion expected by the end of the week.

Councilmember Lubenow reported the HRA decided to decline an offer related to the White Tail Ridge twin homes and will instead focus on development of property near the Lakeview Methodist Home. Councilmember Lubenow also expressed concern regarding vehicles parked on city streets for extended periods, noting that at least one vehicle has remained parked since before the recent snowfall and may pose a hazard to snowplowing operations.

Councilmember Maynard noted that the new mall owner has received interest from individuals and businesses in using the mall, as discussed at the recent FEDA meeting.

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 9:26 p.m.

ATTEST:

Lee C. Baarts, Mayor

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.A.2
Reviewed by:	Item: Consideration of the City Council Minutes from the Special Meeting held December 8, 2025		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve the City Council Meeting Minutes from the Special Meeting held December 8, 2025		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

City Council Meeting Minutes: Special Meeting, December 8, 2025

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

City Council Minutes
Special Meeting – Continuation of Allegations

December 8, 2025
City Hall, 2:00 p.m.

CALL TO ORDER

The Fairmont City Council met in special session at Fairmont City Hall in the Council Chambers. Mayor Baarts called the meeting to order at 2:00 p.m.

ROLL CALL

Council present: Lee Baarts, Mayor
 Wayne Hasek, Councilmember
 Britney Kawecki, Councilmember
 James Kotewa, Councilmember
 Randy Lubenow, Councilmember
 Jay Maynard, Councilmember

Staff present: Michael Beletti, Police Captain
 Betsy Steuber, City Clerk

Also present: Christopher Hoodecheck, City Attorney
 Virtually (Flaherty & Hood)

PLEDGE OF ALLEGIANCE

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

ROTATING VOTES

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

APPROVAL OF AGENDA

Prior to approval of the agenda for the special meeting for the continuation of preliminary consideration of allegations against an individual subject to the City Council’s authority under Minnesota Statutes, section 13D.05, subdivision 2(b), Mayor Baarts addressed the Council and expressed concerns regarding adherence to established procedures related to the scheduling of the special meeting. He referenced prior Council action taken in November and stated his belief that the meeting was not called by a Councilmember as required, but rather by the former Interim City Administrator and/or legal counsel. Mayor Baarts further raised concerns regarding communications related to the meeting that he believed may have been improperly disseminated.

Based on these concerns, Mayor Baarts requested that the meeting be adjourned pending further consultation with legal counsel.

ADJOURNMENT

Motion was made by Councilmember Lubenow, seconded by Councilmember Kotewa, to adjourn the special meeting, as there was no further business to come before the Council. On roll call, Councilmembers Kotewa and Lubenow voted in favor; Councilmembers Hasek and Maynard voted against; Councilmember Kawecki abstained. Mayor Baarts broke the tie vote, voting in favor. Motion carried. The Fairmont City Council adjourned at 2:03 p.m.

Lee C. Baarts, Mayor

ATTEST:

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.A.3
Reviewed by:	Item: Consideration of the City Council Minutes from the Special Meeting held December 15, 2025		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve the City Council Meeting Minutes from the Special Meeting held December 15, 2025		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

City Council Meeting Minutes: Special Meeting, December 15, 2025

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

City Council Minutes

December 15, 2025

Special Meeting – Consideration of Proceeding with Continuation of Allegations

City Hall, 5:30 p.m.

CALL TO ORDER

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

ROLL CALL

Council present: Lee Baarts, Mayor
 Wayne Hasek, Councilmember
 Britney Kawecki, Councilmember
 James Kotewa, Councilmember
 Randy Lubenow, Councilmember
 Jay Maynard, Councilmember

Staff present: Michael Beletti, Police Captain
 Betsy Steuber, City Clerk

PLEDGE OF ALLEGIANCE

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

ROTATING VOTES

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

APPROVAL OF AGENDA

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to approve the agenda as presented. On roll call, Councilmembers Hasek, Kawecki, Kotewa, and Maynard voted in favor; Councilmember Lubenow voted against. Motion carried.

NEW BUSINESS

Mayor Baarts stated the item of business for the meeting was consideration of whether to proceed with the continuation of the preliminary consideration of allegations against an individual subject to the City Council’s authority under Minnesota Statutes, section 13D.05, subdivision 2(b), beyond the 30-day determination period.

The Mayor noted that on November 10, 2025, the City Council determined there was adequate justification to hold a hearing on a complaint against Councilmember Kawecki and that a special meeting scheduled for December 8, 2025, was convened and adjourned shortly

thereafter without the hearing being held. The Mayor requested Council discussion on whether to extend the deadline to hold the hearing.

Councilmember Maynard stated that because the previously scheduled hearing was not held, fairness required providing Councilmember Kawecki the opportunity to respond to the allegations. Councilmember Kotewa concurred, while emphasizing the importance of transparency and moving forward.

Councilmember Kawecki stated that the 30-day period had expired, the matter was concluded, and that extending the deadline and characterizing the item as a continuation of the preliminary consideration was not appropriate.

Councilmember Maynard asked whether the motion language was provided by legal counsel. Clerk Steuber responded that the language was modified based on prior legal guidance. It was also noted that the only motion at the December 8, 2025 meeting was to adjourn and that no further action was taken.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa that the deadline for continuation of preliminary consideration of allegations against an individual subject to the City Council's authority under Minnesota Statutes, section 13D.05, subdivision 2(b) be extended beyond the 30 days and that the next item of business be a continuation of the agenda item from the November 10th, 2025 special City Council meeting of preliminary consideration of allegations against the City of Fairmont City Councilmember under Minnesota Statute, Section 13D.05, subdivision 2(b), with the City Councilmember being Brittany Kawecki.

In discussion, prior to the roll call vote, Councilmember Kawecki referenced comments previously made, expressed concern with the matter being repeatedly revisited and with the Council's Code of Conduct not being consistently followed, and stated a desire to move forward. Councilmember Lubenow expressed concern regarding repeated allegations, lack of evidence, and use of City resources, and stated that the Council's primary focus should be on City business and community improvement.

On roll call, Councilmembers Hasek, Kotewa, and Maynard voted in favor; Councilmembers Kawecki and Lubenow voted against. Motion carried.

Mayor Baarts outlined the proposed process, including limiting Councilmember Kawecki's participation due to a conflict, providing her an opportunity to respond, and outlining potential deliberation and action later in the meeting. The Mayor asked if there were any comments on the process.

Mayor Baarts continued with listing the specific allegations against Councilmember Kawecki, as follows:

1. Councilmember Kawecki posted or disclosed private personal data on a current or former City employee to members of the public without authorization from the City Council for disclosure.
2. Councilmember Kawecki posted or disclosed private personal data on a current or former City employee to members of the public for personal gain.
3. Councilmember Kawecki posted or disclosed private personal data on a current City employee to intimidate, harass, defame, or retaliate against them for filing a complaint against her.
4. Councilmember Kawecki posted or disclosed private personal data on a current or former City employee to improperly influence the future outcome of official City action, including but not limited to the City Administrator hiring process.
5. Councilmember Kawecki used her position as a City Councilmember and/or Councilmember-at-Large to improperly influence the outcome of official City action, including but not limited to the City Administrator hiring process.
6. Councilmember Kawecki used her position as a City Councilmember or Councilmember-at-Large to obtain and disclose private personal data, either directly or through disclosure to another member of the public.

When Mayor Baarts asked whether the allegations were appropriate for Council consideration, a majority of the Council expressed agreement, with Councilmember Lubenow indicating disagreement.

Mayor Baarts offered Councilmember Kawecki the opportunity to be heard and respond to the stated allegations and potential Council actions, (i.e. censure, a directive to cease and desist, remedial action with the complainant), and advised that no employee names or identifying information be referenced due to the involvement of private personnel data.

Councilmember Kawecki provided a detailed response to the allegations, denying that she disclosed private personnel data, violated the Code of Conduct, or improperly influenced City actions. She stated that her social

media activity reflected personal opinion, not official City action, and that she did not access, request, disclose, or direct the release of private data. Councilmember Kawecki asserted that the allegations rely on hearsay, previously adjudicated matters, and speculation, and that no verifiable evidence supports the claims. She further raised concerns regarding procedural fairness, Charter compliance, Open Meeting Law issues, and alleged attempts to influence Council deliberations outside of established processes. Councilmember Kawecki requested that the complaint be dismissed in its entirety.

Mayor Baarts opened the floor for Council questions and comments. Councilmember Kotewa asked questions regarding statements about Councilmember Kawecki's alleged use of a private citizen's computer (Todd Smith) and whether she had ever posted on the City of Lakes Open Discussion page. Councilmember Kawecki responded that she had used the computer to assist with personal medical matters (medication) but denied posting from Mr. Smith's computer or posting on that page.

Councilmember Kotewa also referenced Councilmember Kawecki's Facebook page and its recent change of media labeling and discussed constitutional free speech considerations, and a focus on professionalism and moving forward. Councilmember Kotewa expressed support for addressing social media expectations through a revised Code of Conduct. Councilmember Kawecki responded that her social media reflects personal opinion and expressed concern about monitoring.

Councilmember Lubenow expressed concern against certain allegations, questioned whether any personal gain existed, and voiced support for moving forward and focusing on City business.

Councilmember Maynard responded to statements regarding the Open Meeting Law while explaining that staff communications to Council via blind carbon copy (email) are recommended and do not constitute a meeting unless Councilmembers communicate among themselves. Councilmember Maynard emphasized the importance of professionalism and avoiding public criticism of staff.

Councilmember Hasek stated concern with social media on posts involving personnel matters and expressed support for establishing expectations through a revised Code of Conduct.

Motion was made by Councilmember Kotewa, seconded by Councilmember Lubenow that the Mayor, the complainant, and Councilmember Kawecki meet to resolve the issues; report back to the

Council at the January 12, 2026 meeting and that the complaint be withdrawn; and that a revised Code of Conduct be in force by March 1, 2026. On roll call, Councilmembers Hasek, Kaweck, Kotewa, Lubenow and Maynard voted in favor. Motion carried.

ADJOURNMENT

Motion was made by Councilmember Lubenow, seconded by Councilmember Kotewa, to adjourn the special 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 6:53 p.m.

Lee C. Baarts, Mayor

ATTEST:

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.A.4
Reviewed by:	Item: Consideration of the City Council Minutes from the Special Meeting held December 29, 2025		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve the City Council Meeting Minutes from the Special Meeting held December 29, 2025		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

City Council Meeting Minutes: Special Meeting, December 29, 2025

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

City Council Minutes
Special Meeting – City Administrator Position & AFSCME Union Contract

December 29, 2025
City Hall, 5:30 p.m.

CALL TO ORDER

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

ROLL CALL

Council present: Lee Baarts, Mayor
 Wayne Hasek, Councilmember
 Britney Kawecki, Councilmember
 James Kotewa, Councilmember
 Randy Lubenow, Councilmember
 Jay Maynard, Councilmember

Staff present: Michael Beletti, Police Captain
 Rachel Viesselman, Human Resources Manager
 Betsy Steuber, City Clerk

Also present: David Assaf,

PLEDGE OF ALLEGIANCE

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

ROTATING VOTES

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

APPROVAL OF AGENDA

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

**NEW BUSINESS MOTION
Item 4A**

Mayor Baarts introduced agenda item 4A, Consideration and Potential Action on the City Administrator Position (Temporary, Interim, and/or Permanent). City Clerk Steuber summarized options for administrative continuity based on legal guidance from Flaherty & Hood, as outlined in the attorney-client privileged memorandum prepared for Council.

Clerk Steuber noted that prior to Interim City Administrator O’Neill’s departure, he was directed to contact the League of Minnesota Cities list of potential interim candidates to assess interest, availability, and the

Council's preference for an on-site administrator for up to one year, which resulted in limited success. Clerk Steuber also noted outreach with MGT regarding contracted administrative services, with the identified individual scheduled to meet with staff and Council on January 6, 2026.

Clerk Steuber stated that additional inquiries have since been received and outlined Council options, as listed in the agenda packet, as:

- Postponing further consideration of the MGT candidate pending negotiation of preliminary contract terms;
- Designating Councilmembers to work with the Human Resources Manager to schedule interviews with identified permanent or interim non-MGT City Administrator candidates;
- Designating Councilmembers to work with the Human Resources Manager to bring forward a resolution appointing an Acting City Administrator for Council consideration; and/or
- Taking other action as directed by the City Council.

Mayor Baarts noted that the MGT candidate expressed a preference to initially serve under an MGT contract, with the possibility of transitioning to a direct City contract at a later date if mutually agreeable (as that one option for Council consideration). While the City is not conducting a formal search for a permanent City Administrator, he (Mayor Baarts) has received unsolicited inquiries regarding interim service.

Following clarification from legal counsel that the City may proceed with interviews based on applications already received and that reposting the position is discretionary, a motion was made by Councilmember Lubenow, seconded by Councilmember Maynard, to proceed with interviews of candidates identified as Exhibit B and Exhibit C.

In discussion following the motion, Council discussed the cost of Option A and expressed interest in interviewing Exhibits B and C as a potentially more cost-effective approach for an interim City Administrator. Council reviewed the proposed interview process, including staff involvement and a public Council interview, and discussed whether proceeding with only these candidates (versus prior applicants) raised any legal or liability concerns. Attorney Assaf advised that proceeding with interviews of Exhibits B and C presented no legal issues, noting prior applicants had been reviewed and declined by Council, and reposting for the position could be considered, if necessary.

Motion was made by Councilmember Lubenow, seconded by Councilmember Maynard to interview the applicants identified as Exhibit B and C as potential interim City Administrator candidates, with

interviews coordinated and structured by Human Resources Manager Viesselman. On roll call, Councilmembers Hasek, Kaweck, Kotewa, Lubenow and Maynard voted in favor. Motion carried.

Attorney Assaf clarified that proceeding with interviews did not preclude Council from also considering appointment of an Acting City Administrator.

A motion was made by Councilmember Maynard, seconded by Councilmember Hasek, to designate no more than two Councilmembers to work with Human Resources Manager Viesselman to bring forward a resolution appointing Finance Director Paul Hoye as Acting City Administrator for Council consideration at the next open meeting on January 12, 2026, with Hoye to serve until an interim or permanent City Administrator is appointed.

In discussion, Council discussed the timing of interviews for Exhibits B and C and the need for an acting appointment in the interim. In response to an inquiry from Councilmember Kaweck regarding Hoye's initial declination of the role, Clerk Steuber clarified that following subsequent communication, Hoye indicated willingness to consider the position.

On roll call, Councilmembers Hasek, Kaweck, Kotewa, Lubenow, and Maynard voted in favor. Motion carried.

Following the vote, Councilmembers Kotewa and Maynard volunteered to work with Human Resources Manager Viesselman to finalize details required to bring forward the resolution appointing the Acting City Administrator (Paul Hoye). By consensus, Council affirmed this designation.

To ensure a timely interview process between Exhibits B and C Administrator candidates and City Council, Council discussed whether to designate Councilmembers to work with the Human Resources Manager to coordinate interviews.

Motion was made by Councilmember Maynard, seconded by Councilmember Kotewa to designate Councilmember Lubenow to work with Human Resources Manager Viesselman to coordinate and schedule interviews between the identified City Administrator candidates (Exhibits B and C) and City Council. All present voted in favor. Motion carried.

**RESOLUTION 2025-48
Item 4B**

The last item of new business was, agenda item 4B, Consideration of the American Federation of State, County and Municipal Employees (AFSCME) Union Contract. Human Resources Manager Viesselman presented the proposed AFSCME labor agreement, effective January 1, 2026, through December 31, 2028, and summarized key changes as outlined in the agenda packet materials. Manager Viesselman noted adjustments to cost-of-living increases, a transition to an eight-step performance-based pay scale, and alignment with previously approved City labor agreements. She noted additional provisions, such as standby pay for full-time Aquatic Park maintenance staff, recognition of statutory holidays, increased safety reimbursement allowances (glasses and boots), paid leave requirements, increased vacation carryover provisions, and revisions to sick leave benefits.

Councilmembers asked questions and discussed standby coverage, consistency with other union contracts, vacation carryover limits, sick leave payout structures, and long-term fiscal considerations.

Motion was made by Councilmember Kawecki, seconded by Councilmember Maynard to adopt Resolution 2025-48 Approving the Labor Agreement Between the City of Fairmont and the American Federation of State, County and Municipal Employees (AFSCME), Local #1204. All present voted in favor. Motion carried.

ADJOURNMENT

Motion was made by Councilmember Maynard, seconded by Councilmember Lubenow, to adjourn the special 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 6:09 p.m.

Lee C. Baarts, Mayor

ATTEST:

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Paul Hoyer, Finance Director	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.B.1
Reviewed by:	Item: Consideration of Accounts Payable for December 2025		
Presented by: Paul Hoyer, Finance Director	Action Requested: Motion to Approve the December 2025 Accounts Payable List		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

The December 2025 bills are attached at the end of the agenda.



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.C.1
Reviewed by:	Item: Consideration of a Temporary On-Sale Liquor License for the Red Rock Center for the Arts Dueling Pianos Event		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve a Temporary On-Sale Liquor License for Martin County Preservation Association DBA Red Rock Center for the Arts for February 7, 2026		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

Martin County Preservation Association, DBA Red Rock Center for the Arts has submitted an application for a Temporary On-Sale Liquor License for their Dueling Pianos event on Saturday, February 7, 2026.

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Application for a Temporary On-Sale Liquor License



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		Date of organization	Tax exempt number
Martin County Preservation Association DBA Red Rock Center for the Arts		2005	8903440
Organization Address (No PO Boxes)	City	State	Zip Code
222 E Blue Earth Avenue	Fairmont	MN	56031
Name of person making application		Business phone	Home phone
Ted Schaefer		507-235-9262	507-235-9262
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
Saturday, February 7, 2026	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Carol Justice	Truman	MN	56088
Organization officer's name	City	State	Zip Code
Pat Winter	Sherburn	MN	56171
Organization officer's name	City	State	Zip Code
Alex Hurney	Fairmont	MN	56031

Location where permit will be used. If an outdoor area, describe.
 Inside of the 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 Mutal 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 #1697 01/05/2026 _____
 Fee Amount

Event in conjunction with a community festival Yes No

10,487 _____
 Current population of city

_____ Date Approved

February 7, 2026 _____
 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 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

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.C.2
Reviewed by:	Item: Consideration of 2026 Fairmont Fire Fighters’ Officer Elections		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve Officer Elections of the Fairmont Fire Department for 2026		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

The Fairmont Fire Department held their annual elections on December 12, 2025. The City Council must approve the election results for them to be final.

Chief:	Bryan Kastning
Assistant Chief:	Colby Whitmore
Captain:	Rob Iverson
1 st Lieutenant:	Matt Streit
2 nd Lieutenant:	Sam Cress
Secretary:	Mercedes Johnson

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.C.3
Reviewed by:	Item: Consideration of an Event Permit for the Martin County Chapter of Pheasants Forever		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve an Event Permit for the Martin County Chapter of Pheasants Forever Youth Ice Fishing Tournament on February 7, 2026		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

Martin County Pheasants Forever made application for an Event Permit to host a Youth Ice Fishing Tournament on Saturday, February 7, 2026. The Gomsrud Park Shelter House will be used as the central location for the event.

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: 12/2/25

Permit Fee: \$15.00

Event: YOUTH ICE FISHING TOURNAMENT

Sponsoring entity: MARTIN COUNTY PIGEONS FOREVER

Address: 1330 S STATE ST FAIRMONT

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

Event coordinator(s): RICK STEVENS

Contact Info: 507-848-1016 Phone #
rick.stevens_pf@ E-mail

Primary contacts (during event): gmail.com

Name: RICK STEVENS Name JOE KALLEMEYN

Cell#: _____ Cell# 507-848-0266

E-mail: _____ E-mail: jlkallmeyn@gmail.com

Event Start: Day/Date FEB 7 2026 Time: 6:00AM

Event End: Day/Date FEB 7 2026 Time: 3:00PM

Setup: Day/Date FEB 7 2026 Start time: 6:00 AM End Time: 7:30AM

Teardown: Day/Date FEB 7 2026 Start time: 12:30 PM End Time: 3 PM

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

YOUTH ICE FISHING TOURNAMENT - REGISTRATION, AND
~~OTHER~~ LUNCH, AND WEIGH-IN TO BE HELD AT GONSALUD
SHELTER HOUSE. FISHING ON ANY OF THE 5 LAKES
IN TOWN.

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.

GONSALUD PARK SHELTER HOUSE - EAST END OF
BUILDING AND AREA OUTSIDE EAST END OF THE
BUILDING.

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: WE WILL HAVE OUR OWN MOBILE TRAILER ON SITE THAT HAS A SELF-CONTAINED PA SYSTEM.

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 PRESIDENT Date 12/8/25

Office Use Only			
\$15.00 Fee Paid	Date: <u>12/8/25</u>	Received by: <u>[Signature]</u>	
Requires Council Approval	<input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

CL# 6212 #15-

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



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.C.4
Reviewed by:	Item: Consideration of an Event Permit for the Fairmont Lakes Foundation Inc.		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Approve an Event Permit for the Fairmont Lakes Foundation Ice Fishing Tournament on January 31, 2026		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

The Fairmont Lakes Foundation has submitted an event permit to hold an Ice Fishing Tournament on January 31, 2026. The event will be based at Gomsrud Park, Fairmont.

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: 12/11/25

Permit Fee: \$15.00

Event: Ice fishing tournament

Sponsoring entity: Fairmont Lakes Foundation, Inc.

Address: PO Box 523 Fairmont, MN 56031

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

Event coordinator(s): Matt Moore - Fairmont Lakes Foundation

Contact Info: 507-236-2100 Phone #
matthew.g.moore@outlook.com E-mail

Primary contacts (during event):

Name: Matt Moore Name _____
Cell#: 507-236-2100 Cell# _____
E-mail: matthew.g.moore@outlook.com E-mail: _____

Event Start: Day/Date January 31, 2026 Time: 7:00AM

Event End: Day/Date January 31, 2026 Time: 1:00PM

Setup: Day/Date January 31, 2026 Start time: 6:00AM End Time: 7:00AM

Teardown: Day/Date January 31, 2026 Start time: 1:00PM End Time: 2:00PM

1. Type and description of the event and a list of all activities to take place at the event.
Ice fishing tournament, check in before and weigh in after

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.

Fishing on George, Sisseton, Budd, Hall, Amber lakes in Fairmont
Check in and weigh in at Gomsrud Park shelter house - *Electronic ; Hawk*

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.

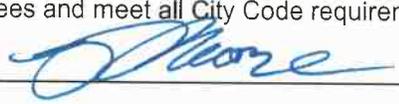
6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex): Yes; No
If yes, event coordinator must complete temporary overnight camping permit and submit payment.

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  Title Board Member Date 12/11/25

Office Use Only			
\$15.00 Fee Paid	Date: <input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No	Received by: <u>12/11/25</u>	
Requires Council Approval	Yes	Council Meeting Date:	Action:
City Administrator Approval	Yes	No	Date

\$15 cash

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



STAFF MEMO

Prepared by: Brady Powers, Water/Wastewater Superintendent	Meeting Date: 01/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 6.C.5
Reviewed by: Matt York, Public Works/Utilities Director	Item: Consideration to Declare Equipment as Excess – Water and Wastewater Departments		
Presented by: Matt York, Public Works/Utilities Director	Action Requested: Motion to Declare Equipment as Excess within the Water and Wastewater Departments and Authorize Staff to Post for Sale		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

The Water and Wastewater Departments wish to declare the following pieces of equipment as excess.

- Honda Portable Generator – EU3000is Serial # - EZGF – 120523S Bends rods, non-running.
- Snapper Snowblower - L1226E Model - 1695679 Serial - 2013923144 Broken handle. Ran when moved to cold storage.
- 4” Homelite Trash Pump – Model # - 123TP4-1 Serial # - 3363729 Carburetor rebuilt. Ran summer 2025.
- 6” Barnes Trailer Pump – Model # - 6TCCG-1 Serial # - 35437-80 Ran summer 2024, would not continue to run under load.
- 6” Waukesha Trailer Pump – Model # - 6P Serial # - P4757 Unknown the last time this pump ran.
- 1997 Misty Harbor Pontoon 20 foot - 28 HP Evinrude Motor

The items listed will be sold on mnbid.mn.gov.

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Pictures Attached













STAFF MEMO

Prepared by: Ned Koppen, Economic Development Coordinator	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.A.1
Reviewed by:	Item: Consideration of the Southern Minnesota Educational Campus (SMEC) Development Recommendation		
Presented by: Ned Koppen, Economic Development Coordinator	Action Requested: Motion to Accept the Review of Proposals Received for the Southern Minnesota Educational Campus Development Request for Proposal and Authorize Staff to Work with Brennan Companies and the City Attorney to Prepare a Contract for Future Council Consideration		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

PREVIOUS COUNCIL ACTION

April 4, 2025: Council directed staff to proceed with the preparation of a Request for Proposal (RFP) to identify developers interested in purchasing the SMEC building.

July 14, 2025: Council directed staff to conduct internal marketing of the building for 90 days and report back to Council with a progress update and recommendations

REFERENCE AND BACKGROUND

The Council approved a Request for Proposal (RFP) seeking development plans for the SMEC building. The RFP was intended to inform Council, staff, and the community of the possibilities and potential for the SMEC building should ownership be transferred to a developer with a beneficial plan for this community asset. City staff created the RFP and received two responses; Brennan Companies and LaSalle Debelopment Group. A review committee was created consisting of City staff and two Council representatives. The applications were reviewed and a list of follow-up questions were prepared for the two applicants to respond to for further clarity regarding their proposal. The responses to the follow-up questions were reviewed by the review committee and discussed at length.

As a result of the original proposals and the responses to the follow-up questions, the review committee was able to develop a recommendation regarding which proposal would most benefit the community. The review committee found merit in both proposals, each of which proposed a housing development at the SMEC site. After considering all factors including the need for additional housing, project flexibility and adaptability, financial considerations, and requirements necessary to make each project viable, the review committee recommends that Council consider the Brennan Companies proposal as the preferred development option, resulting in 20 units of affordable or market-rate housing.

BUDGET IMPACT

Purchase Price for the Building - \$200,000.00

SUPPORTING DATA/ATTACHMENTS

Original Request for Proposal

Brennan Companies Proposal

LaSalle Development Group Proposal Follow-up Questions and Applicant Responses



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

Phone (507) 238-9461

Fax (507) 238-9469

**CITY OF FAIRMONT, MINNESOTA
REQUEST FOR PROPOSALS (RFP) - SMEC Redevelopment**

The City of Fairmont seeks qualified developers to purchase and redevelop the Southern Minnesota Educational Campus (SMEC) at 115 S. Park St., Fairmont, MN. This 20,000 sq. ft. building on approximately 2 acres near historic downtown is ideal for housing, commercial, or mixed-use redevelopment that will positively impact the community.

Proposals will be evaluated on offer price, tax base impact, development quality, qualifications, financial capacity, and community benefit. Potential incentives may include TIF, Tax Abatement, and below-market financing. For complete details, the full RFP and exhibits are available at <https://fairmont.org/contracts-and-bidding-information/>

Deadline: 4:00 p.m., September 29, 2025

Submit to:

Betsy Steuber, City Clerk
100 Downtown Plaza, Fairmont, MN 56031
bsteuber@fairmont.org | 507-238-3949

RFP to Repurpose Southern Minnesota Educational Campus

Introduction

The city of Fairmont is exploring the sale and development of the Southern Minnesota Educational Campus (SMEC) located at 115 South Park Street, Fairmont, Minnesota.

The city is requesting a request for proposals (the “Proposals”) from a developer with experience in single development in rural communities, coupled with professional management capacity or in partnership with a professional management firm. The Property will not be sold for speculative purposes. Proposals will be evaluated on several factors, including, but not limited to: (1) the best offer price for the Property; (2) the proposed increase in the City’s tax base because of the development; and (3) the quality of the development offered in the Property proposal.

The Property is located next to historic downtown and near other housing and commercial developments. The location is well suited for housing, commercial, or mixed use; a new use will be well received by the Public and businesses.

Building Information

This is a fee-based property owned by the city of Fairmont. The 20,000 square foot building sits on approximately 2 acres. The property is zoned commercial business-2 and has a county real estate market value of \$1.5 million. The property is adjacent to property owned commercial business-1 (neighborhood business) and R-2S, which both single family and multifamily properties.

Located in the heart of Fairmont, blocks from Fairmont’s historic downtown district. The existing purpose of the SMEC building was to provide a location for businesses & organizations to bring the community together. The site currently houses the United Hospital District’s Therapy Program, the Senior Place, and Community Education and Recreation offices and event spaces. Meeting rooms are available for business & community use.

About Fairmont

The City in Martin County, MN is located about an hour south of Mankato and just 15 minutes north of the Iowa border — offers families and retirees an opportunity to rent or own a home for less than nearby major metros like the Twin Cities.

The city of Fairmont, MN has a median household income of \$59,228. This income is slightly less than the median household income for Martin County, which is \$62,969, and about two-thirds of the state's median household income of \$87,556.

The city population is 10,487 and has a strong economic base including agribusinesses, food and technology manufacturing, retail, and tourism businesses.

The largest employers in the city of Fairmont are the Mayo clinic, Fairmont Foods, United Hospital District, Avery Weigh-Tronix, Martin County, and the city of Fairmont.

The city of Fairmont, Minnesota has Interstate 90 and Minnesota State Highway 15 as its major roads. I-90 leads east to Albert Lea and west to Worthington, while MN 15 leads north to Madelia and south to Armstrong, Iowa

Market Feasibility Study

A 2020 Fairmont Housing Study update was completed by Community Partners Research Incorporated A 2025 housing study has been proposed.

The following were the results of the 2020 study:

- Develop 36 to 42 traditional market rate rental units
- Promote the development/conversion of 18 to 22 affordable market rate rental housing units
- Develop 20 to 24 income-restricted moderate rent housing units
- Monitor senior assisted living supply and demand
- Potential demand for 10 additional memory care beds by 2024
- Potential demand for 30 to 42 additional light services senior rental units

Financial Incentives

The City can provide the following financial incentives to assist with the development of a project that meets the city of Fairmont requirements:

- Tax Increment Financing
- Tax Abatement
- Below market rate loan financing

Building and Land Subsidies

The city will consider reductions in building and land costs for housing developers creating housing that meet the following requirements:

- Includes options for seniors or those 55+;
- Moderate to higher density;
- Rental units that target existing workforce .

Note: for the purpose of this RFP, the term “workforce” means unit rents that are no more than 30% of a household’s income that is 80% or less of the area median household income, as published annually by Minnesota Housing Finance Agency (<https://www.mnhousing.gov/sites/multifamily/limits>)

Proposal Process

Objective for the Site

The city of Fairmont is looking for an experienced rural housing and commercial developer to submit a proposal.

Proposals should include the following:

Identifying Information – A completed and signed letter which includes background information such as developer name, address, contact and key personnel.

Proposal Narrative with Conceptual Site Plan – A written and graphic summary of the proposed development, which shall include an explanation of how the proposed development is intended to be integrated into its surroundings and will support broad principles of neighborhood development. The city of Fairmont does not expect detailed design or architectural documents.

Statement of Qualifications – Include descriptions of relevant example projects completed within the past 5 years that are comparable in scope to the project, as well as financial capacity to ensure project success. Include references from previous clients/projects.

Development/Building Programming - including type, size, and mix of proposed dwelling units. Conceptual-level renderings and/or preliminary elevations of proposed structures.

Budget and Pro Forma – Securing estimates from local companies is encouraged.

Note: The selected applicant must enter into a development agreement with claw back revisions and meet all compliance requirements of the city of Fairmont code and ordinances

Design and Architecture

Design Approval

The design concepts submitted by the Developer will be reviewed by City consultants who will make a recommendation to the City Council.

Statement of Qualifications

Please submit a statement of qualifications and portfolio samples for a project of this nature.

Construction & Architect

Please provide the names of the proposed developer, architect and any and all contractors that you intend to work with on this project.

Site Plan

Development Size

Provide a site plan showing units and unit counts, number of bedrooms and bathrooms, square footage of each room by type and approximate square footage.

Architecture & Site

Please provide as much information as possible about the proposed plans including site map, floor plans, parking plan, landscape & lighting plan, amenities and exterior and interior renderings. Also include a narrative outlining the proposed use of the Property

Rates and Occupancy

Please provide information related to your business plan for the development including expected average rent rate and occupancy, if applicable.

Property Management

Please provide information about the proposed property management company.

Financial Qualifications

Please include financial qualifications for the developer and the developer's financial capability to complete the proposed development. Additionally, please include a proposed budget based on contractor estimates, sources and uses, and 15-year income projection.

Schedule

Please include information on proposed timing information on the preliminary schedule, including timing for site plan development, regulatory approvals, and construction activities. Please also be sure to include timing for platting, construction, and buildout process.

Business Financing

Capital Structure

Include information concerning the proposed capital structure, including amount of cash equity contribution, and information concerning construction and permanent financing for the proposed project.

Business Plan

Provide business plan proforma financial statements (cash flow, income statement, balance sheet) on the financing of the proposed project

Offer of Payment

Please include an offer of payment for the Property, including all payment terms. The city of Fairmont may consider offers below market value. Any Proposal accepted below market value may be subject to business subsidy laws and agreements with the city. If the Property is

conveyed to a Developer with a Purchase Agreement that is subject to a business subsidy agreement with the city, the city will also require a right of reversion in favor of the City upon the Property.

Additionally, please include a statement indicating how your proposal represents the highest price and/or highest value to the City in terms of direct or indirect financial, economic, or community benefits.

Proposed Incentive

Please provide a narrative of any proposed incentive, assistance, or discounts that you would seek from the city as part of the development, including whether you have the ability to pay for standard platting fees, trunk charges, parkland dedication fees, infrastructure costs, sewer and water connection fees, and any other development or construction fees or expenses.

RFP Process and Timeline Process

Submit a specific, sealed proposal outlining responses to each section below, along with a vision and qualifications to Betsy Steuber, City Clerk at Fairmont City Hall. Proposals will be reviewed and presentations arranged for a short list of finalists.

The proposal must be received on or before 4:00pm on September 29, 2025.

Proposals received after this date will not be considered.

Developers shall submit one (1) clearly marked written and one (1) electronic version (either via email or on a flash drive) of their proposal package (the "Proposal Package"). Proposal Packages must be received in one envelope or box marked "PROPOSAL -- Housing Development on City-Owned Land" and address to the City Clerk at the address under Submittal.

Submittal:

If you have questions regarding the RFP, please contact:

City of Fairmont
Betsy Steuber, City Clerk bsteuber@fairmont.org
Office: 507-238-3949
100 Downtown Plaza
Fairmont, MN 56031

Please review the evaluation criteria when responding. Failure to provide any of the above requested information may result in disqualification of the proposal. The City reserves the right to request additional information pertaining to the applicant's proposal, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the applicant.

Timeline

August 4, 2025 – RFP Release Date

August 29, 2025 - Questions due by 4:00 p.m.

All questions must be submitted in writing to Betsy Steuber, City Clerk at bsteuber@fairmont.org. Questions after this date will not be answered so that all applicants have the same opportunity to review questions and answers for consistency in information.

September 2, 2025 - Questions and answers will be posted publicly at <https://www.fairmont.org>.

September 29, 2025 - Proposals due by 4:00 p.m.

After review, the City Council will consider a recommendation for sale. NOTE: If the City Council decides to proceed with a proposal, such a decision shall be subject to the negotiation and execution of a mutually satisfactory Purchase and Development Agreement.

During the evaluation process, the City may, at its sole discretion, request one or more firms to make presentations to staff, consultants, committees, or to the City Council. Such presentations will provide firms with an opportunity to answer any questions the review committee may have on a firm's proposal and may be virtual or in-person. Not all firms may be asked to make such presentations.

Method of Award and Selection Criteria

Complete responses to this RFP will be evaluated by City staff and consultants and will be reviewed by the City Council based upon City subcommittee review and recommendation. Decision to sell the Property are at the sole discretion of the City Council. This RFP process shall not create a binding obligation on the part of the City Council to sell or transfer the Property unless and until a Purchase and Sale Agreement has been executed. The City reserves the right to reject any and all Proposals.

The selection criteria will include, but not be limited to, the following:

- Completeness of the proposal package;
- Proposal recognizes the highest price and/or highest value to the City;
- Proposal meets or exceeds City standards for development;
- Proposal timing for development is achievable and favorable;
- Developer/development team responsiveness to this RFP and demonstrated understanding of the City's goals and objectives;
- Level and number of workforce units;
- Status of site control at proposed project location;
- Project timeline and ability to complete improvements to the following schedule:
 - Development Agreement executed and Platting/Design completed by October 31, 2025.

- Platting / Design, rezoning completed by December 29, 2025
- Financial capability, including resources available as equity for the project and strength of financial commitments;
 - Demonstrated ability to procure financing and complete projects on schedule and within budgetary assumptions;
 - The quality of the proposed site layout and the relation of the layout to the surrounding neighborhood context (parking, pedestrian impacts, activation of street levels, access, etc.);
 - Qualifications and experience of the Developer and team members with projects of similar scale and magnitude;
 - Past performance of the Developer/ development team as verified by references of previous clients/projects;
 - Demonstrated success in embracing and implementing the highest standards of sustainability and environmental sensitivity;
 - Past successes in dealing with elected officials, municipal boards and commissions, community advisory committees, and neighborhood residents;
 - History of legal actions and disputes;
 - Quality, creativity, and feasibility of development proposal.

Property Inspection

Applicants are encouraged to inspect the Property, but to protect the peace and enjoyment of neighboring property owners, you are asked to schedule your inspection with the City.

Terms and Conditions

All information contained within this RFP and supporting documents is based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. The Developer shall be responsible for their own due diligence in preparing a proposal. No representation or warranty is made by the City with respect to the condition of the Property, the suitability of the Property for a Developer's potential use or the information provided herein. Additionally:

- A. The Developer shall be responsible for the accuracy of the information provided to the City in connection with this RFP.
- B. The City Council reserves the right to reject any and all Proposal Packages, to waive any irregularities or defects in any proposal, to issue additional RFPs, and to either substantially modify or terminate the proposed sale at any time prior to final execution of a purchase agreement.
- C. The City may cancel, revise, or extend this solicitation.
- D. The City shall not be responsible for any costs incurred by a Developer in connection with the preparation, submission, or presentation of its proposal.
- E. Nothing contained herein shall require the City to enter into exclusive negotiations with any Developer, and the City reserves the right to amend, alter, and revise its own criteria to the selection of an applicant without notice.
- F. The City reserves the right to request clarification of information submitted in a proposal and to request additional information from any Developer.

- G. The City will not accept any Proposal Packages after the time and date specified in this RFP.
- H. The City Council retains the sole discretion in the selection of a successful Proposal Package, if any.
- I. The City reserves the right to request clarification of information submitted and to request additional information from any Respondent.
- J. The City reserves the right to select the proposal it deems is in the best interests of the City, even if it is not the highest purchase price nor provides the greatest financial benefit to the City.
- K. Upon selection of a Proposal Package, the City shall enter into negotiations with the successful Developer for a Purchase Agreement and Development Agreement, which may include business subsidy provisions, with terms and conditions acceptable to the City. Until the execution of a contract, the City is under no obligation to sell the Property, and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same "AS IS" by quit claim deed and without warranty as to quality, physical condition or environmental condition.
- L. The successful Proposal Package will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received.
- M. The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Minnesota.

This Request for Proposals does not obligate the City of Fairmont to pay any costs incurred by any Developer or respondent to the RFP in the submission of qualifications and/or proposals or in making necessary studies or designs for the preparation of any proposal, or for procuring or contracting for the services to be furnished under this request.

Any proposal accepted by the City shall be subject to approval by the Fairmont City Council.

The City of Fairmont appreciates your consideration of this Request for Proposals and welcomes all responsible Developers.

Thank you for your interest in doing business with the City of Fairmont.

Exhibits

Exhibit 1 – Building and Property Overlay

Exhibit 2 – Zoning Map Classification

Exhibit 3 – 2020 Housing Study

Exhibit 4 – Internal Building Layout

Exhibit 1



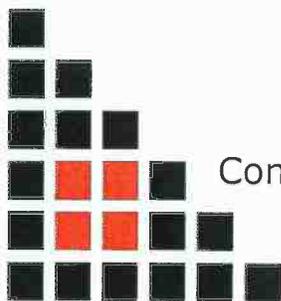
Exhibit 2



City of Fairmont HOUSING STUDY

January 2020

An updated analysis of the overall housing needs
of the City of Fairmont, MN



Community Partners Research, Inc.

Faribault, MN 55021

(507) 838-5992

List of Sections

	<u>Page</u>
Introduction	2
Demographic and Projection Data	4
Existing Housing Data	23
Rental Housing Inventory	33
Senior Housing with Services Inventory	50
Employment and Local Economic Trends Analysis	64
Findings and Recommendations	71
Rental Housing	76
Home Ownership	91
Rehabilitation and Preservation	101

Introduction

Overview

Local elected and public officials are often held responsible for conditions and circumstances over which they have limited control. This is particularly true of housing. Most of the housing units in Fairmont are privately owned and were constructed with private funds. On an increasing scale, however, the public is demanding that public officials control what happens in this largely private housing market by eliminating blight, protecting individual investments, and generating new housing growth to meet economic development needs.

In 2013, Community Partners Research, Inc., was hired by the City of Fairmont to conduct a study of the housing needs and conditions in the City. In 2019, an update to that document was initiated.

Goals

The multiple goals of the study include:

- ▶ Provide updated demographic data
- ▶ Provide an analysis of the current housing stock and inventory
- ▶ Determine gaps or unmet housing needs
- ▶ Examine future housing trends that the area can expect to address in the coming years
- ▶ Provide a market analysis for housing development
- ▶ Provide housing recommendations and findings

Methodology

A variety of resources were utilized to obtain information for the Housing Study. Community Partners Research, Inc., collected and analyzed data from October 2019 to January 2020. Data sources included:

- U.S. Census Bureau
- American Community Survey
- Minnesota State Demographer
- Esri, Inc., a private data provider
- Records and data from the City
- Records and data maintained by Martin County
- Interviews with City officials and staff, community leaders, housing stakeholders, etc.
- Area, State and Federal housing agencies
- Rental property owner/manager surveys

Limitations

This Housing Study represents an analysis performed with the data available at the time of the Study. The findings and recommendations are based upon current solutions and the best available information on future trends and projections. Significant changes in the area's economy, employment growth, federal or State tax policy or other related factors could change the conclusions and recommendations contained in this Housing Study.

This study was prepared by:

Community Partners Research, Inc.
Faribault, MN
(507) 838-5992
cpartners@charter.net

Section Table of Contents

	Page
Demographic Data Overview	5
Population Data and Trends	6
Group Quarters/Student Population	7
Population by Age Trends: 2010 to 2019	8
Population Projections to 2024	10
Household Data and Trends	11
Household by Age Trends: 2010 to 2019	12
Average Household Size	14
Household Projections to 2024	15
Household Projections by Age: 2019 to 2024	16
Housing Tenure	17
2018 Median Income Data	18
Income Distribution by Tenure in 2018	20
Estimated Income and Housing Costs - Renters	21
Estimated Income and Housing Costs - Owners	22

Demographic Data Overview

Sources of Data

The following pages contain demographic data obtained from a variety of local, state and national sources. At the time that research was completed for this Study, both the U.S. Census Bureau and the Minnesota State Demographer's Office had released demographic estimates for the year 2018. However, these annual estimates are generally limited to basic counts, such as population and household levels.

For more current demographic information, the analysts have also accessed estimates from Esri, Inc., a private data services provider that is widely used by housing finance agencies. The most current estimates from Esri are for 2019, with projections extending to the year 2024.

This Update has also utilized information contained in the Census Bureau's annual American Community Survey, based on a yearly sampling of households. However, because the American Survey is an estimate, there is a margin of error that exists for each data set. Some of the following tables incorporate the American Community Survey data, when it is viewed as reliable.

The frequency of American Community Survey estimates vary depending on the size of the jurisdiction. For the City of Fairmont, the 2018 estimates were the most current at the time of this Study. They were derived from sampling that was done over a five-year period, between 2014 and 2018.

Market Area Designation

Consistent with past studies, the analysts have used all of Martin County as a primary market area for future housing activity in Fairmont. As the largest city and the county seat of government, Fairmont has the potential to draw from other parts of the County for housing options. At the time of the 2010 Census more than half of all residents of Martin County lived within the City of Fairmont.

Population Data and Trends

Table 1 Population Trends - 1990 to 2019						
	1990 Census	2000 Census	% Change 1990-2000	2010 Census	% Change 2000-2010	2019 Estimate
Fairmont	11,265	10,889	-3.3%	10,666	-2.1%	10,513
Martin Co.	22,914	21,802	-4.9%	20,840	-4.6%	20,392

Source: U.S. Census; Esri

Esri's 2019 population estimate for Fairmont shows 10,513 people living in the City. When compared to the 2010 Census count, Fairmont has lost 153 residents so far in the current decade, or an average of 17 people per year.

Another recent estimate for the City, generated by the Minnesota State Demographer's Office, shows the City with 10,307 people in 2018. Based on this source, the City had lost 359 people, or an average of nearly 45 people per year.

One final population estimate exists from the U.S. Census Bureau, which showed 10,091 people in 2018. This was the lowest of the available recent estimates and showed the City losing 575 people, or an average of approximately 72 people per year.

Although there is some variation between these sources, all of them show a decrease in the number of City residents after 2010. This continues a long-term pattern of population loss dating back to at least 1990. As will be discussed later, the City's household count has been more stable, but an ongoing reduction in the average number of people per household has resulted in a smaller population level over time.

A similar pattern has existed for all of Martin County, even when the impact of Fairmont is removed.

Esri's 2019 estimate showed the County with 20,392 total residents, down by 448 people from 2010. If Fairmont is removed, the remainder of the County lost 295 people between 2010 and 2018.

Other recent estimates shown even greater population loss, with the State Demographer showing a reduction of 1,118 people and the Census Bureau showing a loss of 1,055 people between 2010 and 2018. Both of these loss estimates include the impact of reduced population in Fairmont.

Group Quarters Population/Student Data

Fairmont has a number of people residing in group quarters. The following table displays changes in this population subset since 1980.

Table 2 Group Quarters Populations in Fairmont: 1980 to 2018					
	1980 Census	1990 Census	2000 Census	2010 Census	2018 Estimate
Fairmont	212	252	297	234	223

Source: U.S. Census; MN State Demographer

At the time of the 2010 Census, Fairmont had 234 people living in group quarters housing. This population was identified within three primary groups. People living in skilled nursing facilities represented approximately 56% of the group quarters total. People living in other forms of noninstitutional facilities represented approximately 35% of the total. People in correctional facilities for adults represented approximately 9% of the total.

Although estimates released after 2010 do not provide the same level of detail as the decennial Census, the most recent estimate from the State Demographer’s Office shows the City’s group quarters population remaining relatively stable between 2010 and 2018, with a possible decrease of approximately 11 people living in some type of group quarters housing.

Since 2010, one of the City’s skilled nursing home facilities, known as the Lutz Wing, has been closed. This presumably had some impact on the City’s group quarters population total.

Student Population

Presentation College has a campus in Fairmont. However, the College does not have any on-campus student housing options, and none of the City’s group quarters residents are specifically identified as students.

The 2018 American Community Survey showed 223 City residents that were enrolled in an undergraduate program, and 12 people enrolled in a graduate program. However, this source did not indicate whether these people were enrolled in a school in Fairmont.

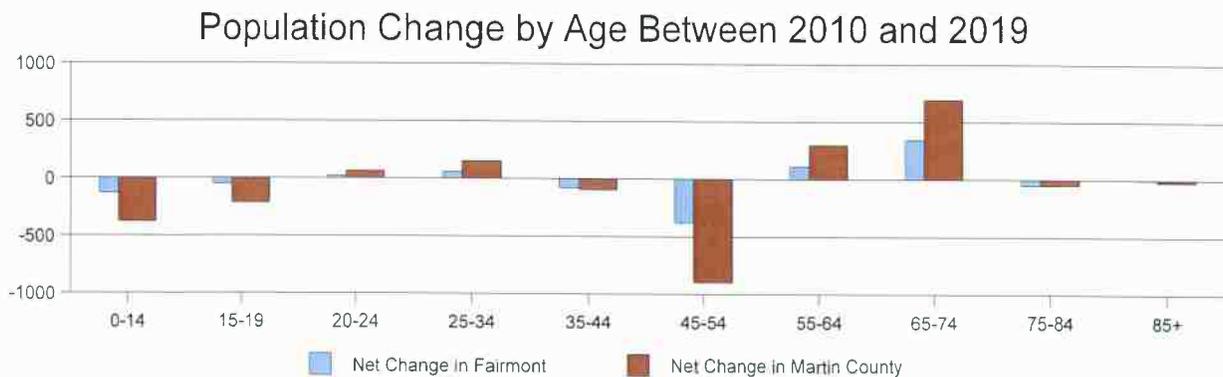
Presentation College has announced its plan to close the Fairmont campus and the number of post-secondary students in Fairmont is expected to decrease over the next few years.

Population by Age Trends: 2010 to 2019

Esri’s population by age estimates for the year 2019 can be compared to the 2010 Census allows for analysis of the changing age patterns for Fairmont and Martin County.

Table 3 Population by Age - 2010 to 2019						
Age	Fairmont			Martin County		
	2010	2019	Change	2010	2019	Change
0-14	1,883	1,752	-131	3,747	3,369	-378
15-19	577	528	-49	1,297	1,083	-214
20-24	565	582	+17	953	1,016	+63
25-34	1,151	1,207	+56	2,128	2,278	+150
35-44	1,103	1,026	-77	2,167	2,074	-93
45-54	1,574	1,196	-378	3,275	2,377	-898
55-64	1,450	1,564	+114	2,956	3,253	+297
65-74	975	1,319	+344	1,915	2,606	+691
75-84	821	773	-48	1,484	1,439	-45
85+	567	566	-1	918	898	-20
Total	10,666	10,513	-153	20,840	20,393	-447

Source: U.S. Census; Esri

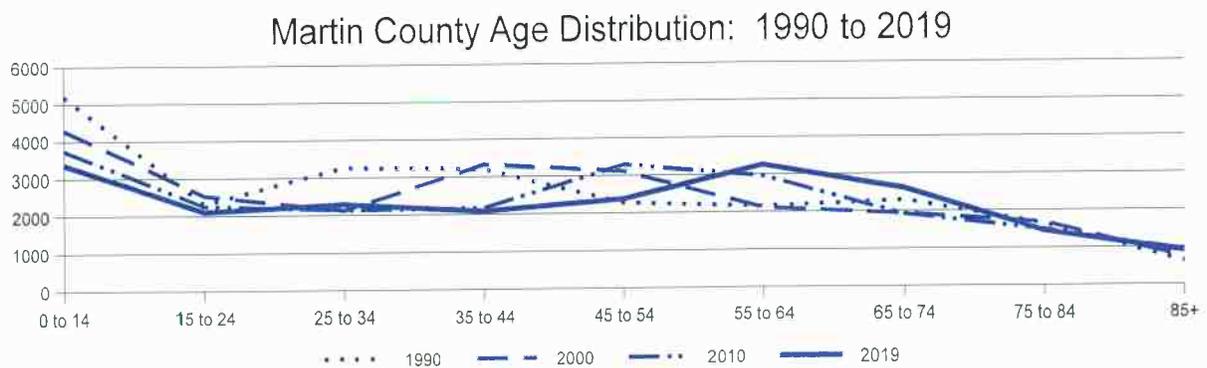


For many years, demographic analysts have been talking about the impact that is occurring as the large “baby boom” generation moves through the aging cycle. This trend has been evident in Fairmont and Martin County.

Between 2010 and 2019, most of the positive net change occurred within the 20-year age range between 55 and 74 years old. This largely reflected the advancing baby boom generation. The largest net reduction came within the 10-year range between 45 and 54 years old, as this demographic cohort was not as large as the advancing baby boomers, resulting in a large reduction within this age group.

For both Fairmont and Martin County there was a reduction of children age 19 and younger. The number of young adults, between 20 and 44 years old largely remained stable.

The aging trends present in 2019 can be traced back over the previous decades to see the movement of the baby boom generation over time in Martin County.



Population Projections

The following table presents population projections from Esri to the year 2024.

Table 4 Population Projections to 2024			
	Esri Projection		
	2019	2024	Change
Fairmont	10,513	10,337	-176 / 1.7%
Martin County	20,392	19,995	-397 / 1.9%

Source: Esri

Esri’s projection for Fairmont, for the five-year period from 2019 to 2024, expects the City to lose 176 residents, or an average of 35 people per year. This would be consistent with their recent estimates which show the City’s population gradually decreasing since 2010.

Esri’s projection expects a reduction of nearly 400 people Countywide, or an average of 79 people per year. If Fairmont is removed, the rural portions of the County and the smaller cities are projected to lose approximately 44 people per year. Once again, these forecasts are consistent with Esri’s population estimates between 2010 and 2019, which show a gradual reduction of County residents.

Household Data and Trends

Table 5 Household Trends - 1990 to 2019						
	1990 Households	2000 Households	% Change 1990-2000	2010 Households	% Change 2000-2010	2019 Estimate
Fairmont	4,717	4,702	-0.32%	4,812	2.3%	4,746
Martin Co.	9,129	9,067	-0.68%	9,035	-0.35%	8,860

Source: U.S. Census; Esri

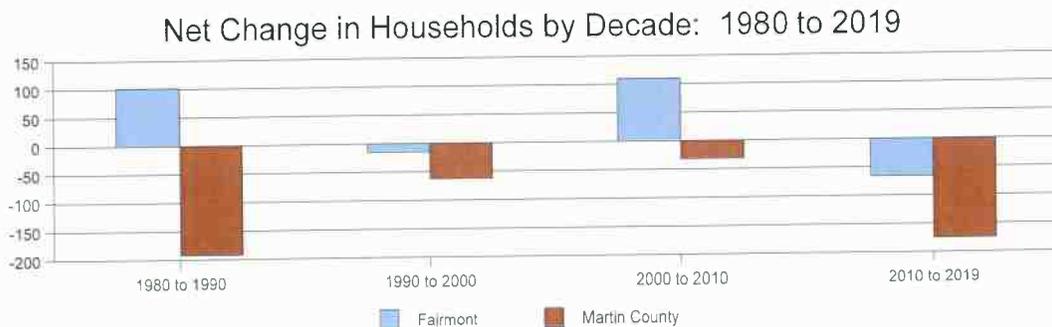
Esri’s 2019 estimate for Fairmont showed 4,746 resident households, down by 66 households from 2010. On an annual basis, the City has been losing more than seven households per year so far this decade, according to this source.

The other recent household estimate, from the State Demographer, showed 4,802 households in the City in 2018. According to this source, the City’s household level was down by approximately one household per year between 2010 and 2018.

Although Esri showed a larger population in Fairmont than the most recent estimate from the State Demographer, Esri is showing fewer households. These differences are linked to the average household size estimates from each of these data sources. As will be discussed later in this section, Esri is showing more people per household than the State Demographer.

Esri’s household estimate for Martin County showed 8,860 total households, down by 175 households from 2010. Excluding Fairmont, the remainder of the County has lost 109 households since 2010.

The Minnesota State Demographer’s estimate for 2018 showed 8,871 households in Martin County, a slightly higher estimate than Esri. Excluding Fairmont, the Demographer’s estimate showed the remainder of the County losing 154 total households between 2010 and 2018.



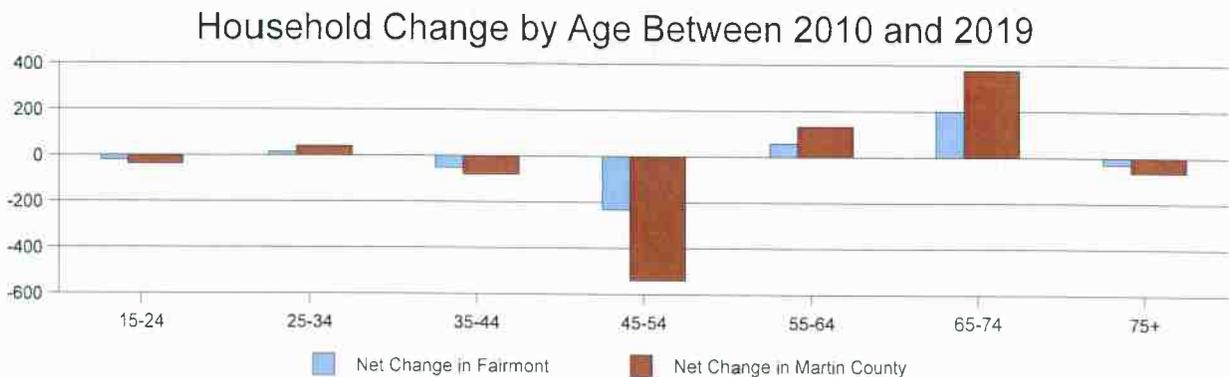
Household by Age Trends: 2010 to 2019

Esri has generated household by age estimates for 2019 which can be compared to the age distribution patterns in 2010 to track changes over the current decade.

Table 6 Households by Age - 2010 to 2019						
Age	Fairmont			Martin County		
	2010	2019	Change	2010	2019	Change
15-24	216	194	-22	323	284	-39
25-34	595	608	+13	1,063	1,103	+40
35-44	628	576	-52	1,197	1,117	-80
45-54	922	690	-232	1,858	1,319	-539
55-64	896	953	+57	1,769	1,900	+131
65-74	592	792	+200	1,165	1,542	+377
75-84	963	933	-30	1,660	1,595	-65
Total	4,812	4,746	-66	9,035	8,860	-175

Source: U.S. Census; Esri

Consistent with the population by age data presented earlier, the household patterns show much of the net change occurring in the baby boomer age groups. For Fairmont there was a gain of 227 households in age ranges 55 and older, due to an increase of 200 households in the 10-year range between 65 and 74 years old. Conversely, most of the younger age ranges showed reductions, with an overall decrease of more than 290 households age 54 and younger. Similar patterns existed for all of Martin County.



Household Projections

The following table presents household projections from Esri to the year 2024.

Table 8 Household Projections Through 2024			
	Esri		
	2019 Estimate	2024 Projection	Change
Fairmont	4,746	4,666	-80 / -1.7%
Martin County	8,860	8,692	-168 / -1.9%

Source: Esri

Esri’s projection for Fairmont shows a gradual loss of 80 households over the next five years. If reduced to an annual average, this source expects the City to lose approximately 16 households in a typical year.

It is important to note that the other recent household estimate, from the Minnesota State Demographer’s Office, shows a more stable household trend in Fairmont. Although no household projections are available from this source, it is doubtful that household losses at this level would be expected.

Esri’s projection for all of Martin County expects a reduction of 168 total households over the 5-year period, or approximately 34 households in an average year.

Household by Age Projections: 2019 to 2024

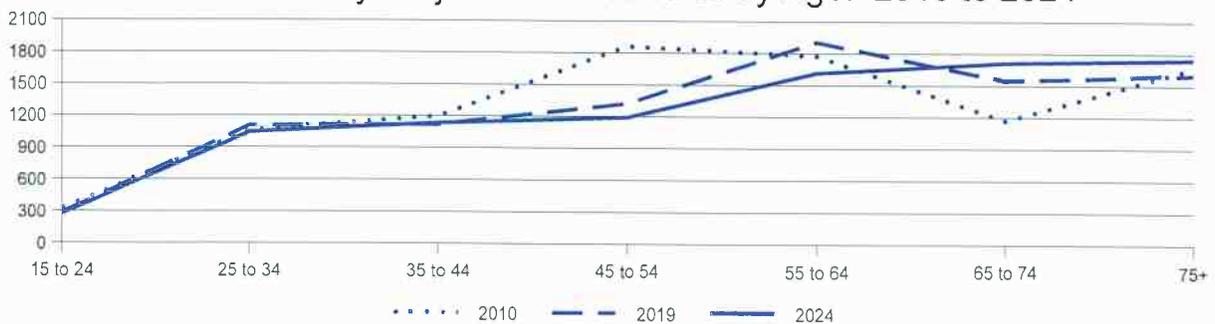
Esri has also released household projections to the year 2024 by age of householder. These are compared to the 2019 estimates to examine anticipated changes in the area’s aging patterns over the next five years.

Table 9 Projected Households by Age - 2019 to 2024						
Age Range	Fairmont			Martin County		
	2019 Estimate	2024 Projection	Change	2019 Estimate	2024 Projection	Change
15-24	194	191	-3	284	272	-12
25-34	608	590	-18	1,103	1,042	-61
35-44	576	588	+12	1,117	1,131	+14
45-54	690	623	-67	1,319	1,187	-132
55-64	953	827	-126	1,900	1,611	-289
65-74	792	858	+66	1,542	1,709	+167
75+	933	989	+56	1,595	1,740	+145
Total	4,746	4,666	-80	8,860	8,692	-168

Source: Esri

Esri’s age-based projections generally show a pattern of older households in both Fairmont and Martin County. Overall, relatively large household increases are projected in the age ranges 65 and older, while most of the age groups under age 64 are expected to remain stable or decrease in size. The largest decrease is expected in the 55 to 64 year old range, as the cohort trailing behind the baby boomers is much smaller in size, and does not replace the previous age group.

Martin County Projected Households by Age: 2010 to 2024



Housing Tenure

The 2010 Census still represents the most accurate look at housing tenure patterns.

Table 10 Household Tenure - 2010				
	Number of Owners	Percent of all Households	Number of Renters	Percent of all Households
Fairmont	3,342	69.5%	1,470	30.5%
Martin Co.	6,802	75.3%	2,233	24.7%
State	-	73.0%	-	27.0%

Source: U.S. Census

At the time of the 2010 Census, the ownership tenure rate in the City of Fairmont was 69.5%. Martin County's ownership rate was 73.0%. Fairmont's rental rate of 30.5% was above the State of Minnesota's rental rate of 27.0%.

The 2018 American Community Survey does provide an estimate of more recent tenure patterns, but appears to slightly undercount the total number of households in Fairmont. However, in percentage terms, this source shows the City's home ownership rate dropping, from 69.5% in 2010 to 65.8% in 2018.

2018 Income Data

Median income estimates are available through the Census Bureau's American Community Survey. The most recent estimates are for 2018. This can be compared to estimates from 2013 to track changes over a 5-year period.

Household income represents all independent households, including people living alone and unrelated individuals together in a housing unit. Families are two or more related individuals living in a household.

Table 11 Median Income - 2013 to 2018			
	2013 Median	2018 Median	% Change
Households			
Fairmont	\$44,296	\$48,826	10.2%
Martin County	\$48,530	\$53,915	11.1%
Minnesota	\$59,836	\$68,411	14.3%
Families			
Fairmont	\$60,962	\$67,297	10.4%
Martin County	\$61,233	\$68,650	12.1%
Minnesota	\$74,683	\$86,204	15.4%

Source: ACS 5-year survey

Income information contained in the American Community Survey shows income growth within the City of Fairmont and in Martin County over the previous five years. Between 2014 and 2018 the City's median household income level increased by 10.2%. However, the City's actual median household income was still more than \$5,500 lower than the Martin County median. Fairmont has a large number of renter households and a large number of senior citizen households, both of which tend to have lower income levels.

Family incomes tend to be much higher than the overall household median, as families have at least two household members, and potentially more income-earners. While the median family income in Fairmont and Martin County has also been growing, the medians were still well below the Statewide median for families.

Using the commonly accepted standard that up to 30% of gross income can be applied to housing expenses without experiencing a cost burden, a median income household in Fairmont could afford approximately \$1,220 per month for ownership or rental housing in 2018. A family at the median income level for the City could afford approximately \$1,680 for housing costs.

Although households at or near the median levels do have some buying power for housing, the overall medians can be somewhat deceptive. In general, renter households tend to have incomes that are well below the overall median levels, while home owners tend to be above the medians for households or families.

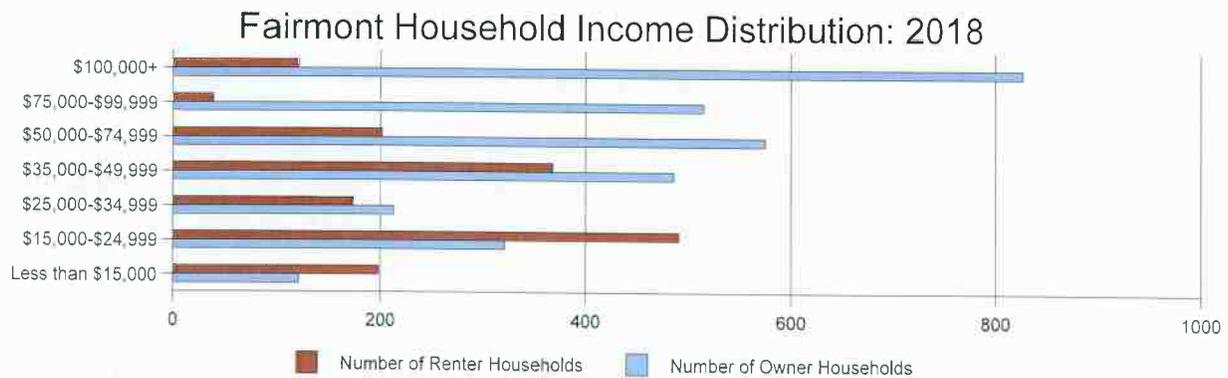
In 2018, the median income level for owner households in Fairmont was \$65,915. The estimated median household income for renters in 2018 was only \$31,272. At 30% of income, a median income renter in the City could apply \$782 to gross rent without experiencing a housing cost burden.

Fairmont Household Income by Housing Tenure

The American Community Survey household income estimates for the City of Fairmont can be examined by housing tenure. Percentages are calculated by column.

Household Income	Number of Owner Households	Number of Renter Households	Total
\$0 - \$9,999	121 / 4.0%	198 / 12.4%	319 / 6.9%
\$10,000 - \$24,999	321 / 10.5%	491 / 30.9%	812 / 17.5%
\$25,000 - \$34,999	213 / 7.0%	173 / 10.9%	386 / 8.3%
\$35,000 - \$49,999	486 / 15.9%	368 / 23.1%	854 / 18.4%
\$50,000 - \$74,999	575 / 18.8%	201 / 12.6%	776 / 16.7%
\$75,000 - \$99,999	515 / 16.8%	40 / 2.5%	555 / 11.9%
\$100,000+	827 / 27.0%	120 / 7.5%	947 / 20.4%
Total	3,058	1,591	4,649

Source: ACS



Income and housing tenure are linked for most households, with home owners generally having higher annual income levels, and renters having lower incomes. Nearly 63% of all owner households had an annual income of \$50,000 or more. The estimated median income for home owner households was \$65,915.

Conversely, more than 54% of all renter households had an annual income below \$35,000 in 2018. The median income for renters was only \$31,272.

Estimated Income and Housing Costs - Renters

The American Community Survey also collected information on housing costs. The following table provides data on the number of renter households that are paying different percentages of their gross household income for housing in the City of Fairmont.

Percent of Income for Housing	Households age 64 and younger	Households age 65 and older	Total/Percent
Less than 20%	464	137	601 / 37.8%
20% to 29.9%	222	22	244 / 15.3%
30% to 34.9%	124	89	213 / 13.4%
35% or more	201	260	461 / 29.0%
Not Computed	72	0	72 / 4.5%
Total	1,083	508	1,591

Source: American Community Survey

Federal standards for rent subsidy programs generally identify 30% of household income as the maximum household contribution. When more than 30% of income is required, this is often called a "rent burden". When more than 35% is required, this can be considered a "severe rent burden".

According to the 2018 American Community Survey, more than 42% of all renters in the City were paying 30% or more of their income for rent. Most of these households were actually paying 35% or more of their income for housing.

The chance of having a housing cost burden was much greater for senior citizen households, as nearly 69% of renters age 65 and older were applying 30% or more of their income for housing. For non-senior renters, the percentage with a cost burden dropped to approximately 30%.

While a housing cost burden could be caused by either high housing costs or low household income, in Fairmont it was primarily due to low income levels for renters. A majority of the households with a rental cost burden had an annual income below \$20,000. To avoid a cost burden, these lower income households would have needed a unit with a gross monthly rent of \$500 or less.

Estimated Income and Housing Costs - Owners

The American Community Survey also provided housing cost estimates for owner-occupants. The following table provides estimates of the number of households in the City of Fairmont that are paying different percentages of their gross household income for housing costs.

Table 14 Ownership Costs as a Percentage of Income - Fairmont			
Percentage of Household Income for Housing Costs	Households with a Mortgage	Households without a Mortgage	Total/Percent of All Home Owners
0% to 19.9%	1,056	985	2,041 / 66.7%
20% to 29.9%	330	157	487 / 15.9%
30% or more	351	179	530 / 17.3%
Not Computed	0	0	0
Total	1,737	1,321	3,058

Source: ACS

Most owner-occupants, which would include households with and without a mortgage, reported paying less than 30% of their income for housing. Mortgage lending practices generally attempt to keep monthly payments below this level of household income.

However, more than 17% of all home owners reported that they paid 30% or more of their income for housing. As would be expected, most of the cost-burdened home owners had a mortgage on their home. All of the cost-burdened households without a mortgage also had an annual income below \$35,000 in 2018.

Building Permit Trends

The following table identifies the units that have been issued a building permit from 2000 to 2019.

Table 15 Fairmont Housing Unit Construction Activity: 2000 to 2019				
Year	Single Family Detached	Single Family Attached	Multifamily	Total Units
2019	3	0	0	3
2018	7	0	0	7
2017	5	2	9	16
2016	2	0	0	2
2015	0	0	0*	0
2014	3	0	0	3
2013	3	0	0	3
2012	2	2	0	4
2011	4	0	0	4
2010	1	2	0	3
2010-2019	30	6	9	45
2009	3	4	0	7
2008	4	0	0	4
2007	6	0	0	6
2006	4	0	10	14
2005	12	5	36	53
2004	7	4	0	11
2003	9	2	16	27
2002	8	6	0	14
2001	8	2	8	18
2000	12	8	54	74
2000-2009	73	31	124	228

Source: City of Fairmont; Community Partners Research, Inc.

* 20 memory care suites were constructed at Ingleside

Between 2010 and 2019, there have been 45 new housing units constructed in Fairmont. There were also 20 suites constructed in a memory care facility but these are not independent living housing units.

Thirty of these units are in traditional single family houses, and six more units are in attached single family twin home structures. All of the single family construction is presumed to be intended for owner-occupants. Over the 10-year period, the City has been averaging between three and four single family housing starts per year. However, much of this activity has occurred within the past three years, and since 2017 the annual average has been between five and six single family starts per year.

Very limited multifamily/rental production has occurred during the current decade. Only two rental projects, with a combined total of nine units can be identified. The largest was a 7-unit town house-style rental project known as City Center Townhomes. City Center Townhomes was developed near the Presentation College campus and was intended for student occupancy. Each unit has three bedrooms and the original plan was to lease the bedrooms individually in roommate configurations. However, Presentation College is in the process of leaving its Fairmont campus, and in 2019 all of the City Center units are leased to non-student households.

The other rental project was a rental duplex constructed by the City HRA which was the final phase of construction to replace some Public Housing that had been lost due to a fire.

The level of new housing unit construction in the 2010s was well below the prior decade. From 2000 through 2009, there were 228 total units constructed. The City was averaging more than 10 single family housing starts per year during that decade, including approximately three attached single family units per year. Since 2010, this annual average has been less than four single family units per year, with less than one if the form of attached single family.

Much stronger multifamily rental production also occurred in the 2000s, although 36 of the multifamily units were cooperatively-owned housing in Gold Finch Estates in 2005. Excluding Gold Finch, the City still averaged nearly nine rental housing units per year through new construction, compared to less than one new unit per year since 2010.

It is important to note that much of the new construction in the prior decade occurred before 2007, when national housing markets were extremely active. During this time, the City averaged approximately 30 new units per year. After 2006 housing construction activity slowed, and this pattern has continued through 2019.

Existing Home Sales

This section examines houses that have been sold within recent years in the City of Fairmont. Information was obtained from the Martin County Assessor's Office.

Martin County collects and utilizes information from residential sales for the County's sales ratio study. The County compares the fair market sale price to the estimated taxable value for each home. As a result, the County information for sales primarily reflects existing homes that have an established tax value. New construction sales activity would generally not be recorded in the data that was used for this analysis, unless the house had been constructed some time ago and did have an established tax value.

The County sorts the sales data into "qualified" and "unqualified" groupings. Qualified sales are also referred to as good sales, because they are fair market transactions. Unqualified sales are rejected because they are not considered to be fair market transactions. There are multiple reasons for rejecting a sale, including sales of "bank-owned" properties, and foreclosures/short sales. Additional reasons for rejection would include transfers between related parties, or sales that were not conducted in the open market.

The sales reports available from the County did differentiate between different styles of housing. Attached housing units, such as twin homes, town houses or condominiums are identified and have been analyzed separately. Other sales were identified as "duplex" or "seasonal" properties and these sales were excluded from the analyses that follow.

Information was available for each calendar year. However, the sales sample for 2019 may not include all sales, as transactions late in the year may not have been recorded and entered into the database.

Single Family Detached Home Sales

Year	Number of Sales	Median Sale Price	Highest Sale	Lowest Sale
2019	124	\$116,443	\$625,000	\$22,000
2018	142	\$125,250	\$685,000	\$18,750
2017	134	\$113,140	\$459,000	\$13,000
2016	151	\$124,080	\$516,100	\$14,000
2015	132	\$118,950	\$438,500	\$10,000
2014	122	\$102,875	\$365,000	\$17,500
2013	125	\$107,500	\$363,500	\$26,000
2012	102	\$111,000	\$364,000	\$12,000
2011	92	\$97,500	\$470,000	\$12,000
2010	85	\$102,900	\$332,500	\$23,000
2009	96	\$79,175	\$665,000	\$18,000
2008	114	\$89,250	\$370,000	\$14,500

Source: Martin County Assessor; Community Partners Research, Inc.

In 2019, 124 good sales were recorded, with a median price of \$116,443. While the 2019 median is lower than in 2018, it is reasonably similar to the medians achieved since 2015, which have ranged from \$113,140 to \$125,150. When viewed over a longer time period, back to 2008, a general upward trend in the median price is evident.



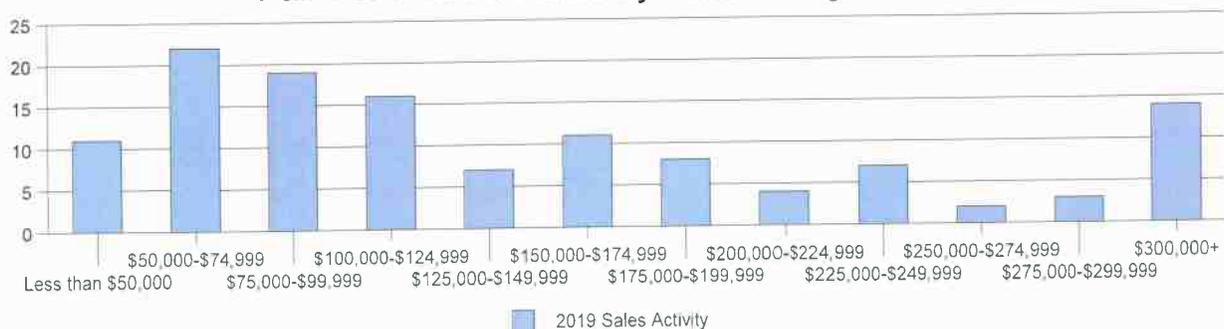
Single Family Detached Home Sales by Price Range

There were 124 good sales recorded in 2019. The following table looks at single family houses that sold in Fairmont by defined price ranges.

Table 17 Home Sales by Price Range: 2019		
Sale Price	Number of Sales	Percent of Sales
Less than \$50,000	11	8.9%
\$50,000 - \$74,999	22	17.7%
\$75,000 - \$99,999	19	15.3%
\$100,000 - \$124,999	16	12.9%
\$125,000 - \$149,999	7	5.6%
\$150,000 - \$174,999	11	8.9%
\$175,000 - \$199,999	8	6.5%
\$200,000 - \$224,999	4	3.2%
\$225,000 - \$249,999	7	5.6%
\$250,000 - \$274,999	2	1.6%
\$275,000 - \$299,999	3	2.4%
\$300,000+	14	11.3%
Total	124	100%

Source: Martin County Assessor; Community Partners Research, Inc.

Fairmont Home Sales by Price Range: 2019



Although recent sales have been distributed in a range of prices, a majority of recent residential sales were priced less than \$125,000. Overall, nearly 55% of all recent sales were in the price ranges below \$125,000. However, more than 11% of the recent sales were at or above \$300,000. Fairmont has a number of lakeshore residential options and some of the higher-valued sales may represent lake property.

Town House/Twin Home Sales

The sales records available from Martin County also include residential units other than single family houses, including good sales of attached single family units, identified as town houses or twin homes. The following table provides information on sales between 2015 and 2019. It is possible that some sales late in 2019 may not have been recorded and entered into the report.

Table 18 Fairmont Attached Sales Activity - 2015 to 2019				
Year	Number of Sales	Median Sale Price	Highest Sale	Lowest Sale
2019	2	-	\$321,000	\$265,000
2018	6	\$181,250	\$202,500	\$115,000
2017	5	\$157,000	\$359,000	\$113,000
2016	7	\$165,900	\$190,000	\$89,000
2015	9	\$184,000	\$385,000	\$126,500

Source: Martin County Assessor; Community Partners Research, Inc.

Over the past five years there have been 29 good sales of attached single family units. These units have been in a number of different development areas. The year of construction dates range from 1976 to 2005.

Since all of these units represent housing that is less than 45 years old, the annual median sale prices are consistently higher than for detached house sales, which include a number of older homes. Excluding 2019 when only two sales were recorded, the recent medians have ranged from \$157,000 to \$184,000.

There have been three units that sold for more than \$300,000 in the past five years, but all of these were on Hall Lake or Budd Lake. The highest price for an off-lake sale has been \$265,700, for a unit built in the year 2000.

In their sales records, the County Assessor calculates a sale price per square foot of living space. For attached single family sales this has ranged from a low of \$58.24 for a 1977-built unit to a high of \$129.32 for a 1996-built unit.

Condominium Sales

The sales records available from Martin County also include condominium units. The following table provides information on sales between 2015 and 2019. It is possible that some sales late in 2019 may not have been recorded and entered into the report.

Year	Number of Sales	Median Sale Price	Highest Sale	Lowest Sale
2019	6	\$91,250	\$215,000	\$69,500
2018	8	\$83,900	\$100,000	\$43,500
2017	8	\$71,617	\$94,000	\$55,000
2016	5	\$82,740	\$205,000	\$69,000
2015	6	\$74,500	\$132,500	\$47,000

Source: Martin County Assessor; Community Partners Research, Inc.

Between 1981 and 1993 there were at least four condominium projects constructed in Fairmont; Belle Vue Estates in 1981, Dewey Place in 1983, Shorewood Terrace in 1983 and Albion Place in 1993. Over the past five years, some of these condominium units have been sold, although no more than eight good sales have occurred in any 12-month time period.

The large majority of the condominium sales have been recorded for less than \$100,000. There have been four sales above \$100,000 and all of these were in Shorewood Terrace. Shorewood Terrace is on Budd Lake.

Based on local interviews, there is demand for these older condominiums. However, the unit supply is limited, and no known expansions have occurred since 1993.

In their sales records, the County Assessor calculates a sale price per square foot of living space. For condominium sales this has ranged from a low of \$52.88 for a 1981-built unit to a high of \$108.70 for an off-lake unit built in 1993. There have been sale prices as high as \$149.10 per square foot for lake shore units.

Active Residential Listings

The website Realtor.com, maintained by the National Association of Realtors, was used to collect information on active residential real estate listings in Fairmont. On November 11, 2019, there were 73 single family homes, and three attached ownership units, including condominiums and town houses, that were listed for sale. Some of the listings were identified as “pending” sales but were still listed on the website.

The following table examines the MLS listings by listing price. It includes all types of homes, including town homes and condominiums, as posted on Realtor.com. It is important to note that the properties are those included in the Multiple Listing Service (MLS) and would generally be offered through a real estate agent. There are other properties that are posted for sale that would not be part of the MLS, including most homes being offered “for sale by owner”.

Table 20 Fairmont MLS Listings by Price Range - November 2019		
Asking Price	Number of Listings	Percent of Listings
Less than \$50,000	5	6.6%
\$50,000 - \$74,999	1	1.3%
\$75,000 - \$99,999	13	17.1%
\$100,000 - \$124,999	11	14.5%
\$125,000 - \$149,999	6	7.9%
\$150,000 - \$174,999	4	5.3%
\$175,000 - \$199,999	12	15.8%
\$200,000 - \$224,999	3	3.9%
\$225,000 - \$249,999	9	11.8%
\$250,000+	12	15.8%
Total	76	100%

Source: Realtor.com; Community Partners Research, Inc.

Based on the listings on Realtor.com, there were houses being offered for sale in a wide range of prices in November 2019. Approximately 32% of all listings were in the range between \$75,000 and \$125,00. There were also nearly 32% of all listings that were priced at \$200,000 or more.

Lots and Land

Only limited information could be obtained on vacant land that exists for future housing development.

The 2013 Housing Study had estimated that approximately 40 vacant lots were available in subdivisions around the City. Since that time, between 10 and 15 of these lots have probably been used for new home building. No detailed record exists of the remaining lot inventory in the City's established subdivisions.

Whitetail Ridge - In 2016, a new subdivision was created, as a joint effort between the City and the School District. The land for Whitetail Ridge was made available by the School District while the City paid for the infrastructure improvements. Lot pricing ranges from about \$42,000 to \$60,000. Twenty lots were created in the first development phase. Approximately 10 lots have been sold in this subdivision, however, a visual inspection shows that only five houses have been constructed through the end of 2019.

Village East Estates - This subdivision was developed a number of years ago but still has some vacant lots remaining, including lots that are listed as "for sale by owner". A visual inspection shows that seven houses have been constructed in this area.

There are also miscellaneous infill lots scattered around the community. Some of these were created when existing structures were removed, and may represent sites for affordable new home construction.

Rental Housing Data

Census Bureau Rental Inventory

At the time of the 2010 U.S. Census, there were 1,470 occupied rental units and 185 unoccupied rental units in Fairmont, for a total estimated rental inventory of 1,655 units. The City's rental tenure rate was 30.5%, above the Statewide rental rate of 27.0% in 2010.

Since 2010, very little rental unit growth has occurred due to new construction activity. The only multifamily projects that can be tracked from building permit reports are a 7-unit project located near Presentation College and the construction of a Public Housing duplex. However, it does appear that some level of housing tenure conversion continues to occur, as houses once used for owner-occupancy have switched to rental use.

The 2018 American Community Survey did contain a housing tenure estimate, which was based on sampling and included a margin of error. This source showed an increase in the City's rental rate, with 34.2% of all households living in a rental unit.

The American Community Survey was based on an estimate of 1,591 occupied rental units and approximately 194 vacant units, for a total estimated inventory of 1,785 total units in the City's rental inventory. If accurate, the City had added 130 rental housing units and 121 renter-occupancy households between 2010 and 2018.

Rental Registration

The City has a rental registration system, but the historical records track annual information by property address, rather than a specific unit count within each property. Once issued, the registration is also good for a three-year period. As a result, it is difficult to track any year-to-year change in the size of the active rental unit inventory. However, staff indicated that they believe the rental stock to be generally stable, with limited annual change.

Rental Housing Survey

As part of this housing study, a telephone survey was conducted of multifamily projects in the City of Fairmont. The survey was primarily conducted during the months of November and December in 2019. Emphasis was placed on contacting multifamily properties with eight or more units. For the purposes of planning additional projects in the future, these larger properties represent the best comparison of market potential.

Information was tallied separately for different types of rental housing, including market rate, subsidized and senior housing with services.

The units that were successfully contacted include:

- ▶ 219 market rate units
- ▶ 35 moderate rent tax credit units
- ▶ 119 federally subsidized units for general occupancy
- ▶ 159 federally subsidized units oriented to senior/disabled/veterans

In a later section of this Study additional information is provided on rental housing that is specifically oriented to seniors needing services along with their housing.

The findings of the survey are provided below.

Market Rate Summary

Usable occupancy and rental rate information was obtained from 12 multifamily rental projects with a combined total of 219 market rate rental units. All of these projects have four or more units.

Some summary information was also obtained from property owners/managers of rental units in smaller properties, including single family houses, and this information is presented later in this section.

Unit Mix

The bedroom mix of the 219 units that were successfully contacted is as follows:

- ▶ One-bedroom - 71 (32.4% of surveyed units)
- ▶ Two-bedroom - 125 (57.1%)
- ▶ Three-bedroom - 23 (10.5%)

Occupancy / Vacancy

In general, a high rate of occupancy was reported within the multifamily segment of the market. Approximately five vacant units were reported, for an estimated vacancy rate between 2% and 2.5% within the market rate properties.

Some of the reported vacancies were due to recent tenant turnover, and may have been in the process of being filled with new applicants.

Typically, market rate projects do not maintain waiting lists. However, the rental projects developed by the Fairmont HRA do maintain waiting lists.

Rental Rates

Rental units may include the primary utility payments within the contract rent, or the tenant may be required to pay some utilities separately. In the following summary, Community Partners Research, Inc., has attempted to estimate the gross rents being charged, inclusive of an estimate for tenant-paid utilities.

The following gross rent range has been identified based on the information collected from the telephone survey.

<u>Unit Type</u>	<u>Gross Rent Range</u>
One-bedroom	\$480-\$600
Two-bedroom	\$615-\$915
Three-bedroom	\$795-\$1150

Single Family Rentals

There is a large stock of rental housing offered in smaller rental properties including single family houses, mobile homes, duplexes and other buildings with four or fewer units. While an exact unit count does not exist from official sources, the 2018 American Community Survey estimated that more than 900 rental units in Fairmont are in structures with four or fewer units. More than 650 of these were in one-unit structures.

As part of the research the analysts contacted some of the property owners/managers with larger portfolios of rental properties including single family houses. Within this inventory there can be a wide variety of unit types, sizes, ages and amenities. Many of the single family rentals are older homes that have been sold to investors for rental use.

In general, the occupancy rates in these segments are relatively high, estimated at 95% or better, based on the people contacted. However, there can also be ongoing turnover, resulting in some open units at any point in time. Some of the owners/managers also stated that problem tenants can exist, resulting in damage to units and intentional vacancies to allow for repairs.

A wide range of rents may be charged, depending on the specific house or unit. In general, two-bedroom rental houses will often be in a range from \$400 to \$600, and three-bedrooms from \$500 to \$725. In single family houses, the renter is most often responsible for all utilities, which can increase the gross rents by \$150 or more.

Tax Credit Summary

Starting in the mid-1980s, the primary federal incentive for the creation/preservation of affordable housing has been the low income housing tax credit program. Since 1987, three tax credit awards have been made in Fairmont.

The first award was made to Countryside Townhomes in 1987. However, the 15-year compliance period for that project has been met, and Countryside Townhomes is no longer under any of the tax credit program regulations. Countryside Townhomes was developed using HUD subsidy programs and continues to operate as federally subsidized housing.

A second award was made in 1990 to Fairmont Place. That award also had a 15-year compliance requirement which has been met. Fairmont Place was developed with USDA Rural Development subsidy programs and continues to operate as federally subsidized housing.

The third and most recent tax credit award was made in 2007 to Fairmont Square Apartments for preservation and renovation. There are 64 apartments in Fairmont Square and 35 of these units were assisted through the tax credit award. At the time of the 2007 award, Fairmont Square was in HUD's Section 236 subsidy program, but in 2017 the HUD contract expired. After expiration, 29 of the units were converted to market rate housing and the remaining 35 units have continued to operate under the tax credit regulations.

The 35 units in Fairmont Square are the only units in Fairmont in 2019 that are subject to the income, occupancy and rent limits of the federal tax credit program. Tenants in these units must be at or below 60% of the median income level.

Unit Mix

Although the actual unit mix could change, Fairmont Square has currently designated the following unit mix for the tax credit portion of the project:

- ▶ 8 one-bedroom units
- ▶ 25 two-bedroom units
- ▶ 2 three-bedroom units

Occupancy/Vacancy

At the time of the rental survey the project manager reported 10 vacant apartments in Fairmont Square. Detailed information was not provided, but most of these vacancies were in the tax credit portion of the project.

According to the manager, the expiration of the HUD contract and the subsequent plans to increase the unit rents, had resulted in uncertainty among the existing tenants. This has resulted in an above-average level of turnover and the end of the existing 12-month leases. This turnover, in some cases on long-term residents, had resulted in the current number of vacant units.

Secondary reports had also indicated that at one point the proposed rent increase was higher than the Payment Standards for the tenant-based Voucher Program, and that some Voucher holders living in Fairmont Square may have moved thinking that their Voucher could no longer be used.

Rental Rates

Tax credit regulations set a maximum rent based on serving households at 60% of median income. The rents in Fairmont Square are lower than the maximum allowable rents:

<u>Bedroom Size</u>	<u>Gross Rent</u>	<u>Maximum Allowable Rent</u>
One-Bedroom	\$529	\$815
Two-Bedroom	\$695	\$978
Three-Bedroom	\$795	\$1,129

The rent structure in 2019 was well below the 60% limits, and actually below the limits set at 45% of median income.

Subsidized Summary

The research completed for this Study identified six federally subsidized projects providing rental opportunities for lower income households.

- ▶ Countryside Townhomes - 71 general occupancy units
- ▶ Heritage Estates - 24 general occupancy units
- ▶ Pheasant Run Apartments - 24 general occupancy units
- ▶ Fairmont Place - 34 units for senior/disabled occupancy
- ▶ Friendship Village - 115 units with preference for senior/disabled/vets
- ▶ Public Housing Duplexes - 10 units with preference for senior/disabled/vets

These projects have a combined 278 units. Three of the projects are general occupancy housing with 119 units and three projects are oriented to senior/disabled occupancy with 159 units.

The subsidized projects were developed in Fairmont with USDA Rural Development funds or HUD/MHFA funds.

Rental Rates

Most of the City's subsidized units (247 total) have access to project-based rent subsidies, allowing tenants to pay rent based on 30% of household income, up to a maximum rent level. For the 31 units without project-based assistance, a basic minimum rent applies. However, some tenants may also have tenant-based rent assistance Vouchers which could be used in a unit without project-based assistance.

Unit Mix - General Occupancy

The bedroom mix for subsidized units for general occupancy is as follows:

- ▶ 1-bedroom - 27 (22.7%)
- ▶ 2-bedroom - 73 (61.3%)
- ▶ 3-bedroom - 19 (16.0%)

General occupancy units are often oriented to families, and more than 77% of this inventory in Fairmont has two or three bedrooms. There are no units with four or more bedrooms in the subsidized inventory.

Unit Mix - Senior/Disabled Occupancy or Preference

There are 125 Public Housing units in Fairmont. Although these are designated as general occupancy housing, a local preference has been applied for applicants that are elderly (62 or older), disabled, or are military veterans. Since approximately 95% of the tenants are preference holders in 2019, they have been included within the senior/disabled market segment. The bedroom mix for subsidized units for senior/disabled/vets occupancy is as follows:

- ▶ Efficiency - 67 (42.1%)
- ▶ 1-bedroom - 81 (50.9%)
- ▶ 2-bedroom - 11 (6.9%)

Approximately 93% of the units within this segment have one or fewer bedrooms, including 67 efficiency apartments in Friendship Village.

Occupancy/Vacancy - General Occupancy

There were 12 vacant general occupancy units that were identified, for a vacancy rate of 10.1%. Most of these were attributed to recent turnover. Eleven of the 12 vacancies were in two-bedroom units, primarily in Countryside Townhomes.

Despite the current vacancies, most projects also reported that waiting lists typically exist for subsidized housing, although most are waiting for either a one-bedroom or three-bedroom unit. However, one of the managers indicated that tenant screening practices can result in the rejection of some applicants.

It is important to note that one previously subsidized project, Fairmont Square, had recently converted 29 of its 64 total units to market rate housing after the termination of a HUD contract. That conversion, along with planned rent increases had resulted in above-average turnover at that project. The remaining subsidized developments in Fairmont then experienced increased demand from tenant movement, including added names to waiting lists.

Occupancy/Vacancy - Senior/Disabled/Vets Occupancy

A high rate of occupancy was reported within this housing segment. Other than intentionally vacant units for renovation, all of the other units were occupied on the date of the rental survey.

The Public Housing units, primarily in Friendship Village, reported a waiting list with more than 50 names, and the list included households looking for all available bedroom sizes. Fairmont Place reported only a short waiting list.

Subsidized Housing Gains/Losses

Federal subsidy sources for low income rental housing have been very limited for the past few decades. Most subsidized projects were constructed in the 1960, 1970s and 1980s. Some of these older projects may have completed their compliance requirements and have the opportunity to leave their subsidy program and convert to conventional rental housing.

Over time, Fairmont has seen a number of different projects end their subsidy arrangement and convert to market rate housing. Research has identified the following projects that no longer are subsidized:

- ▶ Southview I and II - 48 units (formerly USDA Rural Development)
- ▶ Eastside Estates - 12 units (formerly HUD)
- ▶ Fairmont Square - 29 units converted to market rate (formerly HUD) with 35 units still under federal tax credit compliance

Housing Choice Vouchers

In addition to rental properties with project-based subsidies, Fairmont renter households have access to the tenant-based Housing Choice Voucher Program. The South Central Minnesota Multi-County Housing and Redevelopment Authority administers the Voucher Program in Martin County.

Vouchers provide portable, tenant-based rent assistance to lower income renters. The program requires participating households to contribute from 30% to 40% of their adjusted income for rent, with the rent subsidy payment making up the difference. Tenants may lease any suitable rental unit in the community, provided that it passes a Housing Quality Standards inspection, and has a reasonable gross rent when compared to prevailing rents in the community.

In December 2019, there were 116 Martin County households with Vouchers, with 85 of these living in Fairmont. Since Voucher assistance is portable, and moves with the tenant household, this number could change over time.

The HRA operates the Voucher Program in a five-county service area, and the Program waiting list is not specific to Martin County. According to HRA staff, the waiting time can be up to six months.

Table 21 Fairmont Multifamily Rental Housing Inventory

Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Market Rate					
City Center Townhomes 100-112 S Prairie	7 - 3 Bedroom 7 total units	\$975 +utilities	No vacant units	Mostly younger renters	Two-level town house-style units constructed in 2017. Located near Presentation College campus and the downtown area and originally oriented to student renters, but occupancy in 2019 is younger work force. Amenities include stove, refrigerator, dishwasher, microwave and in-unit laundry. Units have 1300 sq ft and 1.5 bathrooms. Tenants pay all utilities in addition to rent. Manager reported full occupancy with a mix of families with children, couples and roommates.
City Side Estates Apartments 600 Burton Ln	2 - 1 Bedroom 34 - 2 Bedroom 36 total units	\$525 \$650 +electric	3 vacant units 3 - 2 Bdrm	Mostly working age tenants	Three-level walkup apartment building constructed in 1979, with major renovation in 2008. Rent includes heat, water, sewer and garbage, with tenant paying electricity. Amenities include stove, refrigerator, wall AC and balcony. One-bedrooms have 700 sq ft, 2-bedrooms have 850 sq ft; all units have 1 bathroom. Manager reported three vacant units due to recent turnover and lease expirations. Most tenants are working age couples.
40 Downtown Plaza	10 - 1 Bedroom 10 total units	\$450-\$525 +heat, electric	No vacant units	Mostly singles	Units in a mixed use downtown building. Tenant pays heat and electric in addition to rent. Full occupancy reported. Most tenants are working age singles.
East Side Estates 601-623 Burton Lane	12 - 3 Bedroom 12 total units	\$825-\$850 +utilities	No vacant units	Mix of tenants	Formerly a HUD subsidized town house project that converted to market rate in 2002. Units are 2-level with garage. Tenants pay all utilities. Amenities include stove, refrigerator, dishwasher, microwave, in-unit laundry hookup, patio and back yard. Units have 1200 sq ft and 1.5 bathrooms. Rents are \$825 for a one-year lease and \$850 for a six-month lease. Owner reported full occupancy and good demand. A mix of tenants reported including working singles and couples.

Table 2.1 Fairmont Multifamily Rental Housing Inventory

Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Market Rate					
Fairmont Square Apartments 1205 Victoria St	11 - 1 Bedroom 14 - 2 Bedroom 4 - 3 Bedroom 29 market rate +35 tax credit total units	\$529 \$695 \$795	10 vacant units but primarily in tax credit	Primarily younger tenants	Originally constructed as a HUD 236 subsidized project in 1976 but HUD contract expired in 2017 and 29 units are now market rate housing. Tax credit renovation award in 2007 resulted in 35 additional units that are regulated by tax credit income and rent limits. Three-level apartment building without elevator. Rent includes all utilities. Unit amenities include stove, refrigerator and disposal. Project amenities include community room, controlled access and playground. HUD contract termination resulted in rent increase that has caused above-average turnover, and 10 units were vacant at time of survey - most of these are tax credit. Current rent structure is below the Payment Standards for Voucher use. Market rate and tax credit rents are the same. Most tenants are younger households.
418 S Grant	10 - 1 Bedroom 10 total units	\$450 +electric	No vacant units	Mostly single renters	Apartments constructed in 1954. Fire damage resulted in conversion of some 2-bedrooms into 1-bedroom units and a studio unit will also be added. Rent includes heat but tenant pays electric. Owner reported full occupancy and good demand - most tenants are singles.
HRA Rentals Burton Lane	8 - 2 Bedroom 8 total units	\$760 +utilities	No vacant units, waiting list	Primarily seniors	Town house-style rental units developed by the Fairmont HRA in 2000. Tenants pay all utilities in addition to rent. Amenities include stove, refrigerator, dishwasher, in-unit laundry hookup, 1-level living and 1-car garage. Units have 1 bathroom. Manager reported full occupancy and a waiting list - most current tenants are seniors. Rent will increase to \$791 in 2020.

Table 2.1 Fairmont Multifamily Rental Housing Inventory					
Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Market Rate					
HRA Rentals Potter Circle	16 - 2 Bedroom 16 total units	\$791 +utilities	No vacant units, waiting list	Primarily seniors	Town house-style rental units developed by the Fairmont HRA in 2003. Tenants pay all utilities in addition to rent. Amenities include stove, refrigerator, dishwasher, in-unit laundry hookup, 1-level living and 1-car garage. Units have 1.5 bathrooms. Manager reported full occupancy and a waiting list - most current tenants are seniors. Rent will increase to \$822 in 2020.
Lake Shore Apartments 223 Lake Ave	1 - Efficiency 4 - 1 Bedroom 5 - 2 Bedroom 10 total units	N/A	N/A	N/A	Unable to contact for 2019 survey - information presented is from prior surveys. Approximately 50-year old rental project. Rent includes water and electricity.
Lamperd Apartments	8 - 1 Bedroom 3 - 2 Bedroom 1 - 3 Bedroom 12 total units	N/A	N/A	N/A	Unable to contact for 2019 survey - information presented is from prior surveys. Units include an eight-unit building and duplexes. Tenants pay some utilities.
Laynka Properties 212 Downtown Plaza	4 - 1 bedroom 4 total units	N/A	Intentionally vacant	N/A	Four units in a mixed-use building - these were damaged by former tenants and are now intentionally vacant with no plan to return them to active rental use. Tenants pay heat and electric.
Southview I 1511 Falcon Dr	14 - 1 Bedroom 10 - 2 Bedroom 24 total units	\$515 \$575 +electric	No vacant units	Mix of tenants	Market rate project originally constructed as a Rural Development subsidized project in 1980. Project was converted to market rate housing in 2011. Rent includes heat, water, sewer and garbage with tenant paying electric. Unit amenities include stove, refrigerator and wall AC. One-bedrooms have 624 sq ft and 2-bedrooms have 748 sq ft; all units have 1 bathroom. Manager reported full occupancy with many long-term tenants. One-bedroom rents will increase by \$10 and 2-bedrooms by \$20 in 2020.

Table 21 Fairmont Multifamily Rental Housing Inventory

Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Market Rate					
Southview II 1551 Falcon Dr	16 - 1 Bedroom 8 - 2 Bedroom 24 total units	\$515 \$575 +electric	No vacant units	Mix of tenants	Market rate project originally constructed as a Rural Development subsidized project in 1980. Project was converted to market rate housing in 2011. Rent includes heat, water, sewer and garbage with tenant paying electric. Unit amenities include stove, refrigerator and wall AC. One-bedrooms have 624 sq ft and 2-bedrooms have 748 sq ft; all units have 1 bathroom. Manager reported full occupancy with many long-term tenants. One-bedroom rents will increase by \$10 and 2-bedrooms by \$20 in 2020.
State Street Apartments 418 N State St	2 - 1 Bedroom 5 - 2 Bedroom 7 total units	\$450 \$550-\$650 +utilities	1 vacant unit	Mostly working-age tenants	Rentals in mixed-use building with commercial on ground floor and apartments above. Building constructed in the 1950s. Tenants pay all utilities, estimated at \$100-\$125/month. Owner reported 1 vacant unit due to turnover but good demand exists.
Summit Vue Apartments 646-656 Summit Vue	6 - 1 Bedroom 30 - 2 Bedroom 36 total units	\$515 \$575 +electric	No vacant units	Primarily younger working-age	Three buildings with 12 units per building constructed in 1974. Three-level building without elevator. Rent includes heat, water, sewer and garbage with tenant paying electric. Unit amenities include stove, refrigerator, wall AC and 18 detached garages available for additional \$40. One-bedrooms have 510 sq ft and 2-bedrooms have 675 sq ft; all units have 1 bathroom. Manager reported no vacancies, with most tenants younger working-age. One-bedroom rents will increase by \$10 and 2-bedrooms by \$20 in 2020.

Table 21 Fairmont Multifamily Rental Housing Inventory					
Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Tax Credit/Moderate Rent					
Fairmont Square Apartments 1205 Victoria St	8 - 1 Bedroom 25 - 2 Bedroom 2 - 3 Bedroom 35 tax credit +29 market rate	\$529 \$695 \$795	10 vacant units primarily in tax credit	Households at 60% or less of median income	Originally constructed as a HUD 236 subsidized project in 1976 but HUD contract expired in 2017 and 29 units are now market rate housing. Tax credit renovation award in 2007 resulted in 35 additional units that are regulated by tax credit income and rent limits. Three-level apartment building without elevator. Rent includes all utilities. Unit amenities include stove, refrigerator and disposal. Project amenities include community room, controlled access and playground. HUD contract termination resulted in rent increase that has caused above-average turnover, and 10 units were vacant at time of survey - most of these are tax credit. Current rent structure is below the Payment Standards for Voucher use. Market rate and tax credit rents are the same. Most tenants are younger households.

Table 21 Fairmont Multifamily Rental Housing Inventory

Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Subsidized - General Occupancy					
Countryside Townhomes 1317 Johnson	16 - 1 Bedroom 40 - 2 Bedroom <u>15 - 3 Bedroom</u> 71 total units	\$514 \$629 \$678 30% of income	10 vacant units, 10 - 2 Bdrm waiting list	General occupancy	MHFA/Section 8 New Construction built in 1979. Two and 3-bedrooms are town house-style units with private entrance, basement and back patio. One-bedroom units are in one-level 4-plexes. Garages available for extra \$35. Tenants pay 30% of income, but not more than maximum rents listed. One-bedroom units have 627 sq ft and 1 bathroom, 2-bedrooms have 938 sq ft and 1 bathroom, and 3-bedrooms have 1150 sq ft and 1.5 bathrooms. Manager reported 10 vacant units due to high level of recent turnover. Waiting list exists but is primarily for one and 3-bedrooms. Tenant screening results in many rejections.
Heritage Estates Apartments 101-103 Scotts Court	3 - 1 Bedroom 21 - 2 Bedroom <u>24 total units</u>	\$405-\$428 \$485-\$525 30% of income	No vacant units, short waiting list	General occupancy	Rural Development subsidized project built in 1977. Thirteen tenants receive rent assistance and pay 30% of income; remainder pay 30% of income but not less than basic or more than market rents listed. Some additional tenants have Section 8 Vouchers. Manager reported full occupancy at time of survey and a short waiting list exists - often waiting for 1-bedroom units.
Pheasant Run Apartments 900 Hengen St	8 - 1 Bedroom 12 - 2 Bedroom 4 - 3 Bedroom <u>24 total units</u>	\$460-\$647 \$495-\$672 \$525-\$725 30% of income	2 vacant units 1 - 2 Bdrm 1 - 3 Bdrm waiting list	General occupancy	Rural Development subsidized project built in 1985. Two 2-level walkup buildings. Thirteen tenants receive rent assistance and pay 30% of income; remainder pay 30% of income but not less than basic or more than market rents listed. Amenities include stove, refrigerator and AC. Manager reported two vacant units due to recent turnover, but project is normally at or near full occupancy. Waiting list exists but primarily for one-bedroom units.

Table 21 Fairmont Multifamily Rental Housing Inventory					
Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Subsidized - Senior/Disabled/Veterans					
Fairmont Place Apartments 1001 Pheasant Ave	32 - 1 Bedroom 2 - 2 Bedroom 34 total units	\$472-\$585 \$523-625 30% of income	No vacant units, short waiting list	Senior/ disabled occupancy	Rural Development/tax credit project designated for senior/disabled occupancy and built in 1989. Tax credit compliance has been met. Three-level building with elevator. Twenty-five tenants receive rent assistance and pay 30% of income; remainder pay 30% of income but not less than basic or more than market rents listed. Some additional tenants have Section 8 Vouchers. Amenities include stove, refrigerator and wall AC sleeve. One-bedrooms have 624 sq ft and 2-bedroom have 767 sq ft; all units have 1 bathroom. Manager reported full occupancy at time of survey and a short waiting list exists.
Friendship Village	67 - Efficiency 43 - 1 Bedroom 5 - 2 Bedroom 115 total units	\$367 \$423 \$560 30% of income	4 units intentionally vacant, waiting list	General occupancy with preference for senior, disabled, veterans	HUD Public Housing constructed in the early 1970s Tenants pay rent based on 30% of income up to maximum rents listed. Designated for general occupancy but preference given to seniors, disabled and/or veterans. At time of survey there were 4 units held intentionally vacant for project modernization but waiting list exists with 16 names for efficiency, 24 names for 1-bedroom and 14 names for 2-bedroom units. Approx. 95% of tenants meet one of the preferences.
Public Housing Duplexes	6 - 1 Bedroom 4 - 2 Bedroom 10 total units	\$423 \$560 30% of income	No vacant units, waiting list	General occupancy with preference for senior, disabled, veterans	HUD Public Housing duplexes constructed in phases between 2009 and 2017 to replace 10 units that were lost due to a fire. Tenants pay rent based on 30% of income up to maximum rents listed. Designated for general occupancy but preference given to seniors, disabled and/or veterans. Amenities include stove, refrigerator, central AC and in-unit laundry. Manager reported full occupancy and shared Public Housing waiting list with more than 50 names. Approx. 95% of tenants meet one of the preferences.

Table 21 Fairmont Multifamily Rental Housing Inventory					
Name	Number of Units /Bedroom Mix	Rent	Vacancy/ Wait List	Tenant Mix	Comments
Tenant-Based Rent Assistance					
HUD Housing Choice Vouchers	85 households in Fairmont	30% of income	N/A	N/A	<p>Also known as the Section 8 Existing Program, HUD Housing Choice Vouchers provide tenant-based rent assistance that can be used in any suitable rental unit. Tenant rent contribution is based on 30% of income, with the assistance program paying additional subsidy.</p> <p>In Dec. 2019, 85 households in Fairmont were participating in the 5-County program. An additional 35 Vouchers in use in the remainder of Martin County. Waiting list exists with approx. 6-month wait time but list covers entire 5-County service area.</p>

Source: Community Partners Research, Inc.

Senior Housing with Services Summary

Senior housing with services is a broad classification that encompasses a wide range of options, from largely independent housing to advanced assisted living and memory care. The following definitions of units by type have been made by Community Partners Research based on our understanding of the services being offered at each facility. These definitions may not always match with the technicalities of licensing through the State of Minnesota.

Units by Type

The Minnesota Department of Health identifies a number of licensed providers of senior housing with services in Martin County. This list was used to contact housing providers. The projects have been summarized below by specific segments.

Light Services/Congregate Senior Housing

There is one senior housing project in Fairmont that addresses the lighter services segment of the senior market. Maplewood Residence is part of the Lakeview Methodist Care Center complex and serves more independent seniors.

Maplewood Residence is classified as a “housing with services” provider on the MN Department of Health website. All of the other facilities in Martin County with this classification are also listed as “assisted living services” providers.

Maplewood has 39 total apartments in use in 2019. Three additional apartments have other uses, including some offered as guest suites. Monthly rent includes an emergency call service, but meals and services are optional, including laundry and light housekeeping. With meals and services purchased separately, most of the entry-level rents in this project range from approximately \$1,000 to \$1,425, depending on unit size.

Despite being the only provider within this housing segment, Maplewood Residence reported seven vacant units in early December 2019. While some of these openings may have been recent, it did not appear that sufficient demand was present. A short waiting list existed, but this was generally for households looking for a specific apartment type, such as a two-bedroom unit.

In 2019 there are also only 39 apartments in use, compared to 42 in previous studies, as more units have been converted to other uses, again indicating limited demand for this type of housing.

Assisted Living

There are three providers of assisted living in Fairmont. There are also two options elsewhere in Martin County.

- ▶ Ingleside
- ▶ Vista Prairie at Goldfinch Estates
- ▶ Woodland Manor
- ▶ Temperance Lake Ridge - Sherburn
- ▶ Truman Manor Apartments - Truman

The three projects in Fairmont have a combined total of 157 apartment-style units that can provide assisted living services. In Ingleside, the basic monthly fee only includes limited services, but additional services are then purchased “a la carte”, and this project is more similar to the assisted living segment.

There are 28 assisted living units in Temperance Lake Ridge in Sherburn, and at least 16 units in Truman Manor in Truman. When combined with Fairmont, there are 201 units available within this market segment.

Occupancy/Vacancy

In general, occupancy rates tend to be high in assisted living. There was an undisclosed number of open rooms in Goldfinch Estates, but this is the largest single project with ongoing turnover in the population served. Only limited information could be obtained from Truman Manor, but this project does have unused capacity, with 10 unoccupied rooms. What is unclear, however, is whether or not these rooms are intentionally vacant, as the contact person indicated that some improvements were needed.

Rental Rates

Rental rates can vary widely within this housing segment, depending on the services that are included in the basic monthly fee. The lowest identified entry point for assisted living was more than \$2,600, with services then purchased as needed.

All of the assisted living providers will accept County assistance programs, such as Elderly Waiver. However, the number of recipients is often capped, due to the reimbursement rate that is provided.

Memory Care Housing

There are two facilities in Fairmont and one in Sherburn that specifically serve residents with memory care housing needs. As with other types of specialized housing, there can be some degree of overlap in the target markets. For example, people with memory loss may also be able to living in skilled nursing homes or traditional assisted living. But for some people, a specialized secure facility may be required.

The projects identified on the State website as “Dementia unit/Dementia program” are:

- ▶ Ingleside
- ▶ Vista Prairie and Goldfinch Estates
- ▶ Temperance Lake Ridge - Sherburn

The two projects in Fairmont have a combined capacity of 61 beds/rooms. Twenty of these were added in 2016 when the Ingleside facility constructed a new memory care wing. However, at the time of the 2013 Study there had also been a specialized memory care wing in the Lakeview Methodist Care Center, which has since closed. As a result, the addition at Ingleside represents a net gain of only six beds in Fairmont, when compared to the inventory in 2013.

The Temperance Lake Ridge project in Sherburn currently has 14 memory care rooms, with an additional 14 rooms under construction that will become available in 2020.

By 2020, there will be 89 beds/rooms available to serve memory care needs in Fairmont or within close proximity.

Occupancy/Vacancy

High rates of occupancy were reported, and waiting lists are common, although people in need of this very specialized form of housing are often unable to wait for a unit to become available.

Rates

No attempt was made to collect specific monthly rate information from memory care providers. This is a very service-intensive form of housing with rates that are at the upper end of the care range.

Providers were asked about the use of County assistance programs for lower income seniors. Both Ingleside and Temperance Lake Ridge will admit residents with County assistance, but in both facilities this use is capped at approximately 25% of the residents. Goldfinch did not identify a cap on use, but did indicate that County assistance is evaluated.

Skilled Nursing Homes

In 2019, there is only one skilled nursing home that is operating in Fairmont. Lakeview Methodist Care Center is licensed for 82 beds. However, in 2020, Lakeview Methodist will begin construction of a replacement facility. The capacity of the new project will be lowered to 74 beds, all in private occupancy rooms.

At the time of the 2013 Housing Study for Fairmont, there were 85 licensed beds in Lakeview Methodist. In 2003, there were 123 licensed beds. The reduction in capacity over time is generally consistent with trends in the industry. As de-licensing has occurred, more rooms are available for private occupancy compared to shared occupancy in the past. It has also become more common to see beds dedicated to specific uses, such as transitional care intended for shorter-term rehab/recovery stays.

Another skilled nursing home that was licensed in 2013, the Lutz Wing with 40 licensed beds, is no longer licensed in 2019. No further information was obtained on the status of this building or when it ceased operations.

There are two skilled nursing homes elsewhere in Martin County. Seasons Healthcare in Trimont is licensed for 33 beds in 2019. Truman Senior Living is licensed for 40 beds. In both of these facilities there is no designated set-aside for beds, with all 73 available for longer-term occupancy.

When the new Lakeview Methodist building is completed, there will be 147 skilled nursing home beds available in Martin County. Presumably, some of these beds will at times be occupied by people needing only short-term transitional care stays, although the beds are also available for long-term care.

Senior Demographics and Market Share

Housing with services projects can attract seniors of any age, but typically have the greatest utilization by older seniors. To better analyze the market share for the various forms of housing in Fairmont and Martin County, Community Partners Research has compared the supply of various types of units to Countywide demographic data for older seniors, age 75 and above.

Senior Population

At the time of the 2010 Census there were 4,317 senior citizens (age 65+) living in the County, including 2,402 people age 75 or older.

The population of senior citizens has continued to grow, but this has been due to seniors age 74 and younger. The 2019 estimates from Esri show 5,034 total seniors living in the County, including 2,428 age 75 and older. When compared to the 2010 Census, Martin County has added more than 700 people age 65 and older so far in the current decade, but fewer than 30 people have been added in the age ranges 75 and older.

Esri's age-based population projections to the year 2024 expect further growth, including seniors in the older age ranges. Between 2019 and 2024, the County is expected to add nearly 320 people in the 65 to 74 year old age range, and approximately 235 people age 75 and older.

Senior Households

For senior-headed households, there were 2,825 households in Martin County age 65 or older at the time of the 2010 Census. Of these, 1,660 had a householder age 75 or older.

By 2019, Esri believes that there were nearly 3,140 total households age 65 and older, a net increase of nearly 315 senior households. However, all of this growth occurred within the younger senior ranges, with an estimated decrease of 65 households age 75 and older so far in the current decade. Esri's estimate for 2019 showed 1,595 households age 75 and older living in the County.

Projecting forward to 2024, Esri is forecasting net growth of approximately 170 households in the younger senior ranges, and approximately 145 households age 75 and older.

It is important to note that the senior population statistics would include seniors already residing in senior housing, including nursing homes, assisted living and memory care facilities. Adjustments to the senior population and the number of senior-headed households will be made for each of the different housing types reviewed. For example, when examining the seniors that form a potential market for an assisted living unit, it is necessary to subtract the seniors that already reside in more service intensive forms of senior housing, such as nursing homes or memory care units.

Skilled Nursing Homes

Utilization of nursing home beds can vary by short-term versus longer-term stays. As a result, some assumptions need to be applied to this segment of the market. After the new Lakeview Methodist facility opens in 2020, the County will have 147 total beds available. With some open beds and some used for transitional care stays, this Study has proceeded with an estimate that approximately 120 skilled nursing beds are generally occupied by longer-term residents.

When compared to the older senior population in Martin County in 2019, the available supply of longer-term nursing home beds would need a capture rate of approximately 4.9% of the total population of older seniors (age 75+) to fill 120 beds. To fill all 147 beds would require a capture rate above 6%. It also needs to be acknowledged that some seniors may come from outside the County.

While calculations have been performed on the market share for nursing homes, there has been a long-standing moratorium on adding beds, and any new nursing home facilities are typically limited to replacing existing beds, rather than adding to the total inventory. As a result, no additional capture by nursing homes would be expected in the future.

It is also important to note that the supply of licensed nursing home beds has continued to decrease in recent years even though the population of seniors has continued to grow. The required capture rate in 2019 is lower than it would have been in the past. However, some unused capacity typically exists, as many older seniors look for options other than a traditional nursing home for long-term care.

Memory Care Housing

Fairmont and Sherburn will have the potential capacity for approximately 89 people in specialized memory care. This segment of the market has been expanding with 14 beds under construction in Sherburn and 20 beds added in Ingleside in 2016.

After adjusting for long-term residents of nursing homes, the supply of memory care beds represents approximately 3.7% of the County's older senior population.

As reported to the rental survey, utilization rates in the existing supply of memory care beds/units tend to be high. There may be some unused capacity due to turnover, but strong demand does exist. The recent expansions of beds by providers has probably been due to unmet demand for this type of housing. It should be noted that the 14 beds scheduled to come online in 2020 will help to address current unmet need.

Looking forward to the year 2024, Esri's projected growth within the older senior age groups would lower the required capture rate to approximately 3.5%.

Assisted Living

When examining market demand for assisted living, the supply of units has been compared to the number of older senior households. People living in some other intensive form of senior housing, such as nursing homes or memory care, would probably be classified as "group quarters" residents and not counted as an independent household, so no adjustments are needed.

In Martin County there are approximately 1,595 older senior households, age 75 and above, that are estimated to be present in 2019. This group has not been growing since 2010, based on aging patterns for the area, but should grow by the year 2024.

This Study has used an estimate that approximately 201 assisted living units are available Countywide, including 16 in Truman Manor and 28 in Sherburn. There was some unused capacity within this segment, but this housing often serves frail seniors and turnover rates can be high. The reported occupancy varied by provider.

The County's assisted living inventory would require a capture rate of approximately 12.6% of all older senior citizen households living in Martin County. By comparative standards, this percentage is relatively high.

Looking forward to the year 2024, there will be continued growth within the primary target group of seniors age 75 and older. Using Esri's age-based growth projections, and assuming the unit supply remains stable, the capture rate would decrease to approximately 11.6%. While lower than in 2019, this projected capture rate would still be relatively high when compared to other communities.

Housing with Light Services

Housing with light services addresses the needs of more independent senior households. These units may be occupied by people needing limited services, such as a daily meal, an emergency call system, or weekly laundry and cleaning services. Only one provider was identified within this housing segment, Maplewood Residence with 39 apartment-style units in Fairmont.

Light services units are typically compared to the distribution of all older senior households, rather than population. Housing with light services can serve a more active and independent senior, and it is more common to see couples reside in this housing, in addition to single person households. After adjusting for senior households that already live in more service-intensive assisted living, we would estimate the target market at approximately 1,400 total households in Martin County in 2019.

The estimated supply of light services units in 2019 would require a market capture rate of approximately 2.8% of the County's target market of older senior households. When compared to other communities, this capture rate is relatively low.

Despite the small supply within this housing segment, there was evidence of limited demand at the only project addressing light services housing. This may be a reflection of the large supply of assisted living that exists, as some households may be electing to live in an assisted living facility while accessing the basic service package instead of opting for a more independent living project.

Based on the projected growth among older senior households over the next five years, the capture rate would be even lower, at only 2.4%, if the unit supply remains unchanged.

Table 22 Martin County Senior Housing with Services					
Name	Bedroom Mix	Rent	Occupancy/ Vacancy Status	Housing Type	Comments
Housing with Services					
Maplewood Residence 620 Summit Dr	29 - 1 Bedroom 10 - 2 Bedroom 39 total units	\$997-\$1138 \$1471-\$1926 +optional light services	7 vacant units 7 - 1 Bdrm	Housing with Services	Senior congregate/light services housing built in 1986 and part of a senior complex that also includes a nursing home and assisted living. Rent includes emergency call service but meals and additional services including laundry and light housekeeping can be purchased as needed. Rent includes all utilities except electric. One-bedrooms have 588 to 672 sq ft and 2-bedrooms have 900 to 1005 sq ft; all units have 1 bathroom. One very large 2-bedroom exists at highest end of rent range. Manager reported 7 vacant units on date of the survey although some were recent turnovers. Waiting list exists especially for 2-bedroom apartments.
Assisted Living					
Ingleside Assisted Living 2811 Roland Ave	39 - 1 Bedroom 2 - 2 Bedroom 41 total units	\$2789 \$3216 +a la carte services	5 vacant units	Housing with Services/ Assisted Living	Senior housing with services facility that opened in 1995. Memory care wing added in 2016. Assisted living includes noon and evening meals, utilities, 30 minutes of personal care, emergency call system, light housekeeping and access to 24-hour staffing, with additional services purchased a la carte. One-bedrooms have approx. 535 sq ft and 2-bedrooms have approx. 840 sq ft with a full kitchen. Manager reported 5 vacant units on date of survey. County assistance accepted and use is not capped.

Table 22 Martin County Senior Housing with Services

Name	Bedroom Mix	Rent	Occupancy/ Vacancy Status	Housing Type	Comments
Assisted Living					
Vista Prairie at Goldfinch Estates Assisted Living 850 Goldfinch St	1 Bedroom 2 Bedroom 92 total units	Varies based on services	Some open units, waiting list	Assisted Living	Assisted living in apartment-style project constructed in 2001 and 2006 that is part of a senior complex that also includes memory care housing. Assisted living services provided through packages offering levels of care. One-bedrooms have 510 to 780 sq ft, and 2-bedrooms have 836 to 980 sq ft; all units have 1 bathroom and kitchens. Project reported that some units are typically open due in part to turnover. County assistance is accepted
Woodland Manor 610 Summit Dr	Efficiency 1 Bedroom 2 Bedroom 24 total units	\$2635 \$3078-\$3219 \$3506 +additional services a la carte	1 vacant unit, waiting list	Assisted Living	Assisted living constructed in 2001 that is part of a senior complex that also includes a nursing home and independent living. Facility provides assisted living through basic service package with additional optional care purchased a la carte. Manager reported 1 vacant unit due to recent turnover but waiting list exists. County assistance is accepted but generally limited to 10 lower-priced units.
Temperance Lake Ridge Assisted Living Sherburn	1 Bedroom 2 Bedroom 28 total units	N/A	No vacant units, waiting list	Assisted Living	City-owned senior housing with services project that was originally providing a range of care but demand for assisted living and memory care has resulted in no independent living options. Project has expanded twice (1 in process) to add memory care. 28 apartments offering assisted living in 2019 with full occupancy and a waiting list. County assistance is accepted but capped at 11 units in facility.
Truman Manor Apartments Truman	26 total units	N/A	10 unoccupied rooms	Assisted living	Only limited information could be obtained on this facility. Project website identifies both independent and assisted living options, but most residents are believed to access a higher level of services. Ten units on upper level are unoccupied, but they may need improvements to be marketable.

Table 22 Martin County Senior Housing with Services					
Name	Bedroom Mix	Rent	Occupancy/ Vacancy Status	Housing Type	Comments
Memory Care					
Ingleside Memory Care 2811 Roland Ave	20 suites 20 total units	N/A	1 vacant unit, short waiting list	Memory Care	Memory care facility that was added to Ingleside Assisted living in 2016. Locked facility that can provide an enhanced level of care. Suite are sleeping rooms with private bathroom and approx. 389 sq ft. Manager reported 1 vacant unit due to turnover, waiting list can exist at times. County assistance is accepted but capped at 5 units.
Vista Prairie at Goldfinch Estates Memory Care Suites 850 Goldfinch St	29 Private 6 Shared 41 total beds	Varies based on services	Full occupancy, waiting list	Memory Care	Memory care facility constructed in 2001 and 2006 that is part of a senior complex that also includes assisted living. Provides full range of services and staff supervision. Units are private of shared sleeping rooms with private bathroom. Full occupancy reported and waiting list. County assistance is accepted.
Temperance Lake Ridge Enhanced Living Sherburn	14 suites with 14 more under construction	N/A	No vacant units in 14 available for occupancy, waiting list	Memory Care	City-owned senior housing with services project that was originally providing a range of care but demand for assisted living and memory care has resulted in no independent living options. Project has expanded twice (1 in process) to add memory care. Sleeping rooms with private bathroom. Full occupancy and a waiting list. County assistance is accepted but capped at 11 units in facility.

Table 22 Martin County Senior Housing with Services					
Name	Bedroom Mix	Rent	Occupancy/ Vacancy Status	Housing Type	Comments
Nursing Home					
Lakeview Methodist Care Center	Licensed for 82 nursing home beds	N/A	Some bed availability	Skilled nursing home	Nursing home that is attached to Woodland Manor and Maplewood Residence. In 2020 a new facility will be constructed with 74 private rooms. In 2013 there was a 14-bed dementia wing, but that has been closed and all beds are available for short-term or long-term use. A high rate of annual turnover results in some beds being open at any point in time.
Seasons Healthcare Trimont	33 licenced beds	N/A	N/A	Skilled nursing home	Skilled nursing home licensed for 33 beds. No specific set-asides for occupancy and all beds are available to long-term residents.
Truman Senior Living Truman	40 licensed beds	N/A	35 occupied beds	Skilled nursing home	Skilled nursing home licensed for 40 beds in 2019. No specific set-asides for bed use and most residents are long-term care. 35 beds occupied on date of survey.

Source: Community Partners Research, Inc.

Employment and Local Economic Trends Analysis

While many factors influence the need for housing, employment opportunities represent a predominant demand generator. Without jobs and corresponding wages, the means to afford housing is severely limited.

Employment opportunities may be provided by a broad range of private and public business sectors. Jobs may be available in manufacturing, commercial services, agriculture, public administration, and other industries. The type of employment, wage level, and working conditions will each influence the kind of housing that is needed and at what level of affordability.

The 10 largest employers in Fairmont are:

- ▶ Fairmont Mayo Health Systems
- ▶ Weigh-Tronix Scale Manufacturing
- ▶ Fairmont Foods of Minnesota
- ▶ Fairmont Schools ISD#2752
- ▶ Hy-Vee
- ▶ Torgerson Properties
- ▶ Wal-Mart
- ▶ REM Heartland
- ▶ Lakeview Health Care Facility
- ▶ Martin County

Source: Fairmont Comprehensive Annual Financial Report 2017

In addition to the employment opportunities in Fairmont, there are also some opportunities in nearby communities. In the City of Jackson, a strong employer based has developed in recent decades, including AGCO a large manufacturing facility with more than 1,000 workers.

Work Force and Unemployment Rates

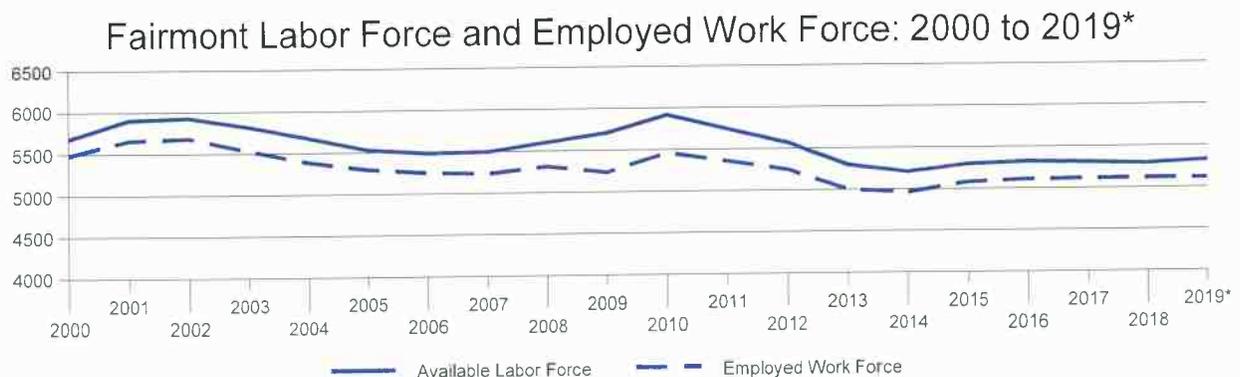
Employment information is available for the City of Fairmont. Data in the following tables have been obtained from the Minnesota Department of Employment and Economic Development.

Table 23 Fairmont Labor Statistics 2010 to 2019*						
Year	Labor Force	Employed	Unemployed	Unemployment Rate - City	Unemployment Rate - MN	Unemployment Rate - US
2010	5,912	5,457	455	7.7%	7.4%	9.6%
2011	5,738	5,352	386	6.7%	6.5%	8.9%
2012	5,569	5,245	324	5.8%	5.6%	8.1%
2013	5,293	4,997	296	5.6%	5.0%	7.4%
2014	5,202	4,955	247	4.7%	4.2%	6.2%
2015	5,290	5,076	214	4.0%	3.7%	5.3%
2016	5,315	5,101	214	4.0%	3.9%	4.9%
2017	5,303	5,110	194	3.7%	3.4%	4.4%
2018	5,287	5,112	175	3.3%	2.9%	3.9%
2019*	5,321	5,110	211	4.0%	3.4%	3.8%

Source: MN Department of Employment and Economic Development

Not Seasonally Adjusted

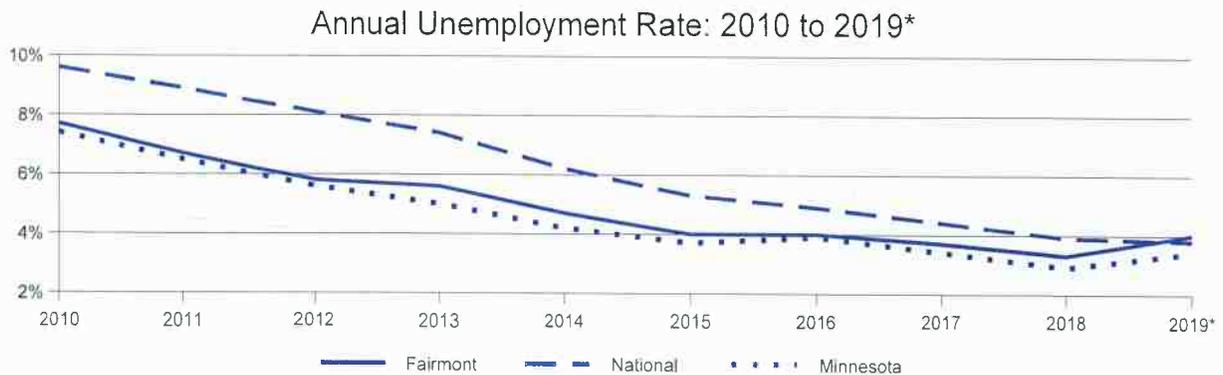
* 2019 is through September



There have been some year-to-year changes in the City’s resident labor force. Between 2010 and 2018 (the last full year of data), the labor force decreased by 625 people, or -10.6%. However, this reduction had already occurred by 2014, and since that time there has been some upward movement in the number of City residents within the labor force.

The employed work force has generally followed a somewhat similar pattern, although there were actually fewer residents employed in 2018 than in 2010. The employed work force also reached a low point in 2014, and has generally been increasing since that time.

Since the resident labor force has shown larger reductions than the employed work force, the City’s unemployment rate has generally been dropping through the decade. The City’s unemployment rate in 2018, at 3.3% was less than half the rate of 7.7% in 2010. Since 2010, the City’s unemployment rate has remained below the national unemployment rate. Partial-year information for 2019 indicates that the City’s unemployment rate may be rising, but this may change once a full year of activity is recorded.



Employment and Wages by Industry

The following table shows the average weekly wages by major employment sector in Fairmont for 2018, the last full year of data. It is important to note that the major employment sectors listed do not represent all employment in the City.

Industry	Employment	Average Annual Wage
Total All Industry	6,366	\$43,160
Natural Resources and Mining	33	\$42,900
Construction	173	\$51,480
Manufacturing	683	\$50,128
Trade, Transportation, Utilities	1,579	\$52,416
Information	71	\$32,188
Financial Activities	342	\$53,716
Professional and Business Services	280	\$40,924
Education and Health Services	1,773	\$44,304
Leisure and Hospitality	796	\$13,156
Other Services	147	\$27,716
Public Administration	487	\$46,228

Source: Minnesota Department of Employment and Economic Development

The average annual wage for all industry in 2018 was \$43,160, assuming that workers were employed for 52 weeks. The highest paying wage sectors were Financial Activities, Trade/Transportation/Utilities, Construction and Manufacturing. Each of these sectors had an annual average wage above \$50,000 in 2018. Trade/Transportation/Utilities was also the second largest sector for number of jobs.

The lowest paying wage sector was Leisure and Hospitality, with an average annual wage below \$13,200. Other Services was the only other industry sector with an annual wage below \$30,000.

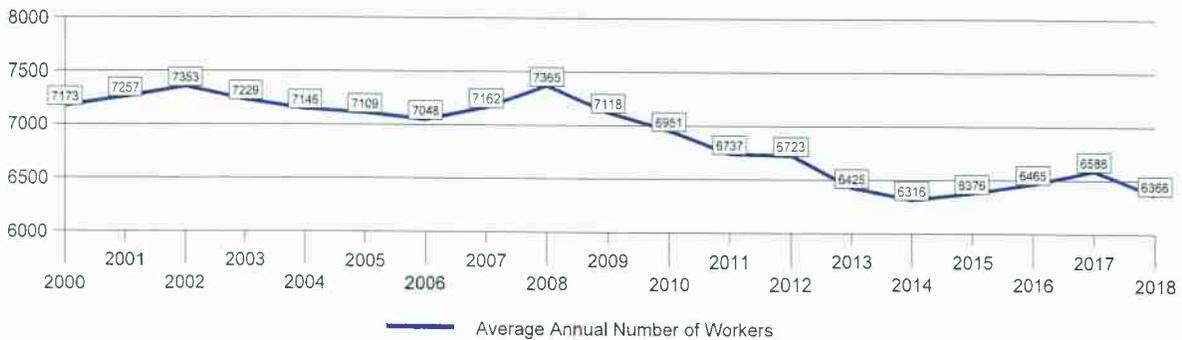
Fairmont Annual Covered Employment

Since the Quarterly Census of Covered Workers (QCEW) tracks employees covered by unemployment insurance by location of the worker, it is possible to examine longer-term patterns in the employment level. The following table displays the total number of workers reported in Fairmont to the year 2000.

Table 25 Fairmont Average Annual Employment			
Year	Total Covered Employment	Year	Total Covered Employment
-	-	2009	7,118
2000	7,173	2010	6,951
2001	7,257	2011	6,737
2002	7,353	2012	6,723
2003	7,229	2013	6,425
2004	7,146	2014	6,316
2005	7,109	2015	6,376
2006	7,048	2016	6,465
2007	7,162	2017	6,586
2008	7,365	2018	6,366

Source: QCEW - MN Department of Employment and Economic Development

Number of Covered Workers in Fairmont



When viewed over a longer time period, back to the year 2000, there has been a decrease in the number of jobs in Fairmont. However, employment had reached its lowest recent level in 2014, and has generally been increasing since that time.

Commuting Patterns of Area Workers

Information is available on area workers that commute for employment. The best information is from the 2018 American Community Survey, and has been examined for the City of Fairmont. The table examines City residents that commuted, and excludes people that work at home.

Table 26 Commuting Times for Fairmont Residents - 2018		
Travel Time	Number	Percent
Less than 15 minutes	3,179	69.5%
15 to 24 minutes	767	16.8%
25 to 34 minutes	325	7.1%
35 minutes +	303	6.6%
Total	4,574	100%

Source: American Community Survey

The large majority of Fairmont residents were commuting less than 15 minutes to work in 2018. Presumably, most residents were working within the City limits, or in the immediately surrounding small communities. Overall, more than 86% of residents commuted less than 25 minutes to work. Fewer than 7% commuted 35 minutes or more for employment.

Information also exists on city-based employment.

Table 27 Commuting Times for Fairmont-based Employees - 2018		
Travel Time	Number	Percent
Less than 15 minutes	3,535	58.1%
15 to 24 minutes	1,465	24.1%
25 to 34 minutes	658	10.8%
35 minutes+	425	7.0%
Total	6,083	100%

Source: American Community Survey

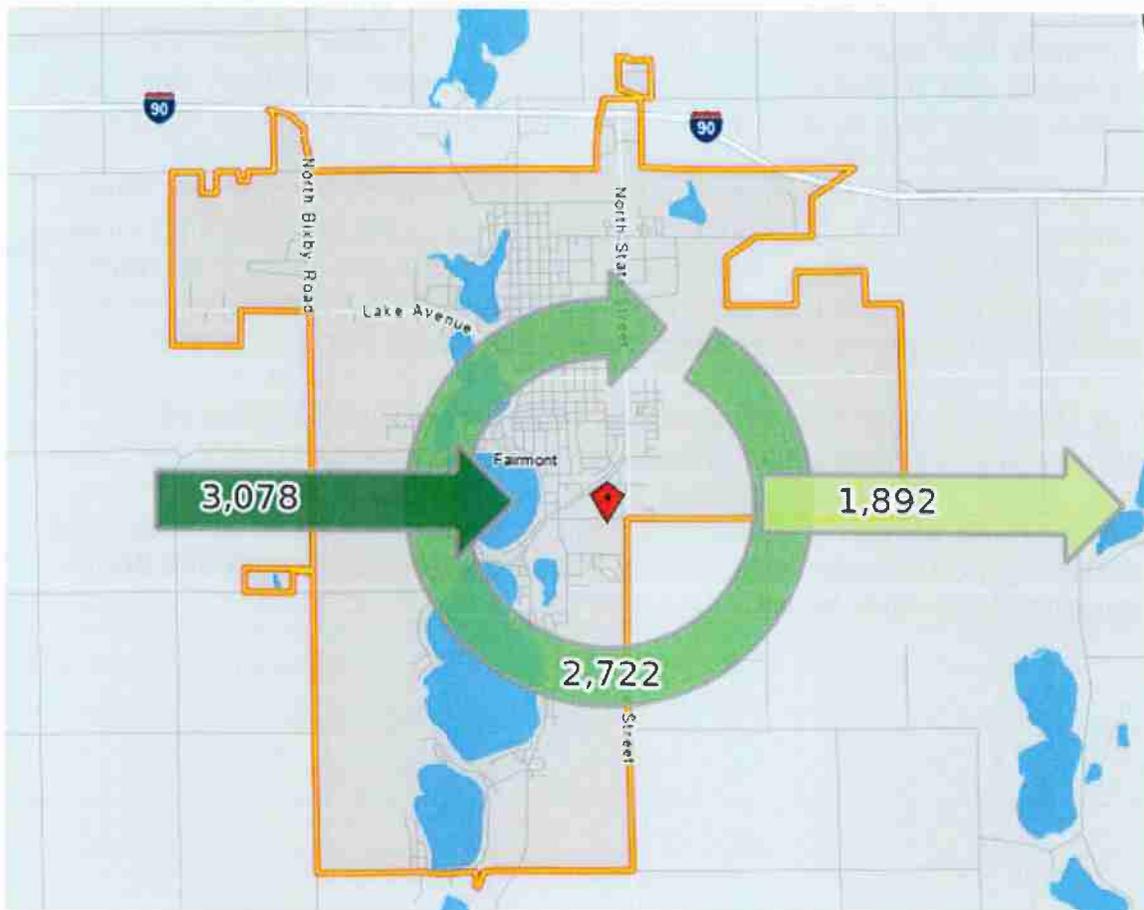
Most people that work in Fairmont were traveling less than 25 minutes. Overall, more than 82% of the jobs were filled by people traveling 24 minutes or less, including the people that both lived and worked within Fairmont. Only 7% of the jobs in the City were filled by people traveling 35 minutes or more.

Census On the Map

The Census Bureau also produces commuter reports through its Center for Economic Studies division. This information is based on reports for the year 2017, but provides a further breakdown of worker movement patterns.

According to the report for Fairmont, there were 5,800 people that were employed within the city limits in 2017 for their primary job. Approximately 47% of these Fairmont-based employees also lived within the City, with the remaining 3,078 employees commuting into the City. The primary identified jurisdictions supplying workers to the City were Sherburn, Welcome, Truman, Blue Earth and Trimont.

Although most Fairmont residents also worked in the City, some left their home community to work elsewhere. In 2017, 41% of the City's employed residents actually worked outside the city limits. The primary locations listed for outbound commuters were Mankato, Jackson, Blue Earth and Rolling Green and Fairmont Townships.



Findings on Growth Trends

As part of this Study, Community Partners Research, Inc., has examined growth patterns for the City of Fairmont and Martin County over the past few decades. These historic growth trends have then been used as a basis for projecting future demographic changes in the area.

The most recent reliable estimates for the City of Fairmont show very limited change in the last decade. All of the estimating sources reviewed for this Study show a declining population level in Fairmont since 2010. This would be consistent with an aging population, as fewer children and more one and two-person households has resulted in fewer people living in each occupied housing unit.

While the City's population is important, this Study has placed greater emphasis on households, as this drives demand for housing units. The most recent estimates show only a minor decrease in the number of households in Fairmont during the decade. The State Demographer shows the City losing approximately one household per year after 2010. Another source, Esri, shows the City losing approximately seven households per year, although this higher rate of loss seems inconsistent with other information collected for this Study.

The trends indicated by recent estimates are generally consistent with long-term patterns, as the City's population level has consistently grown smaller over the past three decades. Household levels have been much more stable long-term, although even the most optimistic household estimate shows the City adding an average of fewer than three households per year since 1990.

For all of Martin County, there have been more consistent patterns of population and household loss in the combined jurisdictions outside of Fairmont. Since 1990, the estimates show the County, excluding Fairmont, losing an average of nearly 12 households per year. Population loss has also been occurring at a greater rate, due to both an aging population and some out-migration from rural areas.

Findings on Projected Growth

Since most projection methodologies are based in part on past patterns, the limited annual change in Fairmont yields a similar forecast going forward. The primary projection source used in this Study, from Esri Inc., expects both Fairmont and the remainder of Martin County to lose population and households over the next five years.

However, in the opinion of the analysts, Esri's expected losses are too severe. From a household perspective, only a minimal reduction has probably occurred in Fairmont after 2010. Longer-term, there has been a small amount of household growth, although this is largely attributed to the patterns that existed in a single decade, from 2000 to 2010.

It is likely that the total population level in Fairmont will continue to move lower over the next five years, even if the household count remains stable. An aging population should continue to reduce the average household size over time, resulting in fewer residents per occupied housing unit.

It is probable that the number of people and households in the remainder of Martin County will grow smaller over the next five years. Some of this may be due to seniors that will elect to relocate into Fairmont for senior housing options, services and medical care that are available in the County's largest City.

Part of the issue impacting limited growth in Fairmont will be housing unit availability. The research completed for this Study tends to show a high occupancy rate in the existing housing options in the City, but minimal growth in the overall housing stock in recent years. For the City to add households in the near-future, it is probable that a commensurate level of new housing unit production will be needed.

For the purposes of this document, the analysts have proceeded with the projection that Fairmont has the potential to add approximately five or six households per year, resulting in growth-generated demand for 25 to 30 additional housing units over the five-year projection period.

Even more housing unit development can be justified for other demand-generators, including unit replacement and pent-up demand within certain housing segments. Overall demand will be summarized in the pages that follow.

Summary of Age-based Household Projections

The Demographic section of this Study presented age-based household projections for both Fairmont and Martin County over the next five years. This information can be informative in determining the housing changes that may be needed due to age patterns of the area population.

It is important to note that Esri has a more pessimistic view of recent demographic changes in Fairmont than other available sources. However, even these differences are relatively small. For example, the most recent household estimates for the City of Fairmont differ by less than 1.2%. While Esri’s projections to 2024 are also viewed as low, the impact on the age-based changes is limited, and this source is viewed as a reasonable forecast of the anticipated aging patterns going forward.

Since all of Martin County represents a potential market area for housing in Fairmont, the Countywide age changes are presented. This reflects the expected net change within the defined 10-year age cohorts from 2019 to 2024.

<u>Age Range</u>	<u>Projected Change 2019 to 2024</u>
15 to 24	-12
25 to 34	-61
35 to 44	+14
45 to 54	-132
55 to 64	-289
65 to 74	+167
75 and older	+145
Total	-168

In general, the aging patterns will continue to shift as the percentage of senior citizen households increases. Overall, these forecasts show an increase of 312 households age 65 and older in Martin County, but a decrease of 480 households age 64 and younger.

At the time of the 2010 Census, 31.3% of all County households had a householder age 65 or older. By 2019, this had increased to 35.4% of all households. Esri’s projections to 2024 indicate that nearly 40% of all County households will be age 65 or older.

While it is projected that there will be fewer households in the age ranges 64 and younger, some of the younger 10-year age cohorts will remain relatively stable.

Summary of Findings/Recommendations

Overview

The Housing Study completed in 2013 had included a number of specific recommendations for future housing development along with program ideas and initiatives to address housing needs. This 2020 Study has largely focused on development and preservation issues. Many of the program ideas identified in the 2013 document still apply, but have not been repeated.

Following the completion of the 2013 Study the City had prepared the **Fairmont Housing Plan**, which included many of the programs and initiatives identified in 2013. This also included prioritization of these various initiatives, along with a timeline for possible implementation. Readers are encouraged to consult this document for additional insights on these topics.

The specific findings and recommendations for the City of Fairmont in the 2020 project have been formulated through the analysis of the information provided in the previous sections of this document and have been grouped into the following categories:

- ▶ **Rental Housing Issues**
- ▶ **Home Ownership Issues**
- ▶ **Housing Rehabilitation and Preservation Issues**

The findings/recommendations for each category are as follows:

Findings and Recommendations for the City of Fairmont	
Rental Housing Development	
1.	Develop 36 to 42 traditional market rate rental units
2.	Promote the development/conversion of 18 to 22 affordable market rate rental housing units
3.	Develop 20 to 24 income-restricted moderate rent housing units
4.	Monitor senior assisted living supply and demand
5.	Potential demand for 10 additional memory care beds by 2024
6.	Potential demand for 30 to 42 additional light services senior rental units

Findings and Recommendations for the City of Fairmont	
Home Ownership	
7.	Demand for 4 to 6 moderate to higher-priced homes constructed annually
8.	Promote the construction of 2 to 3 affordable homes per year
9.	Attached single family housing should continue to gain market share
10.	Monitor demand for additional condominium development
11.	Develop additional lot phases as needed
12.	Coordinate with agencies/nonprofits that develop affordable housing
13.	Consider the creation of housing construction incentives
Housing Rehabilitation and Preservation	
14.	Promote rental housing rehabilitation programs
15.	Promote owner-occupied housing rehabilitation programs
16.	Continue to demolish dilapidated structures

Rental Housing Development

Overview: Rental housing development activity in Fairmont has been very limited in recent decades. Since 2010, only three rental housing projects have advanced through new construction.

The largest of the recent projects did not actually create true rental units, but did develop sleeping rooms for specialized senior care. Ingleside Residence did a 20-suite expansion in 2015/16 that provides housing for people with memory loss. This added to their existing project which offers senior assisted living. The memory care rooms do have private bathrooms but do not have any kitchen facilities.

In 2017, a seven-unit town house-style project was constructed, utilizing a redevelopment site. Designed for student-occupancy and located near Presentation College, these units were intended to be rented by individual bedrooms to students in roommate households. After construction, it was announced that Presentation College will be closing its Fairmont Campus and the marketing focus for the rental units was changed. When contacted in 2019 all seven units were rented, primarily by younger, working-age households, with no students in occupancy. These units have the highest rent structure for multifamily housing in the City.

The only other rental project that has been identified through building permit records is a Public Housing duplex constructed by the Fairmont HRA. This was the final construction phase to replace 10 Public Housing units that had been lost to a fire at the Friendship Village campus. The replacement units have been constructed since 2009 in duplex configurations. It is possible that more of these Public Housing duplexes were built since 2010, but they are not specifically listed in the residential portion of the annual building permit reports.

Rental housing may have been added to the community by methods other than new construction. This could include some building conversion, such as space in the downtown area that is used as rentals. It is also possible that some level of tenure conversion has occurred in Fairmont, as single family units that had previously been owner-occupied have switched to rental use.

The City has a rental registration system, but the historical records track annual information by property address, rather than a specific unit count within each property. Once issued, the registration is also good for a three-year period. As a result, it is difficult to track any year-to-year change in the size of the active rental unit inventory. However, staff indicated that they believe the rental stock to be generally stable, with limited annual change.

A larger volume of rental housing was constructed between 2000 to 2009. City records would indicate that 24 general occupancy rental units were built, in market rate housing developed by the Fairmont EDA. As many as eight Public Housing units were built in four duplexes, but once again these were replacement units for other Public Housing lost to fire. Most of the remaining rental construction during that decade was in specialized housing for seniors, including assisted living and memory care units in Goldfinch Estates.

Looking back at the past two decades, the analysts have only been able to identify 31 new market rate rental units constructed in Fairmont. Any other rental housing production since 2000 has been oriented to seniors needing some level of supportive services, primarily in the assisted living or memory care segments. The 10 Public Housing units were replacement housing.

It should be noted that in 2006 there was a 36-unit senior cooperative that was built. While cooperative ownership is different than rental housing, the design and living features of this project make it more similar to rental housing than traditional home ownership options in Fairmont. The Meadows Cooperative has been a very successful project, with units in high demand.

Although it is difficult to accurately document, there is evidence to suggest that some level of tenure conversion has taken place since 2000, as single family houses that were once owner-occupied have switched to rental use. In the late 2000s, as national housing market conditions deteriorated, there was often a switch from owner to renter-occupancy. This continued through the early years of the 2010s, as lender-owned properties acquired during the foreclosure crisis may have been sold to investors rather than individual home owners.

One potential source for tracking tenure conversion is the Census Bureau's American Community Survey. In their 2018 estimates, this source showed nearly 674 rental units in Fairmont that existed in one-unit structures. For comparison, there were approximately 460 one-unit rental structures in the year 2009. While a margin of error does apply to both of these estimates, the raw data would suggest that the City may have added more than 200 rental units through tenure conversion. During this same time, the number of home owners in the City decreased by approximately 300 households, according to the same source.

The rental survey completed as part of this Study found high rates of occupancy in independent rental housing. The City EDA rentals have maintained waiting lists for many years.

They may be some level of vacancy in the portfolio of small rental properties, including single family houses that are offered for rent. But this is often the result of tenant turnover, or the need to make unit repairs, which can cause short-term vacancies. In general, the property owners and managers within this segment also reported good demand, especially for affordable housing.

With a predominantly older rental stock, rental rates in Fairmont tend to be relatively moderate. According to the American Community Survey, the median year of construction for all rental housing in Fairmont is 1958. This same source showed a median gross rent of only \$646 per month in 2018.

The newest rental project in Fairmont, City Center Townhomes, has an estimated gross rent approaching \$1,150 (including tenant-paid utilities) for a three-bedroom unit. This represents the upper end of the local rent range for multifamily housing. This project reported full occupancy.

The highest rents being achieved in two-bedroom multifamily options would probably be in the EDA Townhomes on Potter Circle, with gross monthly rent approaching \$950. Once again, these units are full with a waiting list.

Looking forward, this Study has concluded that additional rental housing development is needed in Fairmont. Demand for new rental housing is typically generated from three factors:

- ▶ Growth from new households
- ▶ Replacement of lost units
- ▶ Pent-up demand from existing households

Our household projections for Fairmont expect household growth, although some of this growth will result in demand for owner-occupied housing. From 2019 to 2024, we are projecting that Fairmont has the potential to add up to 30 households if adequate housing options exist. Given recent patterns showing preference for rentals, we have placed approximately 70% of this into the rental segment, for growth-generated demand of approximately 20 additional rental units over the next five years.

Demand created by replacement of lost units is more difficult to determine. Although the actual loss of units may not be occurring, the age and condition of older housing indicates that some level of annual replacement should be underway. Based on the American Community Survey estimates, approximately 34% of the rental stock in Fairmont has a date of construction before 1940. While some of this older stock may be in good condition, some severely deteriorated housing is also probable. Annual replacement of 1% of this older inventory would yield approximately five to six replacement units per year, or 25 to 30 total units over a five-year period.

Pent-up demand also exists. The rental survey conducted as part of this Study found high rates of occupancy in good quality independent rental housing. This included both affordable and higher-priced units. When new units have been built over the past 20 years (including the senior coop) they have been well received by area households and high rates of occupancy have been maintained.

To allow for some greater level of unit choice, an overall expansion of at least 30 to 40 units can be justified to address pent-up demand. This would help newly arriving households to access housing options without creating vacancy issues in the overall market.

This combination of primary demand generators show a need for at least 75 to 85 independent rental units over the next five years. Although different configurations could be used to achieve this level of unit production, a reasonable allocation into the following rental subsets would be recommended:

- ▶ General Occupancy Market Rate 36-42 units
- ▶ Affordable/Conversions 18-22 units
- ▶ Tax Credit/Subsidized 20-24 units

In addition to these units intended for fully independent households, some production would also be recommended within the specialized care segments oriented to seniors, including memory care beds and light services/congregate senior housing. The specialized care units are also presented below.

1. Develop 36 to 42 general occupancy market rate rental units

Findings: A large majority of the existing rental inventory in Fairmont can be classified as market rate housing. These units are free of any specific occupancy restrictions and do not have any form of rent controls, other than those imposed by the competitive marketplace.

Although only seven market rate units can be identified in new construction projects so far this decade, it is possible that some additional units have been added through tenure conversion, as older single family houses may have been converted to rental use. However, looking longer-term, it is probable that only 31 market rate units have been built in Fairmont since the year 2000, with 24 of these in the publicly-developed EDA units from the early 2000s.

With limited growth in the unit supply, but a continued increase in renter-occupancy households, vacancy rates remain low within this segment. The rental survey of multifamily units completed for this Study found an estimated vacancy rate between 2% and 2.5%. Less detailed information was obtained from single family-rentals, but some of the owners and managers contacted indicated that occupancy rates are also high for these types of units.

There is a fairly wide variation in rental rates in the market rate segment. The newest project, City Center Townhomes, has estimated gross rents of more than \$1,150, including tenant-paid utilities. Although these rents are higher than most of the other options, they are also three-bedroom rents, with a town house design and approximately 1,300 square feet of living space. When reduced to a rent per square foot calculation, these are probably below \$0.90/sq ft for gross rent.

For two-bedroom units, the EDA Townhomes have an estimated gross rent approaching \$950. These units do include a one-car garage and an in-unit laundry hookup, which are features not generally available with other rental housing. Although in good condition, these units are now more than 15 years old.

Most of the City's older market rate rental housing has a more moderate rent structure. However, in single family homes the inclusion of utilities could result in higher gross rents for some units. Single family rental rates will be heavily dependent on the size, age and quality of the home.

Recommendation: As stated earlier in this section, the combination of demand generators reviewed for this Study indicates that between 75 and 85 independent rental housing units should be developed in Fairmont over the next five years. While it would be desirable to add units in a wide range of prices, realistically, many of the new units will be market rate housing. We have allocated approximately 50% of this total into the traditional market rate segment, or approximately 38 to 42 units by 2024.

There are various design styles that could be considered, including apartment units. This type of rental housing could appeal to a broad range of potential renters. Other similar-sized communities including Alexandria, Grand Rapids and Fergus Falls have all achieved success in recent years with conventional apartment building construction. Many of these projects have targeted a moderate rent range, with gross rents in the \$900 to \$950 range for a two-bedroom unit.

Given the City's large population of empty-nesters and seniors, a town house style project could also be considered. A number of communities have had success with one-level town house rental projects that include a private entrance and attached garage. This style of housing can serve as a bridge between home ownership and rental housing, and has generally been very successful with seniors. Some of these recent projects have been able to achieve gross rents below \$1,000 for two-bedroom units and \$1,100 for three-bedrooms.

Regardless of the design approach used, any new multifamily project should be cognizant of the community's growing population of senior citizens. Design features should be "senior-friendly" with amenities that would appeal to older renters.

The market rate unit recommendation made in 2020 is lower than the numbers advanced in the 2013 Study for Fairmont. This is largely due to the fact that the community has not been growing at the rate projected in the previous Study, resulting in less growth-generated demand. However, in Fairmont it is sometimes difficult to determine whether this suppressed growth has been due directly to a shortage of desirable housing options. If the recommended units are built and achieve stable occupancy, even more units could potentially be added later in the projection period.

The preferred option to developing market rate rental housing would be to encourage private developers to construct these units. But if private developers do not proceed, the Fairmont HRA or EDA could potentially utilize essential function bonds or similar funding sources to construct market rate rental housing as it has in the past.

While the 24 units constructed in the early 2000s still generate some controversy for public involvement in for-profit housing, the inability of private developers to proceed with any significant volume of new multifamily construction may require local housing agencies to become involved, either directly or indirectly.

2. Promote the development/conversion of 18 to 22 affordable market rate rental housing units

Findings: The previous recommendation addressed the market potential to develop high quality rental units in Fairmont. Unfortunately, these units would tend to be beyond the financial capability of many area renters. Even moderately-priced two-bedroom units would typically require the household to have an annual income of \$35,000 or more.

In 2018, a majority of Fairmont's renter households had an annual income below \$31,300. These households would generally need access to a rental unit at \$785 per month or less. Although it may be possible to produce some one-bedroom units near this price range, two-bedroom units would generally be well above the level that is considered to be affordable for a majority of area renters.

Much of the most affordable market rate housing exists in older structures. Part of the unit recommendation going forward is to annually replace a portion of these older units. Unfortunately, new construction will not replace these older units in a similar price range.

There are still some programs for affordable housing creation for moderate income renters. The federal low income housing tax credit program is one available resource. However, competition for tax credits is very difficult, and Fairmont has not received a new construction award in the past 20 years.

Other work force housing incentive programs also exist, and could be explored in an effort to generate rental housing that is affordable at the median renter household income level.

Recommendation: We would encourage the City to promote the development/conversion of more affordable rental units. A goal of 18 to 22 units over the next five years would help to place some of the new unit creation into price ranges that are better matched to household income levels. It could also help to address unit replacement needs.

Given the economics of new construction, it will be difficult to build new affordable units. It may be possible to generate a portion of the units in market rate projects through the use of public assistance, such as Tax Increment Financing. It may also be possible to create affordable units through building renovation or conversion projects. This opportunity may arise in downtown buildings, or through other existing structures that could be renovated and converted to multifamily rental housing.

The estimated median gross rent in Fairmont was below \$650 in 2018, according to the American Community Survey. Creating some additional units with contract rents below \$700 per month would help to expand the choices available to a majority of the City's renter households. It is probable that this lower rent structure could only be achieved with financial commitments from other sources including the City and other funding agencies such as the Minnesota Housing Finance Agency.

3. Develop 20 to 24 income-restricted affordable rental housing units

Findings: Fairmont does have an existing supply of affordable income-restricted multifamily rental units but this inventory has been growing smaller over time. Contract compliance or program opt-out has occurred, as assisted projects that were constructed in the 1970s or 1980s have ended their affordable housing obligations.

Since the 2013 Study was completed for Fairmont, the HUD-assisted portion of Fairmont Square has been converted to market rate housing. This project had previously had 29 units that were in the HUD 236 program, but this contract has been fulfilled. There are still 35 units in the project that are regulated by the federal low income housing tax credit program and income and rent limits still apply to this portion of the project.

In 2011, Southview I and II with a combined total of 48 units opted out of their USDA Rural Development subsidy program and converted to market rate housing.

A review in December 2019 of the subsidized housing “opt-out” log maintained by the Minnesota Housing Finance Agency did not identify any additional projects that are at risk of ending their subsidy contract.

Over time there has also been some contract compliance in the federal low income housing tax credit program, but this has not resulted in any loss of affordable housing options. Both Countryside Townhomes and Fairmont Place used tax credits along with other federal subsidy programs when constructed. While the tax credit compliance has expired, the federal subsidy programs remain in place and both still provide income-based housing.

In 2020, Fairmont still has six federally subsidized developments with a combined 278 units. Subsidies have been provided by USDA Rural Development and the Department of Housing and Urban Development (HUD). Three projects, with 119 combined units, are designated as general occupancy housing. The remaining three projects, with 159 units, are oriented to senior, disabled or military veteran occupancy.

Most of the City’s subsidized units serve very low income people and charge rent based on 30% of the tenant's household income. In some cases, tenant households pay 30% of income, but not less than a basic rent level established for the unit. In these units it is possible that a very low income household will pay more than 30% of income, if the basic rent is higher.

In addition to these subsidized projects, Martin County has approximately 116 households utilizing the HUD Housing Choice Vouchers (Section 8 Existing Program). Voucher assistance is issued to income-eligible households for use in suitable, private market rental housing. With the assistance, a household pays approximately 30% of their income for their rent, with the program subsidy paying any additional rent amounts. Eighty-five of these households are utilizing the Vouchers in Fairmont.

While it is possible that some of the tenant-based assistance could be in use in a subsidized project, any overlap of resources would be limited. Between the tenant-based assistance and project based subsidized housing, there are approximately 363 renter households in Fairmont that had access to some form of subsidized housing in 2019. This represents approximately 24% of all renters in the City.

Despite the existing supply of subsidized units in Fairmont, the American Community Survey has consistently estimated that from 550 to 675 renter households in Fairmont annual report a housing cost burden, with 30% or more of their income going to housing costs. A majority of these households were actually paying 35% or more of their income for housing, which is defined as a severe cost burden.

This large number of renters with a housing cost burden is reflected into demand for subsidized units. The 2019 rental survey found very few vacancies projects oriented to senior/disabled/veteran occupancy, with an estimated vacancy rate below 1%. There were a number of open units within the general occupancy segment, but most of these were in a single project, while the other two buildings reported high occupancy rates.

It should be noted that the conversion of 29 units in Fairmont Square has impacted the subsidized sector. The uncertainty created by the pending contract termination had caused some tenants to leave that project and move to other subsidized housing in the City. This has improved occupancy and lengthened waiting lists at the other projects, as the overall supply of subsidized units has contracted.

There is only one moderate rent tax credit project that is still under the regulatory requirements in 2020. The remaining 35 units in Fairmont Square still have income limits and rent caps in place. A number of these units were vacant at the time of the rental survey. It is not clear if the uncertainty created by the HUD contract termination also caused turnover in the tax credit portion of the project. Possible fears of a rent increase may have also impacted tenant movement in that portion of the building.

Recommendation: Based on the cost burden statistics that continue to show a large number of renter households that are applying 30% or more of their income for housing, we would recommend the development of 20 to 24 income-restricted affordable rental housing units for low/moderate income people. In recent decades it has been difficult to produce new subsidized units, with project-based rent assistance. However, an expansion of units to serve households at or below 50% to serve low/moderate income people would provide additional affordable options in the community.

It is important to note that this is a goal, given the limited funding that exists for very affordable housing development. At this level, these new units would not even fully replace the units that were lost when Fairmont Square was partially converted to market rate housing.

If funding can be secured for new units, we would recommend that the rents be set at or below the fair market rent levels for rent assistance Vouchers, which would enable the household to pay 30% of their income for their unit. In 2019, the Voucher payment standard for a two-bedroom unit was set at \$749.

Household age information shows that both senior and non-senior households are experiencing a rent burden. Any new affordable units that can be created could target either age range, given the large number of low and moderate income renter households in the community.

Another important affordable housing strategy will be to prevent the loss of any additional subsidized housing in the future. There are a number of examples where cities have worked with local housing agencies or nonprofit groups to preserve affordable projects.

4. Monitor supply and demand for assisted living

Findings: There are assisted living providers in Fairmont, Sherburn and Truman, and Martin County residents have a number of options for this type of housing with supportive services. All of the choices in Fairmont are provided in larger complexes with apartment-style units.

Based on the identified providers in the County, it is probable that approximately 201 total units exist in 2020. This supply has remained stable in recent years, with no identified unit expansions in more than 10 years.

Although most facilities had good occupancy patterns, and some waiting lists were reported, there was unused capacity within this specialized care segment. While specific details were not obtained from all providers, each of the facilities except for Temperance Lake Ridge in Sherburn reported at least one unoccupied unit. It is important to note that this type of housing can have a high rate of turnover, due to the frail population group being served.

An earlier section of this document has provided detailed information on the specialized senior housing segments, along with demographic information. Readers are encouraged to review this section.

Recommendation: In the opinion of Community Partners Research, the current distribution of units providing assisted living in the Fairmont area is large by comparative standards. To achieve full occupancy in the existing inventory requires a capture rate of approximately 12.6% among County households age 75 and older. Although this percentage will decrease somewhat over the next five years, the County is only projected to add 235 additional households age 75 and older by the year 2024. If accurate, the future capture rate would still remain above 11.5% in the near-future. Based on the supply of units already present, we would recommend that the near-term need for this type of specialized housing be monitored.

It is important to note that many of the existing assisted living options in the County do accept public assistance programs, such as Elderly Waiver, which help lower income seniors acquire needed services. Due to low reimbursement rates, some facilities cap the percentage of residents on public programs. This ability to serve a wide range of income levels has probably contributed to the high rate of utilization, and the percentage capture rate being achieved.

Available projection data shows that the population of older senior citizens in the Market Area will continue to grow between 2019 and 2024. Longer-term, even greater percentage growth will occur as the large baby boom generation moves through the aging cycle. The leading edge of the baby boomers will begin turning age 75 early in the next decade. If evidence of unmet demand appears in the future, a modest unit expansion could be advanced before the year 2024.

As with other specialized care recommendations, the supply and demand analysis provided in this Study is based in part on anticipated growth, and not on competitive positioning between projects. Senior housing with services can be a very competitive business, and it is possible that even more units may be proposed as providers attempt to capture a large share of the local market. All of the assisted living facilities in Fairmont are more than 10 years old, and a new building may have a competitive advantage in attracting residents. However, if supply significantly exceeds demand, this would reduce the occupancy rates in older, less competitive projects.

5. Potential demand for 10 additional memory care rooms/beds by 2024

Findings: Memory care housing represents a very specialized segment of the senior market. People in the earlier phases of memory loss due to dementia, Alzheimer’s Disease, or other causes may often be housed in assisted living, nursing homes, or less service-intensive forms of senior housing. However, as the disease progresses, it is often necessary to provide housing in special facilities that offer a secure environment and targeted care.

There are three facilities in Fairmont and Sherburn that specifically focus on specialized memory care. Combined, these providers have the potential capacity for 75 people in specialized memory care in 2019. But a 14-bed expansion is underway in Temperance Lake Ridge in Sherburn and later in 2020 there will be capacity for 89 people in Martin County.

In addition to the expansion underway in Sherburn, other recent changes have occurred within this segment. In 2016, Ingleside added 20 beds in a new memory care building. But Lakeview Methodist closed a 14-bed dedicated wing in the nursing home, and converted this capacity to traditional skilled nursing care. As a result, the net gain in capacity had been limited before the construction at Temperance Lake Ridge.

The utilization rate in this specialized segment continues to be high, which probably accounts for the additions at Ingleside and Temperance Lake Ridge. Waiting lists indicate that pent-up demand already exists.

Recommendation: When compared to the primary target population in 2019, the supply of memory care beds in the County (including those under construction in Sherburn) requires a penetration rate of approximately 3.7% of the County’s adjusted population of seniors age 75 and older. In the opinion of the analysts, this represents an average concentration of beds by comparative standards. With the probable addition of approximately 235 older seniors Countywide by the year 2024, the same capture rate would indicate demand for approximately 10 additional beds over the five-year period. Longer-term even more beds could be justified based on projected growth.

Many of the memory care providers do accept lower income seniors receiving County assistance. Due to the high levels of care required for memory loss, the reimbursement rates are often better matched to the costs of care. However, some providers cap the number of residents receiving assistance. The recommended unit expansion assumes that all income levels will continue to be served in the future.

As with other specialized care recommendations, the supply and demand analysis provided in this Study is based in part on anticipated growth, and not on competitive positioning between projects. Senior housing with services can be a very competitive business, and it is possible that even more units may be proposed as providers attempt to capture a large share of the local market. However, if supply significantly exceeds demand, this would reduce the occupancy rates in less competitive projects.

6. Promote an expansion of 30 to 42 additional light services housing units by 2024

Findings: The light services segment of the housing market is the most under represented of the different forms of specialized senior housing in Fairmont and Martin County. Only one project could be identified in the City that serves more independent seniors needing only limited services, and no similar projects exist elsewhere in the County.

The only provider is Maplewood Residence, which is part of the Lakeview Methodist senior complex. The basic monthly rent includes few services, but meals, housekeeping, laundry and other assistance can be purchased as needed.

In 2019, there were 39 apartment units available in Maplewood residence, but this inventory has decreased somewhat from the past, as some former apartments are now being used as guest rooms. Despite the limited supply, there were vacancies in this project, indicating a lack of actual demand.

Martin County continues to show growth in the population of seniors. Specific details on current and projected demographic patterns have been presented in the Senior Housing with Services section of this report. In general, ongoing growth is projected within all of the senior age ranges, but much of the near-term increase will occur within the age group between 65 and 74 years old.

Recommendation: Martin County is expected to see near-term growth in the target populations served by specialized senior housing. Much of this near-term growth will be in the younger senior age ranges, which initially will generate demand for light services housing options. With a relatively small unit inventory in this segment, this is the most under-served senior specialized care option in Fairmont. Using a capture rate of approximately 5% within the primary target market, an expansion of up to 30 lighter services units could be justified in 2019. Based on projected growth, an additional 12 units could then be added to the Market Area by the year 2024.

Although some of the other communities in Martin County also offer senior housing options, in the opinion of the analysts, the City of Fairmont would be the best location for these new units.

While we believe that market potential exists within this housing segment, it is important to state that the existing provider had vacancies in 2019, and has actually decreased the unit supply slightly in recent years. It is not clear to the analysts why demand does not exist for these units, since other types of specialized care housing are successful in Fairmont.

The supply and demand summary provided in this Study is primarily based on unmet demand and anticipated growth, and not on competitive positioning between projects. Senior housing with services can be a very competitive business, and it is possible that even more units may be proposed as providers attempt to capture a large share of the local market. However, if supply significantly exceeds demand, this would probably reduce the occupancy rates in less competitive projects.

Home Ownership Recommendations

Findings: Expanding home ownership opportunities is a primary goal for most communities. Home ownership tends to promote stable communities and strengthens the local tax base.

Although most households in Fairmont have typically owned their housing, the rate of home ownership has been decreasing over time. According to the 2000 Census, nearly 74% of all households were home owners. By 2010, this rate had decreased below 70%. While a margin of error exists in the most recent estimates, the American Community Survey showed the home ownership rate down to less than 66% in 2018.

The City has had some ongoing construction of new single family houses, but it appears that tenure conversion has also occurred, as more houses have changed from owner to renter occupancy. While much of this may have taken place in the late 2000s and early 2010s, when the national housing market slumped, the home ownership segment has not shown any significant improvement in recent years.

As tracked by building permit issuance, approximately 36 single family units have been built so far in the current decade. Most of these are detached single family houses, but a few twin homes have also been built.

Most existing houses in Fairmont are in a moderate value range. The median home sale price in Fairmont, based on the past few years, has been between \$115,000 and \$125,000. With a majority of existing houses valued below \$130,000, there are relatively affordable choices for potential home buyers.

The demographic projections reviewed for this Study expect most of the near-term growth to occur within the senior ranges, age 65 and older. While seniors will continue to move into rental housing as they age, the rate of home ownership remains high at the younger end of the senior range. Households age 65 to 74 years old represent a potential market for low maintenance/no maintenance housing choices, including attached units such as twin homes, town houses or condominiums.

An overall decrease is projected in the number of households age 64 and younger, but this is primarily caused by specific 10-year age cohorts. Some of the younger adult age ranges should remain relatively stable and generate some demand for entry-level homes as households transition from rental to home ownership.

This Study has placed much of the demand generated by overall household growth within the rental segment, but 30% or more of this demand should be looking for home ownership housing. When combined with some pent-up demand and needs for older housing replacement, a working projection exists that between six and eight owner-occupancy housing starts will be needed annually over the five-year period, or 30 to 40 single family housing units in total.

To assist in promoting the goal of home ownership, the following recommendations are made:

7. Demand for 4 to 6 moderate to higher-priced homes constructed annually

Findings: Most of the home building that has been occurring in Fairmont in recent years would generally be defined within the moderate to higher price ranges, with an approximate purchase price of \$275,000 or more. This has been accomplished by private-sector home builders. This production has primarily been in the form of traditional detached single family houses, but a few twin homes intended for owner-occupants have also been built.

While income levels for home owners have continued to improve over time, many potential home buyers are still within a moderate income range. According to the American Community Survey, the median household income for all home owners in the Fairmont was nearly \$66,000 in 2018. Approximately 27% of all home owners had an annual income above \$100,000, and would represent the primary target market for new houses in the moderate to higher price ranges.

Going forward, most of the demand for newly constructed houses will be within the moderate to higher price ranges, reflecting households that are “move-up”, as they sell an existing home and opt for new construction. Anticipated demand should also exist from the large “baby boom” generation as it advanced through the aging cycle. Older adult households have created ongoing demand for age-appropriate housing, which offers low maintenance living opportunities.

Recommendation: Approximately 70% to 80% of the future owner-occupancy demand in Fairmont has been allocated to the moderate and higher price ranges. With expected overall demand for approximately six to eight new units annually, an estimated four to six units each year should be in the price ranges of \$275,000 or more.

Demand for housing in the moderate to higher price ranges can generally be met by the private development community, and would not typically require any level of public involvement or assistance. However, in Fairmont there has been a public role in ensuring that an adequate supply of attractive single family lots is available to facilitate new home construction. The Whitetail Ridge subdivision has high quality lots that have been used for some of the recent home building activity.

It should also be noted that some of the higher-price home construction will also occur along one of the City's lakes. In these cases, it is probable that an existing house or cabin will be removed to create the building site. While these projects add to the volume of new home construction, they will often result in no net gain in the housing stock and do not require a vacant lot in a newer subdivision.

Moderate to higher-priced houses should represent a mix of single family detached homes, as well as attached housing which can appeal to mature households as they age. While attached housing units, such as twin homes or town houses, would be well-matched to life-cycle needs, it is likely that this segment of the market will gradually grow in market share over time.

The calculations are based on average annual demand, and in any given year there is potential for actual production to be above or below the five-year average.

8. Promote the construction of 2 to 3 affordable homes per year

Findings: The demographic forecasts used for this Study are anticipating the possibility that Martin County will experience a decrease in the number of households age 64 and younger over the next five years. However, in the age groups below 45 years old, there should be relative stability. These younger adult households form a primary target market for entry-level new construction.

While affordable new construction would be beneficial by adding to the housing inventory, most of the demand for entry-level ownership housing will continue to be met by the sale of existing houses. Prices for existing homes in Fairmont may be relatively high when compared to the surrounding region, but existing homes are still affordable by statewide standards and are well below prices for comparable new construction.

The sales analysis completed as part of this Study shows that the midpoint sales price for an existing home in the City has typically been between \$115,000 and \$125,000 in recent years. Although there is evidence of a general increase for existing home values for the past five years, when good quality existing homes are available for sale these will represent an attractive option for more moderate income home buyers. It should be recognized that existing housing may have repair needs or upgrades when compared to newly constructed units.

The significant “value gap” between the prices for existing houses and the cost of new construction can serve as a deterrent to affordable new construction. To the extent that existing homes sell at a discount to their replacement value, potential buyers have an incentive to look for existing options that are for sale.

Recommendation: Based on the research completed for this Study, we believe that a goal of constructing two to three new entry-level homes in Fairmont each year through the year 2024 is realistic. This would represent 20% to 30% of the annual projected demand for single family units. In current prices, entry-level homes are generally defined as \$225,000 or less. However, an even lower target price would be better suited to current incomes and home buying power of low to moderate income households.

To reach the higher end of this annual production range, it is assumed that some of these units would be addressed through nonprofit housing agencies or through organizations such as Habitat for Humanity. Private developers would also be expected to produce some more affordable homes, but possibly with some degree of public involvement.

To achieve an ownership purchase price of \$225,000 or less, significant cost saving measures will be needed, along with probable development or financing subsidies. This will somewhat limit the area’s ability to generate this type of housing, as recent subsidies in other communities have been as high as \$30,000 or more.

The Fairmont area will need to continue attracting younger families and working age residents to maintain an adequate work force for area employers. This recommendation could be part of a strategy of proactive efforts to attract and retain younger households.

While some affordable new construction will be needed, we do recognize that the existing housing market will continue to be the primary source of affordable home ownership options. Past research in other communities would indicate that the large majority of first-time buyers will purchase an affordable, existing home, and only a small percentage will purchase a newly constructed home.

With strong projected growth from households age 65 and older, the community has the ability to generate roll-over opportunities within the older, existing stock. Younger senior buyers that move into age-appropriate new construction or rental units will help to make older single family houses available for sale. The more the life-cycle concept is successfully implemented over the next few years, the more opportunities that will be created for younger buyers in the existing single family stock.

9. Attached single family housing should continue to gain market share

Findings: Prior to the housing market retreat of the late 2000s, attached single family housing, primarily in the form of twin homes or town houses, had been adding market share in most communities. City records indicate that Fairmont was averaging between five and six attached single family housing units per year between 2000 and 2005, when new construction markets were very active. However, since 2006, Fairmont has had an average of fewer than one attached unit per year, as only a few twin home structures have been built.

As the national housing markets began to retreat in the late 2000s, alternative housing products, such as attached single family and condominiums, often suffered the greatest hit. When people became concerned about owning or investing in new construction, they became even more concerned about less traditional products.

However, the age-based projections show nearly all of the household growth between 2019 and 2024 will be due to households within the 65 and older age ranges. The 2024 projections indicate that nearly 40% of all households living in Martin County in 2024 will be age 65 and older.

The senior and near-senior citizen age groups have historically had very high rates of owner-occupancy and represent a primary target market for attached single family housing that offers no maintenance or low maintenance living.

Recommendation: The demand calculations used for this Study expect that approximately 20% to 25% of the future demand for owner-occupancy housing construction can be met through attached single family housing. With overall ownership demand at 30 to 40 units over the next five years in Fairmont, attached single family construction should capture up to 10 units, provided lots are available for this type of housing. Consistent with the recent past, this production is most likely to occur in twin structures.

Attached housing provides desirable alternatives for empty nesters and seniors to move out of their single family homes. These existing homes then become available for younger families. It is important for the community to offer a range of life-cycle housing options.

Depending on the project location, we would expect most of the attached unit construction to occur in a more moderate price range between \$225,000 and \$350,000. However, high-amenity units could also be developed, especially those that can offer lake access or similar desirable sites.

The public sector's role in any owner-occupancy attached housing development may be limited, as the private sector can often meet this housing need if a demand exists. The city's role should include assuring that adequate land is available for development and that zoning allows for attached housing development.

10. Monitor demand for additional condominium development

Findings: There are at least four condominium projects in Fairmont, developed between 1981 and 1993. Based on some of the interviews completed as part of the research for this Update, the existing supply of units is in high demand.

The analysis of residential property sales presented earlier in this document has examined condominium sales activity back to the year 2015. In any single year, there have been only a limited number of sales, which may not provide a good indicator of overall unit values. But the median value has increased in 2018 and 2019, which may substantiate the claim that strong demand exists and is causing sale prices to rise.

However, it is also important to note that the age of the inventory still results in very affordable pricing. With the exception of units in Shorewood Terrace which is on Budd Lake, all of the off-lake condominium sales have been for less than \$100,000. According to the County Assessor's records, only one off-lake condominium has been sold for more than \$1.00/sq ft of living space in the past five years.

In addition to condominiums, a 36-unit cooperatively owned project, The Meadows, was developed in 2006. By all reports, this project has also been successful. When contacted in 2019, the manager stated that sales have been in a price range between \$39,150 to \$71,775 based on size and features. The sale price is based on a 3% annual increase from the original purchase price. In addition, there is a monthly fee ranging from \$683 to \$1,218 based on the specific unit. The manager also reported a 27-name wait list, although some of these names had been on the list for years and may no longer be interested. This project has largely served older senior citizens, with the youngest reported resident in their mid-70s.

In the opinion of the analysts, this attractive pricing is a major factor in demand for both condominium and cooperatively-owned housing options in Fairmont. The age of most units, especially in condominium projects, make them substantially lower in price than any comparable newly-built housing.

Recommendation: Affordable condominium-style housing has proven to be successful in Fairmont in the past. However, no new condominium projects have advanced in the more than 25 years. A second cooperatively-owned project had been proposed but did not advance. This may have been due to insufficient pre-sale activity. We recommend that demand for this type of housing development be monitored, and only advanced if unit pre-sale activity is sufficient.

Fairmont does have a potential market of senior citizens and empty-nesters that should increasingly look for age-appropriate housing options. But in recent years, this demand has generally been oriented to twin home units. The economics of multifamily construction have made it difficult for condominium-style projects to proceed outside of larger metropolitan markets. The analysts are not aware of any recent examples being constructed in smaller communities in Greater Minnesota.

Following the national housing market crash of the late 2000s, many lenders became concerned about less traditional housing styles. Some condominium projects that were built before the housing downturn were unable to fund their associations when sales slowed. As a result, lenders may now require pre-funding the condominium associations, which is expensive for developers, or delaying the start of construction until most units are pre-sold.

Another important consideration for any future development would be an attractive location. Some of the most successful condominium projects are on or near one of the lakes in Fairmont.

11. Develop additional lot phases as needed

Findings: The 2013 Housing Study had estimated that approximately 40 vacant lots were available in subdivisions around the City. Since that time, between 10 and 15 of these lots have probably been used for new home building. No detailed record exists of the remaining lot inventory in the City's established subdivisions.

In 2016, a new subdivision was created, as a joint effort between the City and the School District. The land for Whitetail Ridge was made available by the School District while the City paid for the infrastructure improvements. Twenty lots were created in the first development phase. Approximately 10 lots have been sold, with five houses constructed in this subdivision to date.

There are also miscellaneous infill lots scattered around the community. Some of these were created when existing structures were removed, and may represent sites for affordable new home construction.

Recommendation: We typically use a standard that a 2½ year supply of lots should be available in the marketplace based on annual lot usage. With projections that six to eight new owner-occupied housing units will be constructed per year, the City should have at least 20 residential lots available to meet the expected demand.

At the end of 2019 an adequate inventory was available to meet near-term needs. But the successful sale of approximately half of the lots in the newest subdivision, Whitetail Ridge, would indicate that another lot development phase should be initiated by 2021. Sales activity in 2020 should be monitored to make sure that the projected absorption actually occurs.

Part of the future demand should be for attached unit construction, such as twin homes. There is less information available about the supply of vacant lots for this type of housing construction. If the current inventory does not include attached single family lots, a small development phase should be initiated. However, our projections would expect 10 or fewer attached units over the next five years, so the scale of any lot development should be limited.

The City should continue to monitor the lots that are available to assure there are an adequate number exist and that lots are available for homes in all price ranges. A published lot inventory would help potential home buyers to identify all options, including remnant lots that may be available in numerous locations throughout the City.

12. Coordinate with agencies/nonprofits that develop affordable housing

Findings: With the difficulty of producing new housing units that are affordable to lower income people, it is important to take advantage of opportunities presented by housing agencies and nonprofit groups. The Southwest Minnesota Housing Partnership has constructed affordable homes in the region. Other local and regional housing agencies, nonprofits and private developers may also have the capacity to construct affordable housing in Fairmont. These sources can help generate new homes for lower income families in Fairmont.

Recommendation: We recommend that the City coordinate with housing agencies, nonprofit groups and private sector builders that help to produce housing units for lower income ownership. The City may be able to contribute to the project through land donations, TIF, grant writing, or project coordination activities.

An earlier recommendation had promoted the construction of two to three entry-level homes per year going forward. Part of this could be met through area nonprofit groups. Infill sites created when older structures are demolished may provide low-cost locations for affordable home construction.

13. Consider the creation of housing construction incentives

Findings: New home construction has been limited to less than five new houses per year over the past five years in Fairmont. Despite the potential for increased demand for housing going forward, there may be proactive efforts needed to attract a larger market share.

One successful approach used by other communities is to offer some types of financial incentives for new construction. There are many ideas that have been used, including a waiver of municipal fees for building permits or water/sewer connections. If allowable, some cities have used a property tax abatement or tax increment financing programs to pay for improvement costs. Others have used a direct cash incentive, such as a down payment assistance program.

Recommendation: The City has already made an investment in a publicly-owned subdivision. To help see these lots get sold and used, there may be incentives that could be offered to accelerate home building in the City. Home ownership promotes community stability. While costly, financial incentives could provide the community with a competitive advantage over other housing opportunities available in the region.

Housing Rehabilitation and Preservation

Findings: The City of Fairmont has an asset in its existing housing stock. Existing units, both now and into the future, will represent the large majority of the affordable housing opportunities. Existing units generally sell at a discount to their replacement value. Units that are not maintained and improved may slip into disrepair and be lost from the housing stock. Efforts and investment in housing rehabilitation activities will be critical to offering affordable housing opportunities.

The following specific recommendations are made to address the housing rehabilitation and preservation needs.

14. Promote rental housing rehabilitation programs

Findings: The best available estimates would indicate that there are more than 1,500 occupied rental housing units in Fairmont. Over time, rental occupancy has been growing, and the rental tenure rate may be greater than 34% in 2020.

Most of the increase in the rental housing inventory appears to be through tenure conversion, as houses that had once been owner-occupied have switched to rental use. This often occurs when older, lower-valued single family houses are purchased by investors. Between 2009 and 2018, the Census Bureau's American Community Survey tracked an increase of more than 200 single family rental units in Fairmont, at the same time that the number of owner-occupancy households in the City decreased.

The American Community Survey also includes estimates on the age of housing. According to this source, the median year of construction for rental units in Fairmont is 1958, with more than 50% of the rental stock constructed prior to 1960. While age is not always an indicator of physical condition, older housing generally requires more maintenance and repair. Many of these rental structures could benefit from rehabilitation.

The rehabilitation of older rental units can be one of the most effective ways to produce decent, safe and sanitary affordable housing. However, it is often difficult for rental property owners to rehabilitate and maintain their rental properties while keeping the rents affordable for the tenants.

Recommendation: The 2015 Fairmont Housing Plan had identified rental housing rehabilitation as a “high” priority for the City. Fairmont and area housing agencies should continue to seek funds to rehabilitate rental units. For a rental rehabilitation program to be workable and successful, the funds should allow for program design flexibility, to the extent possible.

Potential funding sources include Minnesota Small Cities Development Program (SCDP) funds, the Federal Home Loan Bank, the Minnesota Housing Finance Agency, and local funds. The City has been successful in the recent past in securing SCDP grants, but these have often been targeted to owner-occupancy housing rehabilitation.

15. Promote owner-occupied housing rehabilitation programs

Findings: The affordability of the existing housing stock in Fairmont will continue to be the major attraction for families that are seeking housing in the area. Investment in owner-occupied housing rehabilitation activities will be critical to offering future affordable housing opportunities.

The 2013 Housing Study had included a visual conditions analysis of single family houses in seven of the City’s oldest neighborhoods. This information was then used to prioritize targeted neighborhood programs for SCDP grants for housing rehabilitation. An active SCDP grant is underway and this 2020 Update did not include a new housing conditions survey.

The Census Bureau’s American Community Survey includes estimates on the age of housing. According to this source, the median year of construction for owner-occupancy units in Fairmont is 1957, with nearly 56% of the houses constructed prior to 1960. While age is not always an indicator of physical condition, older housing generally requires more maintenance and repair. Many of these older homes could benefit from rehabilitation.

Recommendation: The 2015 Fairmont Housing Plan had identified owner-occupancy housing rehabilitation as a “high” priority for the City. In 2019 the City had an open SCDP grant for targeted rehab and was planning a future application for another neighborhood. The City of Fairmont and area housing agencies continue to identify and apply for funds for ongoing housing rehabilitation.

16. Continue to demolish dilapidated structures

Findings: The City of Fairmont has taken an aggressive approach to eliminating blight by assisting property owners with the demolition of dilapidated properties. According to City staff, as many as 12 structures may be demolished annually. Some of the cleared sites have been used for affordable housing redevelopment.

The 2020 project did not include a new housing conditions survey, but the 2013 study identified 39 homes that were dilapidated and considered to be too deteriorated to rehabilitate. There were also nearly 250 houses rated as needing major repair. Some of these houses may have deteriorated further since that time.

Recommendation: We recommend that the City of Fairmont continue to demolish severely dilapidated structures. The City is enhanced when blighted and dilapidated structures are removed. Also, some of the cleared lots can possibly be utilized for the construction of new affordable housing units.

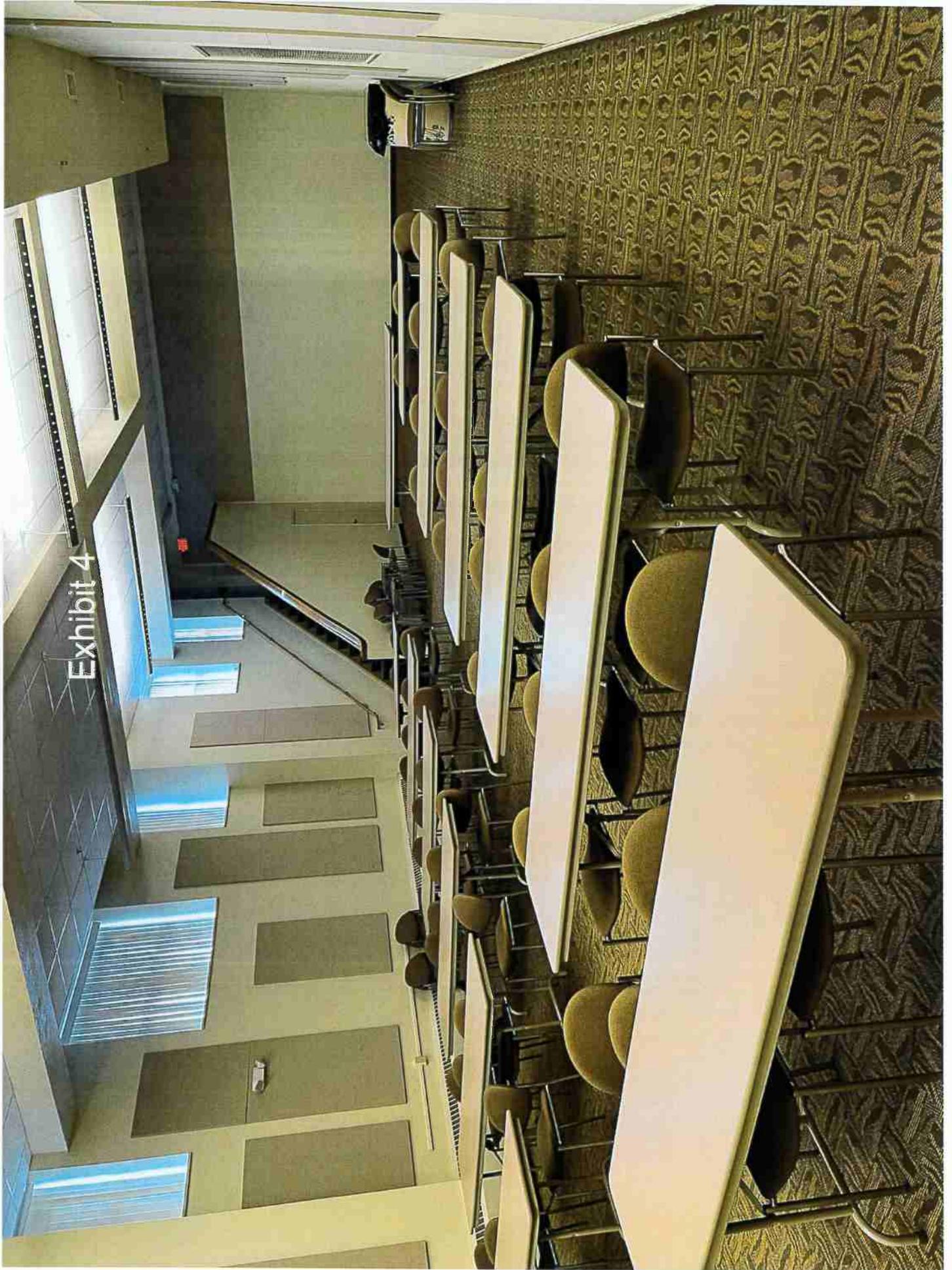
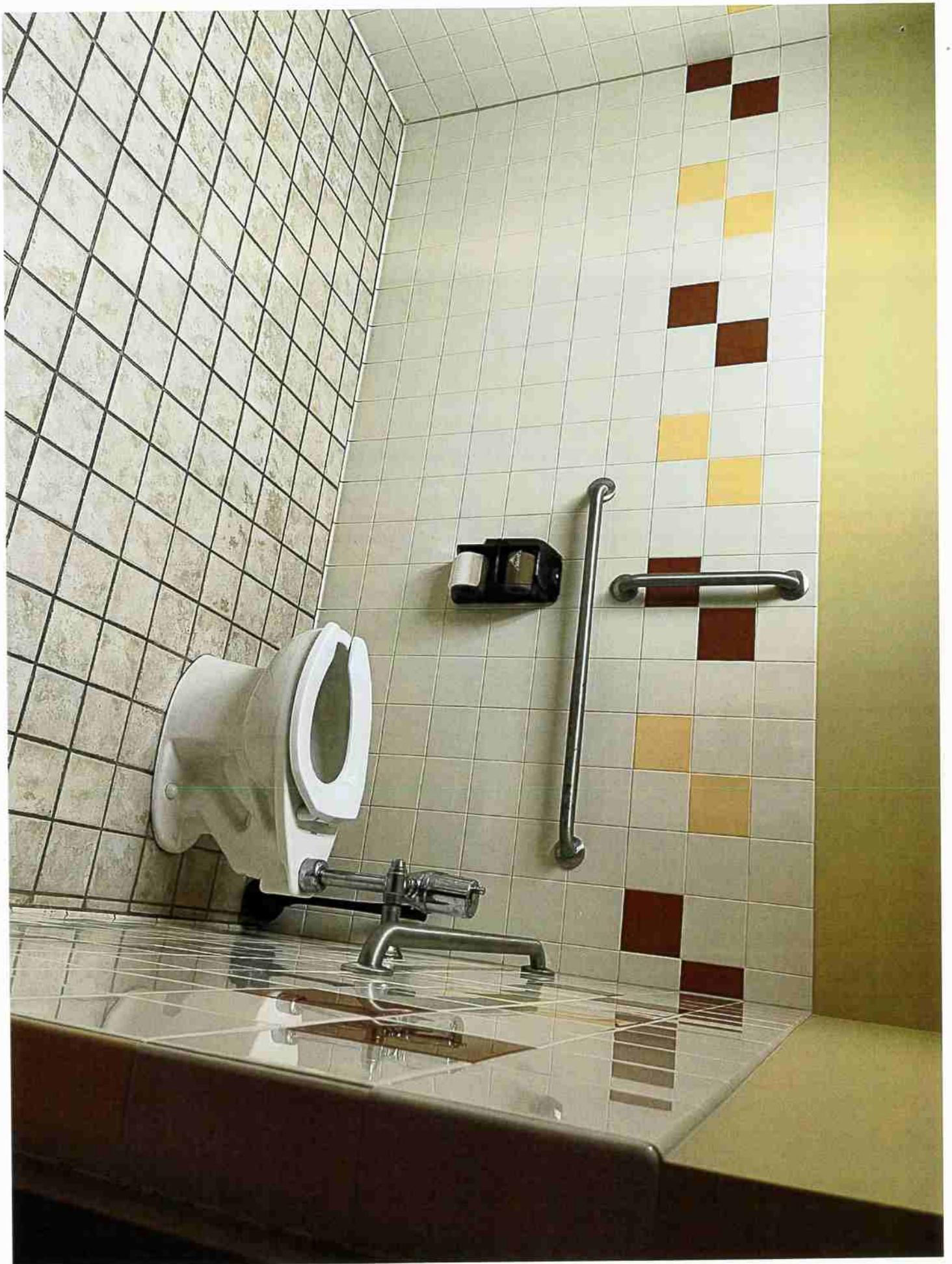
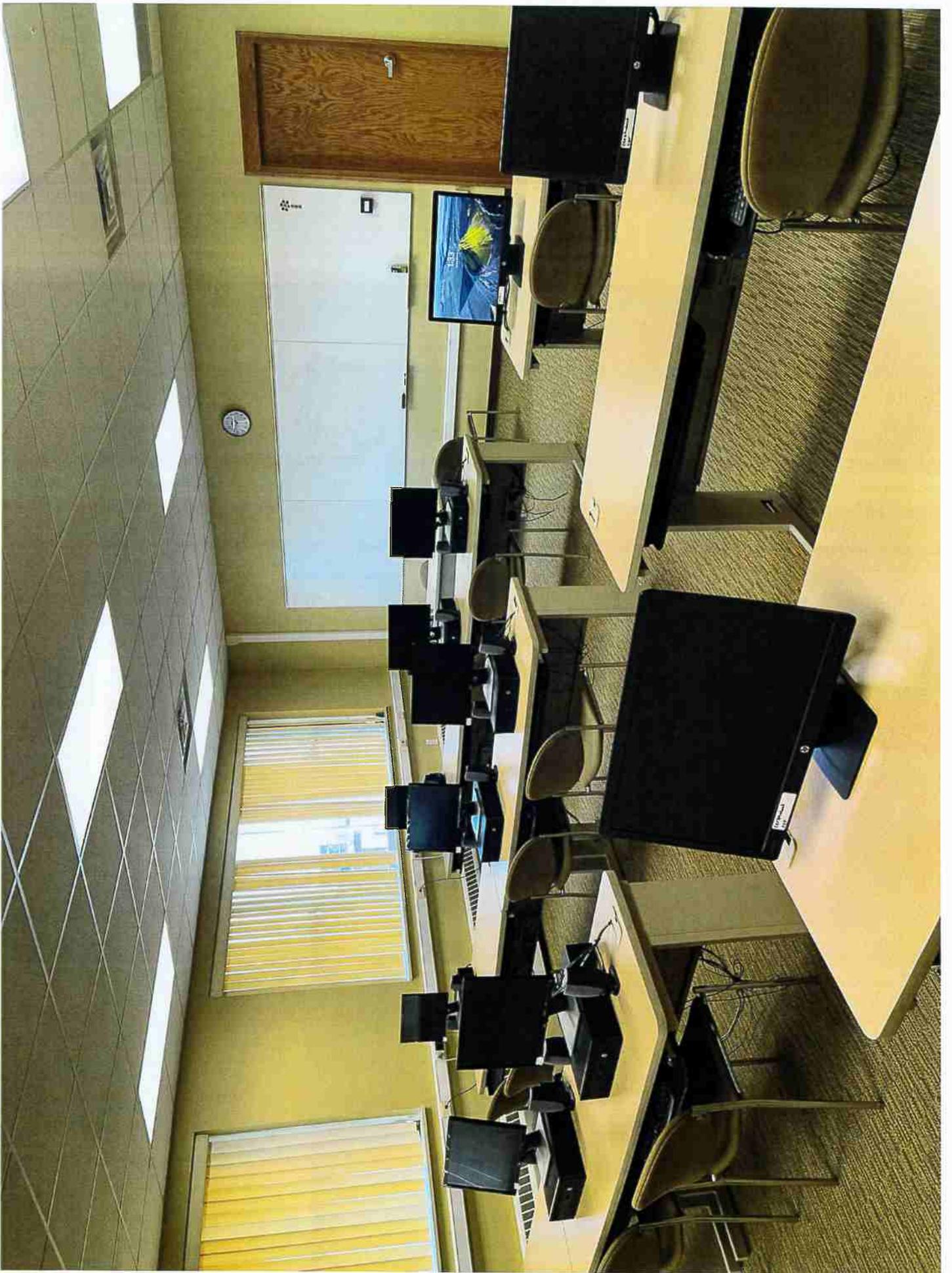
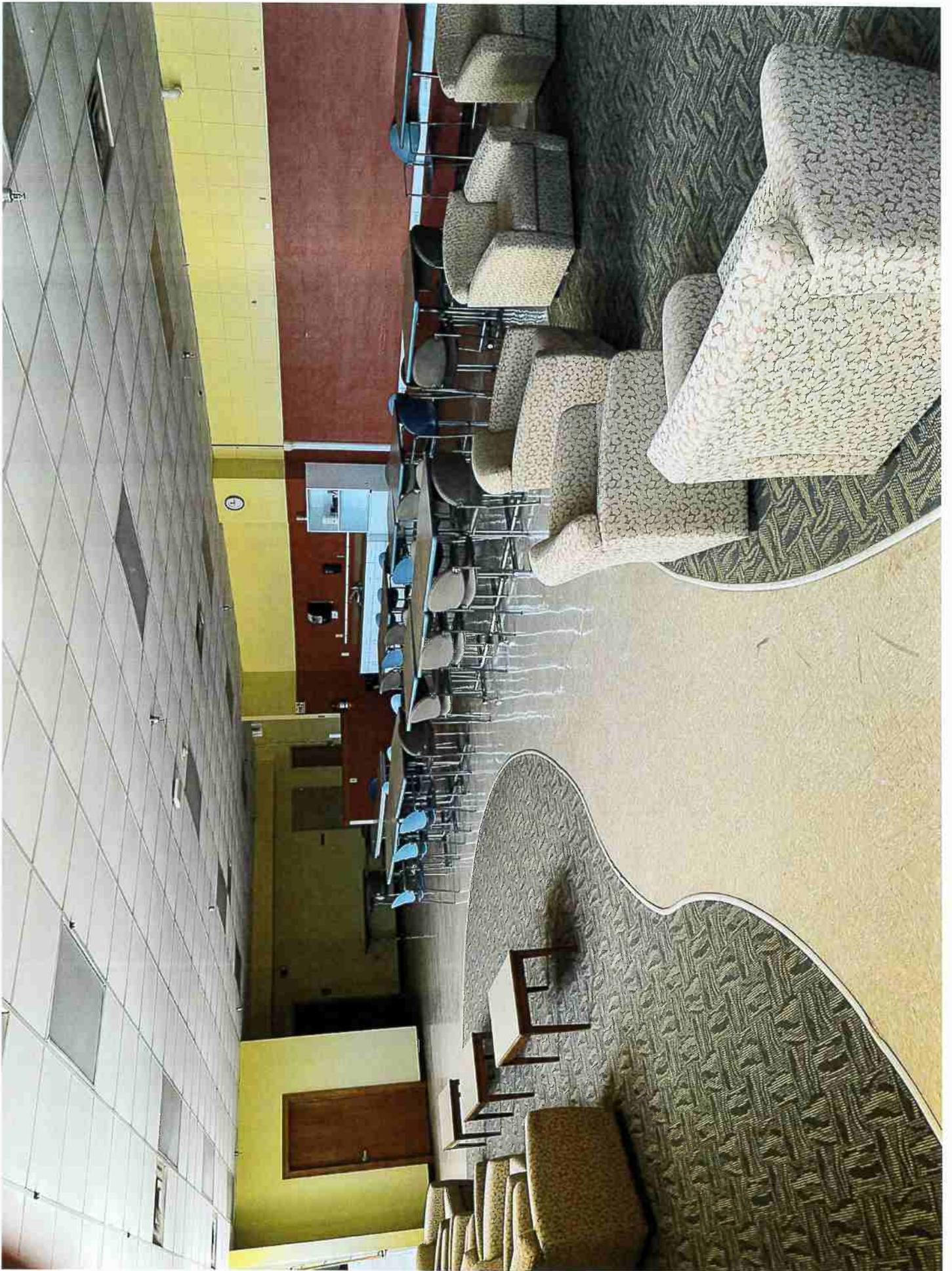


Exhibit 4

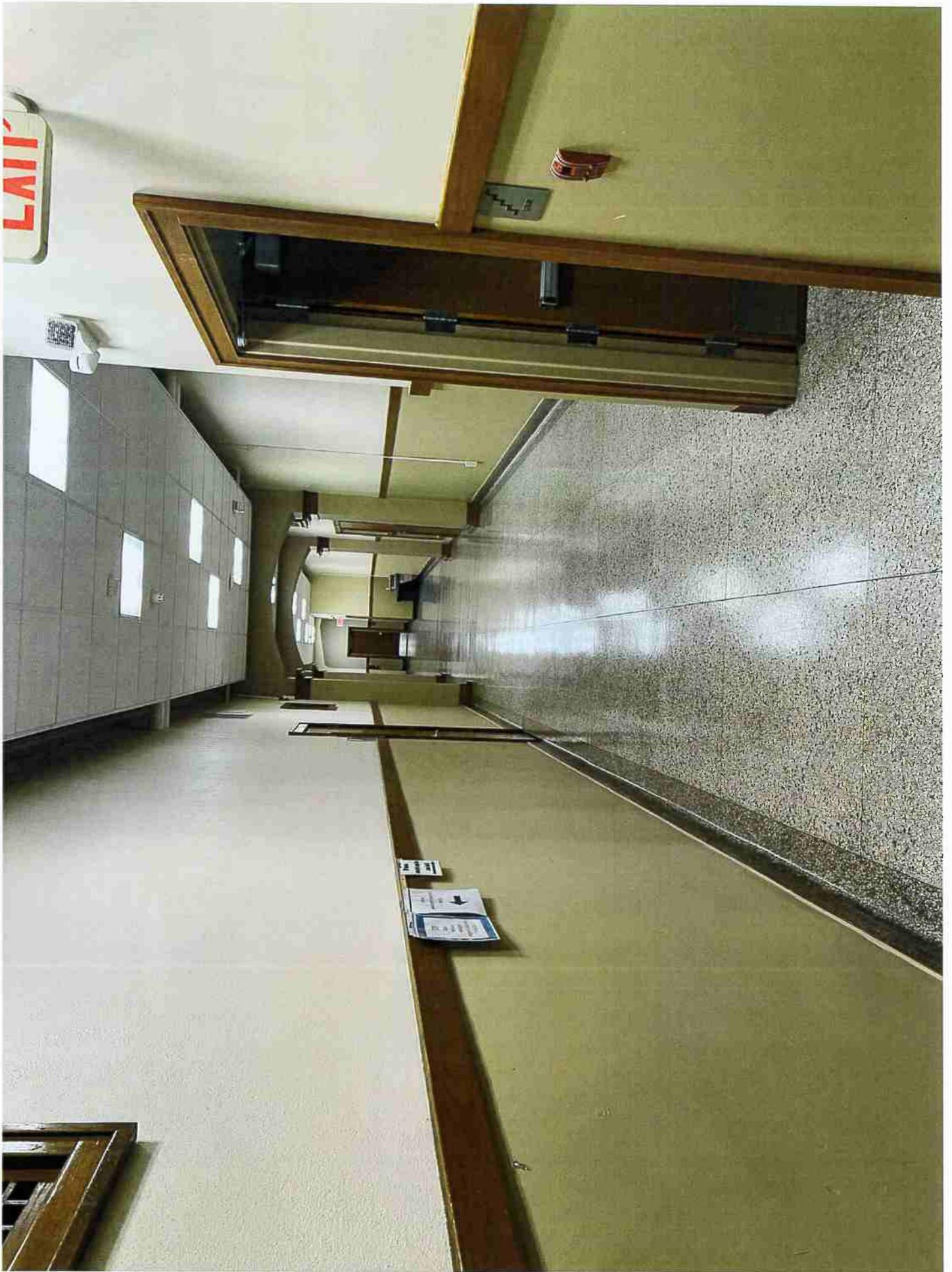


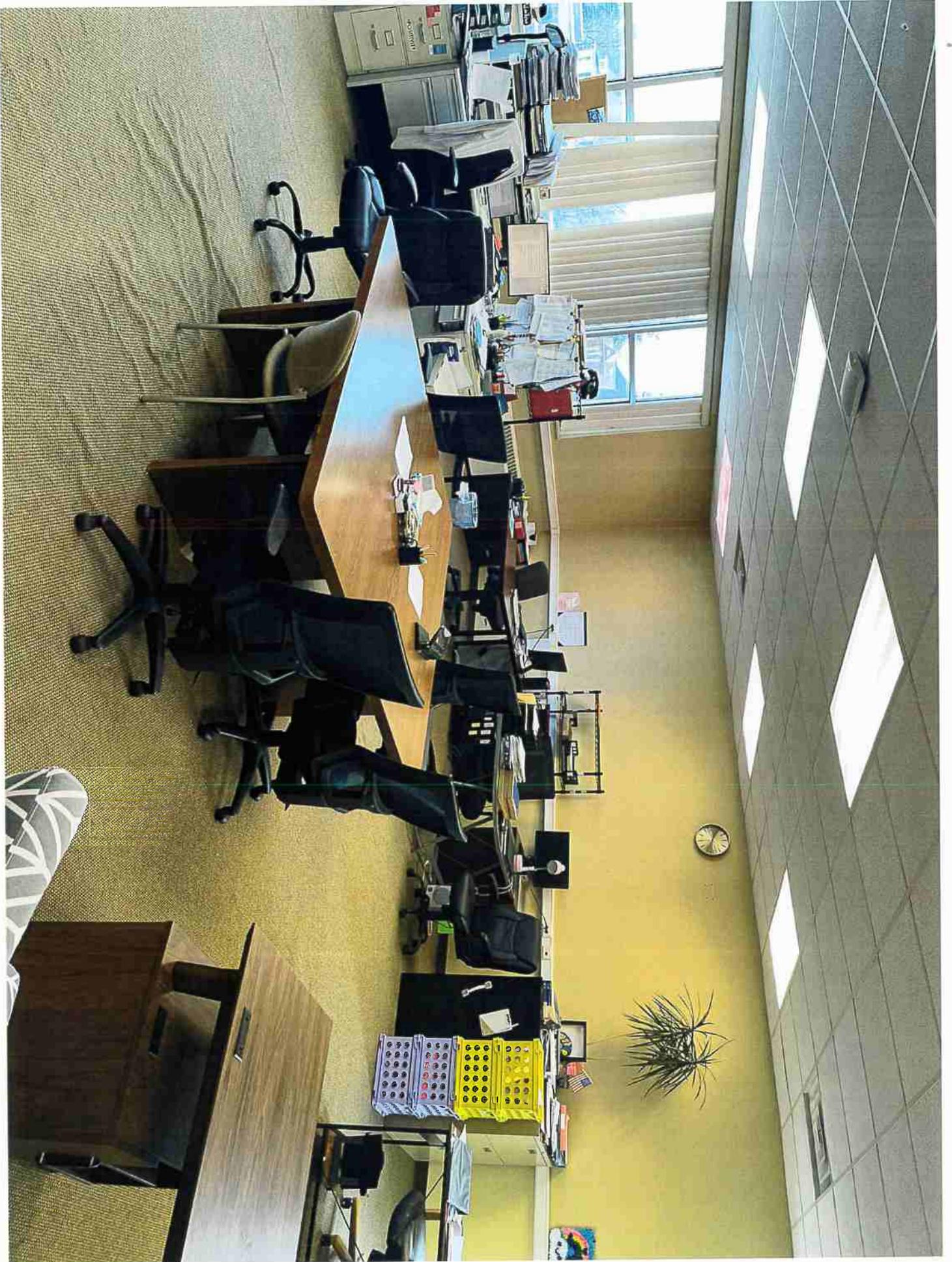


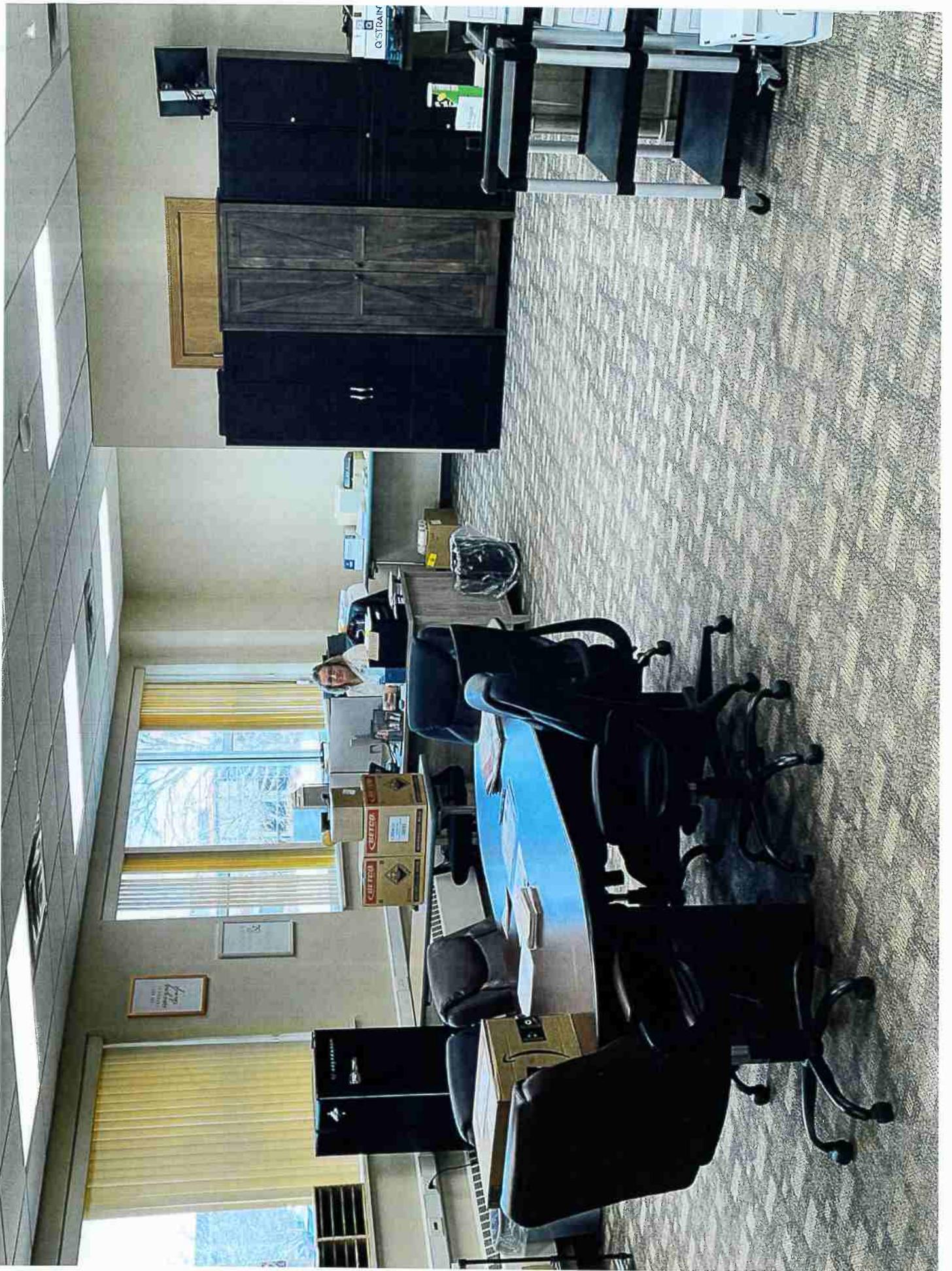












#1



BRENNAN

COMPANIES

Building Together

September 29th, 2025

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

RE: SMEC Redevelopment RFP

To Whom it May Concern,

Brennan Companies is pleased to submit on the SMEC Redevelopment RFP in Fairmont. The proposed project will address housing needs in the Fairmont community and retain a beloved local building through the use of Historic Tax Credits. Brennan Companies is uniquely qualified to make this project a generational asset for the community.

Brennan Companies consists of two related entities – **Brennan Properties** and **Brennan Construction**. **Brennan Properties** develops and owns all types of commercial property, including office, housing, and retail. To date, our portfolio is around 160k sf, mostly located in Southern Minnesota. Recently completed development projects include:

- Bridge Plaza (2020)
 - o Mankato, MN
 - o Ground-up 69k sf mixed use
 - o \$16m development cost
 - o Financing sources of TIF, DEED Clean-Up Grant, City Center Renaissance loan, and private loan
- Amp Office Building (2022)
 - o Minneapolis, MN
 - o Conversion of a 1908 electrical substation into office space
 - o \$1.2m development cost
 - o Privately financed
- Silos Apartments (2025)
 - o Mankato, MN
 - o Ground-up 26-unit apartment building with 1,400 sf retail
 - o \$6.4m development cost
 - o Financing sources of TIF, DEED Clean-Up Grant, City Center Renaissance loan, Main Street Economic Revitalization Program grant, energy rebate, and private loan

In addition, Brennan Properties is working on converting a 113k sf elementary school in Le Sueur, MN into a 62-unit apartment building. The project necessitates using Historic Tax Credits to bridge the gap between local rental rates and construction / financing costs. Pursuit costs (not including purchase price) are approximately \$400k to date. Milestones include completion of the Part 1 and submission of the Part 2 for the historic designation, 100+ plan pages (Civil and Architectural), as well as submission of

entitlement documents (PUD, TIF, Plat, etc.). The project is currently progressing through entitlements with the City. Brennan Construction will serve as the General Contractor on the \$9.3m construction contract.

Brennan Construction is a \$40m/yr commercial General Contractor with offices in Mankato and Minneapolis. We build all types of commercial buildings in both private and public markets, stretching across Minnesota and in particular Southern MN. The company was founded by Mike and Cathy Brennan in 1994, and today Joe Brennan serves as President.

Development Model:

Brennan Companies is proposing either an affordable or market-rate conversion to housing using Historic Tax Credits, depending on the project economics and local support. Based on preliminary lay-outs, we believe the existing school will yield 20 units, refer to attached for a general lay-out.

The site currently has 82 parking stalls, so with 20 units there is excess parking. We intend to retain all parking stalls in the short term and allow surrounding businesses to park in the lot for free. Cultivating a desirable and easily accessible neighborhood is part of our philosophy in delivering a successful development. Long-term and after stabilization of the redevelopment, it may be worth exploring a Phase 2 project which would likely entail some sort of new housing (townhomes, apartment, etc.).

Development Risks:

- Likelihood of building being designated historic is “medium” per Brennan’s Historic Consultant. According to their preliminary research, there may be an argument that the Central School represents a Progressive Era school type and modernization of the school district in Fairmont. Further investigation of interior integrity would be needed. Fairmont does not have any school buildings listed in the National Registry, but it does have an older, extant, school. From Brennan’s perspective, a viable development is not possible without Historic Tax Credits.
- Likelihood of a successful City Entitlement process, which would necessitate a 25-year TIF according to our preliminary financial projections.
- According to Wold’s Facility Assessment Report, there are over \$4,161,500 worth of exterior, interior, accessibility, and MEP updates required in the short to medium term. Brennan has built many buildings with Wold and we trust their expertise in summarizing necessary building upgrades. Their report inherently entails an in-depth study of the building in greater detail than any potential buyer would be able to digest during the RFP timeline.
- Absent a Phase 1 or environmental survey, the extent of hazardous materials are unknown.
- Should the building change to private Ownership, Brennan anticipates it would operate at a yearly loss of approx. \$134k. This is a significant carrying cost for a potential buyer. See table below.

Income	SF	Amount / Yr	Notes
ISD 2752	"131 and 135"	\$ 1,000.00	Ends 6/30/26
UHD	1,965	\$ 30,968.69	Gross lease, expired?
Total		\$ 31,968.69	
Expenses			
Electric		\$ 20,686.32	2% Inflation on T12
Electric / Water / Sewer		\$ 30,097.96	2% Inflation on T12. 2nd meter?

Gas	\$	-	Electric Boiler, no gas in building?
Rubbish	\$	6,000.00	Assume \$500/month
Internet	\$	-	Assume by tenant
Access Control	\$	-	Assume no cost
Fire Alarm Monitoring	\$	3,900.00	Per other properties
Elevator	\$	1,800.00	Per other properties
Insurance	\$	10,000.00	Guess
Real Estate Taxes	\$	43,000.00	Private ownership
Management	\$	2,557.50	8% of gross lease amount
Caretaker / Maint	\$	22,880.00	8 hours / week
Snow Removal	\$	15,000.00	Similar Property
Common Area Cleaning	\$	10,400.00	Assume \$200/week
Water Softening	\$	200.00	Assume minimal cost if any
Total	\$	166,521.78	

NOI

\$ (134,553.08)

Valuation:

Real estate appraisers have 3 methods to value a building – sale comparison, cost approach, and income approach, all of which are worth further exploration.

The Sale Comparison is difficult to offer meaningful data because of the unique building type (originally constructed as a school). Comparably unique building sale prices can be found to be as low as \$1.

The cost approach, or how much it would cost to rebuild the same type of building, isn't particularly relevant considering the Wold assessment and the need for \$4.1m of upgrades in the near-term.

The income approach, or applying a cap rate to the NOI, would yield a negative value.

Offer:

Brennan Companies understands the value of the property as the value of the land minus the cost to demolish the existing structure. The property currently has significant negative cash flow, and the \$4.1m of repairs are looming. The land is currently assessed at \$162,200, and the cost of demolishing the building would far exceed that.

Brennan Companies has a philosophy based on performance of the assets in our portfolio that multi-fam site acquisition costs can be no more than \$10k per unit, which is relevant even in larger markets. This property would yield 20 units, therefore, our offer price and highest approach to an accurate valuation is **\$200k**.

Terms:

The previously discussed holding costs are particularly burdensome for a private Owner, as higher property taxes would be due. These property taxes are conceivably not part of the holding costs as long as it remains owned by the City of Fairmont, which is one of our reasons to ask for a sufficiently extensive due diligence period.

We have included an anticipated pre-development timeline to highlight the many steps prior to starting construction. With the possibility of historic tax credits unknown, and the necessity for a full 25-year TIF window needing Council approval, this due diligence period will be of critical importance.

Therefore, we offer a due diligence period of **24 months**.

Next Steps:

Brennan Companies offers both Development and General Contractor services, setting us apart from local competition. Our most recent construction cost estimate for a similar project was \$150k/unit for 62-units. Considering inflation and the smaller project size (20-units), we anticipate hard construction costs to be \$175k/unit, or \$3.5m. We must also add certain deferred maintenance items from the Wold assessment which are unique to this building and above and beyond our comparable cost estimate, totaling approximately \$578k. Furthermore, abatement of hazardous materials is unknown, however grants are potentially available to cover the cost of the clean-up, so this construction cost will be assumed to be \$0. In total, we anticipate hard construction costs to be \$4,078,000, or \$204k/unit.

Construction costs are only incurred upon financing, however investigating the “bankability” of development will require significant “pursuit costs” prior to our proposed purchase date, which are outlined below. It’s worth noting that these are actual costs from a similar development, and we share to contextualize our commitment to seeing this project through completion and beyond:

- \$64,000 – Historic Consultant
- \$147,000 – Architectural Design
- \$41,000 – Civil Design
- \$4,400 – Appraisal
- \$3,600 – Title
- \$1,900 – Phase 1
- \$6,000 – Survey
- \$38,000 – Legal
- \$12,000 – City Entitlement Fees
- \$5,500 – Geotech
- \$1,500 – Traffic Study
- **\$324,900 – Total Pursuit Budget prior to closing**

Summary:

We stand at the base of a mountain, ready to climb hand in hand with the Fairmont community and City staff. Complex developments are not accomplished in a vacuum, and our team is committed to providing an amenity-rich local asset for the next generation. We look forward to future discussions.

Sincerely,



Joe Brennan
President
Brennan Companies
(507) 381-3525
joebrennan@bcofmn.com

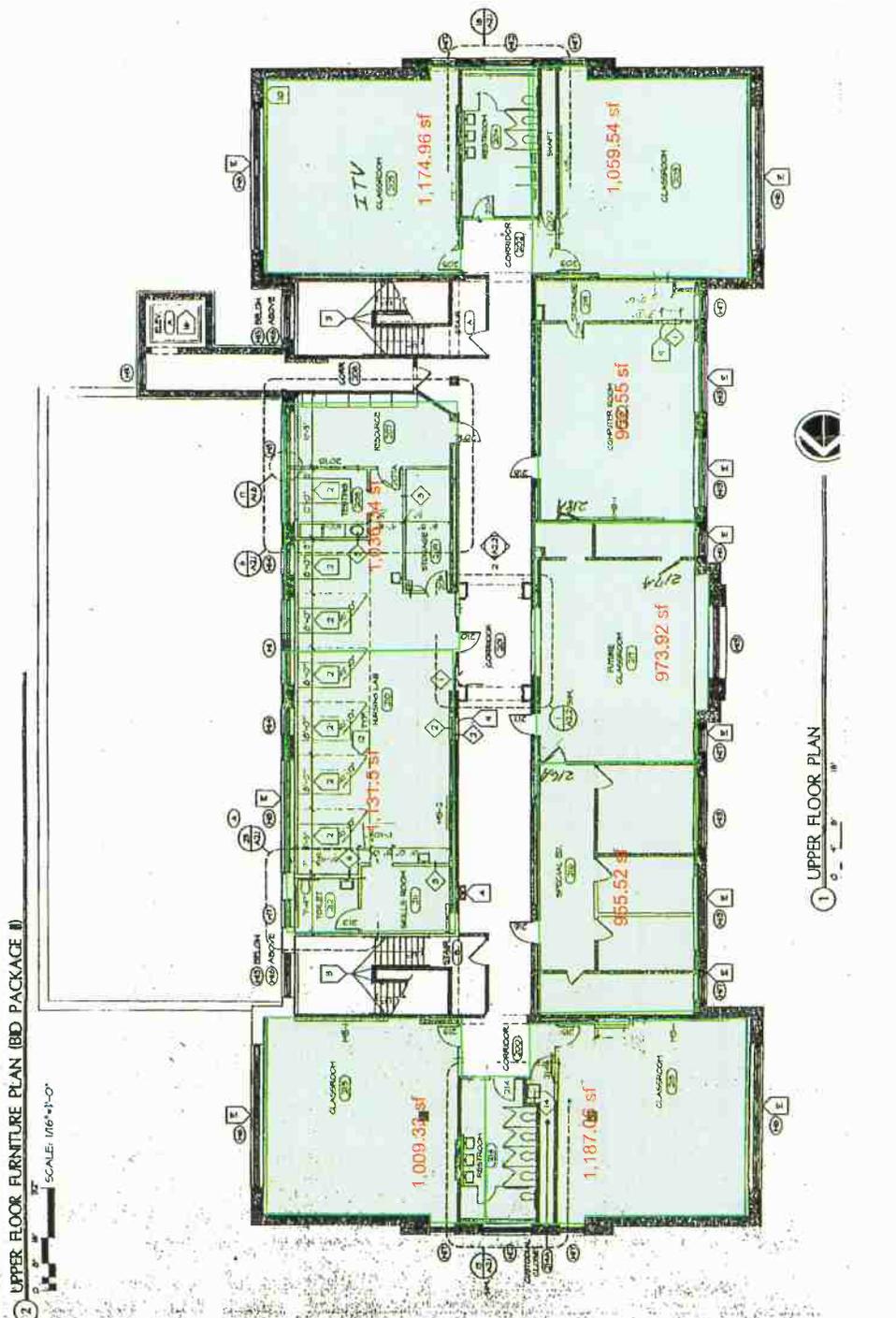
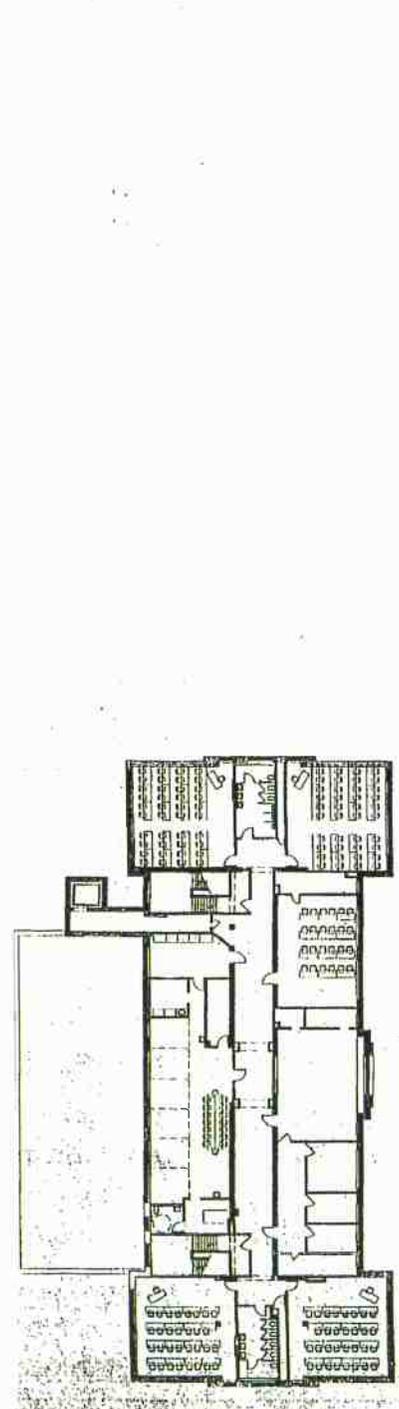
- 1 FINISH FLOOR BOARD FINISHES BY R/C
- 2 FINISH FLOOR BOARD FINISHES BY OTHER
- 3 PATIENT TABLE BY OTHER
- 4 SPECIAL ORDER, REFER TO DETAILS
- 5 HOSPITAL EQUIPMENT
- 6 HOSPITAL EQUIPMENT
- 7 3/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 8 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 9 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 10 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 11 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 12 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 13 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 14 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 15 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 16 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.
- 17 5/8" x 1/2" METAL STUDS @ 16" O.C. IN 5/8" x 8" STP BOARD TO INCREASE STIFFNESS OF DECK.

- 18 HOSPITAL EQUIPMENT
- 19 HOSPITAL EQUIPMENT
- 20 HOSPITAL EQUIPMENT
- 21 HOSPITAL EQUIPMENT
- 22 HOSPITAL EQUIPMENT
- 23 HOSPITAL EQUIPMENT
- 24 HOSPITAL EQUIPMENT
- 25 HOSPITAL EQUIPMENT
- 26 HOSPITAL EQUIPMENT
- 27 HOSPITAL EQUIPMENT
- 28 HOSPITAL EQUIPMENT
- 29 HOSPITAL EQUIPMENT
- 30 HOSPITAL EQUIPMENT
- 31 HOSPITAL EQUIPMENT
- 32 HOSPITAL EQUIPMENT
- 33 HOSPITAL EQUIPMENT
- 34 HOSPITAL EQUIPMENT
- 35 HOSPITAL EQUIPMENT
- 36 HOSPITAL EQUIPMENT
- 37 HOSPITAL EQUIPMENT
- 38 HOSPITAL EQUIPMENT
- 39 HOSPITAL EQUIPMENT
- 40 HOSPITAL EQUIPMENT
- 41 HOSPITAL EQUIPMENT
- 42 HOSPITAL EQUIPMENT
- 43 HOSPITAL EQUIPMENT
- 44 HOSPITAL EQUIPMENT
- 45 HOSPITAL EQUIPMENT
- 46 HOSPITAL EQUIPMENT
- 47 HOSPITAL EQUIPMENT
- 48 HOSPITAL EQUIPMENT
- 49 HOSPITAL EQUIPMENT
- 50 HOSPITAL EQUIPMENT

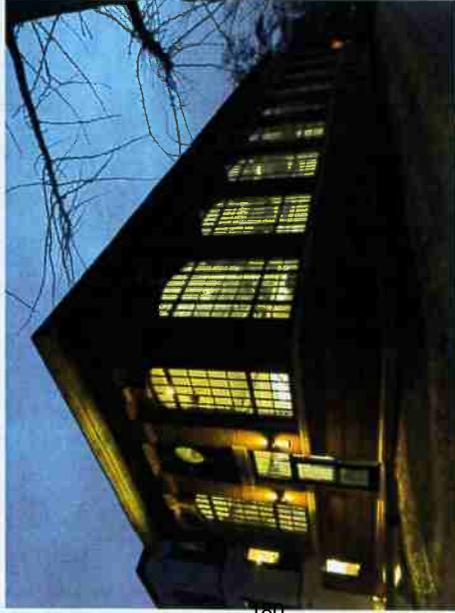
- GENERAL NOTES**
1. GENERAL CONTRACTOR RESPONSIBLE FOR FINISHES AND MATERIALS. FINISHES THAT ARE DAMAGED DUE TO DEMOLITION, REPAIRS, OR OTHER CAUSES SHALL BE REPAIRED BY THE CONTRACTOR.
 2. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 3. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 4. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 5. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 6. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 7. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 8. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 9. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 10. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 11. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 12. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 13. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 14. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 15. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 16. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 17. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 18. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 19. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 20. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 21. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 22. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 23. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 24. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 25. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 26. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 27. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 28. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 29. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 30. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 31. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 32. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 33. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 34. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 35. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 36. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 37. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 38. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 39. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 40. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 41. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 42. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 43. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 44. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 45. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 46. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 47. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 48. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 49. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.
 50. FINISHES TO BE MATCHED TO EXISTING CONDITIONS.

- WALL TYPES**
1. INTERIOR PLASTER TO MATCH EXISTING
 2. INTERIOR PLASTER TO MATCH EXISTING
 3. INTERIOR PLASTER TO MATCH EXISTING
 4. INTERIOR PLASTER TO MATCH EXISTING
 5. INTERIOR PLASTER TO MATCH EXISTING
 6. INTERIOR PLASTER TO MATCH EXISTING
 7. INTERIOR PLASTER TO MATCH EXISTING
 8. INTERIOR PLASTER TO MATCH EXISTING
 9. INTERIOR PLASTER TO MATCH EXISTING
 10. INTERIOR PLASTER TO MATCH EXISTING
 11. INTERIOR PLASTER TO MATCH EXISTING
 12. INTERIOR PLASTER TO MATCH EXISTING
 13. INTERIOR PLASTER TO MATCH EXISTING
 14. INTERIOR PLASTER TO MATCH EXISTING
 15. INTERIOR PLASTER TO MATCH EXISTING
 16. INTERIOR PLASTER TO MATCH EXISTING
 17. INTERIOR PLASTER TO MATCH EXISTING
 18. INTERIOR PLASTER TO MATCH EXISTING
 19. INTERIOR PLASTER TO MATCH EXISTING
 20. INTERIOR PLASTER TO MATCH EXISTING
 21. INTERIOR PLASTER TO MATCH EXISTING
 22. INTERIOR PLASTER TO MATCH EXISTING
 23. INTERIOR PLASTER TO MATCH EXISTING
 24. INTERIOR PLASTER TO MATCH EXISTING
 25. INTERIOR PLASTER TO MATCH EXISTING
 26. INTERIOR PLASTER TO MATCH EXISTING
 27. INTERIOR PLASTER TO MATCH EXISTING
 28. INTERIOR PLASTER TO MATCH EXISTING
 29. INTERIOR PLASTER TO MATCH EXISTING
 30. INTERIOR PLASTER TO MATCH EXISTING
 31. INTERIOR PLASTER TO MATCH EXISTING
 32. INTERIOR PLASTER TO MATCH EXISTING
 33. INTERIOR PLASTER TO MATCH EXISTING
 34. INTERIOR PLASTER TO MATCH EXISTING
 35. INTERIOR PLASTER TO MATCH EXISTING
 36. INTERIOR PLASTER TO MATCH EXISTING
 37. INTERIOR PLASTER TO MATCH EXISTING
 38. INTERIOR PLASTER TO MATCH EXISTING
 39. INTERIOR PLASTER TO MATCH EXISTING
 40. INTERIOR PLASTER TO MATCH EXISTING
 41. INTERIOR PLASTER TO MATCH EXISTING
 42. INTERIOR PLASTER TO MATCH EXISTING
 43. INTERIOR PLASTER TO MATCH EXISTING
 44. INTERIOR PLASTER TO MATCH EXISTING
 45. INTERIOR PLASTER TO MATCH EXISTING
 46. INTERIOR PLASTER TO MATCH EXISTING
 47. INTERIOR PLASTER TO MATCH EXISTING
 48. INTERIOR PLASTER TO MATCH EXISTING
 49. INTERIOR PLASTER TO MATCH EXISTING
 50. INTERIOR PLASTER TO MATCH EXISTING

- KEY PLAN / WORK AREA**
- Substitutions & Revisions
- NOTE
- ARCHITECT: DEYAN PAULSEN
- Contract No. 11441 Date: 7/20/14
- DESIGNED BY: DEYAN PAULSEN
 DATE: 7/20/14
 DRAWN BY: JAS. O'NEAL
 CHECKED BY: J.P.
- Drawn Title: UPPER FLOOR PLAN PORTURE LAYOUT 1 HALL TYPES



Recent Developments / Project Team



Amp Offices (2022)

3255 Garfield Ave, Minneapolis, MN 55408
\$1.2m – Owner, GC, Property Management



Silos Apartments (2024)

118 E Plum St, Mankato, MN 56001
\$6.4m – Owner, GC



Bridge Plaza (2020)

201 N Riverfront Drive, Mankato, MN 56001
\$16m – Owner, GC

Tushie Montgomery Architects is an award-winning multi-disciplinary design firm, encompassing over 40 years of recognized service experience. We have successfully delivered projects in a diverse range of market sectors inclusive of Housing, Retail, Travel, Leisure, Sustainable, Urban, Civic, Public, Spiritual, Industrial, Tenant Space Planning and Specialized Design areas. The extensive experience we have garnered, pursuing excellence in nearly every architectural typology, has uniquely positioned TMA to be a valued project partner who provides a rich knowledge base of the entire design and construction process from concept to reality. TMA deploys an efficiency-driven, communicative, and collaborative team approach throughout our endeavors, with an intention to exceed our clients' expectations and positively impact the built environment in our communities through thoughtful architecture that is practical as well as meaningful.

Purposeful Design, Reimagined Spaces

TMA'S Latest Office-to-Residential Conversion Projects

Stella Residences | Saint Paul, MN
178 units | 198,000 SF | School Building to Apartments

Originally constructed in 1974 as a 16-story office tower, the building most recently served as Ecolab University and has been vacant since 2016. It is now being redeveloped to include 178 residential units, offering a mix of studios, one-bedroom, two-bedroom, and three-bedroom options. The project will feature amenity spaces on the first and second floors, as well as a rooftop deck. The building will also include ground-floor retail space and be connected to the skyway, providing access to Treasure Island Center.



Brookside Lofts | Saint Louis Park, MN
178 units | 198,000 SF | School Building to Loft Style Condominiums

Nestled in the charming Brookside neighborhood of St. Louis Park, this 1920s-era school building was masterfully transformed in 2006 into 27 loft-style condominiums. An additional annex complements the original structure, offering 14 more modern units. Each residence is designed with an emphasis on natural light, boasting expansive windows and spacious decks perfect for relaxation or entertaining. The property features a blend of historic character and contemporary comfort, including the convenience of heated underground parking among its amenities.



The Park Residences | Le Sueur, MN
62 units | 113,156 SF | School Building to Apartments

Located in Le Sueur, MN, Park Elementary School was slated for a major rehabilitation to make it suitable for students again. However, updating the school proved too costly and our client proposed converting the building into apartments. Currently in schematic design.



Recent Multi-Family Projects

3,500+ Multi-family Units in Past 12 Yrs

- Terasa | 221 Units | Projected 2027
- 10 Water St | 40 Units | Projected 2027
- Plymouth Plaza | 195 Units | Proj. 2027
- Ruby Apts | 242 Units | Projected 2026
- Stella Aps | 178 Units | Projected 2025
- France Ave Apts | 35 Units | 2024
- Balsam on Broadway | 128 Units | 2024
- Rosa Apartments | 79 Units | 2023
- Paravel Apartments | 246 Units | 2023
- 270 Hennepin Tower | 346 Units | 2021
- The Huxley Apts | 112 Units | 2021
- Gateway Apartments | 144 Units | 2021
- LH44 Apartments | 36 Units | 2020
- Green on 4th Apts | 243 Units | 2019
- Lakeside Flats | 120 Units | 2019
- Talo Apartments | 303 Units | 2018
- The Link Apartments | 336 Units | 2018
- Lyndy Apartments | 111 Units | 2018
- Lakeville Pointe | 49 Units | 2018
- Nolo Lofts | 71 Units | 2016
- Solfva Apartments | 100 Units | 2016
- Coze Flats | 48 Units | 2014
- Solhavn Apartments | 137 Units | 2013
- 7 West Apartments | 213 Units | 2013
- Eagan Gables | 35 Units | 2013
- Solhaus Apartments | 75 Units | 2012
- Solhaus Tower | 75 Units | 2012

NEW HISTORY

We leverage history to unlock the economic, community and cultural value of the built environment. Based in Minneapolis, MN, and Milwaukee, WI, New History works with clients throughout the Upper Midwest, including regional and national real estate developers, cities, counties, architecture firms, and educational institutions, among others. Our integrated team includes historians, licensed design professionals, and project planners for historic building redevelopment – all with a depth of experience in the regulatory, financial, and physical framework of historic preservation. We believe that our buildings embody the stories that tell us where we came from and who we are, and inform where we are going. Our team is committed to increasing the viability and use of historic buildings and sites.

Services



Project Planning for Historic Building Redevelopment

- Project feasibility assessment for historic tax credits
- Identification of potential project funding sources
- Preservation stakeholder planning and engagement

Historical Consulting

- Historical research
- National Register of Historic Places (NRHP) Nominations
- Historic context studies and resource surveys
- Local landmark and district designations
- Historic preservation reviews and approvals, like HPC and Section 106

Historic Architecture

- Design Guidelines and guidance
- Conditions assessments and repair documents
- Construction document review for historic preservation
- Construction progress review for historic preservation – regulations and historic tax credits

Historic Tax Credit Certification

- Compilation and submittal of state and federal historic tax credit applications, including:
 - Part 1 – Evaluation of Significance
 - Part 2 – Description of Rehabilitation
 - Part 3 – Certification of Completed Work
 - State applications



#2



September 26, 2025

Ms. Betsy Steuber
City of Fairmont Minnesota
100 Downtown Plaza
Fairmont, Minnesota 56301

Dear Ms. Steuber,

LaSalle Development Group is pleased to submit our response to The City of Fairmont's Request for Proposal for the redevelopment of the SMEC building.

LaSalle Development has been actively involved in real estate development/redevelopment for nearly 50 years. Our experience includes new construction and renovation with a specialty in housing. Our proposal will provide much-needed affordable housing to the City of Fairmont. We also manage and operate our projects through our management company Tapestry Management.

Our Company information is as follows:
LaSalle Development Group, Ltd.
2001 Killebrew Drive, Suite 100
Bloomington, Minnesota 55425
952-854-8800
www.TapestryCompanies.com

The contact for this project is Tim Trimble. Mr. Trimble has had several conversations with the city regarding the need to bring affordable housing to the City of Fairmont. Tim has over 40 years' experience in real estate development, with a specialty in senior housing. You can reach Tim via his cell phone at 612-859-1910; his email is ttrimble@tapestrycompanies.com.

Mr. Trimble works closely with our head of construction, Mr. Richard Bienapfl. Mr. Bienapfl has over 50 years' experience in construction and development. He has renovated numerous buildings in his career, and specializes in affordable housing projects.

We look forward to the opportunity to work with the City of Fairmont to bring this project to fruition.

Thank you.

LASALLE DEVELOPMENT GROUP, LTD.

Thomas W. LaSalle
President

TWL/as

2001 Killebrew Drive Suite 100
Minneapolis, MN 55425-1864
Telephone; 952-854-8800
Fax: 952-854-4434



FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT

LASALLE DEVELOPMENT GROUP, LTD SUBMISSION

PROPOSAL NARRATIVE

LaSalle Development Group, Ltd. (“LDG”) would like to thank the City of Fairmont for the opportunity to submit a response to the Request for Proposals to Repurpose the Southern Minnesota Education Campus. LDG is Minnesota based real estate development firm specializing in affordable family and senior housing for over 50 years and has completed numerous similar repurposing projects.

LDG’s proposal is to redevelop the SMEC building into affordable senior rental housing. The project would be for seniors with incomes at or below 60% of the Area Median Income (“AMI”) and some units, if Section 8 Project Based Certificates can be obtained, for those with incomes at or below 30% of AMI, with supportive housing services for qualified residents.

LDG will repurpose the existing building to provide studio and 1 bedroom apartment homes. We propose to construct an addition that will increase the number of apartments to offer a total 50+/- units. In areas of the building unsuitable for living units will be created common-area spaces including but not limited to a fitness area, lobby, and community room(s) for various uses. The current SMEC building includes a senior center. We will work with the leaders of the center to incorporate the center into the new plan, expand its offering, and to identify additional needs for their users. Their rent will be \$1 per year.

The area around SMEC is single-family housing on 2 sides and commercial uses on the other. We feel that repurposing to housing will compliment the neighboring homes and brings seniors closer to downtown for services they may need and enjoy.

The existing site contains the SMEC building and a large surface parking lot. Our proposal is to restore the building to its historical aesthetic, add landscaping, walking paths, seating areas, and greenery to soften the parcel and add to the residential atmosphere.

LDG will apply to the Minnesota Housing Finance Agency (“MHFA”) for Low Income Tax Credits “LIHTC”. This is part of the funding and is further described in our response.

The building was built in 1901 and may qualify as a historic building. LDG will ask the City to cooperate with LDG to see if the building can be placed on the Historic Register.

LDG as developer will provide guarantees to complete the project, cover any cost overruns and most importantly the full delivery of 100% of the units as LIHTC certified. This involves following all the Federal/State Government requirements for full occupancy and income compliance in a specific time frame.

Attached is a preliminary site plan depicting one of many possible solutions.

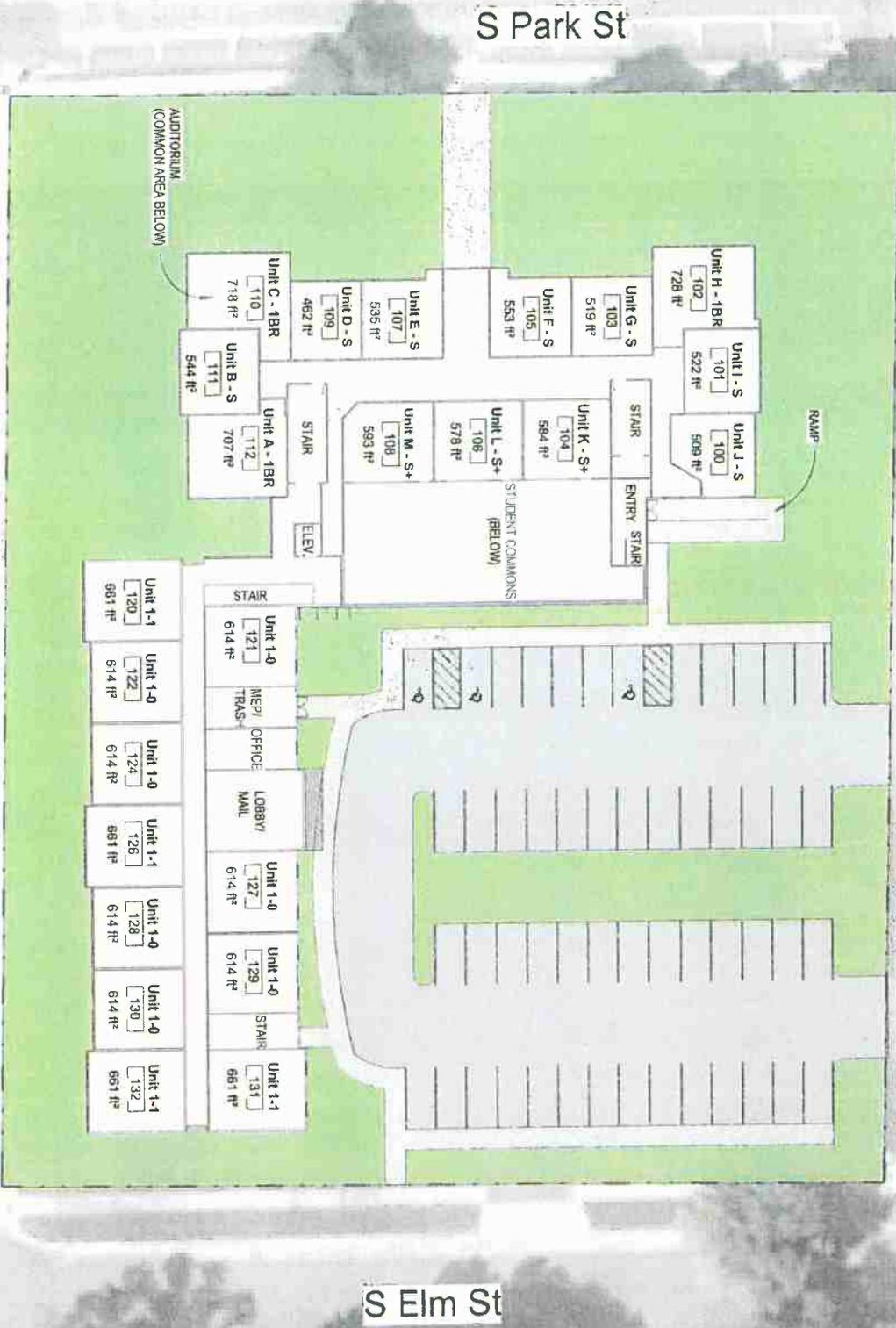
Level 1
1" = 30'-0"

FLOOR PLAN LEVEL 1

25067 - Capacity - Fairmont School Affordable

35

6/1/17



**FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION**

STATEMENT OF QUALIFICATIONS

LDG is an experienced real estate development company with over 50 years of experience. We specialize in housing and working on unique projects. Our philosophy is to work together with local government and intended users to bring a needed development that ensures the all goals are met.

We have worked with cities, local neighborhood organizations, counties, state agencies, the Department of Housing and Urban Development, non-profits, religious organizations, and educational institutions including the University of Minnesota. References are included.

Attached is a list of our recent developments and the renovation/repurpose project we have worked on over the years.

LDG's current or recent projects of similar nature include:

-Little Earth Tribes of Minneapolis. A major renovation of their entire 212-unit rental project. Planning has been ongoing for 36 months and construction is estimated to start November 2025. This project involves nine (9) funding sources.

-Albert Lea Family Affordable Housing. A new construction 60-unit rental project that is 100% affordable for family residents. The Minnesota Housing Finance Agency selected the project for funding. LDG is working with the City on several site clean-up grants. Construction will start March 2026.

-Schule Haus - Jordan MN. LDG worked with the owners to complete a HUD/Section 8 refinance and major renovation. The building was occupied during the construction work, the work is complete.

-NewBridge and Oakridge Apartments - Rochester MN. During COVID LDG worked with the non profit owners of both projects to complete HUD/Section 8 refinancing and major

renovation work in each building. Both buildings were occupied with handicap residents. Thorough planning was required to ensure resident safety during COVID. The work was complete without incidence.

-Colonial Square Apartments – Mankato MN. This project was a major renovation and refinance of a repurposed school. LDG secured LIHTC tax credits for the project. The school was previously transformed into rental apartments. LDG was the original developer that converted the school to housing.

LDG has a successful history of completing projects it works on. We have the financial capability to bring this project to a loan closing, through construction and occupancy.

LASALLE GROUP, LTD.
HOUSING DEVELOPMENT EXPERIENCE

<u>Development Name/Location</u>	<u>Development Type</u>	<u>Size</u>	<u>Role</u>
Adrian Dominicans Adrian, MI	Skilled and Assisted Care Mixed Use	100 Beds	Owner Rep. Renovation
Amanda Brooke Apartments Normal, IL	Family Apartments	120 Units	Dev. Consultant New Construction
Apple Villa South Apple Valley, MN	Family Apartments	56 Units	Dev. Consultant New Construction
Benet Place/St. Anne's Corp. Watertown, SD	Senior Housing	39 Beds	Owner Rep. New Construction
Bethel University-Lissner Hall Arden Hills, MN	Student Housing	288 Beds	Owner Rep. New Construction
Bossen Terrace Townhomes Minneapolis, MN	Family/Special Needs	66 Units	Dev. Consultant New Construction Manager
Bremer Way Minneapolis, MN	Senior Condominiums (Historical Building)	77 Units	Developer Rehab Manager
Cedardale South Minneapolis, MN	Senior/Family Apts.	98 Units	Developer and Manage
Colonial Square Mankato, MN	Family Affordable Apts	77 Units	Developer Manager
Eastport Apartments Mankato, MN	Family Townhomes	78 Units	Developer Manager

Edenbridge-In-Tinley Tinley Park, IL	Senior/Family Townhomes	309 Units	Manager
Edinburgh Edina, MN	Family Condominiums Elderly Apartments Commercial Office Hotel	392 Units 203 Units 5,500 sf 100,000 sf 150 Rooms	Dev. Coordinator
Elderly Housing East Grand Forks, MN	Senior Housing	75 Units	Developer
Elms (The) Minneapolis, MN	Family Apartments	25 Units	Manager
Epiphany Pines Coon Rapids, MN	Senior Apartments	107 Units	Owner Rep. New Construction Manager
Evergreen Watertown, SD	Assisted Living	10 Beds	Owner Rep. New Construction Manager
Franklyn Park North St. Paul, MN	Senior Apartments	117 Units	Developer
Greenwood Place Faribault, MN	Family Townhomes	51 Units	Developer Manager
Gus Johnson Plaza	Senior Apartments	108 Units	Developer
Harmony Hill Watertown, SD	Student Housing	78 Units	Owner Rep. New Construction
Heartland Apartments Pine River, MN	Senior Housing	30 Units	Developer
Heritage House Oak Park, IL	Senior Housing	200 Units	Developer

Highlands/Easthill Mankato, MN	Student Housing	562 Units	Developer-Rehab Manager
Historic Bremer Minneapolis, MN	Family Condominiums (Historic Building)	24 Units	Developer-Rehab Manager
Homestead Housing Center IA, MN, MO, and WI	Senior Cooperatives	11 Sites	Developer-New Construction Sales
Lakewood Lino Lakes, MN	Family Townhomes	60 Units	New Construction Lease Up Manager
Lakewood Apartments St. Paul, MN	Family Apartments	136 Units	Manager
Lakewood Hills Apartments White Bear Lake, MN	Family Apartments	88 Units	Manager
Lakewood Place White Bear Lake, MN	Family Apartments	60 Units	Owner Rep. New Construction Manager
Lewis Park Apartments St. Paul, MN	Mobility and Special Needs Apartments	103 Units	Developer Manager
Linden Plains Chicago, IL	Family Apartments	28 Units	Developer Manager
Madison School Apartments Minneapolis, MN	Family Apartments and Townhomes	51 Units	Rehab Developer Manager
Mankato State College Mankato, MN	Offices and Student Housing	110,000 sf 77 Units	Owner Rep. Renovation
Maple Knoll Townhomes Maplewood, MN	Family Townhomes	57 Units	Developer Manager

Medley Park Golden Valley, MN	Family Townhomes	30 Units	Developer Manager
Mississippi Terrace Brainerd, MN	Family/Senior Apts.	113 Units	Developer Manager
Mother of God Monastery Benedictine Sisters Watertown, SD	Housing for Retired Sisters, Office Space, Chapel, and Dining	170 Units	Owner Rep. New Construction Manager
Near North Village Springfield, IL	Senior/Family for Physically Handicapped Commercial Space	294 Units 11,000 sf	Developer New Construction
Newbridge Apartments Rochester, MN	Physically Handicap	41 Units	Owner Rep Renovation
Nine Mile Village Springfield, IL	Family Condominium	23 Units	Dev. Consultant Rehab
Nokomis Square Minneapolis, MN	Senior Cooperative	208 Units	Owner Rep. Rehab Manager / Sales
Oakridge Apartments Rochester, MN	Physically Handicap	26 Units	Owner Rep Renovation
Patterson Place Bismarck, ND	Senior Apartments (Historic Building)	117 Units	Developer Rehab Manager
Regency at Shepard Park St. Paul, MN	Family Condominiums	72 Units	New Construction Manager

Rosemount Greens Rosemount, MN	Family Townhomes	28 Units	Developer Manager
Rosewood Village Roseville, MN	Family Condominiums	201 Units	Conversion Manager
Sanctuary Assisted Living Springboro, OH	Senior Affordable Assisted Living	118 Units	Developer New Construction
Schule Haus Jordan, MN	Affordable Housing	52 Units	Owners Rep Renovation
Seward Square Apartments Minneapolis, MN	Mobility and Special Needs Apartments	81 Units	Developer Manager
Shenandoah Apartments Shakopee, MN	Family Apartments	290 Units	Dev. Consultant New Construction Lease Up Manager
Silver Glen Seattle, WA	Senior Cooperative	120 Units	Dev. Consultant New Construction Sales/Marketing Manager
Sinsinawa Dominicans Sinsinawa, WI	Convent Renovation Bedrooms and Offices	100+ Rooms	Owner Rep. Renovation
Sisters of the Presentation (PBVM) Dubuque, IA	Convent and Housing	100+ Units	Owner Rep. Renovation
Spring Grove Manor Spring Grove, MN	Family Apartments	31 Units	Developer Manager
Sunrise Meadow St. Peter, MN	Family Townhomes	63 Units	Developer Manager
Tuscany Apartments Apple Valley, MN	Senior Apartments	244 Units	Developer Manager

Wimbledon Green
St. Cloud, MN

Senior Apartments

45 Units

Developer
Manager

WinterGreen
Hudson, WI

Senior Apartments

86 Units

Dev. Consultant
New Construction
Manager

**FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION**

DEVELOPMENT/BUILDING PROGRAMMING

See attached drawings for conceptual renderings/information.

16 Studio apartments from 485 sq ft to 611 sq ft

10 One Bedroom apartments from 691 sq ft to 829 sq ft

The addition will offer:

24 One Bedroom apartments from 614 sq ft to 661 sq ft

The project will provide common areas such as a community room, fitness area and lobby space. We will also provide space for the Fairmont Senior Center to remain in the area.

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

BUDGET AND PROFORMA

SEE ATTACHED

FAIRMONT SENIOR AFFORDABLE HOUSING
 PROFORMA 50 UNITS
 DATED 9/25/2025

LIHTC FUNDING

I. FUNDING SOURCES

MHFA FUNDS	\$9,100,000
TAX CREDITS	\$6,150,000
CITY LAND RECONTRIBUTION	\$1,600,000
CITY/COUNTY FUNDS/TIF	\$400,000
SALES TAX REBATE	\$350,000
DEFERRED DEVELOPER FEE	\$150,000
TOTAL SOURCE OF FUNDS	\$17,750,000

II. COST/ USE OF FUNDS

LAND

LAND COST/BUILDING	\$1,600,000
TOTAL	\$1,600,000

SITE IMPROVEMENTS

UTILITIES/EARTHWORK	#REF! in construction	\$0
TOTAL		\$0

CONSTRUCTION

RENOVATION SMEC & ADDITION	50	\$233,140 per du	\$11,657,000
FF&E			\$100,000
CONTINGENCY			\$350,000
TOTAL			\$12,107,000

ARCHITECT/ENGINEER/GOVT FEES

ARCHITECT	\$485,000
CIVIL ENGINEER	\$50,000
OTHER	\$10,000
TOTAL	\$545,000

FINANCE COSTS

FINANCE FEES MHFA, Bridge Loan	\$250,000
INTEREST	\$600,000
TOTAL	\$850,000

MARKETING

ADV/STAFF/MISC	\$100,000
TOTAL	\$100,000

OTHER FEES

TAX CREDIT FEES/COSTS	\$375,000
LEGAL FEES	\$275,000
REAL ESTATE tax/insurance/title/legal/acct	\$100,000
CONTINGENCY	\$148,000
DEVELOPER FEE	\$1,400,000
TOTAL	\$2,298,000

RENT UP RESERVE	\$250,000
------------------------	------------------

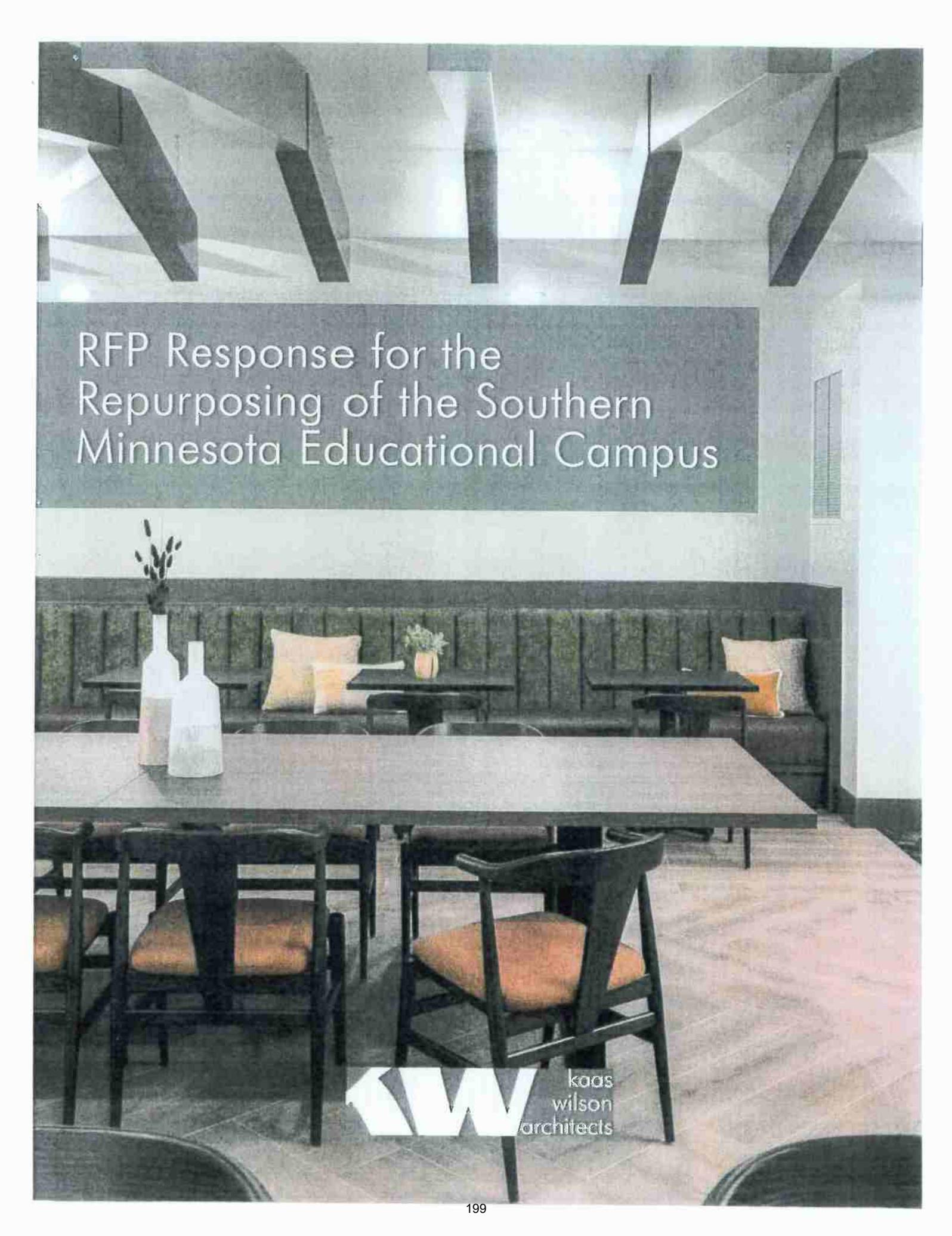
TOTAL COSTS	\$17,750,000
--------------------	---------------------

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT

LASALLE DEVELOPMENT GROUP SUBMISSION

ARCHITECT STATEMENT OF QUALIFICATIONS

SEE ATTACHED

A detailed architectural rendering of a modern dining space. The room features a long, dark wood table in the foreground with several black chairs that have orange upholstered seats. In the background, there is a long, dark wood tufted booth with several small tables and orange and white pillows. The ceiling is white with dark, angular, cantilevered beams. The floor is made of light-colored, square tiles. The overall aesthetic is clean, minimalist, and industrial.

RFP Response for the Repurposing of the Southern Minnesota Educational Campus

W kaas
wilson
architects

KAAS WILSON ARCHITECTS

KWA is a unique architectural and interior design firm that uses a team approach to better understand specialized environments for living and aging. Our team is exceptional in its ability to create positive solutions for complex buildings and interiors. We thrive in early and constant collaboration with Clients and General Contractors, creating a team approach that generates unmatched successes in the end. This process has produced award winning projects in Market Rate Rental, Senior Living, Affordable Housing, Historic Preservation, and Rehabilitation.

Our strength is in our people, and we have attracted not only the brightest architects and designers in the field, but professionals who are skilled at communication and collaboration. We pride ourselves on understanding unique demographic and site specific challenges. By proactively establishing good relationships with neighborhoods, planners, and city board members, we can preemptively address concerns. We understand that issues will always arise, so we quickly employ problem solving skills in order to find design solutions that work for everyone and avoid costly delays.

And we don't operate like a traditional company. We intentionally do things differently to foster a different sort of work environment because we believe our end product will be better for it. Our casual, studio-like workspace is designed to facilitate better creativity, teamwork, idea sharing, and a stronger focus on the project.



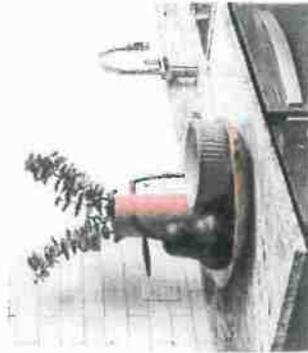
We specialize in multi-tenant housing of all types, environments, and locations. We love the challenge of designing urban infill projects or bringing classy and truly affordable living to the suburbs. In the past 18 years, we've designed more than 62,000 housing units.

We are proactive in creating and maintaining a strong working relationship with general contractors and have a full construction administration department. Not only does this solve problems quickly and avoid delays, it also has yielded referrals of new clients and projects to our company. We have received feedback from suppliers and subcontractors on numerous occasions that our drawings are concise and well-coordinated. General contractors describe us as exceptionally responsive during construction.

KAAS WILSON ARCHITECTS MIDWEST
 1301 American Blvd. E, Suite 100, Bloomington, MN 55425
 (612) 879-6000

KAAS WILSON ARCHITECTS SOUTHEAST
 1023 W Morehead St, Suite 200, Charlotte, NC 28208
 (704) 376-1200

KAAS WILSON ARCHITECTS SOUTHWEST
 2821 S 35th St, Suite D-3 Phoenix, AZ 85034



KWA SENIOR HOUSING AWARDS AND RECOGNITION

- 2025 Top Project: Finance & Commerce | The Pillars of Hennepin County, Minneapolis, MN
- 2025 Minnesota Real Estate Journal Awards | The Pillars of Hennepin County, Minneapolis, MN
- 2024 Finance and Commerce Best Real Estate Banking
- 2024 Affordable Housing - Suburban Winner - Minnesota Real Estate Journal | The Farm, Loveladies, MN
- 2023 Finance and Commerce Best Real Estate
- 2023 Best in Senior Housing: Minnesota Real Estate Journal Awards | Amira Bloomington, Bloomington, MN
- 2022 NAJOP Awards of Excellence, Senior Housing - Amira Bloomington (Finalist), Pillars of Grand Rapids (Winner)
- 2021 Top Project: Finance & Commerce | The Pillars of Grand Rapids, Grand Rapids, MN
- 2021 NAJOP Award of Excellence, Senior Housing - Amira Chicago/Cherrywood Pointe of Bloomington (Finalist), Zoggo Lake Superior, Duluth, MN (Finalist)
- 2019 Top Project: Finance & Commerce | Eden Prairie Senior Living, Eden Prairie, MN
- 2019 Project of Distinction Gold Award from Associated Builders and Contractors of Wisconsin - Oak of Shorewood, Shorewood, WI
- 2019 NAJOP Award of Excellence, Senior Housing - Zoggo Cooperative of St. Anthony Park (Winner), Pillars of Marikato (Finalist)

SELECTED KWA SENIOR LIVING PROJECTS

NEW CONSTRUCTION

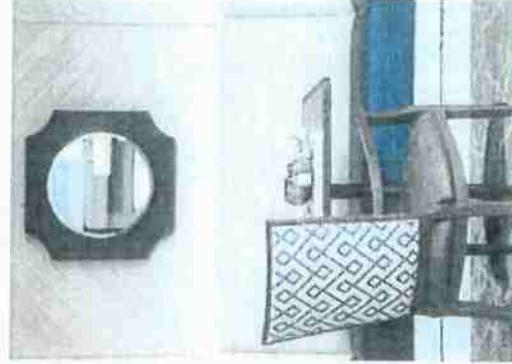
- Crosstown Landing, Andover, MN
- The Sanctuary Senior Living - West St. Paul (MN), Brooklyn Center (MN), and St. Cloud (MN)
- The Preserve at Roseville (Senior Living), Roseville, MN
- Havenwood of Maple Grove (MN), Buffalo (MN) and Onalaska (WI)
- Flourish Senior Living, Golden Valley, MN
- Walker Senior Living - Levarde, Cambridge, MN | Rusheba, Rush City, MN | Walker Plaza Gardens, Minneapolis, MN
- Prairie Bluffs Senior Living, Eden Prairie, MN
- The Brandt Senior Living, Omaha, NE
- Annandale Senior Living, Annandale, MN
- Lindstrom Senior Living, Lindstrom, MN
- The Brandt at Oswego, Oswego, IL (currently under construction)
- Timber Pines Senior Living, Pine City, MN
- Round Lake Senior Living, Arden Hills, MN
- Villas at Osseo Skilled Nursing (TCU), Osseo, MN (addition & renovation)
- Silver Creek on Main, Maple Grove, MN
- Minnetonka Memory Care, Minnetonka, MN
- Edina Memory Care, Edina, MN
- Pillars of Grand Rapids, Grand Rapids, MN
- Pillars of Herrmantown, Herrmantown, MN
- Stonehaven Senior Living, Eagan, MN
- Praha Village, New Prague, MN
- Amira & Amira Choice - Bloomington, MN, Plymouth, MN and Forest Lake, MN
- Minnesota Veterans Home Building 4, Minneapolis, MN

RENOVATION

- Woodbury TCU Renovation, Woodbury MN
- Pine Ridge Apartments remodel, Grand Rapids, MN
- Walker City View, Senior Living Apartments, Anoka, MN
- Osceola Place Apartments, St. Paul, MN
- Highlands of Graham, St. Paul, MN
- Villa at City Center, Warren, MI
- Parkshore Senior Living, St. Louis Park, MN
- Brooks Landing Apartments, Brooklyn Park, MN
- Savage Senior Living at Fen Pointe, Savage, MN
- Southview Senior Living, West St. Paul, MN
- Inver Glen Senior Living, Inver Grove Heights, MN
- The Waters Senior Living - Plymouth, Eden Prairie, & Edina, MN
- St. Joseph's Skilled Nursing Facility, St. Joseph, MO
- Oak Ridge Place, Stillwater, MN
- Pillars of Grand Rapids, Grand Rapids, MN



- Tapestry of Springboro, Springboro, OH
- Southview Senior Living - Inver Glen, Shoreview, Lilydale, Eden Prairie, Lexington Pointe
- The Waters Senior Living - Oakdale (MN), Highland Park (MN), White Bear Lake (MN), Oak Creek (WI), McMurray (PA), Peawaukee (WI)
- The Bluffs of Flagstaff, Flagstaff, MN



MINDY MICHAEL, AIA, CID, LEED AP

SENIOR HOUSING PRACTICE LEADER/PARTNER

Mindy's interest in design has been cultivated and developed over many years. Her strong project management skills, consistent and timely responsiveness to owners and contractors, and diligent on-site supervision help transform those designs into built reality. She has designed, managed, and been a team member on numerous multi-tenant housing facilities and "all ages" residential projects.

Mindy's strengths lay in designing environments with a sensitivity to scale, proportion, and finish that results in warm and inviting spaces. Her eye for detail, combined with an innate understanding of the interconnected nature of how spaces are used, creates synergies that would otherwise not be recognized.

RELEVANT PROJECT EXPERIENCE

- New Prague Senior Living, New Prague, MN
- The Bluffs of Flagstaff, Flagstaff, AZ
- The Waters Senior Living - Oakdale, Highland Park, White Bear Lake, Oak Creek, Pewaukee and McMurry
- Southview Senior Living - Lilydale, Shoreview, Eagan, Eden Prairie
- Havenwood Senior Living - Burnsville, Onalaska, Buffalo, Maple Grove
- The Villa at Osseo, Osseo, MN
- Silver Creek on Main, Maple Grove, MN
- Sanctuary Senior Living - Springboro, Brooklyn Center, West St. Paul, St. Cloud
- The Villas at Lilydale and Shoreview, MN
- Stonehaven Senior Living, Eagan, MN
- Building 4 Adult Daycare, MN Vets Home, Minneapolis, MN and Building 17/Campus Master Planning/Phasing, MN Vets Home, Minneapolis, MN



KAYLA BARKER

PROJECT MANAGER

Kayla has 6+ years of design experience in a variety of project types, from corporate and commercial establishments to multi-tenant housing, including markets, senior living, supportive, affordable, and student housing. Her experience encompasses all stages of design and design communication from the conceptual level through construction completion. Kayla's technical and interdisciplinary project knowledge, detail-oriented mindset, and strong communication skills allow her to understand and anticipate client's design expectations and provide quality deliverables in a timely manner. She listens and collaborates with consultants and contractors to find the most cost-effective and creatively efficient solutions to help transform the client's designs into a built reality.

RELEVANT PROJECT EXPERIENCE

- Crossdown Landing Senior Living, Andover, MN (currently under construction)
- The Enley Phase II Memory Care, Minneapolis, MN (currently under construction)
- Hearthstone Senior Townhomes, Hinmantown, MN (currently under construction)
- Valiance Shelter and Supportive Housing, Minneapolis, MN*
- The Landing at Amber Fields, Rosemount, MN*
- The Meadows Senior Living, Savage, MN*
- The Crossings at Inver Woods Apartments & Townhouses, Inver Grove Heights, MN*
- Bricktown Flats, Robbinsdale, MN*
- Bridgewater Bank Headquarters, St. Louis Park, MN*

CONTACT: 785.764.6559

kayla.barker@kaaswilson.com

EXPERIENCE: 6 years

EDUCATION: Bachelor of Architecture, Iowa State University

COMMUNITY INVOLVEMENT:

American Institute of Architects, Habitat for Humanity, University of Minnesota College of Design Mentor Program



CONTACT: (612) 279-8875

mindym@kaaswilson.com

EXPERIENCE: 20 years

EDUCATION: BS, Architecture, University of Minnesota, M.Arch, University of Minnesota

COMMUNITY INVOLVEMENT:

American Institute of Architects, Ramsey County Master Gardeners Association

STATES LICENSED IN: MN, WI, MI, IL, OH, NC, MO, IA and PA

SARAH STANKE, NCIDQ, CID

VICE PRESIDENT OF INTERIOR DESIGN/PARTNER

Sarah is the founder of our interior studio and has been building a growing team since 2014. Sarah has experience in a variety of project types, from renovations to commercial establishments, and multi-tenant housing, including senior living. Her master's thesis topic was focused on biophilic design in senior living, giving her a strong understanding of the wellness benefits for all when people are able to connect to nature in our day to day environment.

Sarah also knows the success of a project is more than just getting the best value out of a design—it's about ensuring the client is happy and the end user is satisfied. While design can be a personal reflection of one's tastes and preferences, more importantly, it has to meet the needs and wants of those using, operating, and living in the spaces she helps create.

RELEVANT PROJECT EXPERIENCE

- Sanctuary Senior Living - Springboro, Brooklyn Center, West St. Paul, St. Cloud
- Stonehaven Senior Living, Eagan, MN
- Havenwood Senior Living - Burnsville, Onalaska, Buffalo, Maple Grove
- Elvaca Apartments, Eden Prairie, MN
- Sundance Woodbury Clubhouse & Townhomes, Woodbury, MN
- Villas at Osseo Skilled Nursing, Osseo, MN
- Shorewood Senior Living, Shorewood, WI
- Edison at Rosewood, Farmington, TN
- Waters of Rice Creek, Clibbhouse, Townhomes & Apartments
- Colony at Eden Prairie Senior Living Renovation, Eden Prairie, MN
- Rosemount Senior Center, Rosemount, MN
- 333 on the Park Apartments, St. Paul, MN



BRIAN JOHNSON

VICE PRESIDENT OF CONTRACT ADMINISTRATION/PARTNER

Brian leads our contract administration department and is very well respected for his in-depth understanding of the construction industry from his years of working as a project manager for a local general contractor. Brian leads in defining the standard operating procedures and guidelines for Kaas Wilson's contract administration department. He also contributes to inspecting architecture and site inspections, and project management.

RELEVANT PROJECT EXPERIENCE

- Sanctuary Senior Living - Springboro, Brooklyn Center, West St. Paul, St. Cloud
- Southview Senior Living - Lilydale, Shoreview, Eagan, Eden Prairie
- Frost English Village, Maplewood, MN
- The Bluffs of Flagstaff, Flagstaff, AZ
- Traditions at Federal Way, Federal Way, WA
- Maple Hill Senior Living, Maplewood, MN
- Meadow Ridge Senior Living, Golden Valley, MN
- The Flats at Cedar Grove, Eagan, MN
- Rosemont at Suplee Center Senior Living, Rosemount, MN
- Gabella Apartments, Apple Valley, MN
- Waters of Highland Park Senior Living, St. Paul, MN
- Waters of White Bear Lake Senior Living, White Bear Lake, MN
- Plymouth City Flats, Plymouth, MN
- Conver Crossing Apartments, Carver, MN
- Legacy Oaks Renovation, Wayzata, MN

CONTACT: (612) 395-4927

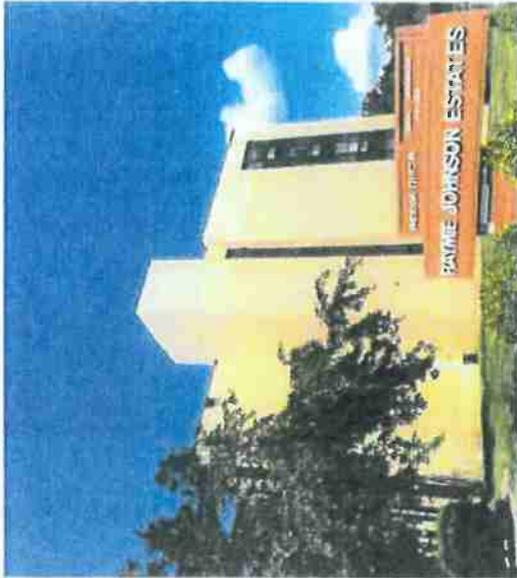
brian@kaaswilson.com

EXPERIENCE: 16 years

EDUCATION: BA, Psychology, University of Wisconsin-Madison, Masters in Public Administration, Hamline School of Business

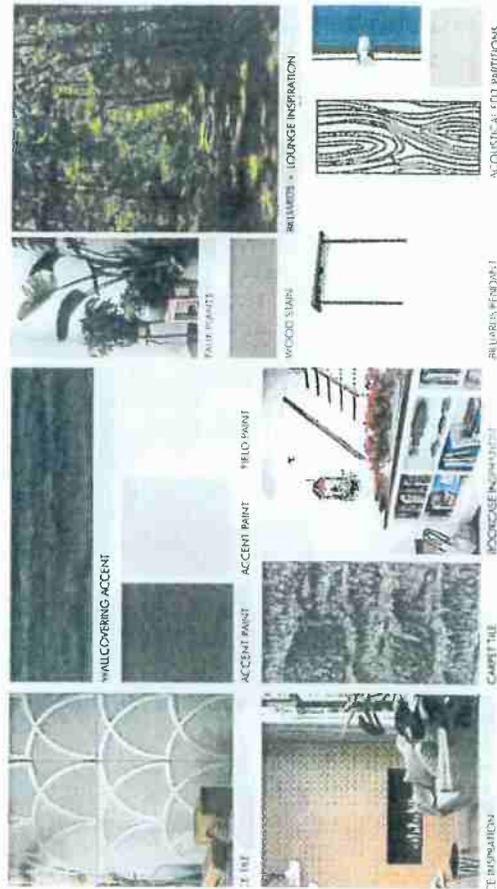
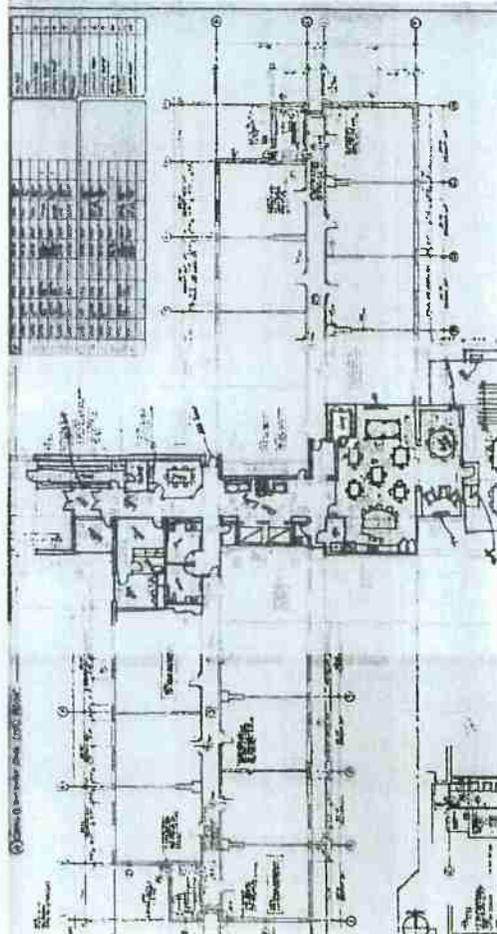
CERTIFICATIONS: Cert. in Dispute Resolution, OSHA 30 Certified

EXAMPLE DESIGN/RENDERING PROCESS



Through an RFQ process, Kaas Wilson Architects was selected by Washington County Community Development Association for the occupied rehabilitation of Raymie Johnson Estates, a property which includes an affordable senior mid-rise apartment building and affordable family townhomes. The RFQ included renovation of the senior building's existing common areas.

The hand-drawn sketch of the common areas depicts Kaas Wilson's "first pass" of the potential desired renovation indicated in the RFQ.





Subsequently, KW's architecture and interiors team worked closely with Washington County CDA and their property management staff to develop the program and design of the common areas, which included a two-day community engagement process with existing residents and multiple rounds of feedback and revisions.

The computer-generated plan shows the evolution of the common area design from initial sketch to construction documentation, along with concept boards showing the inspiration and preliminary selections of the associated interior finishes and fixtures.



Alongside the developing renovation plans and interior selections, preliminary grayscale renderings were provided to convey the feel of the proposed common areas, followed by final full-color renderings showing the final proposed common areas with the selected finishes and fixtures.

Full-color renderings showing the final proposed common areas with the selected finishes and fixtures.

[Read more about Raymie Johnson Estates in Finance and Commerce's article here.](#)



FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

DEVELOPMENT TEAM

DEVELOPER: LaSalle Development Group
Bloomington, MN

ARCHITECT: Kaas Wilson Architects
Bloomington, MN

CONTRACTOR : Greiner Construction, a Minority Owned Business
Minneapolis, MN

MANAGEMENT COMPANY: Tapestry Senior Management, a sister company to LDG
Bloomington, MN

NOTE: Greiner Construction will solicit bids from local contractors to perform work on the project.

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

DEVELOPMENT SIZE

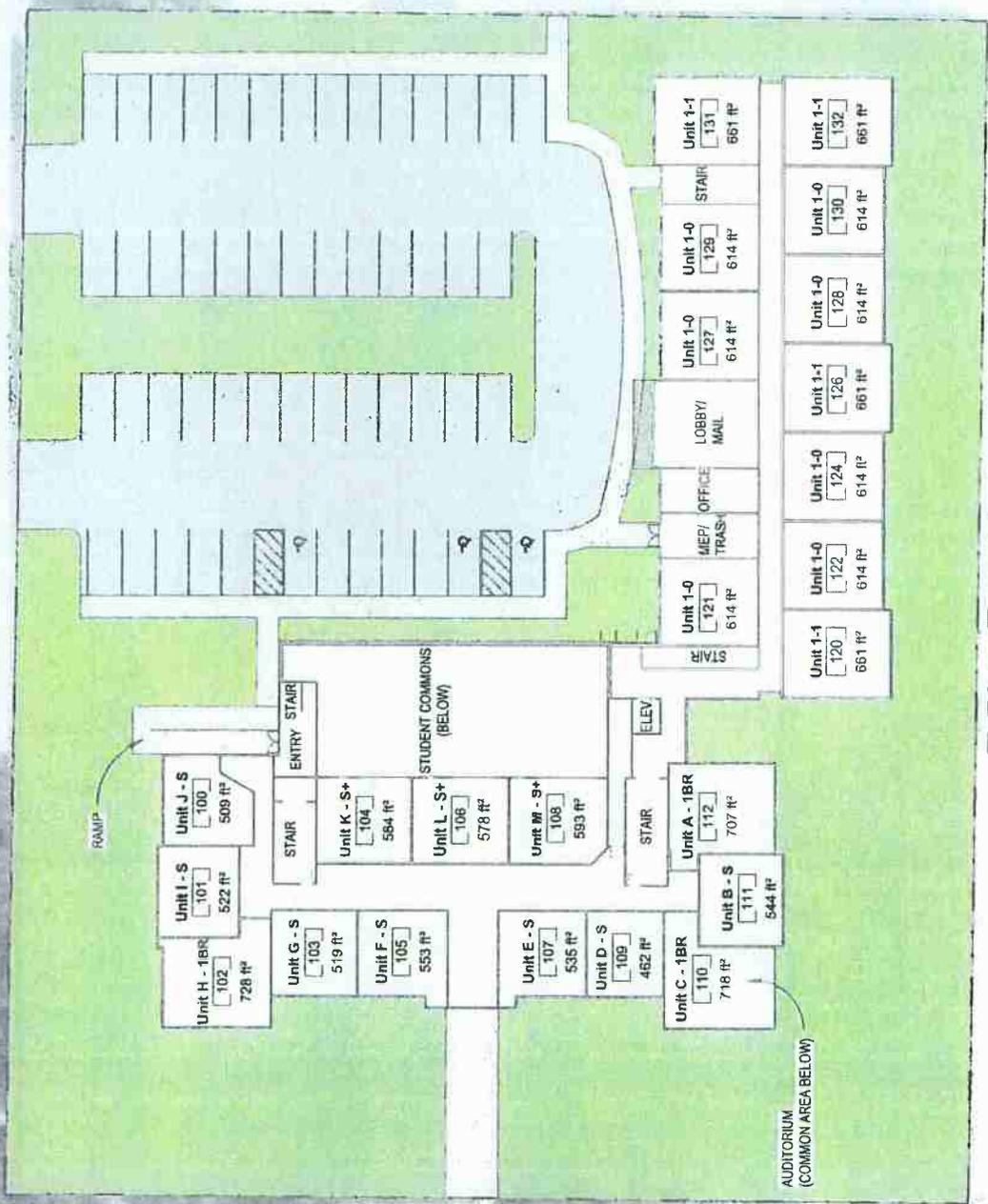
SEE ATTACHED

E 1st St

S Elm St

S Park St

E Blue Earth Ave



1 Level 1
1" = 30'-0"



25067 Tapestry - Fairmont School Affordable

FLOOR PLAN - LEVEL 1

10/1/17

10

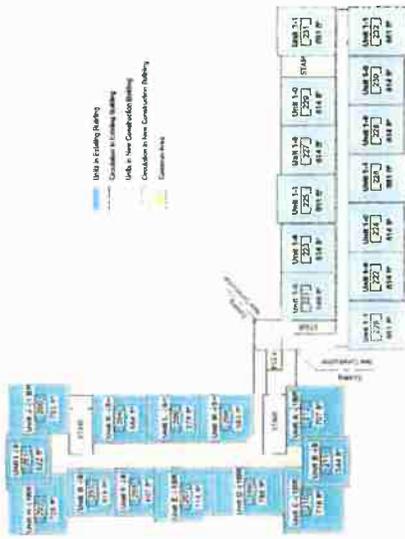
K&S WILSON ARCHITECTS

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

ARCHITECTURE AND SITE

SEE ATTACHED

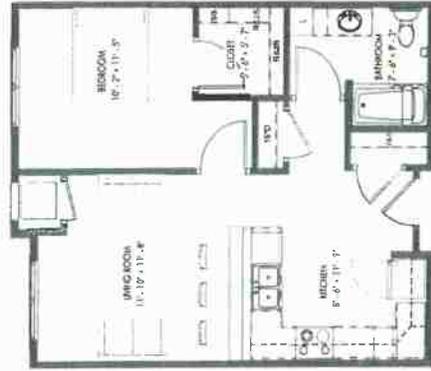
PROPOSED FLOOR PLANS



FIRST FLOOR



SECOND FLOOR



TYPICAL 1-BR APARTMENT

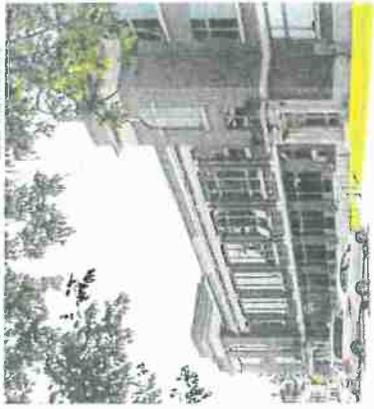
CARLTON LOFTS

HISTORIC RENOVATION CLOQUET, MN

Carlton Lofts is a 57-unit historic renovation transforming the former Cloquet High School into much needed affordable housing. Units range from 1-3 bedrooms and retain many historic features of the school. The original building, completed in 1921, is a classic H-plan school building containing classrooms on three levels, an auditorium, and library. Many additions were made throughout its use as school including the 1937 gymnasium with a bowstring truss roof, a 3-story classroom wing in 1954, and finally an enclosed swimming pool in 1957.

The design maintains the building's historic corridors, ceiling heights, wood and terrazzo flooring and other finishes. The former library is now divided into 5 loft units with mezzanines and showcases the original plaster crown molding and stage arch as well as the massive wood and glass skylights in the ceiling. Residents can enjoy the use of the school's gymnasium as fitness and recreation space as well as a community room for parties and events. In addition to maximizing parking on the site, 36 indoor parking stalls were created in the school's former pool and cafeteria spaces. This unique feature allowed the project to maintain the building's historic exterior while meeting the city's parking requirements.

The project team worked with both the Minnesota State Historic Preservation Office and the National Park Service to ensure that the renovation complies with the Secretary of the Interior's Standards for Historic Preservation. The project is on track to receive state and federal historic tax credits.



team & data

ARCHITECT Kaas Wilson Architects; Link Wilson, DuPuis, lead designer & project manager; Jorgen Brandt, job captain; Andja Cunningham, interior designer

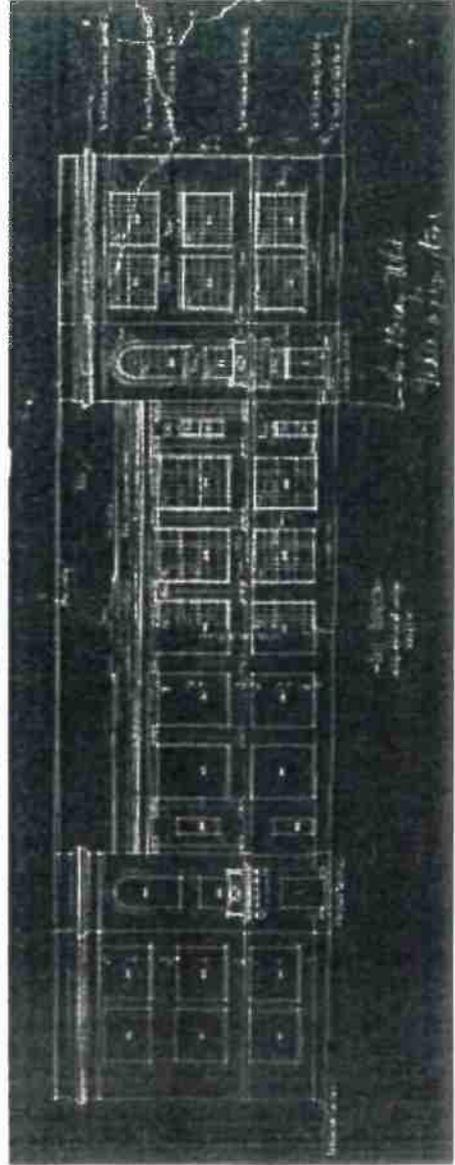
GENERAL CONTRACTOR Anderson Companies
CLIMATE Roberts Companies
CONSTRUCTION CECON
CONTRACT VALUE \$12 million

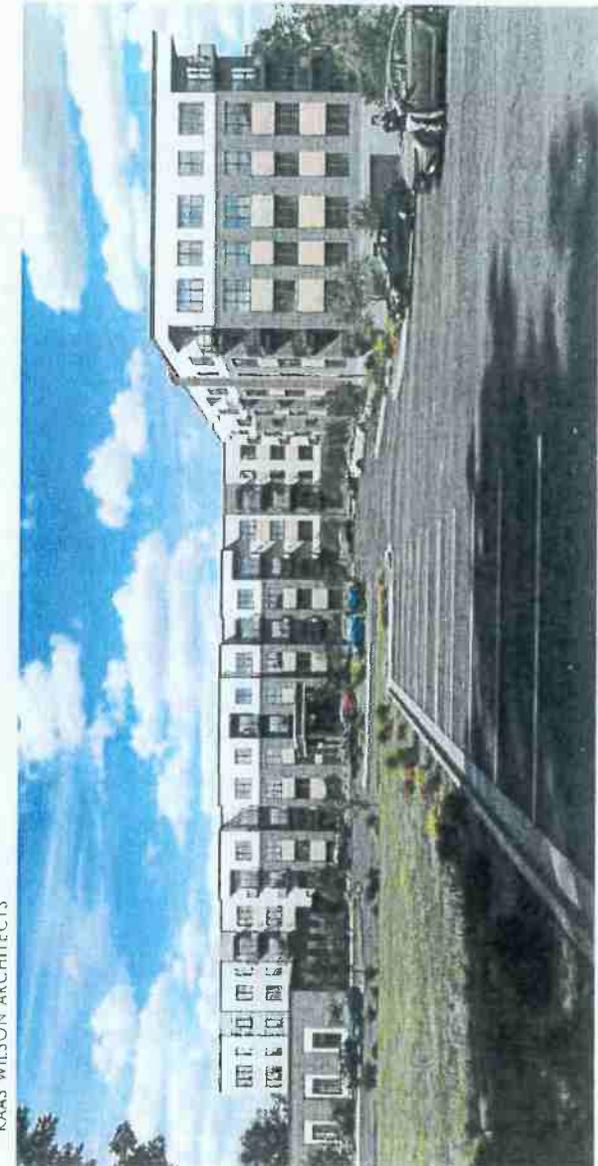
ENGINEERS Civil Site Group, civil; Northland Consulting Engineers, structural; Cain Thomas Associates, mechanical, electrical, plumbing

COMPLETION DATE 2020
PROJECT SIZE 165,431 SF; 57 units

PHOTOGRAPHER Kory Kevin Photography

HISTORICAL CONSULTANT New History



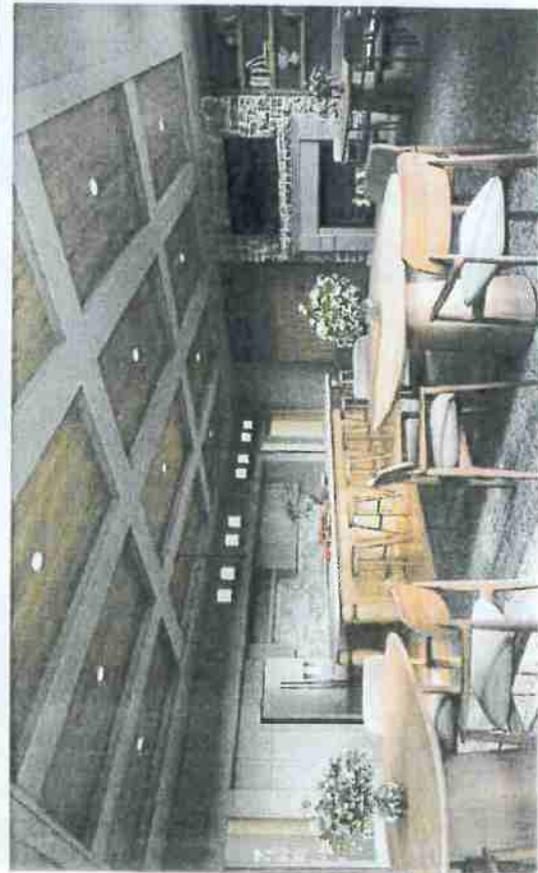


FIRM TEAM
CROSTOWN LANDING
 SENIOR LIVING + SERVICES |
 Coming soon

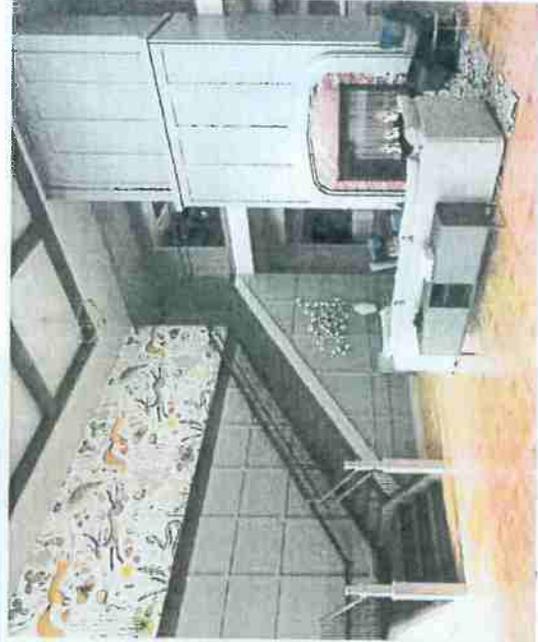
Crosstown Landing is a 13.5-acre, master-planned campus consisting of 175-unit senior living building with below grade parking and offers independent living, assisted living, and memory care homes in Phase 1. A future phase will feature senior independent brownstones and cottages, as well as a commercial site. The positioning and scale of all buildings on the campus were carefully considered in context of the surrounding neighborhoods, stepping down in scale along the portions of the site adjacent to single family homes.

Generous amenity spaces in the senior living building feature an expansive fitness and wellness center including massage therapy rooms and a heated indoor pool, salon, indoor pickleball court, cafe/bistro, dining room with outdoor dining offerings, roof terrace, golf simulator, community room, clubroom/patio, craft room, and game room; additional amenity spaces cater specifically to memory care and assisted living residents.

PROPOSED FLOOR PLANS EXPERIENCE



ARTISTIC RENDERINGS



team & data

ARCHITECT Kaas Wilson Architects, Mindy Michiel, Interiors: Sarah Stanke, Mai Xiong

ENGINEER: Plowe Engineering, civil; Calyx Design Group, landscape; ERA Structural Engineering, structural; J. Berg/Berd, MEP

GENERAL CONTRACTOR: Webb Builders

CLIENT Weidum Foundation

CONSTRUCTION COST In progress

COMPLETION DATE Projected 2026

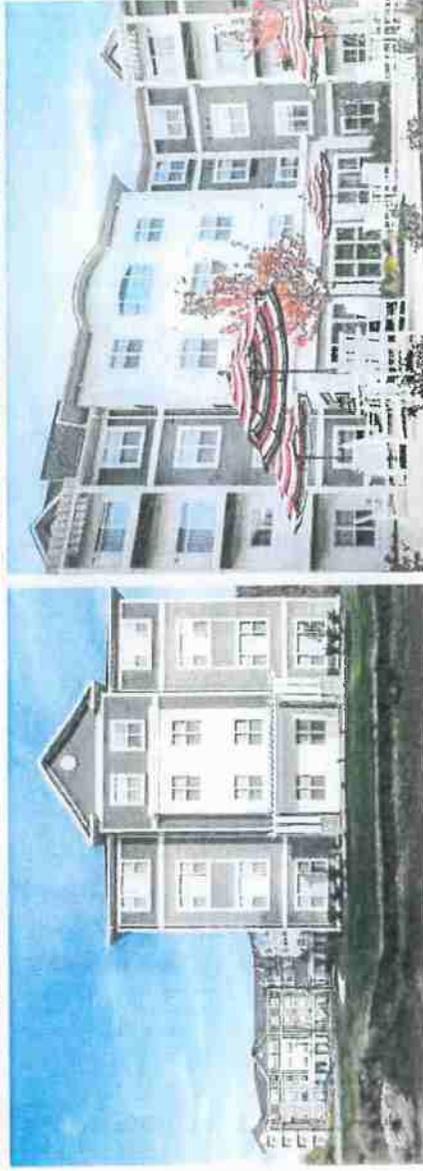
FINISH AREA 291,797 SQ FT, 174 Units

THE WATERS OF WHITE BEAR LAKE

SENIOR LIVING
WHITE BEAR LAKE, MN

The community will consist of approximately 135 residential apartments in a four-story, wood frame construction building in a thriving residential neighborhood. Ample underground heated parking will be provided, with additional surface parking on the site. The apartment mix will include several styles of small one bedroom, large one bedroom, and two bedroom apartments. Memory Care will consist of one bedroom and studio apartments. All Independent and Senior Living apartments will offer home-like amenities such as full kitchens, oversized windows, 9-foot ceilings, and ample storage and closet space. The larger units will have washers and dryers. Independent living will have a separate entry from the Senior Living and Memory Care portion of the building.

Lifestyle amenities for residents will include the following common areas: wellness/fitness studios; creative arts studio; community room for group activities, family gatherings, and spiritual services; restaurants, salon and spa, four season porch, bistro, and professionally landscaped outdoor living areas.



team & data

DESIGNS, INTERIORS
GENERAL CONTRACTOR
ARCHITECT: Kaas Wilson
COMPANIES: Frana
Companies
FRANA
CLUBS: The Waters
Senior Living
CONSTRUCTION
COST: \$21.7 million
COMPLETION DATE
June 2016
WRIGHT SIZE
167,500 square feet,
137 Units
CONSULTANTS: RHH
PHOTOGRAPHER: Kaas
Wilson Architects



FIRM TEAM

AMIRA & AMIRA CHOICE BLOOMINGTON

SENIOR LIVING BLOOMINGTON, MN

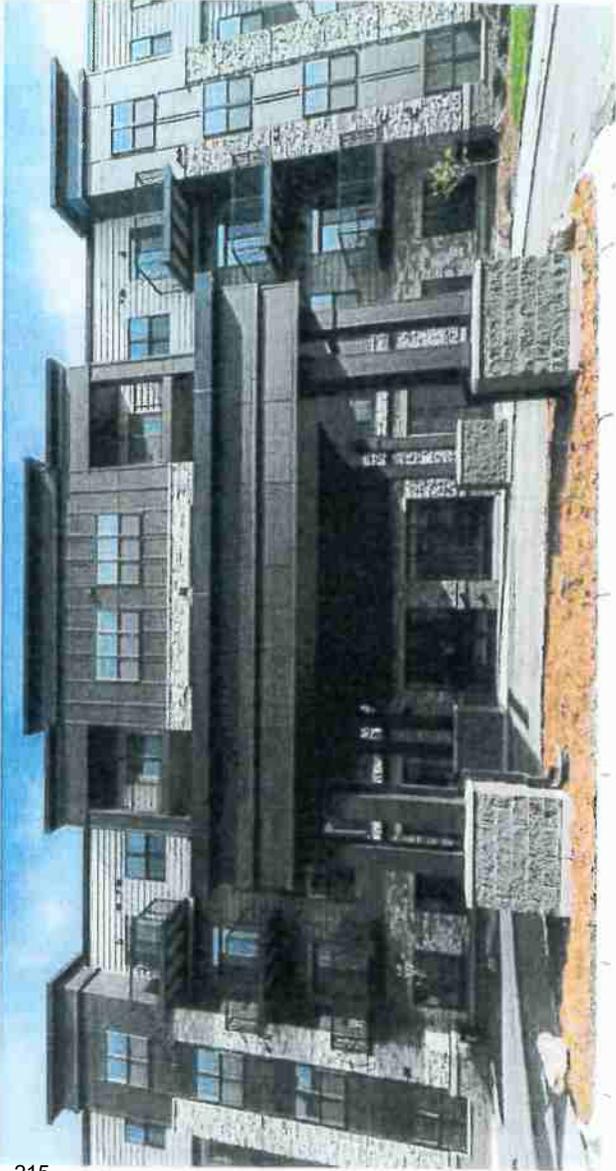
2023 Minnesota Real Estate Journal Awards
Best in Senior Housing

Amira & Amira Choice are owned and developed by United Properties in a business district of Bloomington, MN. Two separate, but connected structures sit on the old Josten's headquarters.

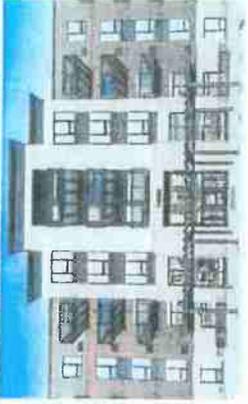
Kaas Wilson worked closely with City of Bloomington staff to meet design guidelines, but also the strict engineering standards for a dense area of the community.

The facades of both buildings were designed to fit in with the commercial areas on the exterior. The nature of the Amira Choice which offers Assisted and Memory Care dictated a robust delivery area that needed to be screened from streets that are on 4 sides of the building and blend with the overall theme.

The two buildings are amenity rich with cafes, pubs, and restaurant within one building that is open to the campus. Other amenities include a community room, theater, golf simulator, fitness room, and full spa and pool.



PROPOSED FLOOR PLANS EXPERIENCE



team & data

ARCHITECT: Kaas Wilson Architects; Link Wilson, principal in charge; Griffin Jameson, project manager

ENGINEERS: Civil Site Group, civil and landscape; BKBW, structural; MEP design build

GENERAL CONTRACTOR: Weis Builders

CLIENT: United Properties

CONSTRUCTION COST: \$56.6 million

COMPLETION DATE: 2017, 2022

PROJECT SIZE: 440,000 SF, 251 Units

PHOTOGRAPHER: Kary Kevin Photography



KAAS WILSON ARCHITECTS

FIRM TEAM

PROPOSED FLOOR PLANS EXPERIENCE

FROST ENGLISH SILVER 55 PLUS

AGE-RESTRICTED HOUSING
MAPLEWOOD, MN

Frost English Silver is a luxurious 55+ community situated in the beautiful city of Maplewood, Minnesota. This building is the Phase II portion of a 3-phase new construction development. The project design has taken into consideration the surrounding areas and neighborhoods into which it blends seamlessly.

Featuring 107 units, this multifamily building offers one and two-bedroom floor plans, as well as easy access to nature trails, lakes, parks, and golf courses. Amenities include an indoor pool, fitness center, community room, visiting physician room, salon, and lounge areas.

Its sister buildings, Phase I and III, serve to complete the community. Phase I of the Villages is a four-story building with 50 units of one, two, and three-bedroom floor plans. Forty of the units are affordable housing, and 10 units are available at Market Rate rent levels. Phase III is an approximately 6,500 square foot commercial/retail building on the southeast corner of the site.



team & data

ARCHITECT: Kaas Wilson Architects
Collin Kaas, architect
Nick Conniff, project manager, Megan Blanchette, interiors

ENGINEER: Solution Blue, civil landscape; Darren Towells Inc, structural; Cain Thomas Associates, mechanical, electrical, plumbing

GENERAL CONTRACTOR: Frana Companies

OWNER: Shearon Associates
COMPLETION DATE: December 2018
CONSTRUCTION COST: \$16.7 million
PROJECT SIZE: 148,100 SF; 107 Units
PHOTOGRAPHER: Kory Kevin Photography





THE SANCTUARY AT WEST ST. PAUL

NEW CONSTRUCTION AFFORDABLE SENIOR LIVING WEST ST. PAUL, MN

The Sanctuary at West Saint Paul is an affordable, 4-story, 104-unit senior living building, with 140 units of general assisted living, and 24 units of memory care. Common area amenities include a mail café, dining room, private dining, club room, fitness/wellness, salon and spa, community room, theater, and creative arts room.

An outdoor patio space is provided adjacent to the dining room with walking trails. Each memory care household has a private garden and patio.



team & data

ARCHITECT Kaas Wilson
ARCHITECTS Mindy Michael, principal in charge and project manager; Sarah Stanke, interior design; Brian Johnson, contract administration

INTERIOR DESIGN Kaas Wilson Architects; Sarah Stanke, project manager

ENGINEERS Cyril Sile Group, civil engineering, landscape architecture, Ericlisen Reed & Associates, structural engineering

CONSULTANTS Premier, kitchen design
GENERAL CONTRACTOR Frana Companies
CLIENT SCA Properties
CONSTRUCTION COST \$21.7 million
COMPLETION DATE October 2016
PROJECT SIZE 160,000 square feet, 164 Units
AWARDS AIA/CES
 Wilson Architects

KAAS WILSON ARCHITECTS



THE QUILL
AFFORDABLE SENIOR LIVING
HASTINGS, MN

FIRM: TEAM

PROPOSED FLOOR PLANS

EXPERIENCE

This is a 90 unit, senior, affordable apartment located in the heart of Hastings, MN. This location allows the building to have short walking distances to many nearby "small town" amenities. A rooftop lounge and skydeck are prominent features of the building, both look to the north toward the Mississippi river and downtown St. Paul in the distance.

Project Highlights:

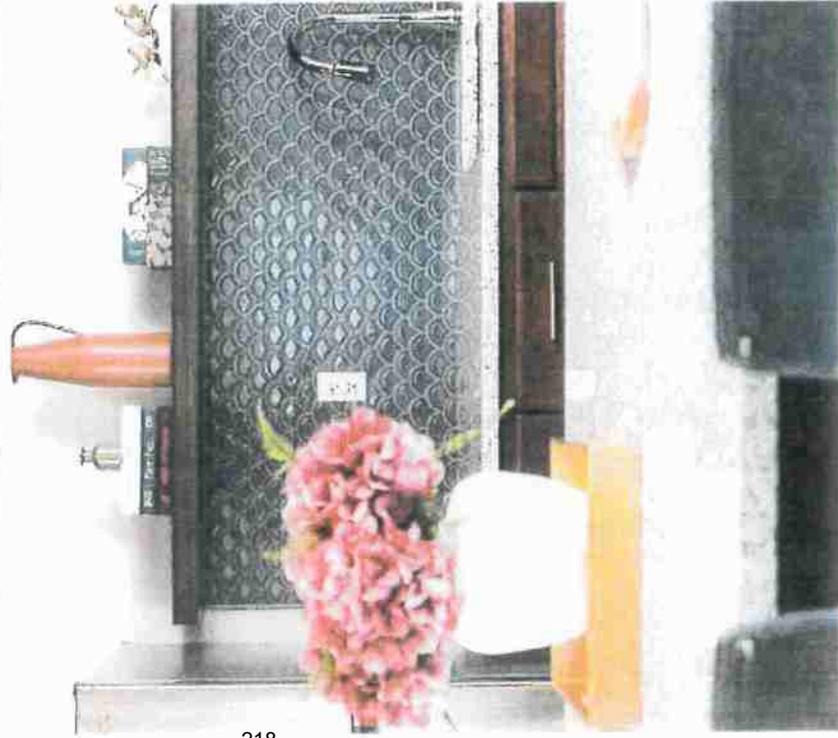
- Located close to downtown Hastings to give short walking distance to the many nearby restaurants and retail locations
- Sky deck and lounge look north out over the Mississippi River and towards downtown St. Paul
- The building also features club and fitness rooms
- The site features an outdoor dog run and garden area for residents



Team & data

CLIENT: Real Estate Equities
ARCHITECT: Kaas Wilson Architects, Christian Boraon, Petro Maglis, Matthew Rhein, and Adam Carlson
ENGINEER: Cain Thomas, mechanical/electrical, Loucks, landscape/civil, Paulson & Clark, structural

GENERAL CONTRACTOR: Schaeppner, Inc.
CONSTRUCTION COST: \$13.7 million
COMPLETION DATE: Completed November 2022
PROJECT SIZE: 116,002 SF, 90 Units
PHOTOGRAPHER: Kory Kevin Photography



KAAS WILSON ARCHITECTS



TEAM

SONDER POINT

AFFORDABLE SENIOR LIVING
BROOKLYN CENTER, MN

Sonder Point is the sister project of Sonder House in Brooklyn Center, MN. Adjacent to a metro transit hub, retail and commercial developments and existing housing, this was a site ready for redevelopment and a fresh design for seniors in need of affordable housing. The strategic placement of public art within the project is visible to residents and the community for mutual enjoyment.

FLOOR PLANS EXPERIENCE



team & data

ARCHITECT: Kaas Wilson
Architects: Petro Meglis,
Dave Morck, Luke Murphy,
and Eli Smith

ENGINEERS: J Bernd
Mechanical, mechanical;
Berd Electric, electrical;
Loudts, civil/landscape;
Sandman Structural

DESIGN: structural;
Design Build, mechanical/
electrical/plumbing

INTERIORS: Kaas Wilson
Interiors: Sarah Stanke

GENERAL CONTRACTOR: Big-D
Construction Midwest
CLIENT: Real Estate
Equities

CONSTRUCTION COST: \$22.1 million
COMPLETION DATE:
2021

PROJECT SIZE:
188,590 SF; 143 Units
PHOTOGRAPHY: Kary
Kevin Photography

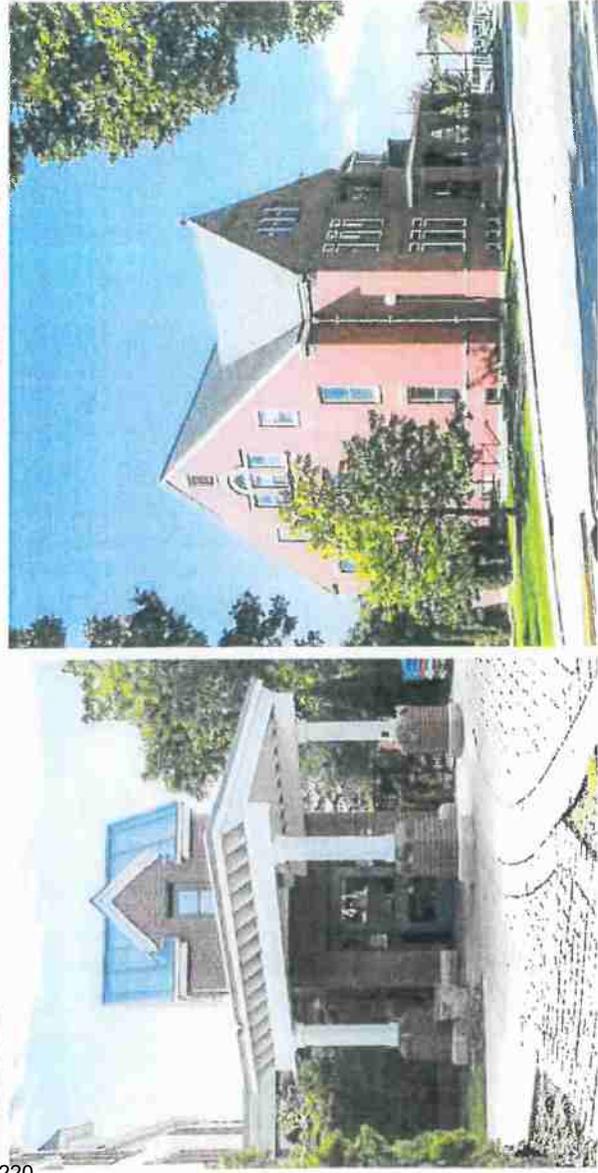
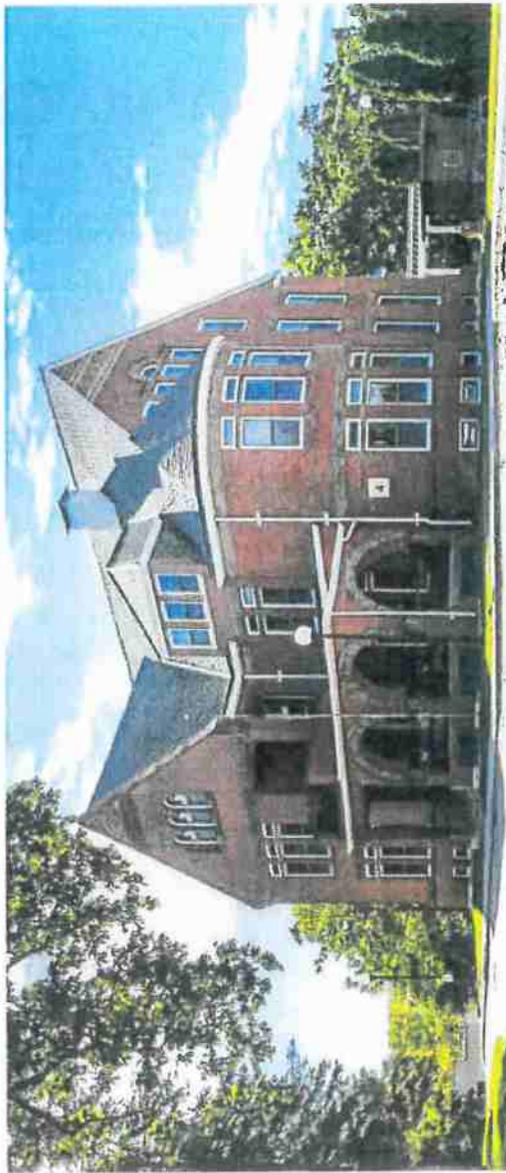


MINNESOTA VETERANS HOME BUILDING 4

ADULT DAY CARE RENOVATION
MINNEAPOLIS, MN

Originally built in 1890 and designed by architect Warren B. Dunnell in the Richardson Romanesque style, Building 4 is a contributing building to the Minnesota Veterans Home Campus's designation on the National Register of Historic Places. Building 4 is the only surviving building of three "cottages" that were clustered together at the south end of the Minnesota Veterans Homes Minneapolis campus. The design team sought to return the building from its deteriorated state to its original character, and infuse new elements that are respectful of the existing historic building and the historic landscape plan for the campus. Careful attention was paid to restoring the historic details of the building with quality workmanship and materials, while seamlessly integrating modern amenities and systems throughout. The restoration of this historic building preserves it for generations to come.

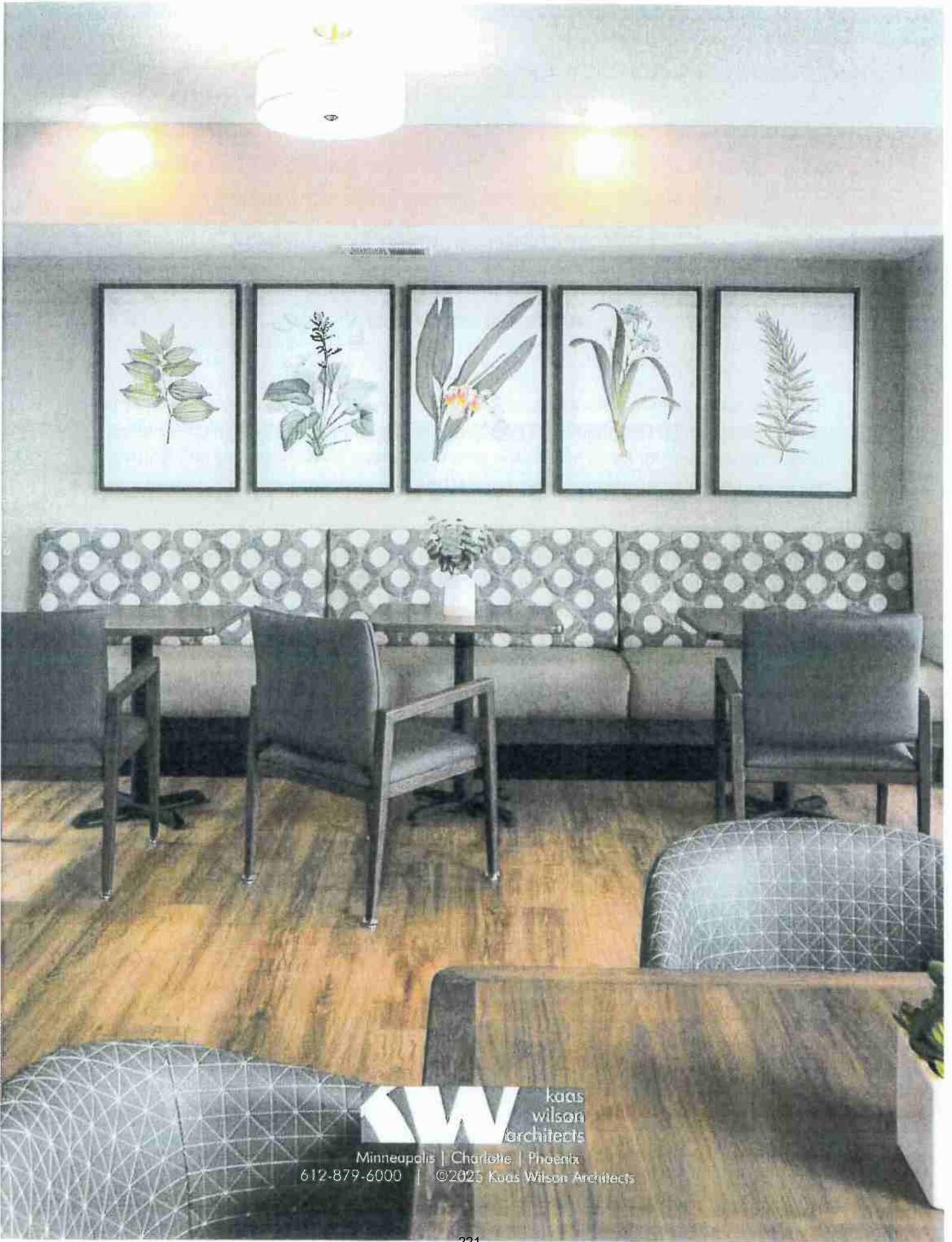
One of the challenges with this renovation was to seamlessly blend modern sustainable building systems and accessible features into a historic structure. The addition to the west of the building provides for an accessible entrance to the building while juxtaposing modern and historical elements. A new elevator is concealed within the existing building, servicing the historical octagonal circulation space at the core of the building. Mechanical equipment is tucked into the attic and air intakes and exhausts are disguised within chimneys, positioned near their historic locations. Induction ventilation units throughout the building are disguised within millwork enclosures that create a piece of furniture within the room, and chilled beams blend into soffits above.



Team & data

GENERAL CONTRACTOR: CBS Construction
CLIENT: State of Minnesota, Veterans Home
CONTRACT: \$4 million
COMPLETION DATE: March 2011
ARCHITECT: Kaas Wilson
 principal in charge: Link Wilson, Michael, project manager
ENGINEERS: BKBK, civil, structural; Cain Thomas Associates, mechanical, electrical, plumbing
GENERALTAVITE: MacDonald & Mack, historic architects; Rapala Design, interiors; Wandering Designs, landscape
PHOTOGRAPHER: Kary Kevin Photography





KW kaas
wilson
architects

Minneapolis | Charlotte | Phoenix
612-879-6000 | ©2025 Kaas Wilson Architects

**FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION**

RATES AND OCCUPANCY

The rental rates are established following the HUD rates for residents at required incomes. As mentioned earlier this project will be 100 affordable for residents with incomes at or below 60% AMI and for some at or below 30% AMI. (would prefer not to commit to city at this time to 50% of AMI, know we have to for MHFA, but maybe the rules will change and don't want to be boxed in)

Below are the 2025 rates by unit size and income level. These rates are updated each year by HUD. These are the rents paid by the resident and include an allowance for utilities paid by the resident.

30% of Area Median Income (let's assume we will get Project Based Section 8 and just state resident will pay no more than 30% of their income for rent. In the pro forma use Section * FMR, this will raise income to show some possible mortgage amount.)

Studio Income \$20,010

1 Bedroom Income \$20,010

60% of Area Median Income

Studio Income \$40,020

1 Bedroom Income \$40,020

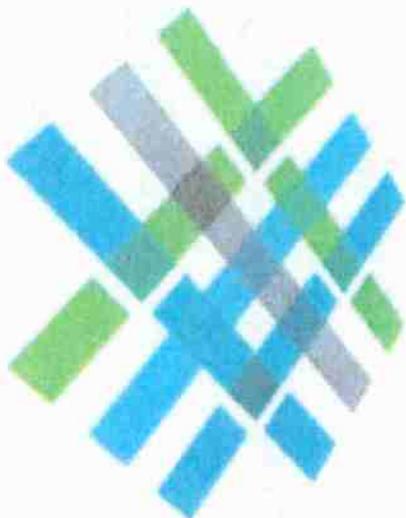
The LIHTC program requires a management company that can assist prospective tenants with the income qualification process. The MHFA will require some units be reserved for those with a propensity for high priority homeless and further require the provision of supportive housing services to assist with obtaining health care and other services to assist individuals a better quality of life. These units and management program are designed to assist the resident to have a home and move forward on a new path in life. Tapestry Management is experienced in working with local specialists (service provider) to assist in qualification and move in.

Our experience shows these projects will maintain high occupancy histories due to the overwhelming need.

**FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION**

PROPERTY MANAGEMENT

Tapestry Senior Management Company is an experienced operator with seasoned leadership and team. Attached is our company resume.



TAPESTRY

SENIOR HOUSING
MANAGEMENT

Table of Contents

▶ Organization Overview	2
▶ Experienced Professionals	3-7
▶ Business Portfolio and Affiliations	8
▶ Tax Credit Experience	9-10
▶ Educational Affiliations	11
▶ Licensing and Operating Experience	12
▶ Development Experience	13-15
▶ Management Experience	16-19

Organization Overview

- Tapestry Senior Housing Management was formed in 2019 as a sole operator of senior living management services for various investors, developers, and private equity firms.
- A team with experience in all facets of senior housing
 - Joe Signore, President/CEO
 - Teresa Pawlina, Chief Clinical Officer
 - Greg Gramm, VP of Operations
 - Christyl Lange, VP of Finance/Controller
 - Lori Schultz, VP of Sales and Marketing
- Team members each have over 20 years of experience with both nonprofit and for-profit senior housing communities

Experienced Professionals

Joe Signore – President/CEO

- Responsible for all aspects of operations in the senior housing management portfolio including oversight of operators, healthcare services, sales, finance, and human services.
- Over 25 years experience in senior living including new development, acquisitions, and sales and operations management in all levels of senior living options (LIHTC, private pay, and Medicaid)
- Experience working across multiple states with various regulatory environments and reimbursement structures.
- Experienced in both operations and sales through roles including area sales director, senior operations director, corporate director of housing, and vice president of operations.
- Active in LeadingAge MN, Argentum at national level, and the Florida Senior Housing Association board member and co-chair for the Florida Legislative Committee.

Experienced Professionals

Teresa Pawlina – Chief Clinical Officer

- Responsible for all aspects of healthcare program development, long term planning and implementation within the organization.
- Works across various healthcare systems, universities, and insurance companies to enhance TSHM services in an innovative and cost-effective manner.
- Started healthcare career with the Columbia Hospital Corporation of America (HCA), North Florida Regional Medical Center, the largest for-profit healthcare organization in the world.
- Over 40 years of healthcare experience in hospitals, assisted living facilities and homecare systems.

Experienced Professionals

Greg Gramm – VP of Operations

- Responsible for overseeing all daily operations in senior living management.
- Over 28 years of experience in the senior living industry with operations management, acquisitions, consulting and entrepreneurship in the industry.
- Experience in working across multiple states with different regulatory requirements working as an Executive Director, Senior Executive Director, Area Manager, Regional Director of Operations and Owner.
- Active in Pennsylvania Assisted Living Association.

Christyl Larrin-Lange – VP of Finance/Controller

- Oversees financial reporting, billing, payables, policies and procedures as well as compliance for assisted living and memory care senior housing projects.
- 15 years of financial and accounting experience in multiple senior housing and health care roles with a broad span of control and high volume of monthly financial statements, receivables, and Medicaid billing for assisted living communities, skilled nursing homes and privately owned entities.
- 10 years operational experience in property management following U.S. Marine Corps service.

Experienced Professionals

Lori Schultz – VP Sales and Marketing

- Oversight, support, and training of sales, marketing, digital marketing, and outreach.
- 13 years of experience in the senior living industry ranging from sales experience at the community level, national sales specialist, and regional vice president of sales and marketing.
- Knowledgeable with sales and oversight working across multiple markets, price points, and states.
- Experience taking communities from inception to stabilization, triage of communities in revenue/operational/occupancy crisis and working across departments to solve issues, as well as taking on occupancy challenged communities and advancing them into a growth trajectory.
- Active with Women In Leadership – Argentum.

Current Senior Living Management Portfolio

- **Stonebay Senior Living, Orono, MN**
- **Springboro Senior Living, Springboro, OH**
- **Lakeshore Senior Living, Tallahassee, FL**
- **Moon Township Senior Living, Moon Township, PA**

Tax Credit Management Experience

Opening New Communities-Marketing and Leasing to Project Stabilization

Tapestry Senior Management staff has been successful in marketing efforts prior to the issuance of the Certificate of Occupancy and in sustaining high occupancy after completion of construction for senior housing facilities. Staff has been actively involved in opening and marketing many new senior housing campuses from the initial pre-marketing through full project stabilization.

Property	Location	Services	Units
Vita of New Whiteland	New Whiteland, IN	Assisted Living/Memory Care	112
Vita of New Whiteland	New Whiteland, IN	Independent Living	130
Springboro Senior Living	Springboro, OH	Assisted Living	118
Moon Senior Living	Moon Township, PA	Assisted Living/Memory Care	210
Lakeshore Senior Living	Tallahassee, FL	Assisted Living/Memory Care	154
Goodrich Cooperative	St. Paul	Family Cooperative	18
Jack Frost Flats	Minneapolis	Family Cooperative	57
Lakewood	Lino Lakes, MN	Family	60
Lakewood	Lino Lakes, MN	Family	60
1822 Park Avenue	Minneapolis	Family Townhomes	19
Portland Place	Minneapolis	Family Cooperative	17
2nd Street Lofts	Minneapolis	Family / Mixed Use	39

Selected Management Experience



Parkshore Senior Campus,
St Louis Park, MN

- New construction, built in phases as IL and AL
- Later a portion of the AL was converted to MC
- Project was successfully leased and met all financing requirements



Summit Place Senior Campus,
Eden Prairie, MN

- New construction
- Utilized 2 HUD loan programs
- The project successfully leased
- Incorporated a health and wellness club for the residents
- Project became the flagship property for the Developer.



Esplanade Gardens
San Antonio, TX

- 105 units of assisted living and memory care
- TSHM provided program management and quality improvement of the healthcare operations under a consulting agreement with the building owner

Management Experience

Communities Developed or Previously Managed By Principals/Employees

Project	Location	Units	Role	Financing	Services
Regent at Burnsville	Burnsville, MN	134	Owner's Rep/Consultant	HUD 232 and Tax Exempt Bonds	IL/AL/MC/CS
Parkshore Senior Campus	St Louis Park, MN	298	Owner's Rep/Consultant	Tax Exempt Bonds/ Freddie Mac	IL/AL/MC
Regent at Plymouth	Plymouth, MN	120	Owner's Rep/Consultant	HUD 232/Tax Exempt Bonds/TIF	IL/AL/MC/CS
Summit Place Senior Campus	Eden Prairie, MN	265	Owner's Rep/Consultant	HUD 232	IL/AL/MC
Village Shores Senior Campus	Richfield, MN	166	Owner's Rep/Consultant	Tax Exempt Bonds/ Freddie Mac	IL/AL
Meadowoods Shores	New Brighton, MN	106	Owner's Rep/Consultant	HUD 232	IL
Twin Rivers Senior Campus	Cannon Falls, MN	98	Owner's Rep/Consultant	Conventional	IL/AL/MC
Brightondale	New Brighton, MN	75	Owner's Rep/Consultant	Conventional	AL/MC

Management Experience

Currently and Previously Managed IL/AL/MC Facilities

Project	Location	Units	Role	Occupancy	Services
Springboro Senior Living	Springboro, OH	118	Manager	98.8%	AL
Stonebay Senior Living	Orono, MN	72	Manager	81.0%	IL/AL/MC
Franklyn Park Apartments	North St. Paul, MN	117	Owner's Rep	98.3%	Senior Independent Living
Cavalry Center Senior Cooperative	Golden Valley, MN	80	Manager	97.5%	
Patterson Place Apartments	Bismarck, ND	117	General Manager, Developer	100.0%	Senior Independent Living
Schule Haus	Jordan, MN	52	Manager	100.0%	Senior Independent Living
Shorewood Senior Campus	Rochester, MN	64/ 13/ 155	Manager	93.0%	AL/MC/IL
Meadow Lakes Senior Living	Rochester, MN	64 Units	Manager	96.0%	AL
Prairie Meadows Senior Living	Rochester, MN	64/22	Manager	93.0%	AL/ MC
Vernon Terrace of Edina	Edina, MN	128/ 16	Manager	100%	AL/ MC
Newbridge Apartments	Rochester, MN	41	Manager	100%	Housing for the Disabled
Oakridge Apartments	Rochester, MN	26	Manager	100%	Housing for the Disabled
Wapasa Apartments	Winona, MN	14	Manager	100%	Housing for the Disabled
Comfort Health	N/A	160 Clients	Manager	N/A	Community Health

Non-Profit Management Experience

Other Non-Profit Assisted Living Communities Previously Managed

Project	Location	Units	Role	Financing	Services
Benet Place/Evergreen/ Mother of God Monastery*	Watertown, SD	39 Units/ 10 Units/ 170 Units	Owner's Rep	Self-Financed	Apartments/ Assisted Living/ Skilled Nursing Units / Senior Living Units
Dominican Life Center Renovation*	Adrian, MI	50 Beds/ 75 Units	Owner's Rep	Self-Financed	Skilled Nursing Units/ Assisted Living Units/ Motherhouse
Sacred Heart Convent Care *	Springfield, IL	120 Units	Owner's Rep	Self-Financed	Independent-Skilled Nursing-Memory Care
St. Mary of the Springs*	Columbus, OH	90	Owner's Rep	501(c)(3) Taxable Bonds	Independent, AL and Skilled Nursing Units
Sinsinawa Dominican Motherhouse*	Sinsinawa, WI	45 Units/ 85 AL Units/ 175 Units	Owner's Rep	Self-Financed	Skilled Nursing/ AL/ Senior
Sisters of the Presentation*	Dubuque, IA	100+ Units	Owner's Rep	Self-Financed	Mixed Care
Regent Plymouth/ Summerhill	Plymouth, MN	120 Suites	Owner's Rep	HUD 232 Financing/Tax Exempt	AL/ Independent/ Memory Care/ Care Suites
Epiphany Pines	Coon Rapids, MN	117 Units	Owner's Rep	HUD 232 Financing/Tax Exempt 501(c)(3) 501(c)(3) Financing	Senior Apartments

* Created Assisted/Insisted Living for religious orders

For-Profit Senior Community Management

For-Profit Senior Communities Previously Managed						
Project	Location	Units	Role	Financing	Services	
Bremer Way Senior Condominiums	Minneapolis, MN	97 Units	Manager	Conventional	N/A	
Meadow Lakes Senior Living	Rochester, MN	65 Units	Manager	Conventional	IL	
Prairie Meadows Senior Living	Rochester, MN	23 Units	Manager	Conventional	Memory Care	
Epiphany Pines	Coon Rapids, MN	117 Units	Manager, Owner's Rep	HUDD 232	Independent/ AL/ Memory Care	
Greenleaf	Bolingbrook, IL	321 Units	Manager	Section 8, IHDA	Senior Apartments	
Gramercy Club Elm Creek-Senior Cooperative	Medina, MN	89 Units	Manager	Financing- HUD 221 (d) (4)	N/A	
Gramercy Park Senior Cooperative	Plymouth, MN	56 Units	Manager	Financing- HUD 221 (d) (4)	N/A	

Future Management Opportunities

- ▶ Amelia Senior Living, Amelia OH
estimated opening date 2027
- ▶ HealthRidge Estates, Maple Grove, MN *opening TBD*
- ▶ Wayzata Harbor Senior Living, Wayzata, MN
opening TBD

Educational Affiliations – Past &

Current

Mayo Clinic Foundation

- Mayo Clinic College of Medicine – 3rd and 4th year Selective
- Mayo School of Graduate Medical Education – Medical Internal Medicine Residency Program
- Mayo School of Graduate Medical Education – Geriatric Fellowship Program
- Participation in clinical studies

Minnesota State Colleges and Universities System (MNSCU)

- Winona State University – Nursing Program, Advisory Board for Undergraduate and Graduate Program
- Rochester Community and Technical College – Paraprofessional, Nursing Program, and Advisory Board and participation in grant program
- Riverland Community College – Paraprofessional, Nursing Program and Advisory Board
- University of Minnesota, Rochester Campus – Nursing Program

Regis University – Undergraduate and Graduate Nursing Program

Viterbo University – BSN Nursing Program

University of North Dakota – BSN Nursing Program

Licensing & Operational Experience

- **Over 25 Years of Experience**
 - Home care and assisted living in Minnesota, Iowa, Ohio, Florida, Pennsylvania, Texas, and Indiana
 - Licensure approval and conversion of licensure with no delays for seven new projects
 - Ongoing licensure renewals for numerous others
- **Medicare and Medicaid Certified since 1983**
 - Rated 4 Stars by Medicare
 - HHCAHPS Honor for “continuously providing the highest level of satisfaction through care as measured from the patient’s point of view.”
- **Clinical Laboratory Improvement Amendments (CLIA) Waiver**
 - Meet quality standards for all laboratory testing to ensure accuracy, reliability and timeliness.
- **Health Insurance and Portability and Accountability Act (HIPAA) Compliance and Implementation**
- **Expertise with Multiple Payor Sources**
 - Medicare and Medicaid - (including Home and Community-Based Waiver Program)
 - Veteran’s Administration
 - Managed Health Plans - Blue Plus, Humana, Medica, etc.
 - Private Insurance – Blue Cross Blue Shield, Humana, Medica, etc.
 - Private Pay
- **State and Federal Survey Process**
 - Consistently excellent survey results demonstrating excellence in client care and staff competence regarding regulatory expectations.

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

FINANCIAL QUALIFICATIONS

SEE ATTACHED

Bank References

Rick Varela
BMO Bank N.A.
c: 312.405.9119
Ricardo.Varela@BMO.com

Rick Beeson
Sunrise Banks
General: 651.265.5600
info@SunriseBanks.com

Alex Haima
UMB Bank (fka Minnesota Bank & Trust)
d: 952.746.3378
ahaima@umb.com

Business References

James C. Erickson, Founder & President
Solomon Strategies Group
c: 612.325.3009
jim@solomonssg.com

Susan M. Michaletz, President
Petrie Development Corp.
c: 507.382.1131
Susan@petriegrup.com

Louise Zawojski, Principal
Landon Group, LLC
c: 612.396.0362
louise@landon-group.com

Client References

Jay Beyer-Kropuenske, Dir. of Operations
University Enterprise Laboratories, Inc
c: [651.343.9956](tel:651.343.9956)
jay@uelmn.org

Gary Carlson
c: [239.821.8684](tel:239.821.8684)

Michelle Frye, Executive Director, COS
Little Earth of United Tribes
d: 612.455.2815

FAIRMONT SENIOR AFFORDABLE HOUSING
 PROFORMA 50 UNITS
 DATED 9/25/2025

LIHTC FUNDING

I. FUNDING SOURCES

MHFA FUNDS	\$9,100,000
TAX CREDITS	\$6,150,000
CITY LAND RECONTRIBUTION	\$1,600,000
CITY/COUNTY FUNDS/TIF	\$400,000
SALES TAX REBATE	\$350,000
DEFERRED DEVELOPER FEE	\$150,000
TOTAL SOURCE OF FUNDS	\$17,750,000

II. COST/ USE OF FUNDS

LAND				
LAND COST/BUILDING				\$1,600,000
TOTAL				\$1,600,000
SITE IMPROVEMENTS				
UTILITIES/EARTHWORK	#REF!		In construction	\$0
TOTAL				\$0
CONSTRUCTION				
RENOVATION SMEC & ADDITION	50	\$233,140	per du	\$11,657,000
FF&E				\$100,000
CONTINGENCY				\$350,000
TOTAL				\$12,107,000
ARCHITECT/ENGINEER/GOVT FEES				
ARCHITECT				\$485,000
CIVIL ENGINEER				\$50,000
OTHER				\$10,000
TOTAL				\$545,000
FINANCE COSTS				
FINANCE FEES MHFA, Bridge Loan				\$250,000
INTEREST				\$600,000
				\$850,000
MARKETING				
ADV/STAFF/MISC				\$100,000
TOTAL				\$100,000
OTHER FEES				
TAX CREDIT FEES/COSTS				\$375,000
LEGAL FEES				\$275,000
REAL ESTATE tax/insurance/title/legal/acct				\$100,000
CONTINGENCY				\$148,000
DEVELOPER FEE				\$1,400,000
TOTAL				\$2,298,000
RENT UP RESERVE				\$250,000
TOTAL COSTS				\$17,750,000

=====

**FAIRMONT SENIOR AFFORDABLE HOUSING
PROFORMA 50 UNITS
DATED 9/25/2025**

=====

LIHTC FUNDING

=====

SENIOR LIVING BASE RENTS 2025

	# units	Rent	Annual Rent
-- Studio	8	\$500	\$48,000
-- Studio	8	\$833	\$79,968
-- 1 BR	34	\$893	\$364,344
Total	50		
GRAND TOTAL	50		\$492,312

OTHER INCOME/EXPENSE 2025

STORAGE	10	\$15 per month	\$1,800
MAINTENANCE	6	\$15 hrs per month	\$1,080
MISC			\$0
LESS VACANCY		7.00%	(\$34,462)
ADJUSTED INCOME (including base rent)			\$460,730

LESS EXPENSES 2025 Dollars

Sales/Marketing			(\$3,600)
Administrative			(\$78,500)
Management fee			(\$36,000)
Telephones			in Admin
Insurance			(\$43,000)
Taxes			(\$36,000)
Repair/Maintenance			(\$104,000)
Professional Fees			(\$14,000)
Utilities			(\$68,000)
Turnover Expense			(\$800)
Repair/Replac Reserve			(\$17,500)
Misc expenses			\$0
TOTAL EXPENSES		\$8,028.00 87.12%	(\$401,400)

NET OPERATING INCOME 2025 dollars \$59,330

FARM MOUNT SENIOR AFFORDABLE HOUSING
 PROPORAMA 50 UNITS
 DATED 9/25/2025
 LIHTC FUNDING

15 YEAR PROJECTION

Assume: 2030 1st fully stabilized yr. Income & expenses (rounded) to 20230 at same rate

Category	Income	expenses	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
INCOME																	
BASE RENTAL INCOME			\$557,006	\$570,931	\$585,204	\$599,634	\$614,030	\$630,201	\$645,956	\$662,105	\$678,658	\$695,624	\$713,015	\$730,840	\$749,114	\$767,839	\$787,035
STORAGE			\$2,017	\$2,087	\$2,140	\$2,183	\$2,246	\$2,304	\$2,362	\$2,421	\$2,481	\$2,543	\$2,607	\$2,672	\$2,738	\$2,807	\$2,878
MAINTENANCE			\$1,222	\$1,262	\$1,284	\$1,316	\$1,346	\$1,382	\$1,417	\$1,452	\$1,489	\$1,526	\$1,564	\$1,603	\$1,643	\$1,684	\$1,727
MISC			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LESS VACANCY		7.00%	-\$35,990	-\$39,965	-\$40,954	-\$41,988	-\$43,038	-\$44,114	-\$45,217	-\$46,347	-\$47,506	-\$48,694	-\$49,911	-\$51,159	-\$52,438	-\$53,749	-\$55,092
ADJUSTED INCOME			\$521,274	\$534,206	\$547,663	\$561,395	\$575,389	\$589,774	\$604,518	\$619,631	\$635,122	\$651,000	\$667,275	\$683,957	\$701,055	\$718,682	\$736,848

LESS EXPENSES	State/Marketing	Administrative	Management Fee	Insurance	Taxes	Repair/Maintenance	Professional Fees	Utilities	Turnover Expense	Repair/Trade Reserve	Misc. expenses
	(\$4,173)	(\$91,003)	(\$41,734)	(\$49,849)	(\$41,734)	(\$120,565)	(\$16,230)	(\$78,831)	(\$927)	(\$20,287)	\$0
	(\$4,209)	(\$83,733)	(\$41,734)	(\$51,344)	(\$42,986)	(\$127,907)	(\$17,218)	(\$81,196)	(\$955)	(\$20,885)	\$0
	(\$4,426)	(\$96,545)	(\$42,275)	(\$52,985)	(\$44,275)	(\$131,744)	(\$17,735)	(\$83,631)	(\$984)	(\$21,523)	\$0
	(\$4,900)	(\$99,441)	(\$42,604)	(\$54,471)	(\$45,604)	(\$135,960)	(\$18,267)	(\$86,140)	(\$1,013)	(\$22,198)	\$0
	(\$4,997)	(\$102,425)	(\$42,972)	(\$56,105)	(\$46,972)	(\$139,596)	(\$18,815)	(\$88,725)	(\$1,044)	(\$22,824)	\$0
	(\$4,838)	(\$105,497)	(\$43,381)	(\$57,789)	(\$48,381)	(\$143,969)	(\$19,379)	(\$91,388)	(\$1,075)	(\$23,519)	\$0
	(\$4,903)	(\$108,662)	(\$43,832)	(\$59,522)	(\$49,832)	(\$148,279)	(\$19,961)	(\$94,128)	(\$1,141)	(\$24,224)	\$0
	(\$5,133)	(\$111,922)	(\$44,327)	(\$61,308)	(\$51,327)	(\$152,728)	(\$20,559)	(\$96,952)	(\$1,175)	(\$24,951)	\$0
	(\$5,287)	(\$115,280)	(\$44,832)	(\$63,147)	(\$52,867)	(\$157,309)	(\$21,178)	(\$99,860)	(\$1,210)	(\$25,689)	\$0
	(\$5,445)	(\$118,738)	(\$45,453)	(\$65,041)	(\$54,453)	(\$162,029)	(\$21,812)	(\$102,856)	(\$1,246)	(\$26,429)	\$0
	(\$5,609)	(\$122,300)	(\$46,087)	(\$66,993)	(\$56,087)	(\$166,889)	(\$22,466)	(\$105,942)	(\$1,284)	(\$27,164)	\$0
	(\$5,777)	(\$125,959)	(\$46,769)	(\$68,993)	(\$57,769)	(\$171,896)	(\$23,100)	(\$109,120)	(\$1,322)	(\$27,882)	\$0
	(\$5,950)	(\$129,749)	(\$47,503)	(\$71,072)	(\$59,002)	(\$177,053)	(\$23,740)	(\$112,394)	(\$1,362)	(\$28,593)	\$0
	(\$6,129)	(\$133,641)	(\$48,288)	(\$73,206)	(\$61,288)	(\$182,365)	(\$24,384)	(\$115,765)	(\$1,403)	(\$29,293)	\$0
	(\$6,313)	(\$137,650)	(\$49,128)	(\$75,401)	(\$63,581)	(\$187,925)	(\$25,033)	(\$119,238)	(\$1,445)	(\$30,000)	\$0

TOTAL EXPENSES	(\$465,333)	(\$479,293)	(\$493,671)	(\$508,482)	(\$523,738)	(\$539,448)	(\$555,631)	(\$572,300)	(\$589,469)	(\$607,154)	(\$625,368)	(\$644,129)	(\$663,453)	(\$683,357)	(\$703,657)	(\$724,589)	(\$746,188)
NET OPERATING INCOME	\$55,941	\$55,013	\$50,992	\$52,873	\$51,653	\$50,236	\$48,996	\$47,930	\$46,652	\$45,845	\$44,907	\$43,907	\$42,827	\$41,602	\$40,225	\$38,688	\$32,688

**FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION**

SCHEDULE

If selected to proceed with the project LDG will apply to the MHFA for issuance of Low Income Housing Tax Credits “LIHTC” in the next application round for LIHTC in July, 2026. The MHFA process drives the timeline for the project. All regulatory approvals, design, budgeting, site plan design/approvals take place during the MHFA process. The anticipated time line is as follows:

October/November 2025

LDG is selected as developer for the SMEC site and enters into a purchase agreement and development agreement.

January – July 2026

LDG and its team, along with the City, work on the MHFA application due July 2026. This will involve securing other funding sources; completing initial building design and site plan drawings, contractor budget, operating budgets and proposals from qualified tax credit buyers. In addition, working with the Fairmont HRA to secure Project Based Vouchers through HUD and the local Housing Authority. The City will need to begin any rezoning required for the site and commit to its completion. The application is submitted to the MHFA mid July 2026.

July 2026 – December 2026 Wait for MHFA selection announcements at their Board Meeting.

January 2027 – December 2027

The LDG team will finish the architectural plans, secure firm construction pricing, secure firm tax credit offers and work with the MHFA to process the funding underwriting and ultimately close the financing. During this time LDG will work with the City on final site plan approval, building permits and any other governmental approvals needed.

December 2027

We anticipate approximately a 12 months to renovate the SMEC building and construct the addition.

Fall 2028 - Market of the project will begin with first occupancy in late 2028.

NOTE: If the MHFA does not select the project in their 2026 application period for tax credits, LDG intends to apply the following year. We therefore will need to have the ability to extend the timeline by 1 year.

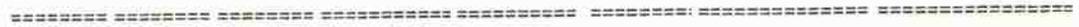
FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT
LASALLE DEVELOPMENT GROUP SUBMISSION

CAPITAL STRUCTURE

SEE ATTACHED

DATED 9/25/2025

LIHTC FUNDING



I. FUNDING SOURCES

MHFA FUNDS	\$9,100,000
TAX CREDITS	\$6,150,000
CITY LAND RECONTRIBUTION	\$1,600,000
CITY/COUNTY FUNDS/TIF	\$400,000
SALES TAX REBATE	\$350,000
DEFERRED DEVELOPER FEE	\$150,000
TOTAL SOURCE OF FUNDS	\$17,750,000

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT

LASALLE DEVELOPMENT GROUP SUBMISSION

BUSINESS PLAN

LDG provided the 15-year cash flow in a previous section. The overall plan is to own the facility for decades. The LIHTC tax credit buyers are typically 15-year partners and then want to be replaced. LDG will reissue the credits at that point and renovate/upgrade the building in year 15.

The MHFA and LDG will agree to a long-term program to assure the affordability of the housing, typically, 40 – 50 years. This is a long term commitment by LDG.

FAIRMONT MINNESOTA RFP FOR THE SMEC REDEVELOPMENT

LASALLE DEVELOPMENT GROUP SUBMISSION

OFFER OF PAYMENT

LDG is willing to pay \$1,600,000 for the site and building.

A key to achieving selection by the MHFA is demonstrating “soft money” funding from the local community and other sources. One such source is to have the City of Fairmont contribute the land purchase price back to the project thus indicating a large financial commitment to the project by the City of Fairmont. This is a critical tool. LDG is hereby requesting, as a part of its response to the RFP, that the City of Fairmont contribute the \$1,600,000 to the project.

In addition, we anticipate the need to request the City, in addition to the direct cash contribution, to provide either TIF or tax abatement assistance as well. LDG will pursue additional contributions from the County, local Housing Authority, regional authorities, local businesses and/or charitable foundations. The more we can show contributions from non-MHFA funding the better our proposal to the MHFA.

Any assistance on waiver of park dedication fees, sewer/water access fees will be an added plus.

LDG will also ask the City to assist in the request to the County and any other funding that may be available.

The City of Fairmont, like other outstate communities in Minnesota has a critical need for affordable housing. The cost of new construction has driven rental rates beyond the ability of lower income residents to afford.

The redevelopment of the SMEC property offers Fairmont a unique opportunity that most other cities do not have. The ability to convert the SMEC value to a cash contribution will greatly enhance the MHFA application.

In addition, the conversion to housing will bring seniors closer to the downtown and will take a large parking lot parcel and bring a neighborhood feel. There will be greenery and trees where asphalt now sits.

The City of Fairmont will be replacing a tax-exempt property with a needed use.



Building Together

November 18th, 2025

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

RE: SMEC Redevelopment RFP

To Whom it May Concern,

Following is a response to the questions received from the City of Fairmont on Monday, November 10th, 2025.

1. Provide current housing market data and/or survey information that supports the anticipated demand for the units in the proposed project.

Answer: Brennan has not yet commissioned our own market study. The market data we are operating on is publicly available. We have hired Jay Thompson at View Point Consulting on past developments.

2. If market demand does not materialize as projected, please describe your firm's mitigation strategy and whether a contingency plan exists to pivot to alternative housing options.

Answer: Brennan has delivered all types of housing – rehabilitation, student, market-rate, affordable, and senior. The type of housing is subject to entitlement approval from City Council and existing zoning code and comprehensive plan guidance.

3. Federal programs such as LIHTC and HTC are highly competitive. Does your firm have a contingency plan if tax credits are not awarded?

Answer: We assume "HTC" is in reference to "Housing Tax Credit" and not "Historic Tax Credit". Yes, the programs are indeed highly competitive, in addition to a lengthy and expensive application process. If it's determined that an affordable project is the highest and best use for the site, and the City of Fairmont has granted necessary entitlements, and the project is not awarded funds in the first application, then our intent would be to resubmit during the next cycle.

4. Please outline the anticipated timeline to complete applicable funding applications and the expected timeframe for funding decisions.

Answer: The timeline is partially subject to 1) gaining control of the site, 2) entitlement process with the City of Fairmont, and 3) the specific type of funding application and availability of said funds. The shortest entitlement process we have seen is 10 months, and the longest is 2+ years.

5. Confirm that your proposal accounts for State Building Code ADA parking requirements (1 ADA stall per 25 stalls) and City Code requirements of 2 parking stalls per dwelling unit.

Answer: Procuring a building permit prior to starting construction is predicated on first demonstrating the ability to meet all relevant building codes, including State Building Code for ADA parking requirements. We understand that City parking requirements depend on the specific zoning code, and don't intend to ask for a parking variance, particularly considering the size of the existing parking lot and the number of dwelling units the existing building can yield.

6. Does your firm anticipate applying for any variances from City Code? If so, please explain.

Answer: We assume this question is in reference to Zoning Code. There is a possibility that a variance to the specific zoning code will be necessary for the project to be viable. Brennan does not anticipate requesting any specific variances at this time.

7. Does your firm intend to pursue LIHTC, HTC, or a combination of both programs?

Answer: The due diligence period will inform the specific funding tools needed to achieve the highest and best use of the site.

8. Is your firm considering requesting up to 100% of the increment in a Tax Increment Financing (TIF) application?

Answer: Brennan has either pursued developments, or completed developments, in communities both smaller and larger than Fairmont. The reality of construction pricing is that it's inelastic, regardless of what the market rents are (which vary greatly). Brennan delivered 26-units in a community with higher market rents than Fairmont, which still required TIF to get built. Once our due diligence is complete, we anticipate our findings to show that the proposed development will require the full 25-year TIF window.

9. Would your firm consider Tax Abatement in lieu of, or in addition to, TIF?

Answer: Yes.

10. Please identify any additional federal, state, local, or private funding sources the firm intends to pursue.

Answer: In addition to the previously discussed funding sources, we are considering the Historic Tax Credit program, which offers a 20% tax credit at the state level and a 20% credit at the federal level.

11. The current facility includes leaseholders (UHD Hospital, Community Education & Recreation, Senior Center). Please advise whether any of these stakeholders could be incorporated into your proposed project.

Answer: Yes there is strong potential to retain the current leaseholders in the final form of the development. Brennan's first responsibility is to support the community of Fairmont by finding the highest and best use for the site, and we're hopeful that retaining the existing leaseholders can align with that concept.

Sincerely,

Joe Brennan - President
Brennan Companies
(507) 381-3525
joebrennan@bcofmn.com

MEMO TO: Betsy Steuber

FROM: Tim Trimble/ Tapestry/LaSalle

Date: November 13, 2025

RE: Request for Additional Information.

Ms. Steuber,

In follow up to your email of November 10, 2025, here is the additional information you requested.

1. At this time, we must rely upon the Housing Report that the City of Fairmont received in 2020 was the last research available. That report describes a growing senior base, a lack of new construction (only 9 multi-family built in 10-year period from 2010 to 2019). In a city the size of Fairmont only 159 subsidized senior units are available and at the time of the report all were full with waiting lists. In addition, conversations with the City of Fairmont have confirmed a need for affordable senior housing. Prior to commencing any development activity, we will obtain a market study to determine the current demand. Such study will cost approximately \$8,000.
2. While there is possibility that demand for affordable housing could diminish, we are required to enter a commitment with the Minnesota Housing Finance Agency to maintain the project as affordable for a minimum period, typically 30 years. Alternatives are to seek additional housing subsidies, i.e. project-based Section 8 or we could work with them to restructure the program to convert to market rate senior rental.
3. The LIHTC program is very competitive. Our plan is to apply in 2026 and if not selected then resubmit in 2027. The ability to have City support, an adaptive reuse and possible Historic Credits will add to the projects increased scoring. It is unlikely without significant other subsidies the project could be made feasible.
4. We will submit an application for the MHFA July 2026. Our team will begin the application process in early 2026. The MHFA announces selected projects in December 2026. The MHFA currently takes 12 -15 months to close on the financing.
5. We will comply with all state and ADA building codes. The project is an affordable senior housing project. Our experience shows that very few residents will drive so our parking will not meet the 2 to 1 you describe.

6. We will request a variance for the parking requirement. Our goal is to comply with all City codes that apply. In the adaptive reuse of an existing building, we may encounter some areas that will need clarification or require a variance.
7. We will apply for LIHTC and Historical Credits after having the building put on the Historic Registrar.
8. The ability to have City financial support is a key factor in our application to the MHFA. Therefore, we will request 100% TIF.
9. Yes, we will consider Tax Abatement instead of TIF.
10. To increase the potential of selection for LIHTC credits from the MHFA, if selected, we will immediately pursue any and all potential outside sources of funding. Such programs include city assistance through the cost of acquisition of the site, waiver of SAC/WAC fees, building permit fee reduction or elimination, TIF or tax abatement, project-based Section 8, and possibly others; approach the County for redevelopment funding from available sources; we would work with you to approach DEED for a potential redevelopment grant or loan; work with the MHFA for introduction of HIB, HIA or PARIF; and explore any potential sources from HUD, such as CPF or CDBG with the city or county.
11. We will secure tax credit buyers who will provide substantial equity. We will seek financial assistance from the County as well. We ask any local business/philanthropic organizations to provide funding. LaSalle will also defer a portion of the development fee. We will have a non-profit sponsor which will bring sales tax savings as well.
12. Our goal is to keep the senior center and possibly a portion of the UHD space. The majority of the building will be converted to housing.

Please let me know if you need any further information.

Thank you.



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.A.2
Reviewed by:	Item: Consideration of Adopting Official Designations for 2026		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to Adopt Resolution 2026-01, Official Designations of the City of Fairmont for 2026		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

The City is required to make official designations for Mayor Pro-Tem, Council Secretary, Official Newspaper and Depository of funds at the first meeting of the year.

The Mayor Pro-Tem is designated by the City Charter as the Councilmember At-Large. Per the City Charter, the Council Secretary may be the City Clerk. The official newspaper and official depository of city funds remain the same, the Sentinel and Bank Midwest, respectively.

Attached is proposed Resolution 2026-01 to approve the official designations for 2026.

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Resolution 2026-01

RESOLUTION NO. 2026-01

**STATE OF MINNESOTA)
COUNTY OF MARTIN) SS:
CITY OF FAIRMONT)**

A RESOLUTION APPROVING OFFICIAL DESIGNATIONS FOR 2026

BE IT RESOLVED, by the City Council of the City of Fairmont, that the official designations become effective January 1, 2025:

Mayor Pro-tem:	Britney Kawecki, Councilmember At-Large
Council Secretary	Betsy Steuber, City Clerk
Depository of City Funds:	Bank Midwest
Newspaper:	Sentinel

PASSED, APPROVED AND ADOPTED this 12th day of January 2026.

Lee C. Baarts, Mayor

ATTEST:

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Rachel Viesselman, Human Resources Manager	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.A.3
Reviewed by:	Item: Consideration of Appointment of an Acting City Administrator		
Presented by: Rachel Viesselman, Human Resources Manager	Action Requested: Motion to Adopt Resolution 2026-02 Appointing Paul Hoyer as the Acting City Administrator		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two-Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

PREVIOUS COUNCIL ACTION

REFERENCE AND BACKGROUND

The City Administrator position has been vacant since the end of November upon the departure of Interim City Administrator Jeff O’Neill. The City Council considered various options for filling—either permanently or temporarily—the City Administrator role at its special meeting on Monday, December 29, 2025.

During that meeting, City Council approved a motion to bring forth a resolution appointing Finance Director Paul Hoyer as Acting City Administrator for consideration at its meeting on January 12, 2026.

BUDGET IMPACT

This appointment would result in a temporary increase in Hoyer’s wages to account for his added level of authority and work responsibilities.

SUPPORTING DATA/ATTACHMENTS

Resolution 2026-02

CITY OF FAIRMONT, MN
CITY COUNCIL RESOLUTION 2026-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRMONT, MINNESOTA
APPOINTING AN ACTING CITY ADMINISTRATOR

WHEREAS, Interim City Administrator Jeff O’Neill ended employment with the City of Fairmont (the “City”) on November 23, 2025; and

WHEREAS, pursuant to Fairmont City Charter, Section 2.13, the City Administrator “shall designate a city officer or employee to exercise the power and perform the duties of city administrator during the administrator's temporary absence or disability”; and

WHEREAS, Interim City Administrator O’Neill did not designate any single City officer or employee to exercise the power and perform the duties of the City Administrator as his departure from the role of City Administrator was permanent and not temporary; and

WHEREAS, the City Council has the authority under Fairmont City Charter, Section 2.10 to appoint, by an affirmative vote of three (3) of the five (5) council members, the City Administrator; and

WHEREAS, the City Council has begun its search for either an interim or permanent City Administrator; and

WHEREAS, until the City Council has appointed either an interim or permanent City Administrator, the City Council intends to designate a City officer or employee to exercise the power and perform the duties of City Administrator; and

WHEREAS, City Finance Director Paul Hoye is a City officer or employee who may be authorized to exercise the power and perform the duties of the City Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL THAT:

The City Council hereby appoints City Finance Director Paul Hoye as Acting City Administrator for the City of Fairmont, Minnesota, subject to the conditions described in Exhibit A, until such time that a candidate is appointed by the City Council on an interim or permanent basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The Acting City Administrator shall exercise the power and perform the duties of City Administrator as set forth in the Fairmont City Charter, the City Code, and all policies and rules of procedure adopted by the City Council.

PASSED by the City Council of the City of Fairmont on this 12th day of January 2026.

Lee C. Baarts, Mayor

ATTEST

Betsy Steuber, City Clerk

EXHIBIT A

CONDITIONS OF APPOINTMENT AS ACTING CITY ADMINISTRATOR

For the duration of the Appointment as Acting City Administrator:

1. Paul Hoyer shall receive a 34% increase to his current rate of pay.
2. Paul Hoyer's exercise of the power and performance of the duties of Acting City Administrator shall in no way affect the status of his employment as City Finance Director nor shall it be considered in evaluating Paul Hoyer's performance as Finance Director.
3. At any time, Paul Hoyer reserves the right to resign from his appointment of Acting City Administrator by providing notice to City Council in writing, which shall be effective at the next regular City Council meeting.



STAFF MEMO

Prepared by: Mayor Baarts Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.A.4
Reviewed by:	Item: Consideration of Council Liaison Appointments to City Boards and Commissions, by Mayor Baarts		
Presented by: Mayor Baarts	Action Requested: Motion to Approve the City Council Liaison Appointments to City Boards and Commissions, as outlined with the Appointment of Councilmember _____ to the Planning Commission		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

With the new year and change in Council, Mayor Baarts has reexamined Councilmember assignments as liaisons to City Boards and Commissions, and would like to appoint the following:

- | | |
|--|---|
| Airport Board | Councilor Maynard |
| Board of Zoning Appeals: | Councilors Hasek & Kotewa |
| Community Education & Recreation: | Councilor Lubenow |
| Community Resilience Planning Committee: | Councilor Hasek & Councilor Kotewa |
| Charter Review Team | Councilor Kotewa & Lubenow |
| Fairmont Economic Development Authority: | Councilors Kawecky & Maynard |
| Housing & Redevelopment Authority: | Councilor Lubenow |
| Library Board: | Councilor Kawecky |
| Lakes Management Committee: | Councilor Kawecky & Councilor Hasek |
| One Watershed One Plan: | Councilor Kawecky |
| Park Board: | Councilor Lubenow <u>& Councilor Kotewa</u> |
| Planning Commission: | Councilor _____ |
| Public Utilities Commission: | Councilor Hasek |
| Region 9: | Councilor Kotewa |
| Visit Fairmont: | <u>Councilor Hasek</u> |

Strikethrough = removal
Underline = addition

Citizen appointments to City Boards and Commissions will be presented at the January 26, 2026 City Council meeting, with the following openings:

Park Board: Two Openings

Public Utilities Commission: One Opening

Planning Commission: One Opening

Board of Zoning Appeals: Two Openings

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.A.5
Reviewed by:	Item: Consideration of City Administrator Candidates		
Presented by: Betsy Steuber, City Clerk	Action Requested: Discussion and Possible Action(s) regarding the City Administrator Candidates Options for Consideration (not exhaustive) <ul style="list-style-type: none"> • Directing that one or both candidates be invited to participate in additional interviews • Authorizing background and reference checks on one or both candidates • Advancing one candidate for consideration • Reopening the City Administrator recruitment process 		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

- **November 2024 – November 23, 2025:** Jeff O’Neill served as Interim City Administrator as the City was without a permanent City Administrator. During this period, the City worked with MGT to recruit a permanent City Administrator and contacted individuals from the League of Minnesota Cities Interim Administrator list regarding potential temporary administrative services.
- **August – October 2025:** MGT facilitated a recruitment process that included City Council interviews with multiple City Administrator candidates. That process did not result in a hire, as the remaining finalists withdrew prior to final Council action
- **December 8, 2025:** The City Council adopted Resolution 2025-40, providing for distributed administrative authority among department directors, with the Mayor designated as the point of contact for Council inquiries outside of meetings
- **December 29, 2025 (Special City Council Meeting):** The City Council discussed interim and permanent administrative options and approved a motion directing that Jason Baker and Tiffany Duboski-Ledee be interviewed as potential City Administrator candidates
- **January 9, 2026 (Special City Council Meeting – Interviews):** City Council and staff conducted meet-and-greet sessions with each candidate, followed by formal City Council interviews that included questions related to administration, budgeting, leadership, and communication. Following the interviews, the City Council unanimously voted to hold continued discussion of the City Administrator candidates at its January 12, 2026 regular meeting, allowing time for public viewing of the interviews.

BUDGET IMPACT

Impact varies based on Council’s action(s)

SUPPORTING DATA/ATTACHMENTS



STAFF MEMO

Prepared by: Tyler Cowing, Civil Engineer	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.B.1
Reviewed by:	Item: Consideration to Prepare the 2026 Improvement Program Engineering Report		
Presented by: Tyler Cowing, Civil Engineer	Action Requested: Motion to Adopt Resolution 2026-03 Ordering the Preparation of an Engineering Report for 2026 Street Improvements		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

PREVIOUS COUNCIL ACTION

REFERENCE AND BACKGROUND

The City Council is required to call for an engineering report for improvements being proposed as part of the 2026 Improvement Program to determine if the improvements are necessary, cost-effective, and feasible following Minnesota Statutes, Chapter 429 for special assessments.

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Engineering Summary
 Resolution 2025-03



**ENGINEERING SUMMARY REPORT
2026 IMPROVEMENT PROGRAM**

January 6, 2026

Reconstruction Projects

Park Street (Blue Earth Avenue to 4th Street) - This project will consist of reconstructing a 44'/48' wide street in place of the 1949/1961, 48' wide street. New sewer and water will be installed to replace the existing 1916 & 1948 utilities. Storm sewer improvements will also be made following the city's storm sewer master plan and MS4 permit. There will be 19 properties that will receive benefit from this project and will be assessed according to the City's policy.

Orient Street (Blue Earth Avenue to 1st Street & 3rd Street to 4th Street) - This project will consist of reconstructing a 32' wide street in place of the 1933, 32' wide street. New sewer and water will be installed to replace the existing cast watermain and clay sanitary sewer (unknown age) utilities. Storm sewer improvements will also be made following the city's storm sewer master plan and MS4 permit. There will be 16 properties that will receive benefit from this project and will be assessed according to the City's policy.

Overlay Projects

Blue Earth Avenue (Downtown Plaza to TH 15) - This project will consist of a rehabilitation of Blue Earth Avenue including a mill and overlay of the existing bituminous pavement, curb repairs, reconstruction of pedestrian facilities to meet Americans with Disability Act (ADA) requirements, construction of a roundabout at Prairie Avenue and removal of signal lights, construction of a 2 way stop at Park Street and signal light removal, storm sewer repairs/improvements and enhancements/addition of greenspace along the corridor. There will be 74 properties that will receive benefit from this project and will be assessed according to the City's policy.

Budd Street (Home Street to Burton Lane) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 8 properties that will receive benefit from this project and will be assessed according to the City's policy.

Burton Lane (School Street to Perimeter Drive) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 14 properties that will receive benefit from this project and will be assessed according to the City's policy.

Cedar Creek Court (W. Amber Lake Drive to Deadend) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 15 properties that will receive benefit from this project and will be assessed according to the City's policy.

Delu Street (Albion Avenue to Deadend) - This project consists of a full depth reclamation of the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 8 properties that will receive benefit from this project and will be assessed according to the City's policy.

Government Street (Albion Avenue to Deadend) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 6 properties that will receive benefit from this project and will be assessed according to the City's policy.

Home Street (Adams Avenue to Budd Street) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 16 properties that will receive benefit from this project and will be assessed according to the City's policy.

School Street (Home Street to Burton Lane) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 8 properties that will receive benefit from this project and will be assessed according to the City's policy.

TH 15 Service Road E. (Adams Avenue to Victoria Street) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 3 properties that will receive benefit from this project and will be assessed according to the City's policy.

TH 15 Service Road W. (Torgerson Drive to Deadend) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter will be completed. There will be 7 properties that will receive benefit from this project and will be assessed according to the City's policy.

12th Street (N. Park Street to N. Prairie Avenue) - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter and ADA ramp upgrades will be completed. There will be 7 properties that will receive benefit from this project and will be assessed according to the City's policy.

Aquatic Park Parking Lot - This project consists of milling the existing bituminous surface and repaving a new surface. Spot repairs of existing curb and gutter and ADA ramp upgrades will be completed.

Estimated Improvement Costs	Length (LF)	Cost/LF	Construction Cost	Engineering/ Admin Cost	Total Estimated Cost
RECONSTRUCTION PROJECTS					
Park Street	1270	\$1,620.00	\$2,057,400.00	\$411,480.00	\$2,468,880.00
Orient Street	560	\$1,250.00	\$700,000.00	\$140,000.00	\$840,000.00
OVERLAY PROJECTS					
Blue Earth Avenue	3750	\$1,098.80	\$3,350,000.00	\$770,500.00	\$4,120,500.00
Budd Street	470	\$65.00	\$30,550.00	\$6,110.00	\$36,660.00
Burton Lane	950	\$65.00	\$61,750.00	\$12,350.00	\$74,100.00
Cedar Creek Court	730	\$65.00	\$47,450.00	\$9,490.00	\$56,940.00
Delu Street	475	\$65.00	\$30,875.00	\$6,175.00	\$37,050.00
Government Street	430	\$65.00	\$27,950.00	\$5,590.00	\$33,540.00
Home Street	920	\$65.00	\$59,800.00	\$11,960.00	\$71,760.00
School Street	470	\$65.00	\$30,550.00	\$6,110.00	\$36,660.00
TH 15 Service (East)	1200	\$55.00	\$66,000.00	\$13,200.00	\$79,200.00
TH 15 Service (West)	740	\$65.00	\$48,100.00	\$9,620.00	\$57,720.00
12th Street	700	\$120.00	\$84,000.00	\$16,800.00	\$100,800.00
Aquatic Park Parking Lot			\$73,500.00	\$14,700.00	\$88,200.00
2026 Street Improvements			Sub-Totals: \$6,667,925.00	\$1,434,085.00	\$8,102,010.00

RESOLUTION NO. 2026-03

STATE OF MINNESOTA)
COUNTY OF MARTIN) SS:
CITY OF FAIRMONT)

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENTS

WHEREAS, the City of Fairmont wishes to investigate the feasibility of making several needed Public Improvements, and;

WHEREAS, it is in the best interest of the City of Fairmont to consider such improvements and to assess benefitted property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Fairmont that the proposed improvements listed below be referred to the City Engineer’s office for study and that he is instructed to report to the Council, with all convenient speed in a preliminary way, as to whether the proposed improvements are necessary, cost-effective, and feasible; and whether they should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

<u>Project No.</u>	<u>Description</u>
	<u>RECONSTRUCTION</u>
5726001	Park Street: E. Blue Earth Avenue to 4 th Street
5726002	Orient Street: E. Blue Earth Avenue to 1 st Street & 3 rd Street to 4 th Street
	<u>OVERLAY</u>
8726001	Blue Earth Avenue: TH 15 to Downtown Plaza
8726002	Budd Street: Home Street to Burton Lane
8726003	Burton Lane: School Street to Burton Lane
8726004	Cedar Creek Court: Amber Lake Drive to Deadend
8726005	Delu Street: Albion Avenue to Deadend
8726006	Government Street: Albion Avenue to Deadend
8726007	Home Street: Adams Street to Budd Street
8726008	School Street: Home Street to Burton Lane
8726009	TH 15 Service (East): Adams Avenue to Victoria Street
8726010	TH 15 Service (West) Torgerson Drive to Deadend
8726011	12 th Street: Park Street to Prairie Avenue
8726012	Aquatic Park Parking Lot

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

PASSED, APPROVED AND ADOPTED this 12th day of January 2026.

Lee C. Baarts, Mayor

ATTEST:

Betsy Steuber, City Clerk



STAFF MEMO

Prepared by: Mike Schutz, Planning and Code Enforcement Coordinator	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.D.1
Reviewed by: Ned Koppen, Economic Development Coordinator	Item: Consideration of an Amendment for Spencer Trusts Subdivision with Minor Subdivision Processing		
Presented by: Mike Schutz, Planning and Code Enforcement Coordinator	Action Requested: Motion to Authorize Executing and Recording an Amendment Related to the Spencer Trusts Subdivision to Allow Processing as a Minor Subdivision		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission Action:		

PREVIOUS COUNCIL ACTION

REFERENCE AND BACKGROUND

The properties located at 1591 (Tract C) and 1605 (Tract B) North Bixby Road are undeveloped parcels of land within the City limits of Fairmont and are currently owned by Blossom M. Spencer Irrev Trust & James B. Spencer Irrev Trust (collectively, the Spencer Trusts). Spencer Trusts would like to sell both parcels of land to Cress Refrigeration for development.

Spencer Trusts conveyed, through a minor subdivision, both Tract C & Tract B adjoining then to Buffalo Lake Energy, LLC Tract. It constituted a “split off” into separate parcels which was approved on August 21, 2006 located at 1601 N Bixby Rd. The subdivision approval included restricts to prohibit building and transferring the land until a major subdivision pursuant to former City Code Section24-66, with is not longer in effect.

Staff has determined a minor subdivision is sufficient to achieve the same purpose without the time and expenses associated with a major subdivision. Therefore, an amendment is required to be executed and recorded by the City of Fairmont and all parties involved with the Spencer Trusts

Both Parcels of land are zoned I-1 (Industrial).

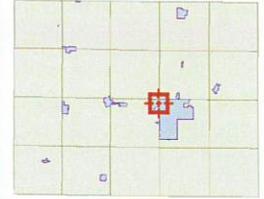
BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Property Photo, Neighborhood Photo, Property Tax Sheet, Real Estate Agreement 2006, Real Estate Amendment, Survey



Overview



Legend

- Parcels
- Corporate Limits

<p>Parcel ID 230392347 Alternate ID n/a</p> <p>Sec/Twp/Rng 01-102-031 Class 101 - 2A/1B/4BB AGRICULTURAL</p> <p>Property Address 1591 BIXBY RD N Acreage 0.98</p> <p style="padding-left: 100px;">FAIRMONT</p>	<p>Owner Address BLOSSOM M SPENCER IRREV TRUST & JAMES B SPENCER IRREV TRUST % K MOSLOSKI & C KOC 8729 HIGHWOOD WAY APPLE VALLEY, MN 55124</p> <p>Note n/a</p>
<p>District (2302) RSD FAIRMONT-454</p> <p>Brief Tax Description SECT-01 TWP-102 RANGE-031 UNPLATTED .98 AC .98AC TRACT SE1/4 NE1/4 (TRACT C) .98 AC</p> <p style="color: red;">(Note: Not to be used on legal documents)</p>	

Date created: 1/8/2026
 Last Data Uploaded: 1/8/2026 7:40:03 AM

Developed by  **SCHNEIDER**
 GEOSPATIAL

Martin County, MN

Summary

Parcel ID 230392347
 Property Address 1591 BIXBY RD N
 FAIRMONT MN 56031
 Sec/Twp/Rng 01-102-031
 Brief Tax SECT-01 TWP-102 RANGE-031 UNPLATTED .98 AC .98AC
 Description TRACT SE1/4
 Deeded Acres 0.98
 Class 101-2A/1B/4BB AGRICULTURAL;
 District (2302) RSD FAIRMONT-454
 School District 2752
 Neighborhood 00235000-FMT RURAL
 Neighborhood 4 FMT Rural
 Group
 Appraiser CRYSTAL
 Roll Type RP



* The Class code is the Assessor's Office determination of the use of the property for the current assessment year and is not the same as the property's zoning.

* Please contact the zoning authority for information regarding zoning.

Owner

Primary Owner
[BLOSSOM M SPENCER IRREV TRUST](#)
 JAMES B SPENCER IRREV TRUST
 % K MOSLOSKI & C KOC
 8729 HIGHWOOD WAY
 APPLE VALLEY MN 55124

Land

Year	Seq	HGA	Code	Units
2025	1		TILL A1 86-100 CPI	0.86
2025	2		ROAD	0.12

Valuation

Assessed Year	2025	2024	2023	2022
+ Total Estimated Building Value	\$0	\$0	\$0	\$0
Estimated Dwelling Value				
Estimated Extra Features Value				
+ Total Estimated Land Value	\$9,500	\$10,300	\$10,300	\$7,100
+ Total Estimated Machinery Value	\$0	\$0	\$0	\$0
= Total Estimated Market Value	\$9,500	\$10,300	\$10,300	\$7,100
% Change	-7.77%	0.00%	45.07%	-
Estimated HGA Value	\$0	\$0	\$0	\$0

HGA is the house, garage, and first acre of an agricultural homesteaded property.

Taxation

	2025 Payable	2024 Payable	2023 Payable	2022 Payable
Classification	101 - 2A/1B/4BB AGRICULTURAL	101 - 2A/1B/4BB AGRICULTURAL	101 - 2A/1B/4BB AGRICULTURAL	101 - 2A/1B/4BB AGRICULTURAL
Estimated Market Value	\$10,300	\$10,300	\$7,100	\$6,500
- Excluded Value	\$0	\$0	\$0	\$0
- Homestead Exclusion	\$0	\$0	\$0	\$0
= Taxable Market Value	\$10,300	\$10,300	\$7,100	\$6,500
Net Taxes Due	\$152.96	\$65.80	\$51.80	\$52.00
+ Special Assessments	\$7.04	\$0.20	\$0.20	\$0.00
= Total Taxes Due	\$160.00	\$66.00	\$52.00	\$52.00
% Change	142.42%	26.92%	0.00%	-3.70%

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

Tax Statements



- [2025 Tax Statement \(PDF\)](#)
- [2024 Tax Statement \(PDF\)](#)
- [2023 Tax Statement \(PDF\)](#)
- [2022 Tax Statement \(PDF\)](#)
- [2021 Tax Statement \(PDF\)](#)

Proposed Taxes



- [2026 Proposed Taxes \(PDF\)](#)
- [2025 Proposed Taxes \(PDF\)](#)
- [2024 Proposed Taxes \(PDF\)](#)
- [2023 Proposed Taxes \(PDF\)](#)
- [2022 Proposed Taxes \(PDF\)](#)

Valuation Notice



- [2026 Valuation Notice \(PDF\)](#)
- [2025 Valuation Notice \(PDF\)](#)
- [2024 Valuation Notice \(PDF\)](#)
- [2023 Valuation Notice \(PDF\)](#)
- [2022 Valuation Notice \(PDF\)](#)

Photos



Recent Sales In Area

Sale date range:

From:

01/01/21

To:

01/08/21

Search Sales by Neighborhood

Search Sales by Subdivision

Distance:

1500

Units:

Feet



Search Sales by Distance

No data available for the following modules: Buildings, Sub Area Square Footage, Extra Features, Sales, Taxes Unpaid, Sketches.

TERMS AND CONDITIONS: Every attempt has been made to ensure that the information contained on this website is valid at the time of publication. Martin County reserves the right to make additions, changes, or corrections at any time and without notice. Martin County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 1/8/2026, 6:40:03 AM](#)

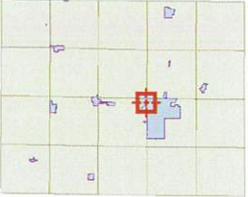
[Contact Us](#)







Overview



Legend

- Parcels
- Corporate Limits

<p>Parcel ID 230392345</p> <p>Sec/Twp/Rng 01-102-031</p> <p>Property Address 1605 BIXBY RD N FAIRMONT</p>	<p>Alternate ID n/a</p> <p>Class 101 - 2A/1B/4BB AGRICULTURAL</p> <p>Acreage 3.58</p>	<p>Owner Address BLOSSOM M SPENCER IRREV TRUST & JAMES B SPENCER IRREV TRUST % K MOSLOSKI & C KOC 8729 HIGHWOOD WAY APPLE VALLEY, MN 55124</p> <p>Note n/a</p>
<p>District (2302) RSD FAIRMONT-454</p> <p>Brief Tax Description SECT-01 TWP-102 RANGE-031 UNPLATTED 3.58 AC 3.58AC TRACT SE1/4 NE1/4 (TRACT B) 3.58 AC (Note: Not to be used on legal documents)</p>		

Date created: 1/8/2026
Last Data Uploaded: 1/8/2026 7:40:03 AM

Developed by SCHNEIDER
GEOSPATIAL

Martin County, MN

Summary

Parcel ID 230392345
 Property Address 1605 BIXBY RD N
 FAIRMONT MN 56031
 Sec/Twp/Rng 01-102-031
 Brief Tax SECT-01 TWP-102 RANGE-031 UNPLATTED 3.58 AC 3.58AC
 Description TRACT
 Deeded Acres 3.58
 Class 101-2A/1B/4BB AGRICULTURAL;
 District (2302) RSD FAIRMONT-454
 School District 2752
 Neighborhood 00235000-FMT RURAL
 Neighborhood Group 4 FMT Rural
 Appraiser CRYSTAL
 Roll Type RP



* The Class code is the Assessor's Office determination of the use of the property for the current assessment year and is not the same as the property's zoning.

* Please contact the zoning authority for information regarding zoning.

Owner

Primary Owner
[BLOSSOM M SPENCER IRREV TRUST](#)
 JAMES B SPENCER IRREV TRUST
 % K MOSLOSKI & C KOC
 8729 HIGHWOOD WAY
 APPLE VALLEY MN 55124

Land

Year	Seq	HGA	Code	Units
2025	1		TILL A1 86-100 CPI	2.99
2025	2		ROAD	0.59

Valuation

Assessed Year	2025	2024	2023	2022
+ Total Estimated Building Value	\$0	\$0	\$0	\$0
Estimated Dwelling Value				
Estimated Extra Features Value				
+ Total Estimated Land Value	\$32,900	\$35,900	\$35,900	\$24,500
+ Total Estimated Machinery Value	\$0	\$0	\$0	\$0
= Total Estimated Market Value	\$32,900	\$35,900	\$35,900	\$24,500
% Change	-8.36%	0.00%	46.53%	-
Estimated HGA Value	\$0	\$0	\$0	\$0

HGA is the house, garage, and first acre of an agricultural homesteaded property.

Taxation

	2025 Payable	2024 Payable	2023 Payable	2022 Payable
Classification	101 - 2A/1B/4BB AGRICULTURAL			
Estimated Market Value	\$35,900	\$35,900	\$24,500	\$22,700
- Excluded Value	\$0	\$0	\$0	\$0
- Homestead Exclusion	\$0	\$0	\$0	\$0
= Taxable Market Value	\$35,900	\$35,900	\$24,500	\$22,700
Net Taxes Due	\$264.14	\$229.34	\$181.34	\$184.00
+ Special Assessments	\$11.86	\$0.66	\$0.66	\$0.00
= Total Taxes Due	\$276.00	\$230.00	\$182.00	\$184.00
% Change	20.00%	26.37%	-1.09%	0.00%

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

Tax Statements



- [2025 Tax Statement \(PDF\)](#)
- [2024 Tax Statement \(PDF\)](#)
- [2023 Tax Statement \(PDF\)](#)
- [2022 Tax Statement \(PDF\)](#)
- [2021 Tax Statement \(PDF\)](#)

Proposed Taxes



- [2026 Proposed Taxes \(PDF\)](#)
- [2025 Proposed Taxes \(PDF\)](#)
- [2024 Proposed Taxes \(PDF\)](#)
- [2023 Proposed Taxes \(PDF\)](#)
- [2022 Proposed Taxes \(PDF\)](#)

Valuation Notice



- [2026 Valuation Notice \(PDF\)](#)
- [2025 Valuation Notice \(PDF\)](#)
- [2024 Valuation Notice \(PDF\)](#)
- [2023 Valuation Notice \(PDF\)](#)
- [2022 Valuation Notice \(PDF\)](#)

Photos



Recent Sales In Area

Sale date range:

From:

01/01/2

To:

01/08/2t

Search Sales by Neighborhood

Search Sales by Subdivision

Distance:

1500

Units:

Feet



Search Sales by Distance

No data available for the following modules: Buildings, Sub Area Square Footage, Extra Features, Sales, Taxes Unpaid, Sketches.

TERMS AND CONDITIONS: Every attempt has been made to ensure that the information contained on this website is valid at the time of publication. Martin County reserves the right to make additions, changes, or corrections at any time and without notice. Martin County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 1/8/2026, 6:40:03 AM](#)

Contact Us







* 2 0 0 6 R - 3 8 5 6 9 7 *

Office of County Recorder
County of Martin, Minnesota

I hereby certify that the within
instrument was filed in this office
for recording on 09/11/2006 at 04:22PM
and was duly recorded as Document No.

2006R-385697

Kay Wrucke, Martin County Recorder

Kay Wrucke
By *Summeiz* Deputy

REC FEE: \$48.00

PAGES: 8

AGREEMENT REGARDING USE OF REAL ESTATE

DATED AUGUST 21, 2006

BETWEEN KATHLEEN M. MOSLOSKI AND CHRISTINE M. KOCH,
AS CO-TRUSTEES OF THE BLOSSOM MARY SPENCER IRREVOCABLE TRUST
DATED DECEMBER 31, 1996 AND AS CO-TRUSTEES OF THE JAMES BERNARD
SPENCER IRREVOCABLE TRUST DATED DECEMBER 31, 1996;

AND THE CITY OF FAIRMONT, MINNESOTA

AGREEMENT REGARDING USE OF REAL ESTATE

THIS AGREEMENT, entered into this 21st day of August, 2006 is between the following parties: Kathleen M. Mosloski and Christine M. Koch, as Co-Trustees of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustees of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, C/O Kathleen M. Mosloski at 8729 Highwood Way, Apple Valley, Minnesota 55124, (hereinafter referred to as "Spencer"); and the City of Fairmont, Minnesota at P.O. Box 751, 100 Downtown Plaza, Fairmont, Minnesota 56031, (hereinafter referred to as "City").

RECITALS

1. Spencer is the owner of two separate tracts of land, both located in the Southeast Quarter (SE1/4) of the Northeast Quarter (NE1/4) of Section One (1), Township One Hundred Two (102) North of Range Thirty-One (31) West of the 5th P.M., Martin County, Minnesota described as follows:

- (a) Tract "B" - 3.58 acres as described on attached Exhibit "B"
- (b) Tract "C" - 0.98 acres as described on attached Exhibit "C"

2. Spencer is in the process of conveying a tract of land adjoining Tract B and Tract C to

Buffalo Lake Energy, LLC tract which contains approximately 150.67 acres. Such conveyance constitutes a "split-off" into separate parcels, including Tract B and Tract C.

3. Tract B and C are contained within the city limits of Fairmont, Minnesota and are therefore subject to all ordinances, rules, and other regulations promulgated by the City.

4. Tracts B and C do not meet the minimum standards for the City for lot size within the zoning district (I-1 Light Industrial); therefore no deeds involved in this "split-off" may be recorded prior to a minor subdivision review.

5. City has agreed to approve the Minor Subdivision Application for Tracts B and C upon certain conditions. Therefore, in order to meet such conditions, Spencer has agreed to provisions stated hereinafter.

NOW THEREFORE, the parties agree as follows:

1. Tracts B and C will be marked on a registered land survey - see attached copy of survey illustration - Exhibit D.

2. The survey for the subject two parcels shall be recorded at the Martin County Recorder's Office.

3. Each lot will remain non-buildable and non-transferrable until such time as both lots have been platted pursuant to a Major Subdivision, Section 24-66 which has been approved by City.

4. This Agreement shall be promptly recorded at the expense of Spencer in the office of the Martin County Recorder.

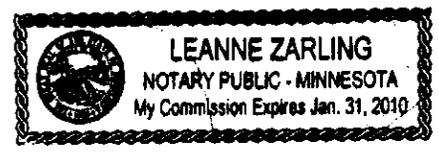
5. This Agreement shall be binding upon both parties, their heirs, successors and assigns.

STATE OF MINNESOTA)
)ss.
COUNTY OF MARTIN)

On this 21st day of August, 2006, before me a Notary Public within and for said County and State, personally appeared the City of Fairmont, by Michael Humpal, its Asst. City Administrator, to me known to be the same person described in and who executed the foregoing instrument on behalf of the City of Fairmont.

Leanne Zarling

THIS INSTRUMENT WAS DRAFTED BY:
MARK A. MADSEN
ERICKSON, ZIERKE, KUDERER,
& MADSEN, P.A.
114 WEST 2ND STREET
FAIRMONT, MINNESOTA 56031



F:\MAM\AGREEMEN\SPENCERCITYFAIRMONT.wpd

PROPERTY DESCRIPTION
TRACT B

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, Martin County, Minnesota described as follows:

Commencing at the East Quarter Corner of Section 1, Township 102 North, Range 31 West, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 289.67 feet to the point of beginning; thence continuing North 00 degrees 36 minutes 44 seconds East, along the East line of the Northeast Quarter of Section 1, a distance of 514.00 feet; thence North 88 degrees 53 minutes 16 seconds West, a distance of 299.70 feet; thence South 01 degrees 22 minutes 29 seconds West, a distance of 513.99 feet; thence South 88 degrees 53 minutes 16 seconds East, a distance of 306.54 feet to the point of beginning.

Said tract contains 3.58 acres of land and being subject to and together with any and all easements of record.

EXHIBIT B

Biofuel Solutions
F32.02102

Bolton & Menk, Inc
August 7, 2006

**PROPERTY DESCRIPTION
TRACT C**

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, Martin County, Minnesota described as follows:

Commencing at the East Quarter Corner of Section 1, Township 102 North, Range 31 West, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 134.67 feet to the point of beginning; thence South 89 degrees 56 minutes 44 seconds West, a distance of 412.40 feet; thence North 02 degrees 27 minutes 59 seconds East, a distance of 108.42 feet; thence South 88 degrees 53 minutes 16 seconds East, a distance of 408.88 feet to the East line of the Northeast Quarter of Section 1; thence South 00 degrees 36 minutes 44 seconds West, a distance of 100.00 feet to the point of beginning.

Said tract contains 0.98 acres of land and being subject to and together with any and all easements of record.

EXHIBIT C

MINOR SUBDIVISION
 IN THE SE 1/4 NE 1/4, SEC. 1, T102N R31W (ROLLING GREEN TOWNSHIP),
 CITY OF FAIRMONT, MARTIN COUNTY, MINNESOTA

GREEN PLAINS TRACT



N.E. COR. SEC. 1,
 FOUND A MAG NAIL IN
 THE CONCRETE PAVING
 (AT KNOWN G.P.S.
 POSITION).

N 0°36'44" E
 -- 1827.64 --

N 00°36'44" E
 -- 514.00 --

E. 1/4 COR. SEC. 1,
 (COMPUTED AT KNOWN
 G.P.S. POSITION).



TRACT B

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota described as follows:
 Commencing at the East Quarter Corner of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 289.67 feet to the point of beginning; thence continuing North 00 degrees 36 minutes 44 seconds East, along the East line of the Northeast Quarter of Section 1, a distance of 514.00 feet; thence North 88 degrees 53 minutes 16 seconds West, a distance of 299.70 feet; thence South 01 degrees 22 minutes 29 seconds West, a distance of 513.99 feet; thence South 88 degrees 53 minutes 16 seconds East, a distance of 306.54 feet to the point of beginning.
 Said tract contains 3.58 acres of land and being subject to an together with any and all easements of record.

TRACT C

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota described as follows:
 Commencing at the East Quarter corner of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 1134.67 feet to the point of beginning; thence South 89 degrees 56 minutes 44 seconds West, a distance of 412.40 feet; thence North 02 degrees 27 minutes 59 seconds East, a distance of 108.42 feet; thence South 88 degrees 53 minutes 16 seconds East, a distance of 408.88 feet to the East line of the Northeast Quarter of Section 1; thence South 00 degrees 36 minutes 44 seconds West, along said East line, a distance of 100.00 feet to the point of beginning.
 Said tract contains 0.98 acres of land and being subject to and together with any and all easements of record.

CURRENT ZONING: I-1 (LIGHT INDUSTRIAL)
 NORMAL BUILDING SETBACK REQUIREMENTS:
 LOT AREA: 24,000 SQUARE FEET MINIMUM
 LOT WIDTH: 100 FEET MINIMUM
 FRONT YARD SETBACK: 40 FEET MINIMUM
 SIDE YARD SETBACK: 10% OF LOT WIDTH
 (NOT LESS THAN 10 FEET)
 (NOT MORE THAN 30 FEET)
 REAR YARD SETBACK: 30 FEET



OWNER: JAMES BERNARD SPENCER IRREVOCABLE TRUST & BLOSSOM MARY SPENCER IRREVOCABLE TRUST
 SURVEYED BY: E.M. DRAWN BY: S.S., B.M.

 BEN MADSEN, L.S. 50875 DATE: 11-21-2025	FOR: JAMES & BLOSSOM SPENCER IRREV. TRUSTS COORDINATE SYSTEM: MARTIN COUNTY (1996 ADJ)	FILE NO. 25211 MONUMENT FOUND OR SET PREVIOUSLY MONUMENT SET 1/2" X 24 CAPPED REBAR BOUNDARY LINE SECTION/BLOCK LINE ROAD RIGHT OF WAY LINE FENCE LINE
	(507) 235-3780 MADSSEN LAND SURVEYING INC. 318 EAST BLUE EARTH AVENUE FAIRMONT, MINNESOTA 56001 WWW.MADSENLANDSURVEYING.COM	

AMENDMENT TO AGREEMENT REGARDING USE OF REAL ESTATE

THIS AMENDMENT TO AGREEMENT, entered into this ____ day of _____, _____ is between the following parties: Kathleen M. Mosloski and Christine M. Koch, as Co-Trustees of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustees of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, C/O Kathleen M. Mosloski at 8729 Highwood Way, Apple Valley, Minnesota 55124, (hereinafter referred to as “Spencer”); and the City of Fairmont, Minnesota, a municipal corporation under the laws of the State of Minnesota, 100 Downtown Plaza, Fairmont, Minnesota 56031, (hereinafter referred to as “City”).

RECITALS

1. The parties hereto entered an AGREEMENT REGARDING USE OF REAL ESTATE dated August 21, 2006 (the “2006 Agreement”), which was recorded in the Martin County Recorder’s Office on September 11, 2006, as Document No. 2006R-385697.

2. Spencer is the owner of two separate tracts of land, both located in the Southeast Quarter (SE1/4) of the Northeast Quarter (NE1/4) of Section One (1), Township One Hundred Two (102) North of Range Thirty-One (31) West of the 5th P.M., Martin County, Minnesota described as follows:

(a) Tract “B” - 3.58 acres, legally described as follows:

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota described as follows: Commencing at the East Quarter Corner of Section, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 289.67 feet to the point of beginning; thence continuing North 00 degrees 36 minutes 44 seconds East, along the East line of the Northeast Quarter of Section 1, a distance of 514.00 feet; thence North 88 degrees 53 minutes 16 seconds West, a distance of 299.70 feet; thence South 01 degrees 22 minutes 29 seconds West, a distance of 513.99 feet;

thence South 88 degrees 53 minutes 16 seconds East, a distance of 306.54 feet to the point of beginning.

Said tract contains 3.58 acres of land and being subject to an together with any and all easements of record.

(b) Tract "C" - 0.98 acres, legally described as follows:

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota described as follows: Commencing at the East Quarter corner of Section 1, Township 102 North, Range 31 West, City of Fairmont, Martin County, Minnesota; thence North 00 degrees 36 minutes 44 seconds East, (County Coordinate System) along the East line of the Northeast Quarter of Section 1, a distance of 1134.67 feet to the point of beginning; thence South 89 degrees 56 minutes 44 seconds West, a distance of 412.40 feet; thence North 02 degrees 27 minutes 59 seconds East, a distance of 108.42 feet; thence South 88 degrees 53 minutes 16 seconds East, a distance of 408.88 feet to the East line of the Northeast Quarter of Section 1; thence South 00 degrees 36 minutes 44 seconds West, along said East line, a distance of 100.00 feet to the point of beginning.

Said tract contains 0.98 acres of land and being subject to and together with any and all easements of record.

3. Spencer conveyed a tract of land adjoining Tract B and Tract C to Buffalo Lake Energy, LLC tract which contains approximately 150.67 acres. Such conveyance constituted a "split-off" into separate parcels, including Tract B and Tract C.

4. Tract B and C are contained within the city limits of Fairmont, Minnesota and are therefore subject to all ordinances, rules, and other regulations promulgated by the City.

5. The 2006 Agreement acknowledged Tracts B and C do not meet the minimum standards for the City for lot size within the zoning district (I-1 Light Industrial); and required that these lots be platted pursuant to a Major Subdivision, to be approved by the City.

6. Since the time of the 2006 Agreement, the parties and their advisors have reviewed the requirements in light of current law, and determined that the law, as presently understood, does not require a Major Subdivision, and that the parcels may be improved and/or conveyed upon completion of the Minor Subdivision process with the City of Fairmont.

7. The parties wish to memorialize this understanding on the record, and effectively amend the 2006 Agreement to show that a Major Subdivision is not necessary.

NOW THEREFORE, the parties agree as follows:

1. Tracts B and C will be marked on an updated registered land survey as part of a Minor Subdivision.
2. The survey for the subject two parcels shall be recorded at the Martin County Recorder's Office.
3. At such time as subject Tracts B and C are approved to be platted pursuant to a Minor Subdivision by all relevant authorities, each Tract shall be deemed buildable and transferrable without the need for a Major Subdivision.
4. Accordingly, the Major Subdivision requirement in the AGREEMENT REGARDING USE OF REAL ESTATE dated August 21, 2006 (the "2006 Agreement"), recorded in the Martin County Recorder's Office on September 11, 2006, as Document No. 2006R-385697, is hereby eliminated, and replaced with a requirement for a Minor Subdivision as herein described.
5. This Amendment to Agreement shall be promptly recorded at the expense of Spencer in the office of the Martin County Recorder.
6. This Agreement shall be binding upon all parties, their heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this day of _____, 2025.

Kathleen M. Mosloski, Co-Trustee

Christine M. Koch, Co-Trustee

CITY OF FAIRMONT

BY: _____
Lee Baarts, Its Mayor

BY: _____
Betsy Steuber, Its City Clerk

STATE OF _____)
)ss.
COUNTY OF _____)

On this ___ day of _____ 2025, before me a Notary Public within and for said County and State, personally appeared Kathleen M. Mosloski, as Co-Trustee of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustee of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, to me known to be the same person described in and who executed the foregoing instrument as her free act and deed.

STATE OF _____)
)ss.
COUNTY OF _____)

On this ___ day of _____ 2025, before me a Notary Public within and for said County and State, personally appeared Christine M. Koch, as Co-Trustee of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustee of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, to me known to be the same person described in and who executed the foregoing instrument as her free act and deed.

STATE OF MINNESOTA)
)ss.
COUNTY OF MARTIN)

On this ___ day of _____, 2025, before me a Notary Public within and for said County and State, personally appeared Lee Baarts and by Betsy Steuber, the Mayor and City Clerk of the City of Fairmont, a Minnesota municipal corporation, to me known to be the same person described in and who executed the foregoing instrument on behalf of the City of Fairmont.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 24th day of September, 2025.

Kathleen M. Mosloski

Kathleen M. Mosloski, Co-Trustee

[Signature]

Christine M. Koch, Co-Trustee
CITY OF FAIRMONT

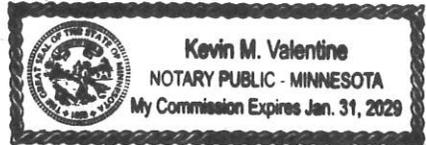
BY: _____
Lee Baarts, Its Mayor

BY: _____
Betsy Steuber, Its City Clerk

□

STATE OF Minnesota)
)ss.
COUNTY OF Polk)

On this 24 day of Nov 2025, before me a Notary Public within and for said County and State, personally appeared Kathleen M. Mosloski, as Co-Trustee of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustee of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, to me known to be the same person described in and who executed the foregoing instrument as her free act and deed.



STATE OF)
)ss.
COUNTY OF)

On this ___ day of _____ 2025, before me a Notary Public within and for said County and State, personally appeared Christine M. Koch, as Co-Trustee of the Blossom Mary Spencer Irrevocable Trust dated December 31, 1996 and as Co-Trustee of the James Bernard Spencer Irrevocable Trust dated December 31, 1996, to me known to be the same person described in and who executed the foregoing instrument as her free act and deed.

STATE OF MINNESOTA)
)ss.
COUNTY OF MARTIN)

On this ___ day of _____, 2025, before me a Notary Public within and for said County and State, personally appeared Lee Baarts and by Betsy Steuber, the Mayor and City Clerk of the City of Fairmont, a Minnesota municipal corporation, to me known to be the same person described in and who executed the foregoing instrument on behalf of the City of Fairmont.

THIS INSTRUMENT WAS DRAFTED BY:
DARIN G. HAUGEN
ERICKSON, ZIERKE, KUDERER,
& MADSEN, P.A.
114 WEST 2ND STREET
FAIRMONT, MINNESOTA 56031
F:\MAM\AGREEMEN\SPENCERCITYFAIRMONT_2025.wpd



STAFF MEMO

Prepared by: Ned Koppen, Economic Development Coordinator	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 9.D.2
Reviewed by:	Item: Consideration of the Housing Study Recommendation		
Presented by: Ned Koppen, Economic Development Coordinator	Action Requested: Motion to Accept the Review of Proposals Received for the Housing Study Request for Proposal and Authorize Staff to Work with Bowen National Research and the City Attorney to Prepare a Contract for Future Council Consideration		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation:		

PREVIOUS COUNCIL ACTION

October 28, 2024: Fairmont City Council was presented with information on a LHTF

February 10, 2025: Council approved Ordinance 2025-01 establishing a LHTF

June 23, 2025: Council approved the use of LHTF dollars for a city housing study, housing rehabilitation program, and Small Cities Development Grant Funding

July 14, 2025: Council approved the Housing Study Request for Proposal (RFP) and Study

REFERENCE AND BACKGROUND

The City Council approved a Request for Proposal (RFP) for the creation of a new housing study. This study is intended to inform Council, staff, developers, and community stakeholders regarding housing needs in the community as well as specific demographic trends, challenges, and opportunities for Fairmont and the surrounding area(s). This type of study is routinely acquired and used to support new development and long-term planning efforts.

City staff developed and issued the RFP, which resulted in 12 responses from applicants. A review committee was created consisting of City staff, a Council representative, and a community stakeholder. The applications were reviewed and the list was reduced to 6 semi-finalists. A series of follow-up questions were issued to further evaluate scope, methodology, and services of those 6 semi-finalists.

Based on the responses to the follow-up questions, the review committee narrowed the field of applicants to 2 finalists: Maxfield Research & Consulting and Bowen National Research. References were contacted for both firms to obtain third-party feedback on their experience working with the company and their performance. After those calls, the committee met a final time to discuss all the information gathered (proposal, scope, cost, references) and recommends that Council accept the proposal and enter into an agreement with Bowen National Research for completion of a housing study.

BUDGET IMPACT

LHTF - \$46,000.00

SUPPORTING DATA/ATTACHMENTS

Original Housing Study RFP

Bowen National Research Proposal

Maxfield Research & Consulting Proposal

Request for Proposals (RFP)
Housing Study Consulting Services



City of Fairmont
Community Development Department

Circulation Date: August 11, 2025
Proposal Submission Date: September 5, 2025 at 3:30 pm

Introduction

The City of Fairmont, Minnesota is advertising a request for proposal (RFP) to solicit quotes for comprehensive Housing Study for the City of Fairmont. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

Study Format

The study should provide a measured assessment of present and future unmet housing demand over the next 5, 10, and 15-year period. The report is intended to offer community leaders and local stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions, allocation of City resources, and the most appropriate allocation of housing financing resources such as funding from the U. S. Department of Housing and Urban Development and resources available from the State of Minnesota. The study should suggest methods for positioning Fairmont's plan to promote economically diverse community housing.

Rules

This RFP is solicited to the public. A Professional Services Contract will be awarded pursuant to the rules set forth in the City's Purchasing Policy and the City Charter.

Reviewing Period

All proposals meeting RFP requirements and conditions may be held by the City for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of consultants, prior to the awarding of the contract.

Compliance with Applicable Laws

The contract shall be governed by and construed in accordance with the policies of the City and the State of Minnesota. The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

Questions and Interpretations

Any substantive questions regarding the proposal documents shall be referred to the City Clerk, Betsy Steuber, in writing at least five working days prior to the date and time for receipt of proposals, Betsy can be reached at bsteuber@fairmont.org. All answers, interpretations, and any changes to this RFP will be issued as an addendum to all consultants of record and posted on the City's website at www.fairmont.org. It is the proposer's responsibility to regularly check the City's website for updates.

Ability and Experience

The City will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services. The City may make such investigations as it deems necessary to determine the above and a consultant shall furnish the information requested in this regard.

Corrections

Erasures or other changes to the proposal must be explained and initialed by the consultant next to each change.

Conflict of Interest

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of the City Purchasing Policy and City Conflict of Interest guidelines. The consultant covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement. No employee of the City, and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out

of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

Prospective Consultant’s Qualifications

The prospective consultant replying to the RFP shall be or represent a firm, company or corporation possessing experience and expertise in planning, community development and/or a related field, and the professional standards thereof to undertake and successfully complete the Scope of Services as outlined in this RFP

Signature

All proposals shall be complete, factual, and signed by an authorized officer of the consultant’s company on the appropriate page(s).

Waiver

The City reserves the right to reject all proposals, or to waive any informality in the proposal process, if deemed in the City’s best interest.

Number of Copies

The proposer shall provide **one (1) original and three (3) copies of the proposal** to City Clerk’s Office, Attention Betsy Steuber. The envelope shall be marked "Sealed Proposal Housing Study Consulting Services".

Place and Time

Sealed proposals will be received at the City Clerk’s Office: Attention Betsy Steuber, City Clerk until 3:30 pm, on September 5th, 2025, at which time and place they will be opened and recorded.

City of Fairmont
Attn: Betsy Steuber
100 Downtown Plaza
Fairmont, MN 56031

Modifications

A consultant may correct, modify, or withdraw a proposal by sealed; written notice clearly marked as a correction, modification, or withdrawal and received at the City Clerk’s Office prior to the time and date set for the proposal deadline.

Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

Contract Terms and Conditions

Proposal Preparation

The prospective consultant is to follow the instructions and requirements of the proposal submission requirements in preparing and submitting its response to the RFP.

Cost Liability

The City assumes no responsibility and no liability for costs incurred relevant to the RFP by prospective consultants prior to the issuance of a contract.

Selection of Proposals

The City shall award a professional consulting contract to the prospective consultant responsible whose proposal conforms to the RFP, is the most advantageous to the City, and meets the requirements as stated in the proposal

submission requirements. The selected consultant will be required to sign a contract with the City in which s/he accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

Acceptance of Proposal Content

The contents of the proposal of the successful consultant, in its entirety, shall form the basis of any contract that is awarded.

Successful Consultant Responsibilities

The successful consultant will be required to assume sole responsibility for the complete project as required by this RFP. The City of Fairmont will consider the successful consultant to be the sole point of contact regarding contractual matters, whether subcontractors are used by the successful consultant for one or more parts of this project.

Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any attempt to sub-contract on the part of the prospective consultant must be specifically described in the proposal. The City reserves the right to approve the use of all subcontractors.

Ownership of Material

All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the City pursuant to this contract shall remain exclusively with the City. The prospective consultant shall be paid for all the services as will be specified in the contract.

Additional Requirements

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with City partners at the start of the project and as necessary throughout the project to review recommendations and project status.

Scope of Work, Primary Questions to Be Answered with This Study

The Housing Study will at a minimum respond to the following eight questions:

- What are the demographic and economic characteristics of households living in our community?
- What can the City of Fairmont expect with respect to economic, employment, and population growth that will impact housing planning and policy decisions?
- Based on market information, what is the nature and extent of short-to-mid-term housing need in our community? Price range? Affordable? New construction or rehab? Rental or Homeownership? Seniors? Families? Special Needs? Students? Young Professionals? New Immigrants?
- Based on analysis of age and quality of current housing stock what are strategies for sustainability of older housing stock, and the viability and cost effectiveness of rehabilitation of older structures?
- Is there a market for unsubsidized, market rate housing, and what are the City's strategic options for promoting or attracting market rate homeowners and renters?
- What strategies and programs, existing or to be created, should Fairmont pursue or provide for the development and/or redevelopment of necessary housing within the city? i.e. senior housing, apartments, townhomes and more.
- How should the City maximize the use of public funds to support the potential housing market, and improve housing for all income levels and stabilize neighborhoods?
- How does housing fit into the City's economic growth, i.e. as a walk to work community; as a commuter community, etc.?

Housing Study Service Area

The area to be covered in this study is the City of Fairmont city limits. Appropriate consideration should be given to the housing demands and availability within the surrounding metropolitan area, labor force wages, workers entering and leaving the city, major employers, and their effect on the local market.

Minimum Required Elements of the Study

The Consultant selected to complete the study is free to develop specific methodology as it deems appropriate. However, the final document should, at a minimum, quantify the data elements (Use of 2020 or newer census data - from the American Community Survey - is required.) Citywide data must also be organized by census tracts and neighborhoods, and relevant information must be mapped so that local stakeholders can better understand clusters of activity.

Existing housing stock:

- By tenure if data is available – rental, owned
- By type – single, 2-family, triple decker, multi family, senior housing, low-income housing types.
- By value – property values, rents
- By age and condition (if information is available) Vacancy rates
- Inventory of Assisted Housing

Sales activity and prices over the last three years:

- By Neighborhood (City will provide neighborhood boundaries to successful proposer)
- Type of building: single, 2-family, townhomes, multi-family, condo, downtown apartments
- Type of buyer – owner-occupier or investor Foreclosure-related action
- Analysis of housing conditions data

Building Code violations

- Number and type annually
- Suggested changes to building codes
- Age and quality of existing housing

Data should be organized by the following criteria:

- Neighborhoods or census tracts Household Income Household size
- Tenure type
- Demographics – now and future (5 yr., 10 yr., 15 yr.) Population by age Households by income, age, size
- Estimated number of renter households at 50%, 60% and 80% of AMI and the supply of adequate housing for same, now and projected.

Economics:

- Anticipated local and regional employment trends and impact on local housing demand
- Commuting patterns – employment and services (education, retail, health care)

Other Housing Elements:

- Housing affordability analysis (i.e. comparison of rents to household income & wages Housing affordability compared to other markets
- Affordable housing inventory and utilization of Section 8 Housing Choice Vouchers
- Analysis of abandoned, vacant, and dilapidated residential properties Available land for housing development
- Senior/Assisted living options

- Special Needs housing
- Housing market turnover/sales data
- Building permit history (community's recent history of new construction and adaptive reuse)
- Rental market analysis including information on existing rental properties related to rents, vacancies and amenities. Include information on pending developments and rental housing needs.
- Senior and Family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles. Include information on pending developments.

Study Process and Timeline

The city housing study will be overseen by the City of Fairmont Community Development Division, with input from the local housing committee stakeholders.

A timeline for the study is expected to include the following:

1. City publishes RFP – August 11, 2025
2. Response to RFP due to the City of Fairmont – September 5, 2025 at 3:30 pm
3. Consultant candidate review – September 8, 2025
4. Selection of Consultant / Execution of Contract for Services – September 22, 2025
5. Initial meeting with City of Fairmont stakeholders – TBD by RFP proposal
6. Submit/Present first draft for review - TBD by RFP proposal
7. Final presentation to the City of Fairmont a public meeting - TBD by RFP proposal
8. Delivery of final product - TBD by RFP Process

The City considers approving and signing a consultant contract provided it selects a firm on September 22, 2025, regular city council meeting.

Community Input

Communication with Community Stakeholders is a Priority

Once chosen, the selected consultant will meet with City officials, the Fairmont Economic Development Authority, the Fairmont Housing Redevelopment Authority, Martin County (and its designees including CEDA), nonprofit housing developers and for-profit housing developers and other community stakeholders to better define the results being sought and the methodology for the Study.

The consultant will commit to the following:

- Provide preliminary findings to the City of Fairmont and community stakeholders at which time refinements of the study can be requested.
- Develop a final report and presentation to the City of Fairmont, and community stakeholders.
- Complete a final report and presentation in a public community meeting.

Work Product

The final report should be delivered to the community both as a PDF file and in hard copy consisting of twenty (20) bound copies. An electronic copy of the public presentation materials should be provided as well.

All deliverables will become property of the City of Fairmont

Proposal Submission Requirements

The name of the proposer and title of the project, City of Fairmont, Minnesota Housing Study, and date must appear on the outside front cover of each proposal.

Proposals shall be submitted to the City Clerk's Office on or before 3:30 pm on Friday, September 5, 2025.

City of Fairmont
Betsy Steuber, City Clerk
100 Downtown Plaza
Fairmont, MN 56031

The information submitted must include, but should not necessarily be limited to, the following items:

Cover Letter

A letter signed by an officer of the firm binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.

Qualifications and Experience

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

- Names and addresses of all firms involved on the project (including subcontractors).
- History, size and structure of firm(s)
- Name(s) of principals in firm(s).
- Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project.
- Describe other similar projects your firm has undertaken with contact information.
- Listing of contracts currently under contract.
- Contact information for references from similar projects

Approach to Scope of Work

A detailed description of the approach to Scope of Work is required. The City of Fairmont is seeking creative, proven techniques including clear, understandable written products suitable for a wide range of policy makers and community leaders.

Plan of Services/Timeline

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time. It is the City's goal to have this study completed by January 31, 2026. Proposers are invited to submit timelines with earlier completion dates.

City Resources Required

A list of the resources, personnel, data, or other assistance which the proposer expects is required from the City to complete each task in the scope of work during the planned schedule.

References

Provide three references from individuals familiar with your work. For each reference include the following:

- Client Name/Organization
- Contact Name and Title
- Address

- Telephone Number and Email Address
- Project Name and Brief Description (scope, deliverables, outcome, etc)
- Date(s) of Service

Price Proposal Contents

Detailed Description of Costs

Provide a total not-to-exceed fixed fee. The city seeks proposals that demonstrate maximum value and effectiveness.

Detailed Cost Breakdown

Provide a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.

Price Proposal Breakdown

Provide a total fixed fee for the Comprehensive Housing Study, along with a detailed cost breakdown by task, including estimated hours, hourly rates, and direct expenses.

Minimum Evaluation Criteria

To be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP and contain all necessary information.

QUALIFICATIONS:

- The proposer has 3+ years of experience in housing planning, and needs assessments
- Team Leader for project must have a Minimum of a Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field.
- Team Leader for project must have a minimum of 3+ years of experience in housing needs assessments.

#5

COPY

PROPOSAL

FAIRMONT, MINNESOTA

HOUSING STUDY

Prepared For:

City of Fairmont
Community Development Department

DATE: SEPTEMBER 2, 2025



**BOWEN
NATIONAL
RESEARCH**

Trusted Service | National Experience

155 E. Columbus Street, Suite 220
Pickerington, Ohio 43147
(614) 833-9300

www.bowennational.com

September 2, 2025

City of Fairmont
100 Downtown Plaza
Fairmont, MN 56031

To Whom it May Concern,

We are pleased to submit a proposal to prepare a Housing Study for the city of Fairmont, Minnesota. This assessment (hereinafter referred to as a Housing Needs Assessment “HNA”) will assist elected officials, government staff, stakeholders, and community members in developing a meaningful sense of the housing market and to understand key housing issues. It will also serve as a guide for planning and policy decisions. Our firm has reviewed the request for proposal and understands the work elements being requested.

Housing Needs Assessment Experience – Having completed over 100 Housing Needs Assessments, Bowen National Research has significant experience in conducting studies with a similar scope of work as the subject RFP on a city, county and statewide level. We were selected to complete the majority of these projects through an RFP/interview process and all studies were completed on time and within budget.

Ability to Customize Studies – Our firm has experience in working with local entities like yours and has customized our analyses to meet their specific needs. Therefore, we will structure our research and analysis to correspond to the specific needs of your community.

Qualified and Nationally Recognized – Our firm is accredited by the National Council of Housing Market Analysts (NCHMA), an organization that sets market study standards for housing studies. Our President, Patrick Bowen, serves as Chairman to NCHMA, assuring our studies meet the highest standards.

Thank you for giving us the opportunity to present this proposal to you. We believe we can be an asset to your community. We hope we have the opportunity to work together.

Respectfully,



Patrick M. Bowen
President (Primary Contact & Project Manager)
Bowen National Research
155 E. Columbus S.t, Ste. 220, Pickerington, OH 43147
patrickb@bowennational.com | 614-833-9300

QUALIFICATIONS & EXPERIENCE

Bowen National Research is located at 155 East Columbus Street, Suite 220 in Pickerington, Ohio, a suburb of Columbus. The company has no other office locations. Established in 2010, Bowen National Research employs over two dozen full-time personnel, all highly trained and experienced in real estate research and analysis. Our firm conducts more than 500 studies each year for a variety of real estate development alternatives and clients. Our primary area of focus involves the research and analysis of residential development. Our firm prides itself on its client communications, ability to manage multiple small and large-scale projects at one time, and commitment to meeting all client deadlines. Below is a brief summary of our areas of experience and knowledge.

Bowen National Research's Market Feasibility Services	
• City/County/Statewide Housing Needs Assessments	• Tribal Housing
• Low-Income Housing Tax Credit/Tax Credit Bond	• Farm Labor Housing
• Government-Subsidized	• Student Housing
• Market-Rate	• For-Sale Housing
• HUD Section 8, 202, 232, 811, 221(d)(3) & (d)(4)	• Senior Living Alternatives
• USDA RD 515 & 514/516	• Retail/Office/Commercial Space



Patrick Bowen, President of Bowen National Research, has conducted numerous housing needs assessments and provided consulting services to city, county and state development entities as it relates to residential development, including affordable and market rate housing, for both rental and for-sale housing, and retail development opportunities. He has also prepared and supervised thousands of market feasibility studies for all types of real estate products, including housing, retail, office, industrial and mixed-use developments, since 1996. Mr. Bowen has worked closely with many state and federal housing agencies to assist them with their market study guidelines. Mr. Bowen has

his bachelor's degree in legal administration (with emphasis on business and law) from the University of West Florida and currently serves as Chairman of the National Council of Housing Market Analysts (NCHMA). Mr. Bowen has served as the lead author/analyst of more than 100 housing needs assessments since 2010.

Mr. Bowen will be the main contact and primary author for this assignment. He works at the Bowen National Research office at 155 East Columbus Street, Suite 220, Pickerington, Ohio 43147. He can be reached at 614-833-9300 and patrickb@bowennational.com.

The following individuals will provide research and analysis assistance and have been involved with previous housing needs assessments completed by our firm in some capacity:

Christopher Bunch, Market Analyst, has more than a decade of experience in conducting both site-specific market feasibility studies and broader housing needs assessments. He has conducted on-site market research of a variety of housing product, conducted stakeholder interviews and completed specialized research on housing market attributes including the impact of military personnel, heirs and estates and other unique factors that impact housing needs.

Desireé Johnson is the Director of Operations for Bowen National Research. Ms. Johnson is responsible for all client relations, the procurement of work contracts, and the overall supervision and day-to-day operations of the company. Ms. Johnson also coordinates and oversees research staff and activities. She has been involved in the real estate market research industry since 2006. Ms. Johnson has an Associate of Applied Science in Office Administration from Columbus State Community College.

Jody LaCava, Research Specialist, has nearly a decade of real estate research experience. She has extensive experience in surveying a variety of housing alternatives, including rental, for-sale, and senior housing. She has experience in conducting on-site research of real estate, evaluating existing housing properties, conducting interviews, and evaluating community services. She has been involved in industry leading case studies, door-to-door resident surveys and special needs housing research.

Pat McDavid, Research Specialist, has conducted housing research for housing needs assessments completed throughout the country. Additionally, he is experienced in analyzing demographic and economic data in rural, suburban and metropolitan communities. Mr. McDavid has been a part of the development of market strategies, operational and fiscal performance analysis, and commercial, industrial and government (local, state, and federal) client consultation within the construction and manufacturing industries. He holds a bachelor's degree in Secondary Earth Science from Western Governors University.

Sophia Narotski, Research Specialist, has conducted housing research and data collection in rural and urban markets. She is experienced with all levels of rental housing, senior care facilities, and non-conventional rental housing. Ms. Narotski conducts interviews with local economic development departments, chambers of commerce, planning officials, social supportive providers and housing authority representatives. She holds an Associates of Arts in Sociology and Music Composition from Columbus State Community College.

In-House Researchers – Bowen National Research employs a staff of in-house researchers who are experienced in the surveying and evaluation of all rental and for-sale housing types, as well as in conducting interviews and surveys with city officials, economic development offices and chambers of commerce, housing authorities and residents.

No sub-consultants or subcontractors will be utilized throughout this research and analysis.

MINNESOTA EXPERIENCE

Our firm has been a trusted market analyst for the Minnesota Housing Finance Agency since 2010. We have completed more than 200 market studies within the state. The majority of these studies were for the purposes of securing Tax Credit financing. Additionally, in 2024 we completed a Dakota County Housing Needs Assessment that addressed housing needs within each of the county's municipalities, as well as the county as a whole.

HOUSING NEEDS ASSESSMENT EXPERIENCE

Bowen National Research has significant experience in conducting Housing Needs Assessments (HNAs) on a city, county and statewide level. While our firm has completed more than 100 HNAs, recent projects with similar work elements as outlined in the RFP are summarized below. We are happy to provide references, additional details of previous housing needs assessments, or links/samples of these reports, upon request.

Housing Needs Assessment Experience Since 2023		
Location	Client	Completion Year
Muskegon City, MI	City of Muskegon	2023
Firelands Region, OH (3 Counties)	Firelands Forward	2023
Beaver Dam, WI	Cedar Corporation/City of Beaver Dam	2023
Mason County, MI	Mason County Chamber Alliance	2023
Oceana County, MI	Dogwood Community Development	2023
Bowling Green, KY	City of Bowling Green Kentucky	2023
Allegan County, MI	Allegan County Community Foundation	2023
Lake County, MI	FiveCap, Inc.	2023
Fayette County, PA	Fay-Penn Economic Development Council	2023
Southwest Region, WV (10 Counties)	Advantage Valley	2023
Owensboro, KY	City of Owensboro	2024
Burke County, NC	Burke County	2024
Charleston, WV	Charleston Land Reuse Agency	2024
Huntington, WV	Advantage Valley	2024
Evansville, IN	City of Evansville, IN - Department of Metropolitan Development	2024
Cabarrus, Iredell, Rowan Counties, NC	HOME Consortium	2024
Carolina Core, NC (21 Counties)	NC REALTORS	2024
Muhlenberg County, KY	Muhlenberg Economic Growth Alliance	2024
Macon County, NC	Macon County	2024
Statewide, KY	Kentucky Housing Corporation	2024
Stone County, MO	Table Rock Lake Chamber of Commerce	2024
Dakota County, MN	Dakota County Community Development Agency	2024
Independence County, AR	Batesville Area Chamber of Commerce	2024
Clarksville, TN	City of Clarksville	2024
New River Gorge Region, WV (4 Counties)	New River Gorge Regional Development District	2025
Hopkinsville, KY	City of Hopkinsville	2025
Northeast Michigan (11 Counties)	Target Alpena Development Corporation	2025
Evansville, IN	City of Evansville, IN - Department of Metropolitan Development	2025
Ottawa County, MI	Housing NEXT	2025
Grand Rapids, MI	Housing NEXT	2025
East Central, MI (8 Counties)	East Michigan Council of Governments	2025
Asheville Region, NC (4 Counties)	Land Of Sky Regional Council	2025

Housing Needs Assessments in Process		
Location	Client	Expected Completion
Florence, SC	City of Florence	September 2025
Kent County, MI	Kent County Community Acton	September 2025
Franklin, TN	Williamson County Association of REALTORS	October 2025
Berrien County, MI	Cornerstone Alliance	November 2025
Lewis County, WV	Lewis County Economic Development Authority	December 2025

APPROACH & METHODOLOGY

Bowen National Research begins each assignment with a kick-off conference call/virtual meeting. The purpose of this call is to ensure that all parties involved agree with the scope of work. This also allows our firm to request any specific assistance from the client.

The following steps outline our proposal to conduct this analysis of the city. *Our firm is willing to customize its research and analysis to meet the client's specific needs.*

STUDY AREA DELINEATION: The foundation of the analysis is the establishment of the Study Area. The Study Area is the geographic area from which demographic and economic factors influence housing needs. For the purpose of this analysis, the Primary Study Area (PSA) will be the Fairmont city limits. We will establish a Secondary Study Area (SSA) that encompasses the outlying areas of Martin County. With input from the city, we may establish submarkets within the city, such as the city's two Census Tracts, or up to four quadrants. These submarkets can be negotiated with the client.

EVALUATION OF DEMOGRAPHICS, ECONOMICS AND HOUSING: A socio-economic profile will be created for the study area, as data is available. The profile will provide in-depth details about the market area, including population and household characteristics, development characteristics, economic characteristics, current housing stock, and the housing market conditions. Sources used for this portion of the study will include U.S. Census, ESRI, local auditor/assessor, interviews with local officials and other experts, and in-house and "on the ground" field research by Bowen National Research.

Population and Household Characteristics: We will identify the current population and household profiles within the study area including, at a minimum, the concentration of low-, middle- and high-income areas. The following population and household characteristics will be analyzed and displayed for the study area for 2000, 2010, 2025, and 2030 (or most recent data available).

- Population counts and density
- Household demographic characteristics
 - Age levels, household types, changes in household size, special needs populations, race/ethnicity, etc.
- Socioeconomic aspects
 - Education levels, housing tenure, households by income range, and median household/family income and poverty statistics
- Mobility/migration patterns
 - Data and analysis of county-level migration, both in- and out-migration
 - Migration population profiles (geography, age, income, etc.)
 - Impact the current housing stock may or may not have on household demographic and socioeconomic household characteristics.

Economic Characteristics and Trends: We will evaluate numerous economic characteristics and trends for the county, as data is available. These data sets include the following employment by occupation/job sector, wages by occupation, identification of top individual employers and assessment of potential changes, unemployment rates, total employment, in-place employment and employee mobility patterns. We will include a detailed analysis of typical wages paid to the most common occupation types in the area and demonstrate the housing such workers can and cannot afford.

We will use the preceding economic metrics to determine how economic conditions and trends are impacting the demand for housing. Interviews with local employers and economic development

representatives will be conducted to obtain insight on local employment trends and potential changes (expansions or layoffs) in the employment base.

EVALUATION OF COMMUNITY SERVICES: We will include an inventory of key community services within the incorporated areas of the county (e.g. schools, shopping, medical, public safety, and employment opportunities) to determine how the abundance or lack of such services may impact housing decisions within the community and/or the community's walk-to-work ability. We will also include a map of notable identified services in the study area.

HOUSING SUPPLY ANALYSIS

Secondary Housing Data: Housing stock characteristics will be analyzed and displayed for the study area (based on U.S. Census data and ACS data), including housing tenure (renter-occupied vs. owner-occupied), vacancy rates by tenure, age of housing, types of housing supply (single-family, duplex, multifamily, etc.), general housing condition (based on evaluation of substandard housing conditions cited in U.S. Census), housing values, rent levels, building permit data and cost burdened households.

Housing Market Conditions: Bowen National Research will utilize an in-house research approach to collect housing data within the study area. Detailed maps of all housing types identified will be provided.

- **Multifamily Rental Housing:** We will identify multifamily rental housing properties, including government-subsidized and affordable Tax Credit properties, as well as market-rate properties (generally with 20 or more units at a single location). Detailed data will be collected including rental rates, subsidy types, vacancy rates, amenities, year built, utility responsibility, Housing Choice Voucher holders, etc. We will also identify housing developments that are at-risk of losing rent subsidies and expiring use restrictions for Low-Income Housing Tax Credit developments.
- **Non-Conventional Rental Housing:** Through online resources such as Craigslist and area property management websites, we will inventory available non-conventional rental properties, such as duplexes, single-family homes, mobile homes, units over storefronts, etc. This inventory will be limited to only what can be identified as "available for-rent" at the time of our analysis and will not include a comprehensive list of all such units that are currently rented/occupied. However, secondary data will be presented and evaluated to assess certain attributes (such as rents, age, size, etc.) of non-conventional rentals.
- **Senior Care Housing:** Identification and survey of senior care housing, including independent living, assisted living and nursing care facilities. Information collected will include total beds, occupancy, waiting list and base monthly rates.
- **For-Sale Housing:** We will obtain for-sale home data for the market from sources such as Multiple Listing Services, Redfin and other sources. Data will be collected and analyzed for both historical sales (generally going back three years) and available for-sale housing alternatives. We will evaluate product by price point, bedroom type, year built, days on market, and location. Information on estimated housing values (either through ACS/ESRI estimates or the local tax assessors) will be provided, mapped and evaluated. We will review local assessor home sales records to attempt to determine the influence investors have on the local for-sale housing market.
- **Development Pipeline & Building Permits:** Building statistics will be evaluated and interviews with officials familiar with the residential development pipeline will be interviewed. The research will describe the likelihood of construction, timing of the project, and its impact on the market.
- **Residential Foreclosures:** Using published reports, we will summarize key residential foreclosure data, including the residential foreclosure rate for the subject market that will be compared with state and/or national averages.

SPECIAL NEEDS ANALYSIS: We will provide an overview of up to three special needs populations (e.g. homeless, veterans, disabled, etc.) that includes information on the designated population, housing provided for this population, financial assistance provided, etc. We will finalize the selected populations with the client prior to commencement of work.

STAKEHOLDER SURVEYS: These online surveys will provide valuable insight into the area housing market, analyzing current market conditions and perceptions, barriers to development and development alternatives in the area. Stakeholders will be asked for input on what housing products should be a priority for the area. We will incorporate the results of the interviews into our recommendations for future housing needs. *The client will need to assist in providing a list of potential stakeholders that we can interview. We will also enable the client to review and contribute to the stakeholder survey instrument.*

Individuals to be interviewed will include, but not be limited to:

- Housing authority representatives
- Government officials
- Economic development officials
- Chambers of Commerce representatives
- Realtor associations
- Lenders/financial services
- Neighborhood organizations
- Major employers
- Rental property managers
- Real estate agents
- Social service providers
- Local housing developers

HOUSING CONDITIONS/RESIDENTIAL BLIGHT: We will identify blighted structures within the incorporated areas of the county through a review of code violations and tax delinquencies (if available), as well as a windshield survey which involves a representative of Bowen National Research driving the area and building an inventory of residential blight. All identified properties will be mapped.

RESIDENTIAL DEVELOPMENT OPPORTUNITIES: Identification of vacant land and buildings of a certain size that could potentially support residential development. Details of each property will be provided and include location, type of property (building or land), size (square feet or acreage), zoning, etc.

BARRIERS TO DEVELOPMENT (REGULATORY AND DEVELOPMENT COSTS): Overview of typical residential development costs (such as land, taxes, government fees, etc.), availability of land/buildings (adaptive reuse), government regulations (emphasis on zoning), and other common barriers. Development costs in the subject market will be compared with the region to determine how such costs may impact the subject market's competitive position. Analysis will be done with use of published secondary data sources, review of online resources, and stakeholder interviews and surveys.

HOUSING PROGRAM AVAILABILITY: We will look at current local housing programs and attempt to identify other regional, state or federal programs (including potential grants) that might be available to address local housing needs.

BEST PRACTICES: We will provide examples of best practices implemented in other communities that may serve as models for policies, programs or initiatives that may be explored for possible implementation in the subject market.

HOUSING DEMAND (GAP ANALYSIS): Based on the existing housing stock within the study area and current demographics, a housing gap analysis will be completed for the study area and will be shown for a five-year projection period, with possibly additional time periods. The gap analysis will determine whether a deficit or surplus of housing units exists for households at various income bands for both rental and for-sale housing. The recommended income stratifications that will be studied will include households earning up to 50% of AMI, between 51% and 80% of AMI, between 81% and 120% of AMI and 121% or

higher of AMI. The demand analysis will consider current household estimates, household growth projections by income and tenure, additional units required for a balanced market, replacement of substandard housing and account for potential commuter support.

CONCLUSIONS/RECOMMENDATIONS: We will provide the following recommendations/strategies:

- We will provide a summary of the market's overall housing market needs, including housing targets (both short- and long-term), priorities for the types of housing in greatest need. We will provide a quantitative summary of the different types of rental and for-sale housing by rent/price point and corresponding household income levels that are needed. This analysis will enable the client to understand their greatest housing needs and allow them to begin to structure policies and/or establish incentives to support targeted housing product.
- We will outline various strategies, such as policies, programs, priorities and incentives that will encourage and direct the development and preservation of various product types (e.g., affordable and market-rate), housing tenures and market segments (family and senior). This may include modification of current policies and incentives in place in the market and/or the introduction of new policies and incentives.

Optional Work Elements

Below are optional work elements that you may want to consider as part of this analysis. The associated fees for each of these work elements are located in the *Proposed Cost* section of this RFP response.

- **Transportation Analysis/Commuting Patterns:** Location of major employment centers and their relationship to transportation costs, availability to public transit and a drive-time analysis will be provided to determine how employment and transportation may influence housing market conditions and demand. We will evaluate commuting patterns, with an emphasis on commuters coming in to and out of the city or county for work. Our analysis will also take into consideration the impact that transportation costs may have on housing decisions made by area residents.
- **Strategic Partnership Identification:** This will include a preliminary list of possible for- and Non-Profit developers, investors, lenders, etc. that may serve as development partners.
- **Employee/Resident Survey:** An online survey can be conducted to solicit input from area employees/residents on current housing characteristics and issues, along with input on housing preferences and needs. *Bowen expects that the client will work with local employers in an effort to create awareness and participation in the survey, as well as advertise the survey through local channels such as social media, flyers, etc.*
- **Employer Survey:** We will develop and implement an online survey that would be completed by the area's largest employers. The survey would be used to help refine our understanding of the area's housing needs from an employer's perspective and also serve as an instrument to educate and encourage the support from the private sector (e.g. corporations, developers, employers, investors, philanthropists, etc.) and the public sector (government, economic development, etc.) to address housing issues. The survey will include questions about how housing limits or impacts employer hiring and retention efforts and how it impacts economic growth. *The client and/or its stakeholders/partners will be responsible for conducting outreach efforts to such employers about the survey.*
- **Additional Presentation:** Additional in-person or virtual presentations, beyond the one (1) included in-person presentation at the conclusion of the assignment, can be conducted for a negotiated fee.

PROPOSED TIMELINE & DELIVERABLES

Per the RFP, a consultant selection will be made by September 22, 2025, and it is the city's desire to have a draft report by January 31, 2026. Our firm is in agreement with this timeline. The selection of optional work elements **may** extend the delivery date of the study; however, those terms can be negotiated with the client. The following is an estimated timeline for deliverables:

Research Task	Timeline
Kick Off Call & Preliminary Data Collection	Month 1
In-house research and phone surveys <ul style="list-style-type: none"> • Rental Housing • MLS Data/For-Sale Housing • Non-Conventional • Development Opportunities • Regulatory Barriers • Housing Programs 	Months 1-3
Collection of Secondary Data <ul style="list-style-type: none"> • Demographic Trends • Economic Trends • Building Permits • Residential Pipeline • Special Needs Data 	Months 2-3
Stakeholder Surveys	Months 2-3
Compilation/Data Entry of Data	Month 3
Analysis of All Data & Draft Recommendations	Month 4 (January 2026)
Finalize Draft	After Client Review
One (1) In-Person Presentation	After Client Review of Final Draft

Upon the client's review of the draft report, Bowen National Research will revise the report to a final copy.

Deliverables will include:

- Preliminary draft of the report in PDF format.
- Final version of the report in PDF format.
- 20 bound color copies
- **One (1)** in-person presentation at the conclusion of the assessment. Additional presentations (in-person or virtual) can be discussed and may incur additional costs.

CITY RESOURCES REQUIRED

Our firm will need the following support from city staff:

- Collaboration on identifying submarkets that the city should be divided into for analysis.
- Assistance in gathering a list of stakeholder contacts. We may ask that the city send a blast email or targeted emails to stakeholder contacts to assist in gathering responses to the online survey.
- Assistance in gathering/providing information on possible development site locations the city is aware of.
- Assistance in providing details on rental and for-sale housing projects in the development pipeline.

Bowen National Research may request that other town/city and/or county staff provide information on local economic development activity, housing projects in the development pipeline, links and/or copies to previous reports completed, and coordination of surveys for various proposed work elements.

REFERENCES

The following individuals can be contacted for reference purposes. Our firm has completed Housing Needs Assessments for each of the entities listed.

References		
Name & Entity	Contact Information	Work Completed/ Timeframe
Ms. Lisa Alfson Director Dakota County Community Development Agency	lalfson@dakotacda.org (651) 675-4467 1228 Town Center Dr., Eagan, MN 55123	HNA for County and it's municipalities March-November 2024
Ms. Misty Hiltabidel Workforce & Business Service Manager Fay-Penn Economic Development Council	mistyh@faypenn.org (724) 437-7913 1040 Eberly Way, Suite 200 Lemont Furnace, PA	HNA for Fayette County March 2023-October 2023
Ms. Haley Hale Community Development Coordinator Evansville Department of Metropolitan Development	hhale@evansville.in.gov (812) 436-7808 1 NW MLK Jr. Blvd, Evansville, IN	Annual HNAs since 2010
Mr. Brent Childers Director Neighborhood & Community Services City of Bowling Green, Kentucky	Brent.Childers@bgky.org (270) 393-3658 1001 College St, Bowling Green, KY	Multiple HNAs for City 2019 & 2023

PROPOSED COST

The fee for the Housing Needs Assessment **will not exceed \$46,000** excluding optional services. This fee is all-inclusive and includes all out-of-pocket expenses. Bowen National Research will be responsible for any overages.

Personnel	Hours	Hourly Rate	Total*
Head Analyst (Analysis/Report Writing/Travel/Presentation)	70	\$150	\$10,500
Data Collection/Compilation: Fieldwork/Travel	100	\$100	\$10,000
Data Collection/Compilation: In-House Research/Phone Surveys	200	\$40	\$8,000
GIS: Demographics, Economic, Mapping	60	\$50	\$3,000
Support Staff	130	\$30	\$3,900
Production/Data Entry/Editing	103	\$30	\$3,100
Bound and Shipped Color Copies (20 @ \$30 each)	-	-	\$600
Profit	-	15%	\$6,900
		Total	\$46,000

*Rounded to the nearest \$100

It is our preference that the client pays 25% of the total cost at the time of contract execution, with the final 75% at the time of receipt of the report's draft issuance.

Requested Payment Schedule
Contract Execution (25%)
Draft Completion (75%)

We anticipate additional discussions with the client, which may modify or refine objectives or alter the scope of work. This might impact the time schedule, final cost analysis, and the delivery date of the final report.

Optional work elements and their associated fees are outlined in the following table.

Optional Services & Fees	
Transportation Analysis/Commuting Patterns	\$2,500
Strategic Partnership Identification	\$3,000
Employee/Resident Survey	\$2,500
Employer Survey	\$2,500
Additional Presentations	To Be Negotiated

A Proposal to Prepare the City of Fairmont, Minnesota Housing Study

Prepared for:

City of Fairmont
Fairmont, MN

September 2, 2025



Maxfield
Research & Consulting

Breaking Ground since 1983

901 Twelve Oaks Center Drive
Suite 922

Wayzata, MN 55391

612.338.0012

www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

September 2, 2025

City of Fairmont
Ms. Betsy Steuber, City Clerk
100 Downtown Plaza
Fairmont, MN 56031

Ms. Steuber:

Thank you for contacting Maxfield Research and Consulting for a proposal to prepare the City of Fairmont, Minnesota Housing Study. The study would examine demographic and economic trends along with current housing market conditions to determine the market potential for developing additional housing products in the City. We would provide detailed recommendations for the housing types identified as being needed in the short- and long-term, and recommendations would be provided on programs and incentives that could be initiated to attract various housing products.

The work program for this housing market study is outlined on the following pages. The total fee for staff time would be \$26,900, including out-of-pocket expenses (i.e. data purchases, etc.) and an electronic version of the report. Travel costs are additional and would be billed at our direct costs. Costs are presented for each major component of the work program. Maxfield Research and Consulting would be able to deliver a draft report of the housing needs analysis in approximately 120 days.

Along with the proposal is a statement of qualifications for our firm which provides a company background and outlines our services and representative clients. We welcome the opportunity to work with you on this project. If you have questions, please contact me at (612) 802-5094 or email at jhollman@maxfieldresearch.com. If the proposal meets with your approval, please date and sign one copy and return it to our offices and we will schedule this work to be completed.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING

Joe Hollman
Director of Research



Maxfield

Research & Consulting

Breaking Ground since 1983

September 2, 2025

City of Fairmont
Ms. Betsy Steuber, City Clerk
100 Downtown Plaza
Fairmont, MN 56031

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting proposes to provide market research and consulting services to the City of Fairmont, Minnesota (the “Client”) to prepare the City of Fairmont, Minnesota Housing Study. The market study will determine the market potential for developing different types of owned and rented housing in the City through 2040 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2025 to 2030) and long-term (2031 to 2040) would be provided.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting has 40 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting provides market analysis services in the areas of general occupancy market rate housing, affordable housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

METHODOLOGY

It is our understanding that the primary objective of this study is to provide a market-based analysis that will identify current and future housing needs in the community and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting's approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers, and economic development agencies, among others.

Published secondary data is always reviewed carefully considering other local factors revealed through primary research that may have an impact on the analysis. The result is a custom report that provides the Client with information that is timely and locally pertinent.

Our work approach draws on our experience and expertise in conducting economic and market studies on behalf of public entities and private developers.

Maxfield Research and Consulting routinely is a market leader in real estate research and consulting in the Upper Midwest.



WHY MAXFIELD RESEARCH?

We Know the Region

- **Benefit:** Our past experience in Fairmont and throughout southern Minnesota will allow us to work efficiently

Housing Inventory

- **Benefit:** Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the Upper Midwest

Experience Counts

- **Benefit:** Committed team of senior-level leaders; the team members dedicated to this project have over 60 years of experience

Local Knowledge - National Experience

- **Benefit:** Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- **Benefit:** We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- **Benefit:** We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- **Benefit:** Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- **Benefit:** Hands-on field work and interviews via telephone or in person combined with the analysis of Census and other data to gain the most information possible.

Proven Methodologies & Results Oriented

- **Benefit:** Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

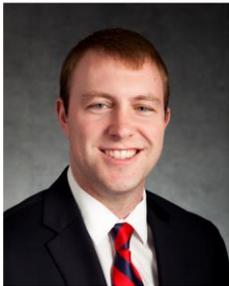
KEY RESEARCH STAFF



Mary Bujold, CRE, President of Maxfield Research and Consulting, will be principle-in-charge of the project and serve as a consultant for the recommendations. Ms. Bujold has over 40 years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies over the past several years.



Mr. Joe Hollman, Director of Research, would be the principal analyst overseeing project execution, completing a portion of the data gathering, preparing conclusions and recommendations, and overseeing compilation of the report. Mr. Hollman was project lead on several similar housing needs analyses, including studies for the Minnesota communities of Luverne, Mora, Lake City, Montgomery, Red Wing, Carver County, and Dodge County. Mr. Hollman is currently directing the completion of housing needs analyses for Perham, Minnesota and Grinnell, Iowa.



Mr. Max Perrault, GIS Technician/Senior Associate, will be responsible for mapping, compiling demographic and employment data, and gathering base market information. Mr. Perrault has assisted on several comprehensive housing needs analyses during his tenure with Maxfield Research and Consulting, including recent studies for Storm Lake, Iowa, the City of Braham, Minnesota, and Anoka County, Minnesota. Mr. Perrault is currently providing mapping services for multiple market studies across the Upper Midwest and is working on a housing needs analysis for Forest County, Wisconsin.

Consultant's Name: Maxfield Research and Consulting
Year Established: 1983
Type of Ownership: LLC
Federal ID Number: 41-1463801
Employees: 8

Primary Contact:

Mr. Joe Hollman
Director of Research
Maxfield Research and Consulting
901 Twelve Oaks Center Drive, Suite 922
Wayzata, MN 55391
(612) 904-7973
email: jhollman@maxfieldresearch.com
www.maxfieldresearch.com

**Maxfield Research & Consulting
Team Members**

- Mary Bujold, President, 41 years experience
- Joe Hollman, Director of Research, 28 years experience
- Brian Smith, Senior Associate, 23 years experience
- Rob Wilder, Senior Associate, 10 years experience
- David Sajevic, Senior Associate, 15 years experience
- Max Perrault, GIS Technician/Senior Associate, 9 years experience
- Jessica Van Voorhis, Associate, 10 years experience
- Nathan Ross, Associate, 1 year experience

SCOPE AND COST OF SERVICES – City of Fairmont, Minnesota Housing Study

A. Project Kickoff

1. Meet with Client representatives and other stakeholders to review project goals and objectives. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time.
2. Obtain information on past housing studies/planning documents, ordinances, or other research reports/publications with information pertinent to the assignment. Review these documents and identify information that is relevant to this analysis; identify how current conditions have changed.
3. Conduct a windshield assessment of the housing stock in the community.

B. Demographic Analysis

1. Define a primary housing draw area for the City of Fairmont.
2. Provide population and household growth trends and projections to 2040.
3. Examine demographic information on (data will be presented for the City as well as census tracts encompassing the City):
 - a) Population age distribution
 - b) Household incomes by age of householder
 - c) Household tenure by age of householder and by household size
 - d) Household incomes by tenure
 - e) Household type
4. Summarize diversity/ethnicity of the Market Area's population
5. Present information on mobility trends.
6. Discuss the implications of the findings on housing demand.

C. Employment Trends

1. Examine local data on labor force and resident employment trends.
2. Examine local data on industry employment and wage trends.
3. Identify major employers.
4. Identify commuting patterns of area workers.
5. Project job growth to 2040. Analyze any business expansions/contractions and their effect on the local housing market.
6. Interview economic development specialists and major employers regarding the impact housing has on their ability to attract/retain workers.

D. Housing Characteristics & Condition

1. Compile statistics on the age of the housing stock.
2. Compile residential building permit data to the most current available figures. Data to be provided by Client. If Client is unable to provide building permit information, then secondary data (i.e. Census Building Permit Survey) will be utilized if available.
3. Analyze U.S. Census (2010 and 2020) and American Community Survey (ACS) findings on housing units by structure type and tenure in the community.
4. Based on data provided by Client, summarize recent building code violations. Review proposed future changes to the Minnesota State Building Code.
5. Interview housing professionals and municipal staff regarding housing conditions, economic development trends, and other factors that affect the housing markets.

E. For-Sale Housing Market Analysis

1. Provide data on detached single-family and multifamily (i.e. twin homes, townhomes, condominiums) housing resale values and examine price distribution and average/median price of home resales. If available, data will be sourced from local Multiple Listing Service (MLS). If MLS data is not available, information will come from the City or County Assessor which may require Client assistance.
2. Analyze data on the inventory and list price of homes currently for sale.

3. Summarize sales activity data by neighborhood/census tract.
4. Survey active and recently completed for-sale housing developments (detached single-family homes, townhomes, twin homes, etc.).
5. Analyze information on product types, lot sizes, home sizes, sale prices, and absorption (if available).
6. Identify the residential lot supply in the community and evaluate the impact on potential housing production. To the extent data is available, present information on vacant lots by year platted, subdivision, pricing, etc. Lot supply data to be provided by Client through GIS or Assessor parcel databases.
7. Identify pending for-sale housing developments and discuss the likely impact of these developments on the housing market.
8. Interview real estate professionals to evaluate for-sale housing market trends, buyer profiles, desired housing types, price points, and unmet market niches.

F. General Occupancy Rental Market Analysis

1. Provide a general overview of rental housing market conditions.
2. Survey larger (eight units or more) general occupancy rental housing projects, including subsidized, affordable, workforce/moderate income housing, and market rate properties. Map surveyed rental housing properties.
3. Analyze data collected from the rental survey on year built, monthly rents, vacancies, and rents per square foot.
4. Inventory pending rental developments and evaluate their impact on the market.
5. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing.
6. Identify appropriate rental rates and the target markets for new rental construction in the community.

G. Senior Housing Market Analysis

1. Inventory existing senior housing properties, including subsidized, affordable, and market rate developments. Projects will include rental and for-sale active adult, independent living, assisted living, and memory care facilities.
2. Provide information on year opened, number of units, and service level.
3. Map locations of the senior housing stock.
4. Inventory pending senior developments and evaluate their impact on the market.
5. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing.

H. Special Needs Housing Assessment

1. Summarize demographic characteristics of homeless populations in the region with the most recent data available from Wilder Research.
2. Collect and analyze data for individuals/households with cognitive and physical limitations. Identify growth in the market by age group, under and over age 65.

3. Interview local, county and regional service providers regarding homelessness, emergency shelter needs, transitional housing needs, and housing barriers.
4. Identify existing facilities serving special needs populations; collect data on beds, income restrictions, waiting lists, turnover, and other key information.

I. Housing Affordability

1. Provide income limits, fair market rents, and maximum rents by household size and Area Median Income.
2. Based on the average rents and median home resale values from the *General Occupancy Rental Market Analysis* and the *For-Sale Housing Market Analysis* sections, present information on income-qualified renter and owner households.
3. Identify the number of cost burdened households (i.e. households paying more than 30% of their income on housing) for renter and owner households.
4. Evaluate Housing Choice Voucher program utilization in the community.

J. Conclusions and Recommendations

1. Calculate demand through 2040 for new general occupancy for-sale housing, general occupancy rental housing (subsidized, affordable, and market rate), active adult senior housing (subsidized, affordable, and market rate), and service enhanced senior housing (independent living, assisted living, memory care).
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential housing gaps and opportunities in the community.
4. Based on residential lot supply and absorption trends, discuss whether additional lots should be platted to meet projected demand.
5. Suggest appropriate development concepts in the short-term (developments needed by 2030) and longer-term (2031 to 2040), including number of units, unit mix, sale prices or monthly rents, and in-unit features and common area amenities.
6. Prioritize housing needs and action steps to implement recommendations.
7. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development.
8. Review current programs offered in the community (data to be provided by Client).
9. Discuss other potential housing programs and resources that may be administered to help achieve housing goals.
10. Based on property information provided by Client, evaluate potential redevelopment, adaptive reuse, and infill development opportunities in the community.
11. Provide recommendations on other challenges and opportunities that relate to the existing housing stock and housing development.

K. Meetings and Client Contact

1. One kick-off meeting with Client and stakeholders (in person or via teleconference).
2. Review of the Draft analysis (via teleconference) that would address report findings.
3. Final Report Preparation.
4. One formal presentation in a public community meeting.

MAPPING

Maxfield Research and Consulting will utilize mapping software to present key data visually and spatially. To the extent Geographic Information System (GIS) data is available, housing related parcel-based maps of the community will be prepared. Maxfield Research will require assistance from the Client to obtain parcel level data.

Cost for City of Fairmont, Minnesota Housing Study (Staff Time) \$26,900.00

COST OF SERVICES

The work outlined under the Scope of Services – City of Fairmont, Minnesota Housing Study will be performed for Twenty Six Thousand Nine Hundred Dollars (\$26,900.00), including out-of-pocket expenses such as data purchases and an electronic version of the report; but excluding travel expenses (meals, mileage or car rental, lodging, incidentals, etc.) estimated to not exceed \$900.00. Bound hard copies are optional and will be billed at our direct costs, estimated at \$2,000.00 for the requested 20 copies (\$100 per copy).

FEE PROPOSAL CITY OF FAIRMONT, MINNESOTA HOUSING STUDY					
Project Task	Maxfield Research and Consulting Staff Hours				Cost by Task
	President	Project Director	Project Analyst	Total Hours	
Project Kick-off	0	10	0	10	\$1,500
Review of Past Studies	0	0	4	4	\$340
Demographic Analysis	0	10	16	26	\$2,850
Employment Trends	0	4	10	14	\$1,450
Housing Characteristics and Condition	0	8	16	24	\$2,560
For-Sale Housing Market Analysis	0	10	18	28	\$3,020
General Occupancy Rental Analysis	0	4	26	30	\$2,800
Senior Housing Market Analysis	0	2	12	14	\$1,320
Special Needs Housing Assessment	0	6	12	18	\$1,910
Housing Affordability	0	8	4	12	\$1,530
Conclusions and Recommendations	6	20	6	32	\$4,460
Meetings and Report Preparation	0	10	4	14	\$1,840
Mapping	0	2	12	14	\$1,320
Total Hours	6	94	139	239	
(times) Hourly Rate	\$160	\$150	\$85		
Total Cost for Staff Time	\$960	\$14,100	\$11,840	\$26,900	
(Plus) Travel Cost (estimate)*				\$900	
Total Cost for Staff Time plus Travel	\$960	\$14,100	\$11,840	\$27,800	
(Optional) 20 bound hard copies**				\$2,000	
Total Cost for Staff Time/Travel + Optional Bound Hard Copies				\$29,800	

*Mileage, lodging, meals, etc.; Mileage billed at the standard IRS rate of \$0.70 per mile (2025 rate)

**Printing cost billed at our direct cost estimated at \$100 per copy.

The preceding fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and by Maxfield Research and Consulting staff position. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates (\$65 to \$160).

WORK PRODUCT

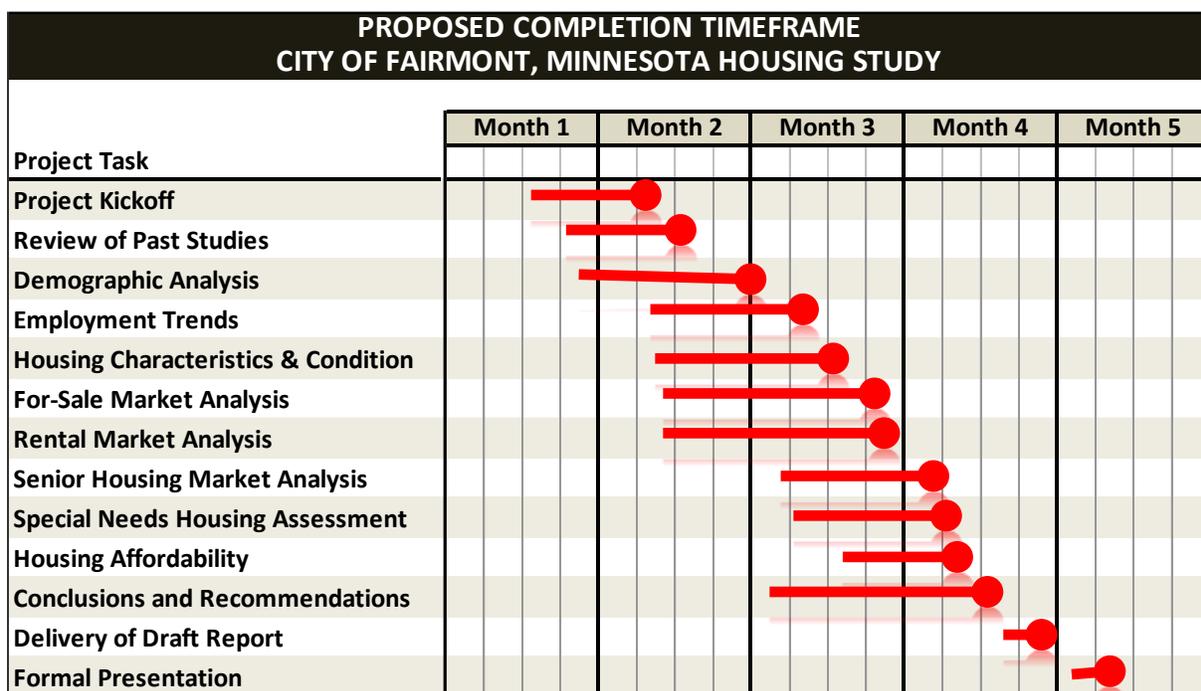
Findings will be presented in an electronic PDF format. Bound hard copies are optional.

The Comprehensive Housing Needs Analysis is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 120 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.



PAYMENT

All invoices are payable to Maxfield Research and Consulting within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement. We assume no responsibility for matters legal in character.

The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

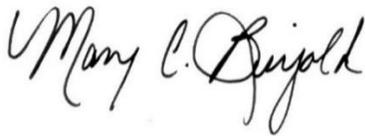
If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2025.

MAXFIELD RESEARCH AND CONSULTING

CITY OF FAIRMONT



Mary C. Bujold
President

(Signature of Authorized Signer)

By: _____
(Print Name of Authorized Signer)

Its: _____
(Print Title of Authorized Signer)

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting

- 1. Comprehensive Housing Needs Analysis for Pope County, Minnesota** **2025**
Client: Pope County HRA/EDA
Contact: Jason Murray, (320) 760-0722, jason@daviddrown.com

- 2. Comprehensive Housing Needs Analysis for Red Wing, Minnesota** **2025**
Client: City of Red Wing
Contact: Brandy Howe, (651) 385-5137, Brandy.Howe@redwingmn.gov

- 3. Comprehensive Housing Needs Analysis for Mankato, Minnesota** **2025**
Client: City of Mankato
Contact: Nancy Bokelmann, (507) 387-8623, nbokelmann@mankatomn.gov

- 4. Comprehensive Housing Needs Analysis for Mora, Minnesota** **2025**
Client: City of Mora
Contact: Kirsten Faurie, (320) 225-4807, k.faurie@cityofmora.com

- 5. Comprehensive Housing Needs Analysis for Duluth, Minnesota** **2025**
Client: City of Duluth
Contact: Tom Church, (218) 730-5335, tchurch@duluthmn.gov

- 6. Comprehensive Housing Needs Analysis for Waverly, Iowa** **2024**
Client: City of Waverly
Contact: Connie Tolan, (319) 352-9210, ctolan@waverlyia.com

- 7. Comprehensive Housing Needs Analysis for Carrington, North Dakota** **2024**
Client: Carrington Chamber & Economic Development Corporation
Contact: Laurie Dietz, (701) 652-2524, chambergal@daktel.com

- 8. Housing Study and Needs Analysis for Hubbard County, Minnesota** **2024**
Client: Heartland Lakes Development Commission
Contact: Mary Thompson, (218) 699-7010, mthompson@heartlandlakesdc.org

- 9. Comprehensive Housing Needs Analysis for Lake City, Minnesota** **2024**
Client: Lake City Port Authority
Contact: Rob Keehn, (651) 345-6813, rkeehn@ci.lake-city.mn.us

- 10. Comprehensive Housing Needs Analysis for Carver County, Minnesota** **2024**
Client: Carver County Community Development Agency
Contact: Allison Streich, (952) 448-7715, allisons@carvercda.org

—APPENDIX—



Maxfield

Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 40+ years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

WHAT WE DO

- ◆ **Residential**—Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.
- ◆ **Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects.
- ◆ **Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.
- ◆ **Special**—Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.
- ◆ **Consulting Services**—Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.

OUR STAFF

Mary Bujold, President
Joe Hollman, Director of Research
Brian Smith, Senior Associate
Rob Wilder, Senior Associate
David Sajevic, Senior Associate
Max Perrault, GIS Technician/Senior Associate
Jessica Van Voorhis, Associate
Nathan Ross, Associate



Maxfield
Research & Consulting

COMPREHENSIVE HOUSING

Real Estate Research
Providing Comprehensive
Market Information
for the Public-Sector

Maxfield Research & Consulting has been a leader in the Comprehensive Housing Market Study industry for over three decades.

We provide the framework and market knowledge to guide housing development in your community. Our experts are leaders in comprehensive housing analyses across the Midwest and nationwide. The findings we provide create a basis for community leaders, stakeholders, and decision makers to guide future efforts in their respective community when addressing housing needs. Our relationships with developers, builders, investors, real estate professionals, and other professionals in the private sectors allow us to merge the wants and needs of the private and public sectors. With boots on the ground field work and real-time analysis on the local housing market, we provide market driven realities and action-oriented strategies for our clients.

Local • Regional • National

WHY MAXFIELD RESEARCH & CONSULTING?

We provide a holistic approach to comprehensive housing needs through our:

Local Knowledge and National Expertise

Full-Service Real Estate Advisory Firm Capabilities

Housing Inventory and Proprietary Housing Data

On the Ground Field Research

Builder/Developer Relationships

Comprehensive Approach

Efficient Knowledge Base

Committed and Experienced Team Members

Proven Methodologies and Results Oriented Process

WHAT WE DO

Maxfield provides insight and solutions to key considerations in the comprehensive housing market.



Competitive Analysis



Product/Service Optimization



Site Optimization



Business Cycle Assessment



Highest & Best Use



Risk Reduction



Market Saturation



Red Flags

ACTION-ORIENTED ANALYSIS

Your key to a successful housing assessment is accurate and real-time market information. Our specialized division has developed a successful methodology to accurately measure market demand across all housing types. We also maintain a proprietary database tracking housing products and development since the mid-1980s.

Our analysis will enable you to make big decisions with confidence, reduce project risk, and maximize development opportunities. In addition to comprehensive economic, demographic and market reviews, we consider the human factor in our analyses.

Outcome Results May Include:

- Critiques of Proposed Development Concepts
- Housing concept recommendations
- Marketing Positioning/Strategies
- Site Selection
- Absorption Estimates
- GIS Mapping
- Highest and Best Use
- Land Use Refinements

Benefits Include:

- Guiding policy-making decisions
- Providing a framework for the Comprehensive Planning process
- Soliciting interest from the building industry
- Defining strategic housing priorities
- Due diligence for local banks and lending institutions
- Fundraising for housing programs and grants

Additional Service Options Include:

- Developer Round Tables
- Focus Groups
- Housing Surveys
- Stakeholder Interviews
- Housing Program Reviews
- Peer City Analysis
- GIS Mapping
- Builder/Developer Referrals



901 Twelve Oaks Center Drive
Suite 922
Wayzata, MN 55391

Phone: 612-338-0012 **Fax:** 612-904-7979
Email: info@MaxfieldResearch.com

MaxfieldResearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

Mary has 40 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.

EDUCATION

Bachelor of Arts in Business Administration

Marquette University

Masters of Business Administration

University of Minnesota

PROFESSIONAL DESIGNATION, APPOINTMENTS AND LICENSES

Counselors of Real Estate (CRE)

CRE Investment Committee Chair

CRE Budget & Finance Committee

CRE Minneapolis Chapter Chair

CRE Real Estate Issues Committee

CRE Counseling Corps Committee

Housing Development Committee-Project for Pride in Living

Minnesota Real Estate Broker's License

PROFESSIONAL ORGANIZATIONS

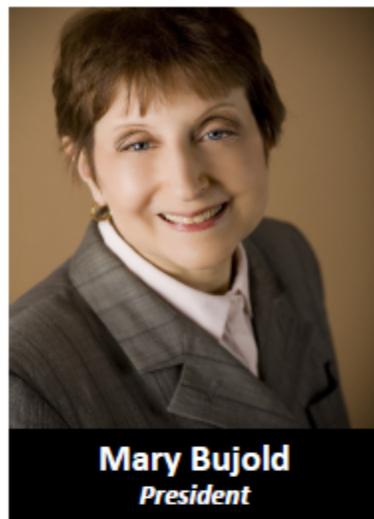
Counselors of Real Estate (CRE)

National Association of Realtors (NAR)

Minnesota Association of Realtors (MAR)

Minneapolis Area Association of Realtors (MAAR)

Lambda Alpha International (LAI)



Mary Bujold
President

EXPERIENCE

- ◆ *Large-scale Redevelopment*
- ◆ *Master-planned Communities*
- ◆ *Rental Housing*
- ◆ *Condominium Housing*
- ◆ *Senior Housing*
- ◆ *Student Housing*
- ◆ *Special Needs Housing*
- ◆ *Financial Institutions*
- ◆ *Expert Testimony and Litigation Support*
- ◆ *Comprehensive Housing Needs*
- ◆ *Retail Analysis*
- ◆ *Downtown Revitalization*
- ◆ *Industrial Analyses*
- ◆ *Banking/Trust Institutions*
- ◆ *Fiscal Impact Analyses*

CONTACT INFORMATION

901 Twelve Oaks Center Dr, Suite 922

Wayzata, MN 55391

(Office) 612-904-7977 (Fax) 612-904-7979

Email: mbujold@maxfieldresearch.com

www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has over 25 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.

EDUCATION

Bachelor of Science in Geography
University of Wisconsin at La Crosse

EXPERIENCE

- ◆ *Retail, Office and Industrial Real Estate*
- ◆ *Redevelopment*
- ◆ *Hotel Feasibility*
- ◆ *Market Rate Rental Housing*
- ◆ *Affordable Rental Housing*
- ◆ *Market Potential Analyses*
- ◆ *Comprehensive Housing Needs Analyses*
- ◆ *Amphitheaters*
- ◆ *Senior Housing*
- ◆ *Age-restricted active adult communities*
- ◆ *Detached Single-Family Housing*
- ◆ *Condominiums*



Joe Hollman
Director of Research

CONTACT INFORMATION

901 Twelve Oaks Center Dr. Suite 922
Wayzata, MN 55391
(Office) 612-904-7973 (Fax) 612-904-7979
Email: jhollman@maxfieldresearch.com
www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

In January 2017, Maxim joined Maxfield Research and Consulting as a Research Associate. Prior to joining Maxfield, Maxim worked in the public sector as a GIS/Planning Technician for Racine County Public Works in Southeastern Wisconsin.

Maxim brings with him expertise and professional background in land management, GIS & AutoCAD software, zoning administration, and familiarity with county operations and local government.

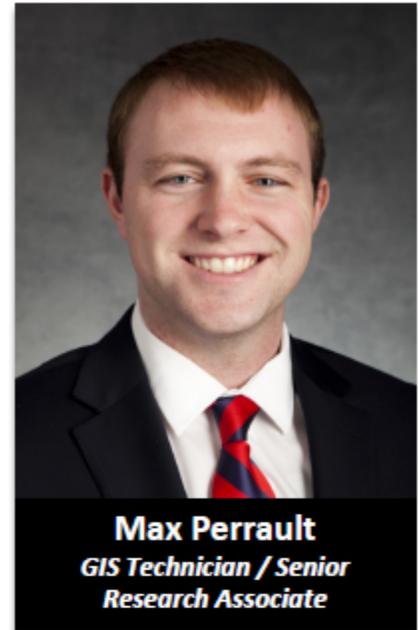
Max has worked on several projects related to multifamily housing including projects in the Twin Cities, Milwaukee Metro Area, the Chicagoland Area, and the Seattle Metro Area. He has also worked on Comprehensive Housing Needs studies for City and County HRA/EDA's throughout Minnesota and Iowa.

EDUCATION

Bachelor of Arts in Geography, Minor in Sociology
University of Wisconsin - Parkside
Geographic Information System (GIS) Certificate
University of Wisconsin - Milwaukee

EXPERIENCE

- ◆ *10+ years GIS Experience*
- ◆ *Demographic & Economic Forecasts*
- ◆ *Site Suitability Analysis*
- ◆ *Highest & Best Use Analysis*
- ◆ *Land Surveying and Platting*



Max Perrault
*GIS Technician / Senior
Research Associate*

CONTACT INFORMATION

901 Twelve Oaks Center Drive, Suite 922
Wayzata, MN 55391
Phone: 612-338-0012
Email: mperrault@maxfieldresearch.com
www.maxfieldresearch.com



STAFF MEMO

Prepared by: Paul Hoyer, Finance Director	Meeting Date: 01/12/2026	<input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 12.1
Reviewed by:	Item: Consideration to Develop or Consider Offers for the Potential Purchase of Real Property <i>Potential Closed Session</i>		
Presented by: Paul Hoyer, Finance Director	Action Requested: Motion to go into Closed Session Pursuant to Minnesota Statutes 13D.05, subd.3 (c) to Develop or Consider Offers for the Potential Purchase of Real Property		
Vote Required: <input type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Board/Commission/Committee Recommendation:		

REFERENCE AND BACKGROUND

Pursuant to Minnesota Statutes § 13D.05, subd. 3(c), the City Council may close a meeting to develop or consider offers for the purchase of real property. The closed session is requested for Council to discuss the potential purchase of property(ies).

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>4 Diamonds Home Inspection</u>					
4 Diamonds Home Inspection	Building Inspection	36 Inspections 600 Burton Ln	720.00	171050	12/03/2025 1
		Total for 4 Diamonds Home Inspection	720.00		
<u>A.H. Hermel Company</u>					
A.H. Hermel Company	Liquor Store	Supplies Liquor Store	474.80	171098	12/04/2025 1
A.H. Hermel Company	Liquor - Mdse for Resale	Pop/Mix	190.38	171098	12/04/2025 1
A.H. Hermel Company	Liquor - Mdse for Resale	Freight	8.95	171098	12/04/2025 1
		Total for A.H. Hermel Company	674.13		
<u>AED Smart Monitoring</u>					
AED Smart Monitoring	Parks	Annual Full Maint & Monitoring Agreement	600.00	171051	12/03/2025 1
		Total for AED Smart Monitoring	600.00		
<u>Amazon Capital Services</u>					
Amazon Capital Services	Parks	Safety Requirements For Aboricultural Op Books Releaf Grant	39.94	171239	12/18/2025 1
Amazon Capital Services	Parks	Municipal Specialist Certification Releaf Grant	131.89	171239	12/18/2025 1
Amazon Capital Services	Building Inspection	Ceramic Space Heater Bldg Inspector	18.61	171239	12/18/2025 1
Amazon Capital Services	Fire Fighting	(10) Safety Vests, Storacell AA_12 Battery Storage Caddy & Disp	291.40	171052	12/03/2025 1
Amazon Capital Services	Engineering	Ceramic Space Heaters Engineering	37.22	171239	12/18/2025 1
		Total for Amazon Capital Services	519.06		
<u>American Engineering Testing, Inc.</u>					
American Engineering Testing, Inc.	Paved Streets	Gomsrud Park Material Testing	3,930.15	170993	11/26/2025 1
American Engineering Testing, Inc.	Paved Streets	Lake Ave Reconstruction	14,323.45	171053	12/03/2025 1
American Engineering Testing, Inc.	Paved Streets	LakeAve Reconstruction	6,673.30	171186	12/12/2025 1
		Total for American Engineering Testing, Inc.	24,926.90		
<u>American Test Center, Inc.</u>					
American Test Center, Inc.	Fire Fighting	Fire Truck Tested Annual Safety Inspection Unit #Ladder 8, Groun	1,658.00	171187	12/12/2025 1
		Total for American Test Center, Inc.	1,658.00		
<u>American Welding & Gas, Inc.</u>					
American Welding & Gas, Inc.	Fire Fighting	5 x 3/64 x 7/8 Zip Cut Wheels Fire Dept	156.25	171241	12/18/2025 1
American Welding & Gas, Inc.	Central Garage	Cylinder Rentals Oct 2025	108.37	170994	11/26/2025 1
American Welding & Gas, Inc.	Central Garage	Cylinder Rentals Nov 2025	105.47	171188	12/12/2025 1
		Total for American Welding & Gas, Inc.	370.09		
<u>Anderson</u>					
Anderson	Crime Control & Investigation	Reimbursement For Safety Eyewear	164.37	0	12/03/2025 1
Anderson	Non-departmental	Refund Check 012298-001, 1317 Johnson St #D	1.52	171041	12/02/2025 1
Anderson	Non-departmental	Refund Check 012298-001, 1317 Johnson St #D	1.53	171041	12/02/2025 1
Anderson	Non-departmental	Refund Check 012298-001, 1317 Johnson St #D	4.06	171041	12/02/2025 1
Anderson	Non-departmental	Refund Check 012298-001, 1317 Johnson St #D	0.15	171041	12/02/2025 1
		Total for Anderson	171.63		
<u>Arnold Motor Supply</u>					
Arnold Motor Supply	Parks	Mirror Bracket Kit, Mirror Glue Kit Park #551	8.68	171189	12/12/2025 1
Arnold Motor Supply	Central Garage	Oil Drain Pan 7 QT	4.29	170995	11/26/2025 1
		Total for Arnold Motor Supply	12.97		

**Accounts Payable
Check Approval List - City Council**

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Ascent Aviation Group, Inc.</u>					
Ascent Aviation Group, Inc.	Airport	Short Pd Inv 1155865 11/14/25 7602 Gross Gallons JetA w Additiv	10.00	171121	12/09/2025 1
		Total for Ascent Aviation Group, Inc.	10.00		
<u>Asmus</u>					
Asmus	Crime Control & Investigation	Reimbursement For Safety Glasses	280.70	0	12/12/2025 1
		Total for Asmus	280.70		
<u>AT&T Mobility</u>					
AT&T Mobility	Engineering	507-230-2326-November	44.92	171277	12/19/2025 1
		Total for AT&T Mobility	44.92		
<u>Atlantic Coca-Cola Bottling Company</u>					
Atlantic Coca-Cola Bottling Company	Liquor - Mdse for Resale	Pop/Mix	265.23	171099	12/04/2025 1
Atlantic Coca-Cola Bottling Company	Liquor - Mdse for Resale	Pop/Mix	254.60	171099	12/04/2025 1
		Total for Atlantic Coca-Cola Bottling Company	519.83		
<u>Baarts</u>					
Baarts	Mayor & Council	Nov 2025 Expenses	48.30	171054	12/03/2025 1
		Total for Baarts	48.30		
<u>Barrios</u>					
Barrios	Non-departmental	Refund Check 018585-000, 515 E 3rd St	3.18	171117	12/08/2025 1
Barrios	Non-departmental	Refund Check 018585-000, 515 E 3rd St	8.40	171117	12/08/2025 1
Barrios	Non-departmental	Refund Check 018585-000, 515 E 3rd St	8.49	171117	12/08/2025 1
Barrios	Non-departmental	Refund Check 018585-000, 515 E 3rd St	3.18	171117	12/08/2025 1
Barrios	Non-departmental	Refund Check 018585-000, 515 E 3rd St	0.32	171117	12/08/2025 1
		Total for Barrios	23.57		
<u>Bauer Built Tire</u>					
Bauer Built Tire	Ice & Snow Removal	Tires (4) #115 Snow & Ice	1,686.48	171055	12/03/2025 1
Bauer Built Tire	Ice & Snow Removal	(4) General Grabber Tires #106	1,648.00	171345	12/23/2025 1
Bauer Built Tire	Road & Bridge Equipment	(4) General Grabber #100	1,686.48	170996	11/26/2025 1
		Total for Bauer Built Tire	5,020.96		
<u>Beemer Companies</u>					
Beemer Companies	Garbage Collection	Move Dozer From Tree Dump to City Shop	500.00	171190	12/12/2025 1
Beemer Companies	Fire Fighting	Move In Excavator to 322 S Park St To Assist W Getting Fire Out	1,875.00	171122	12/09/2025 1
		Total for Beemer Companies	2,375.00		
<u>Bellboy Corporation</u>					
Bellboy Corporation	Liquor - Mdse for Resale	Misc Merchandise For Resale Liquor Store	341.80	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	Freight	9.70	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	THC	840.00	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	Freight	48.00	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	Liquor	2,400.62	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	Freight	26.00	171100	12/04/2025 1
Bellboy Corporation	Liquor - Mdse for Resale	Pop/Mix	59.00	171100	12/04/2025 1
Bellboy Corporation	Liquor Store	Supplies Liquor Store	25.00	171100	12/04/2025 1
		Total for Bellboy Corporation	3,750.12		
<u>Benschoter</u>					

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Benschoter	Parks	Reimbursement For Safety Toe Boots	199.99	171056	12/03/2025 1
Total for Benschoter			199.99		
<u>Best Western</u>					
Best Western	City Manager	Nov 2025 Hotel Stays J O'Neill	242.82	171242	12/18/2025 1
Total for Best Western			242.82		
<u>Bettin Trucking, Inc.</u>					
Bettin Trucking, Inc.	Paved Streets	Gravel 11/13/2025	4,307.99	171057	12/03/2025 1
Bettin Trucking, Inc.	Ice & Snow Removal	Sand & Salt for Snow & Ice	6,226.25	171191	12/12/2025 1
Total for Bettin Trucking, Inc.			10,534.24		
<u>Bevcomm Inc</u>					
Bevcomm Inc	Planning & Zoning	Mike S Monitors	580.40	171123	12/09/2025 1
Bevcomm Inc	Data Processing	Dec 2025 Support Services Contract	7,035.72	171123	12/09/2025 1
Bevcomm Inc	Data Processing	Dec 2025 EDP, Software & Design	3,479.48	171123	12/09/2025 1
Bevcomm Inc	Data Processing	300 Day St 500mb Internet Access	400.00	171123	12/09/2025 1
Total for Bevcomm Inc			11,495.60		
<u>Bleess</u>					
Bleess	Crime Control & Investigation	2025 Safety Eyewear Reimbursement	300.00	0	12/03/2025 1
Total for Bleess			300.00		
<u>Boekett Building Supply</u>					
Boekett Building Supply	Liquor Store	Shelving Liquor Store	241.36	170997	11/26/2025 1
Boekett Building Supply	Parks	Screwdrivers, Door Sweep, Shop Supplies	48.45	171321	12/19/2025 1
Boekett Building Supply	Parks	2x6 8' (4) Park Dept	28.48	171192	12/12/2025 1
Total for Boekett Building Supply			318.29		
<u>Bolden</u>					
Bolden	Non-departmental	Refund Check 013482-001, 620 Summit Dr #305	0.21	171042	12/02/2025 1
Bolden	Non-departmental	Refund Check 013482-001, 620 Summit Dr #305	2.06	171042	12/02/2025 1
Bolden	Non-departmental	Refund Check 013482-001, 620 Summit Dr #305	2.07	171042	12/02/2025 1
Bolden	Non-departmental	Refund Check 013482-001, 620 Summit Dr #305	5.52	171042	12/02/2025 1
Total for Bolden			9.86		
<u>Bolton & Menk, Inc.</u>					
Bolton & Menk, Inc.	Parks	Gomsrud Park Renovations Phase 1	6,036.00	171243	12/18/2025 1
Bolton & Menk, Inc.	Parks	Gomsrud Park Renovations Phase 1	19,632.00	171058	12/03/2025 1
Bolton & Menk, Inc.	Paved Streets	2025 Blue Earth Ave Improvements	15,352.50	171243	12/18/2025 1
Bolton & Menk, Inc.	Paved Streets	2025 Blue Earth Ave Improvement	11,702.50	171058	12/03/2025 1
Bolton & Menk, Inc.	Paved Streets	Lake Ave Reconstruction LRIP	2,788.00	170998	11/26/2025 1
Bolton & Menk, Inc.	Paved Streets	2025 Blue Earth Ave Improvements	13,574.50	171243	12/18/2025 1
Bolton & Menk, Inc.	Storm Sewer Mnt	Stormwater Utility Review	1,341.00	170998	11/26/2025 1
Bolton & Menk, Inc.	Engineering	General Engineering Services 08/30 to 10/24/2025	1,824.00	170998	11/26/2025 1
Total for Bolton & Menk, Inc.			72,250.50		
<u>Bomgaars Supply</u>					
Bomgaars Supply	Parks	Detergent & Gorilla Tape	22.38	171244	12/18/2025 1
Bomgaars Supply	Parks	Sledge Hammer, Sawzall Blade Torch, Pry Bar, Sawzall Blade	61.96	171244	12/18/2025 1
Bomgaars Supply	Parks	Cable Ties & Keys	67.92	171244	12/18/2025 1

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Bomgaars Supply	Parks	Pruning Saw	27.99	171244	12/18/2025 1
Bomgaars Supply	Parks	Batteries (2), Bundle of Saw Baldes	142.97	171244	12/18/2025 1
Bomgaars Supply	Paved Streets	Fasteners, Groovelock Pliers (2)	68.93	171244	12/18/2025 1
Total for Bomgaars Supply			392.15		
<u>Border States Elec Supply</u>					
Border States Elec Supply	Liquor Store	7' Lamp Liquor Store	213.12	171059	12/03/2025 1
Total for Border States Elec Supply			213.12		
<u>Breakthru Beverage MN Wine & Spirits</u>					
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	1,612.15	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	18.50	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	27.75	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	-30.11	171101	12/04/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	68.45	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	294.25	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	3,092.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	5,738.79	171101	12/04/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	800.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	192.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	177.14	171101	12/04/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	150.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	240.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	124.26	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	5.55	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Wine	3,100.00	171101	12/04/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	12.95	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Misc Merchandise For Resale Liquor Store	91.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Pop/Mix	60.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Beer	570.00	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Freight	11.10	171322	12/19/2025 1
Breakthru Beverage MN Wine & Spirits, LLC	Liquor - Mdse for Resale	Liquor	4,862.17	171322	12/19/2025 1
Total for Breakthru Beverage MN Wine & Spirits			21,217.95		
<u>Brennan Construction</u>					
Brennan Construction	Parks	Sylvania Park Bandshell Thru 11/30/2025	6,460.00	171245	12/18/2025 1
Brennan Construction	Parks	Sylvania Park Bandshell Thru 10/31/2025	45,215.25	171245	12/18/2025 1
Total for Brennan Construction			51,675.25		
<u>Brown</u>					
Brown	Crime Control & Investigation	Reimbursement For Safety Eyewear	300.00	0	12/09/2025 1
Total for Brown			300.00		
<u>Buck's Upholstery & More</u>					
Buck's Upholstery & More	Road & Bridge Equipment	Repair Seat #132	477.42	170999	11/26/2025 1
Total for Buck's Upholstery & More			477.42		
<u>Carlson, Roger</u>					
Carlson, Roger	Crime Control & Investigation	Photos of Officer Militello & Officer Yira	60.00	0	12/19/2025 1

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Total for Carlson, Roger			60.00		
<u>Carquest Auto Parts Stores</u>					
Carquest Auto Parts Stores	Road & Bridge Equipment	Heater Hose Street #120	2.33	171346	12/23/2025 1
Carquest Auto Parts Stores	Road & Bridge Equipment	Hydraulic Hose & Fittings #136	41.12	171193	12/12/2025 1
Carquest Auto Parts Stores	Road & Bridge Equipment	Electric Fuel Pump #152	53.99	171346	12/23/2025 1
Carquest Auto Parts Stores	Road & Bridge Equipment	Hoses Street #121	83.00	171346	12/23/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	22" Trico Ice Winter Wiper Blades #136	19.79	171193	12/12/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	Hyd Hose & Fittings #103	54.06	171246	12/18/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	Hyd Fitting #103	3.92	171246	12/18/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	Hyd Hose Made, Adapters #104	115.34	171246	12/18/2025 1
Carquest Auto Parts Stores	Fire Fighting	Headlights Fire E7 & E6 & Rescue Truck	367.44	171060	12/03/2025 1
Carquest Auto Parts Stores	Fire Fighting	LED Headlights Fire Dept	-104.98	171193	12/12/2025 1
Carquest Auto Parts Stores	Fire Fighting	LED Headlamps for Engine 1	69.99	171346	12/23/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	Plow Hyd Hoses #515	58.32	171193	12/12/2025 1
Carquest Auto Parts Stores	Ice & Snow Removal	Winter Wiper Blades Street #115	39.58	171193	12/12/2025 1
Carquest Auto Parts Stores	Parks	Hyd Hose Made #531	56.78	171346	12/23/2025 1
Carquest Auto Parts Stores	Central Garage	Adhesive Remover	-28.59	171346	12/23/2025 1
Carquest Auto Parts Stores	Central Garage	(2) TKO Handsoap	39.98	171346	12/23/2025 1
Carquest Auto Parts Stores	Parks	Battery Park #517	168.83	171060	12/03/2025 1
Carquest Auto Parts Stores	Storm Sewer Mnt	Water Hose Reband #122	19.60	171000	11/26/2025 1
Total for Carquest Auto Parts Stores			1,060.50		
<u>Carstensen Mobile Welding & Repair</u>					
Carstensen Mobile Welding & Repair	Fire Fighting	Repair Relief Valve For Ladder Pipe on Ladder #8 Truck	1,000.00	171347	12/23/2025 1
Total for Carstensen Mobile Welding & Repair			1,000.00		
<u>CDW Government</u>					
CDW Government	Data Processing	ADO Acrobat Pro (2)	210.40	171247	12/18/2025 1
CDW Government	Data Processing	ADO Acrobat Pro (17), ADO Photoshop (1)	2,215.83	171194	12/12/2025 1
Total for CDW Government			2,426.23		
<u>Central Farm Service</u>					
Central Farm Service	Central Garage	Cenex CLT-Supperlube	1,257.00	171061	12/03/2025 1
Total for Central Farm Service			1,257.00		
<u>Cintas Corporation</u>					
Cintas Corporation	Parks	First Aid Supplies Park Dept	61.52	171348	12/23/2025 1
Cintas Corporation	Parks	First Aid Supplies Park Dept	21.92	171001	11/26/2025 1
Cintas Corporation	Parks	First Aid Supplies Park Dept	95.26	171001	11/26/2025 1
Cintas Corporation	Paved Streets	First Aid Supplies Street Dept	95.27	171001	11/26/2025 1
Cintas Corporation	Paved Streets	First Aid Supplies Street Dept	61.51	171348	12/23/2025 1
Cintas Corporation	Paved Streets	First Aid Supplies Street Dept	21.93	171001	11/26/2025 1
Total for Cintas Corporation			357.41		
<u>City Of Fairmont Petty Cash</u>					
City Of Fairmont Petty Cash	Recording & Reporting	postage	13.60	171374	12/30/2025 1
City Of Fairmont Petty Cash	Recording & Reporting	postage to mail MPFA documents	32.75	171374	12/30/2025 1
Total for City Of Fairmont Petty Cash			46.35		

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>City of Lakes Media</u>					
City of Lakes Media	Liquor Store	Rocktober ads Liquor Store	800.00	171062	12/03/2025 1
City of Lakes Media	Liquor Store	Holiday Ads Liquor Store	240.00	171102	12/04/2025 1
		Total for City of Lakes Media	1,040.00		
<u>Cole Papers</u>					
Cole Papers	Liquor Store	Supplies Liquor Store	211.31	171349	12/23/2025 1
Cole Papers	Liquor Store	Supplies Liquor Store	210.16	171248	12/18/2025 1
Cole Papers	Liquor Store	Bags Liquor Store	-54.96	171248	12/18/2025 1
		Total for Cole Papers	366.51		
<u>Cornerstone Clinic</u>					
Cornerstone Clinic	Parks	Drug & Alcohol Testing Park Dept	89.00	171195	12/12/2025 1
Cornerstone Clinic	Paved Streets	Drug & Alcohol Testing Street Dept	156.00	171195	12/12/2025 1
		Total for Cornerstone Clinic	245.00		
<u>Cress Refrigeration</u>					
Cress Refrigeration	Fire Fighting	Heating Systems Repairs Fire Dept	4,413.60	171196	12/12/2025 1
		Total for Cress Refrigeration	4,413.60		
<u>Crysteel Truck Equipment Inc</u>					
Crysteel Truck Equipment Inc	Ice & Snow Removal	Power Unit #515 Plow	852.17	171063	12/03/2025 1
Crysteel Truck Equipment Inc	Ice & Snow Removal	Mac Sol Valves (2) #115	231.71	171197	12/12/2025 1
Crysteel Truck Equipment Inc	Ice & Snow Removal	Spring & Pin Kits Boss Plows	60.00	171063	12/03/2025 1
		Total for Crysteel Truck Equipment Inc	1,143.88		
<u>D & K Tools</u>					
D & K Tools	Central Garage	UV Magnetic Light City Shop	144.95	171002	11/26/2025 1
		Total for D & K Tools	144.95		
<u>Dahlheimer Beverage</u>					
Dahlheimer Beverage	Liquor - Mdse for Resale	Pop/Mix	222.10	171103	12/04/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	THC	550.00	171103	12/04/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	Beer	36,375.30	171103	12/04/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	THC	960.00	171323	12/19/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	Liquor	2,039.50	171323	12/19/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	Pop/Mix	270.25	171323	12/19/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	Liquor	1,708.94	171103	12/04/2025 1
Dahlheimer Beverage	Liquor - Mdse for Resale	Beer	27,916.32	171323	12/19/2025 1
		Total for Dahlheimer Beverage	70,042.41		
<u>Dan's Appliance, Inc.</u>					
Dan's Appliance, Inc.	General Government Buildings	Microwave Repair Main Floor Breakroom City Hall	152.80	171003	11/26/2025 1
		Total for Dan's Appliance, Inc.	152.80		
<u>Day Plumbing Heating & Cooling, Inc.</u>					
Day Plumbing Heating & Cooling, Inc.	Liquor Store	Fall/Winter Maint. Changed out Filters, Replace Middle Unit Belt	313.10	171064	12/03/2025 1
		Total for Day Plumbing Heating & Cooling, Inc.	313.10		
<u>Diaz Rodriguez</u>					
Diaz Rodriguez	Non-departmental	Refund Check 017163-005, 1551 Falcon Dr #101	0.17	171043	12/02/2025 1
Diaz Rodriguez	Non-departmental	Refund Check 017163-005, 1551 Falcon Dr #101	1.65	171043	12/02/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025 To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Diaz Rodriguez	Non-departmental	Refund Check 017163-005, 1551 Falcon Dr #101	4.40	171043	12/02/2025 1
Diaz Rodriguez	Non-departmental	Refund Check 017163-005, 1551 Falcon Dr #101	1.65	171043	12/02/2025 1
Total for Diaz Rodriguez			7.87		
<u>Dickinson County Emergency Manager</u>					
Dickinson County Emergency Management	Fiscal Sponsor	Mobile Data for HEAT Team Bus 2026	399.24	171198	12/12/2025 1
Total for Dickinson County Emergency Manager			399.24		
<u>Duderstadt</u>					
Duderstadt	Local Access	City Council Mtgs 10/10/25 & 11/24/25	162.50	171065	12/03/2025 1
Duderstadt	Local Access	City Council Meeting 12/08/2025	112.50	171249	12/18/2025 1
Total for Duderstadt			275.00		
<u>EDAM</u>					
EDAM	Economic Development	2026 EDAM Membership Dues	335.00	171200	12/12/2025 1
Total for EDAM			335.00		
<u>Elan Financial Services</u>					
Elan Financial Services	Paved Streets	Liquid Scale Remover, Water Filter Replacement Cartridge	53.27	0	12/09/2025 1
Elan Financial Services	Aquatic Park	Hydraulic Cement: Leak Stopped Hydraulic Cement Aquatic Park	64.32	0	12/09/2025 1
Elan Financial Services	Building Inspection	International Code Council Trainings Harstad	1,000.00	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Postage to Mail Evidence to MN BCA FMP25-7750	10.90	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	2 Keys Made Police Dept	8.14	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Padlock for Firearm's Trailer	11.17	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Office Supplies & Forms	121.00	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Police Records Mgmt Training Quade, Nuss & V25	453.60	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Postage to Mail Evidence to MN BCA FMP25-7749	10.90	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Hunter Retirement Party Supplies	42.20	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Postage to Mail Evidence to MN BCA FMP25-7991	10.90	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Business Cards Captain Beletti	39.49	0	12/09/2025 1
Elan Financial Services	Planning & Zoning	P Oman Mtg	18.50	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Hunter Retirement Party Supplies	42.88	0	12/09/2025 1
Elan Financial Services	Crime Control & Investigation	Postage to Mail Evidence to MN BCA FMP25-7886	10.90	0	12/09/2025 1
Elan Financial Services	Parks	Liquid Scale Remover, Water Filter Replacement Cartridge	53.28	0	12/09/2025 1
Elan Financial Services	Parks	Various Carbide Router Bits, Acrylic Router Base Plate for Milwa	262.00	0	12/09/2025 1
Elan Financial Services	Human Resources	Cost Related to Utilizing A Private Plan For MN PFML	510.75	0	12/09/2025 1
Elan Financial Services	Engineering	11/19 to 11/21 Prior Lake, MN Training York	261.21	0	12/09/2025 1
Elan Financial Services	Engineering	Nov 2025 Intro to AutoCAD Skills & Civil Plan Development Paris	300.00	0	12/09/2025 1
Total for Elan Financial Services			3,285.41		
<u>Equifax Information Services, LLC</u>					
Equifax Information Services, LLC	General Government Buildings	Minimum Charge & Service Fee Nov 2025	57.50	171066	12/03/2025 1
Total for Equifax Information Services, LLC			57.50		
<u>Fairmont Chamber of Commerce</u>					
Fairmont Chamber of Commerce	Economic Development	2026 Chamber Dues	425.00	171250	12/18/2025 1
Fairmont Chamber of Commerce	City Manager	2026 Chamber Dues	400.00	171250	12/18/2025 1
Total for Fairmont Chamber of Commerce			825.00		
<u>Fairmont Glass</u>					

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Fairmont Glass	Library	Service Front Doors At The Library. Ext Door Won't Fully Close.	87.76	171124	12/09/2025 1
Total for Fairmont Glass			87.76		
<u>Fairmont Sentinel</u>					
Fairmont Sentinel	Lake Restoration	RFP Aquatic Invasives Removal	61.12	171005	11/26/2025 1
Fairmont Sentinel	Other General Gov't	Special Mtg Pat Oman City Admin Discussion	41.25	171005	11/26/2025 1
Fairmont Sentinel	Paved Streets	Downtown Beautification	131.25	171005	11/26/2025 1
Total for Fairmont Sentinel			233.62		
<u>Fairmont Youth Hockey Association</u>					
Fairmont Youth Hockey Association	Parks	Nov 2025 Operation of Martin Co Arena	5,000.00	171067	12/03/2025 1
Total for Fairmont Youth Hockey Association			5,000.00		
<u>Fastenal Company</u>					
Fastenal Company	Library	Ice Melt 4 50# Bags Library	70.17	171006	11/26/2025 1
Total for Fastenal Company			70.17		
<u>Federated Rural Electric Association</u>					
Federated Rural Electric Association	Airport	Electric Utilities 10/31 to 11/30/2025 Airport	74.20	171201	12/12/2025 1
Total for Federated Rural Electric Association			74.20		
<u>Fetters</u>					
Fetters	Culture & Rec Charges	Cancel Shelter House Rental 12/25/2025	125.00	171007	11/26/2025 1
Fetters	Non-departmental	Cancel Shelter House Rental 12/25/2025	9.22	171007	11/26/2025 1
Fetters	Misc Revenues	Cancel Shelter House Rental 12/25/2025	3.35	171007	11/26/2025 1
Total for Fetters			137.57		
<u>Flaherty & Hood P.A.</u>					
Flaherty & Hood P.A.	Other General Gov't	Nov 2025 General Municipal & Real Estate Matters	11,972.50	171125	12/09/2025 1
Flaherty & Hood P.A.	Other General Gov't	Nov 2025 Labor & Employment Consultation Services	9,902.85	171125	12/09/2025 1
Total for Flaherty & Hood P.A.			21,875.35		
<u>Fleet & Farm Supply</u>					
Fleet & Farm Supply	Airport	Batteries, Key Kwikset, Fuel Stab, Elec Tape, Mice Bait Airport	78.20	171068	12/03/2025 1
Fleet & Farm Supply	Fire Fighting	Handle Thrd Stl Red 60" Fire Dept	17.98	171068	12/03/2025 1
Fleet & Farm Supply	Paved Streets	Mouse Bait Street Dept	34.99	171068	12/03/2025 1
Fleet & Farm Supply	Liquor Store	Liquor Store Shelving	75.25	171068	12/03/2025 1
Fleet & Farm Supply	Liquor Store	Cleaning Supplies Liquor Store	21.47	171068	12/03/2025 1
Fleet & Farm Supply	Aquatic Park	Aquatic Park Plmb Repairs	1.18	171068	12/03/2025 1
Fleet & Farm Supply	Paved Streets	(2) Plastic Drop Cloths Sign Repair	11.18	171068	12/03/2025 1
Fleet & Farm Supply	Paved Streets	Pump Sprayers	79.98	171068	12/03/2025 1
Fleet & Farm Supply	Storm Sewer Mnt	Chain Breaker, Connector Links Street Sweeper #122	37.14	171068	12/03/2025 1
Fleet & Farm Supply	Parks	Lag Screws Park Dept	44.28	171068	12/03/2025 1
Fleet & Farm Supply	Parks	Mouse Bait Park Dept	34.99	171068	12/03/2025 1
Fleet & Farm Supply	Parks	2 Packs of Saw Blades Park Dept	44.98	171068	12/03/2025 1
Fleet & Farm Supply	Parks	2 Packs of Saw Blades Park Dept	44.98	171068	12/03/2025 1
Total for Fleet & Farm Supply			526.60		
<u>FORCE America Distributing, LLC</u>					
FORCE America Distributing, LLC	Ice & Snow Removal	Switch for RVC Head (2) #103	123.45	171202	12/12/2025 1
Total for FORCE America Distributing, LLC			123.45		

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Frontier Communications</u>					
Frontier Communications	Airport	Card Reader Airport Dec 2025	70.63	171203	12/12/2025 1
		Total for Frontier Communications	70.63		
<u>FullStack</u>					
FullStack	Crime Control & Investigation	Quarterly Hosting of http://Fairmontpolice.org Dec 25 to Feb 26	87.00	171204	12/12/2025 1
		Total for FullStack	87.00		
<u>Gemini Studios</u>					
Gemini Studios	Local Access	Special Council Mtg 12/15/2025 2.5hrs	262.50	171351	12/23/2025 1
Gemini Studios	Local Access	Special Council Mtg 12/08/2025	105.00	171251	12/18/2025 1
Gemini Studios	Local Access	Operation of Audio & Video Broadcast Equipment Dec 2025	450.00	171205	12/12/2025 1
Gemini Studios	Local Access	Boxcast Storage Fee 01/23/2023 to 07/23/2024	238.74	171205	12/12/2025 1
Gemini Studios	Local Access	Special Council Mtg 11/10/2025	157.50	171008	11/26/2025 1
Gemini Studios	Local Access	Local Access Channel & Boxcast Membership Dec 2025	626.00	171205	12/12/2025 1
		Total for Gemini Studios	1,839.74		
<u>Gillette Pepsi Companies Inc.</u>					
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	217.00	171104	12/04/2025 1
Gillette Pepsi Companies Inc.	Liquor - Mdse for Resale	Pop/Mix	568.90	171104	12/04/2025 1
		Total for Gillette Pepsi Companies Inc.	785.90		
<u>GMS Industrial Supplies, Inc.</u>					
GMS Industrial Supplies, Inc.	Central Garage	Buttonhead Rivets	5.30	171206	12/12/2025 1
GMS Industrial Supplies, Inc.	Central Garage	Equipment Parts	155.61	171206	12/12/2025 1
GMS Industrial Supplies, Inc.	Central Garage	City Shop Supplies	73.64	171009	11/26/2025 1
GMS Industrial Supplies, Inc.	Central Garage	Rubber Tarp Straps, "C" Alkaline Batteries	78.95	171009	11/26/2025 1
GMS Industrial Supplies, Inc.	Central Garage	Equipment Parts	110.31	171352	12/23/2025 1
		Total for GMS Industrial Supplies, Inc.	423.81		
<u>GMS, Inc.</u>					
GMS, Inc.	Urban Redevelopment & Housing	Agreement Monthly User License & Warranty Nov 2025	80.00	171207	12/12/2025 1
		Total for GMS, Inc.	80.00		
<u>Gomez</u>					
Gomez	Non-departmental	Refund Check 019858-000, 409 N Prairie Ave	2.09	171044	12/02/2025 1
Gomez	Non-departmental	Refund Check 019858-000, 409 N Prairie Ave	0.78	171044	12/02/2025 1
Gomez	Non-departmental	Refund Check 019858-000, 409 N Prairie Ave	0.78	171044	12/02/2025 1
Gomez	Non-departmental	Refund Check 019858-000, 409 N Prairie Ave	2.06	171044	12/02/2025 1
Gomez	Non-departmental	Refund Check 019858-000, 409 N Prairie Ave	0.08	171044	12/02/2025 1
		Total for Gomez	5.79		
<u>H & L Mesabi Company</u>					
H & L Mesabi Company	Ice & Snow Removal	Cutting Edges	5,640.00	171070	12/03/2025 1
		Total for H & L Mesabi Company	5,640.00		
<u>Hagert</u>					
Hagert	Crime Control & Investigation	Reimburse Ripped Uniform FMP25-8487	73.80	0	12/09/2025 1
Hagert	Crime Control & Investigation	Reimbursement For Safety Eyewear	300.00	0	12/09/2025 1
		Total for Hagert	373.80		
<u>Hargan's Exhaust Specialties</u>					

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Hargan's Exhaust Specialties	Road & Bridge Equipment	Muffler #112	240.98	171010	11/26/2025 1
Total for Hargan's Exhaust Specialties			240.98		
<u>Health 180</u>					
Health 180	Health Insurance	11/19/2025 Biometric Screenings	2,481.79	171252	12/18/2025 1
Health 180	Health Insurance	11/20/2025 Biometric Screenings	2,497.60	171325	12/19/2025 1
Total for Health 180			4,979.39		
<u>Heat Tactical Team</u>					
Heat Tactical Team	Crime Control & Investigation	2026 HEAT Dues	2,826.06	171011	11/26/2025 1
Total for Heat Tactical Team			2,826.06		
<u>Hequet</u>					
Hequet	Non-departmental	Refund Check 008626-000, 315 N Park St	0.02	171118	12/08/2025 1
Hequet	Non-departmental	Refund Check 008626-000, 315 N Park St	0.43	171118	12/08/2025 1
Hequet	Non-departmental	Refund Check 008626-000, 315 N Park St	0.43	171118	12/08/2025 1
Hequet	Non-departmental	Refund Check 008626-000, 315 N Park St	0.16	171118	12/08/2025 1
Hequet	Non-departmental	Refund Check 008626-000, 315 N Park St	0.16	171118	12/08/2025 1
Total for Hequet			1.20		
<u>Hohenstein's Inc.</u>					
Hohenstein's Inc.	Liquor - Mdse for Resale	Beer	454.50	171105	12/04/2025 1
Total for Hohenstein's Inc.			454.50		
<u>Home City Ice Co.</u>					
Home City Ice Co.	Liquor - Mdse for Resale	Ice	130.29	171106	12/04/2025 1
Home City Ice Co.	Liquor - Mdse for Resale	Ice	191.92	171106	12/04/2025 1
Total for Home City Ice Co.			322.21		
<u>Hometown Sanitation Services, LLC</u>					
Hometown Sanitation Services, LLC	Other General Gov't	Residential Dumpster Rental 10/29 to 11/05/2025 Newville	296.83	171012	11/26/2025 1
Hometown Sanitation Services, LLC	SMEC Building	SMEC Refuse Removal Dec 2025	226.50	171126	12/09/2025 1
Hometown Sanitation Services, LLC	Liquor Store	Cardboard Removal Dec 2025 Liquor Store	115.00	171208	12/12/2025 1
Total for Hometown Sanitation Services, LLC			638.33		
<u>Hoye</u>					
Hoye	Director of Finance	Dec 2025 Cell Phone Reimbursement	46.44	0	12/03/2025 1
Total for Hoye			46.44		
<u>Human Services Of Faribault/Martin Co</u>					
Human Services Of Faribault/Martin Counties	Aquatic Park	2026 License Renewal Food, Beverage, Swimming Pool Aquatic Park	960.00	171127	12/09/2025 1
Total for Human Services Of Faribault/Martin Co			960.00		
<u>Humana</u>					
Humana	Health Insurance	Life Insurance Premiums Dec 2025	741.38	0	12/19/2025 1
Total for Humana			741.38		
<u>ICON, LLC</u>					
ICON, LLC	Paved Streets	Lake Ave Reconstruction Dec 2025	245,066.92	171353	12/23/2025 1
ICON, LLC	Paved Streets	Lake Ave Reconstruction Nov 2025	975,677.87	171128	12/09/2025 1
Total for ICON, LLC			1,220,744.79		
<u>Independent Pest Control</u>					
Independent Pest Control	Library	Dec 2025 Pest Control Library	65.00	171326	12/19/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Independent Pest Control	SMEC Building	Dec 2025 Pest Control SMEC	65.00	171326	12/19/2025 1
Independent Pest Control	Airport	Dec 2025 Pest Control Airport	110.00	171326	12/19/2025 1
Independent Pest Control	General Government Buildings	Dec 2025 Pest Control City Hall	75.00	171326	12/19/2025 1
Total for Independent Pest Control			315.00		
<u>Innovative Credit Solutions</u>					
Innovative Credit Solutions	Urban Redevelopment & Housing	Annual Compliance Fee	75.00	171354	12/23/2025 1
Total for Innovative Credit Solutions			75.00		
<u>Interstate All Battery Center #9129</u>					
Interstate All Battery Center #9129	Fiscal Sponsor	3 Radio Batteries HEAT Team	105.90	171071	12/03/2025 1
Total for Interstate All Battery Center #9129			105.90		
<u>J Hokanson Print</u>					
J Hokanson Print	Director of Finance	A/P Checks	316.70	171253	12/18/2025 1
Total for J Hokanson Print			316.70		
<u>Jackson County Sheriff's Office</u>					
Jackson County Sheriff's Office	Fiscal Sponsor	Nov 2025 Fuel for HEAT Team Bus	81.73	171209	12/12/2025 1
Total for Jackson County Sheriff's Office			81.73		
<u>Janzens Greenhouse</u>					
Janzens Greenhouse	Parks	56 Trees Releaf Grant	20,063.25	171072	12/03/2025 1
Janzens Greenhouse	Parks	36 Trees	5,330.00	171072	12/03/2025 1
Total for Janzens Greenhouse			25,393.25		
<u>Jefferson Fire & Safety, Inc.</u>					
Jefferson Fire & Safety, Inc.	Fire Fighting	Hoses Fire Dept	2,888.29	171210	12/12/2025 1
Jefferson Fire & Safety, Inc.	Fire Fighting	Lightning X Premium Heavy-Duty Nylon Fire Glove. SCBA Mask Bags	382.60	171013	11/26/2025 1
Jefferson Fire & Safety, Inc.	Fire Fighting	Fire Soaps Fire Dept	70.06	171355	12/23/2025 1
Total for Jefferson Fire & Safety, Inc.			3,340.95		
<u>Jobe</u>					
Jobe	Crime Control & Investigation	Safety Eyewear Reimbursement	134.00	171254	12/18/2025 1
Total for Jobe			134.00		
<u>John Deere Financial</u>					
John Deere Financial	Parks	Door Park #522	443.00	171014	11/26/2025 1
John Deere Financial	Parks	5075E JD New Tractor #522 Park	1,292.37	171014	11/26/2025 1
John Deere Financial	Parks	Drawbar, V-Belt Park	270.09	171014	11/26/2025 1
Total for John Deere Financial			2,005.46		
<u>Johnson Brothers Liquor Company</u>					
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	THC	642.75	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	12.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	114.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	450.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	136.67	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	270.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	3,984.76	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	332.33	171107	12/04/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	THC	1,538.82	171107	12/04/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	2.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	306.00	171107	12/04/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	13,189.89	171107	12/04/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	-40.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	8.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	3,992.36	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	10,560.55	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	208.34	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	-2.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	THC	609.57	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Wine	4,879.60	171107	12/04/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	135.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Liquor	7,914.49	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Freight	136.00	171327	12/19/2025 1
Johnson Brothers Liquor Company	Liquor - Mdse for Resale	Pop/Mix	125.00	171327	12/19/2025 1
		Total for Johnson Brothers Liquor Company	49,506.13		
<u>Kahler Electric</u>					
Kahler Electric	Library	20A Switch Library	112.41	171328	12/19/2025 1
		Total for Kahler Electric	112.41		
<u>KKOJ/KUXX</u>					
KKOJ/KUXX	Liquor Store	Viking Sponsorship Ad Liquor Store	250.00	171108	12/04/2025 1
		Total for KKOJ/KUXX	250.00		
<u>KLJ Engineering, LLC</u>					
KLJ Engineering, LLC	Airport	Airport Layout Plan/Master Plan Update With AGIS Thru 11/30/25	2,183.62	171129	12/09/2025 1
KLJ Engineering, LLC	Airport	Taxiway A Lighting CA/CO FAA Porject Closeout Report Services	2,735.29	171129	12/09/2025 1
KLJ Engineering, LLC	Airport	Taxiway A Lighting CA/CO FAA Project Closeout Report Services	3,181.28	171129	12/09/2025 1
KLJ Engineering, LLC	Airport	Taxiway A Lighting System Replacement Thru 10/31/2025	44,119.58	171015	11/26/2025 1
		Total for KLJ Engineering, LLC	52,219.77		
<u>Koppen</u>					
Koppen	Economic Development	Dec 2025 Cell Phone Reimbursement	46.44	0	12/03/2025 1
		Total for Koppen	46.44		
<u>Kurita America, Inc.</u>					
Kurita America, Inc.	Parks	Martin Co Arena	4,434.74	171016	11/26/2025 1
		Total for Kurita America, Inc.	4,434.74		
<u>Lardy</u>					
Lardy	Paved Streets	Safety Boot Reimbursement	41.25	0	11/26/2025 1
Lardy	Parks	Safety Boot Reimbursement	41.24	0	11/26/2025 1
		Total for Lardy	82.49		
<u>League Of Mn Cities Ins Trust</u>					
League Of Mn Cities Ins Trust	Workers Comp	Workers' Compensation Coverage Premiums	95,982.00	171130	12/09/2025 1
		Total for League Of Mn Cities Ins Trust	95,982.00		
<u>Legal Defense Fund</u>					
Legal Defense Fund	Crime Control & Investigation	Legal Defense Fund Dues Jan 1 to Dec 31, 2026	152.00	171329	12/19/2025 1

**Accounts Payable
Check Approval List - City Council**

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Total for Legal Defense Fund			152.00		
<u>Leiding</u>					
Leiding	Non-departmental	Refund Check 019482-000, 650 Summit Dr #7	1.41	171045	12/02/2025 1
Leiding	Non-departmental	Refund Check 019482-000, 650 Summit Dr #7	1.41	171045	12/02/2025 1
Leiding	Non-departmental	Refund Check 019482-000, 650 Summit Dr #7	3.74	171045	12/02/2025 1
Leiding	Non-departmental	Refund Check 019482-000, 650 Summit Dr #7	0.14	171045	12/02/2025 1
Total for Leiding			6.70		
<u>Lexis Nexis Risk Data Management, LL</u>					
Lexis Nexis Risk Data Management, LLC	Other General Gov't	Nov 2025 Monthly Subscription Fee	119.40	171256	12/18/2025 1
Total for Lexis Nexis Risk Data Management, LL			119.40		
<u>Lockridge Grindal Nauen P.L.L.P.</u>					
Lockridge Grindal Nauen P.L.L.P.	Other General Gov't	Dec 2025 Government Relations	3,333.33	171131	12/09/2025 1
Total for Lockridge Grindal Nauen P.L.L.P.			3,333.33		
<u>MacQueen Equipment LLC</u>					
MacQueen Equipment LLC	Fire Fighting	Short Pd Inv on CK #170097	1,244.79	171234	12/12/2025 1
MacQueen Equipment LLC	Storm Sewer Mnt	Upper & Lower Sprocket #122	81.45	171356	12/23/2025 1
MacQueen Equipment LLC	Storm Sewer Mnt	Dirt Deflectors, Deflector Clamps #122	424.46	171356	12/23/2025 1
Total for MacQueen Equipment LLC			1,750.70		
<u>Mankato/Fairmont Fire & Safety</u>					
Mankato/Fairmont Fire & Safety	Crime Control & Investigation	Fire Extinguisher Inspections & Repairs Police Dept	219.00	171257	12/18/2025 1
Total for Mankato/Fairmont Fire & Safety			219.00		
<u>Marco Technologies, LLC</u>					
Marco Technologies, LLC	Crime Control & Investigation	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Lake Restoration	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Lake Restoration	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Airport	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.28	171330	12/19/2025 1
Marco Technologies, LLC	Airport	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Airport	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Airport	Contract Usage 08/14 to 11/13/2025 Airport	11.27	171017	11/26/2025 1
Marco Technologies, LLC	Data Processing	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
Marco Technologies, LLC	Data Processing	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1
Marco Technologies, LLC	Fire Fighting	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1
Marco Technologies, LLC	Fire Fighting	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
Marco Technologies, LLC	Fire Fighting	Contract Usage 08/14 to 11/13/2025 Fire	13.92	171017	11/26/2025 1
Marco Technologies, LLC	Fire Fighting	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Crime Control & Investigation	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Crime Control & Investigation	Contract Base Rate 12/14/25 to 01/13/26 Police Dept Copier	36.78	171211	12/12/2025 1
Marco Technologies, LLC	Crime Control & Investigation	Contract Base Rate 11/14 to 12/13/2025 Police Dept	36.78	171017	11/26/2025 1
Marco Technologies, LLC	Planning & Zoning	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	34.02	171330	12/19/2025 1
Marco Technologies, LLC	Planning & Zoning	Contract Base Rate 11/22 to 12/21/25 City Hall	9.00	171017	11/26/2025 1
Marco Technologies, LLC	Planning & Zoning	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	15.50	171258	12/18/2025 1
Marco Technologies, LLC	Planning & Zoning	Contract Usage 08/14 to 11/13/2025 Plan & Zoning	34.02	171017	11/26/2025 1
Marco Technologies, LLC	City Manager	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1

**Accounts Payable
Check Approval List - City Council**



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Marco Technologies, LLC	City Manager	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
Marco Technologies, LLC	City Manager	Contract Usage 08/14 to 11/13/2025 City Admin	11.34	171017	11/26/2025 1
Marco Technologies, LLC	City Manager	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Economic Development	Contract Base Rate 11/22 to 12/21/25 City Hall	18.01	171017	11/26/2025 1
Marco Technologies, LLC	Economic Development	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	31.00	171258	12/18/2025 1
Marco Technologies, LLC	Parking Lots	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Parking Lots	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Paved Streets	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Paved Streets	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Paved Streets	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Paved Streets	Contract Usage 08/14 to 11/13/2025 Street Dept	11.34	171017	11/26/2025 1
Marco Technologies, LLC	Liquor Store	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	22.68	171330	12/19/2025 1
Marco Technologies, LLC	Liquor Store	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Liquor Store	Contract Usage 08/14 to 11/13/2025 Liquor	38.71	171017	11/26/2025 1
Marco Technologies, LLC	Liquor Store	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Director of Finance	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
Marco Technologies, LLC	Director of Finance	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1
Marco Technologies, LLC	Director of Finance	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	45.36	171330	12/19/2025 1
Marco Technologies, LLC	Director of Finance	Contract Usage 08/14 to 11/13/2025 Finance Dept	46.30	171017	11/26/2025 1
Marco Technologies, LLC	Police Administration	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	6.20	171258	12/18/2025 1
Marco Technologies, LLC	Police Administration	Contract Base Rate 11/22 to 12/21/25 City Hall	3.60	171017	11/26/2025 1
Marco Technologies, LLC	Building Inspection	Contract Base Rate 11/22 to 12/21/25 City Hall	9.00	171017	11/26/2025 1
Marco Technologies, LLC	Building Inspection	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	15.50	171258	12/18/2025 1
Marco Technologies, LLC	Recording & Reporting	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Recording & Reporting	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1
Marco Technologies, LLC	Recording & Reporting	Contract Usage 08/14 to 11/13/2025 City Clerk	12.19	171017	11/26/2025 1
Marco Technologies, LLC	Recording & Reporting	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
Marco Technologies, LLC	Engineering	Contract Base Rate 11/22 to 12/21/25 City Hall	27.01	171017	11/26/2025 1
Marco Technologies, LLC	Engineering	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	46.50	171258	12/18/2025 1
Marco Technologies, LLC	Engineering	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Engineering	Contract Usage 08/14 to 11/13/2025 Engineering	11.34	171017	11/26/2025 1
Marco Technologies, LLC	Human Resources	Contract Base Rate 12/14/25 to 1/13/26 Various City Locations	11.34	171330	12/19/2025 1
Marco Technologies, LLC	Human Resources	Contract Usage 08/14 to 11/13/2025 HR	11.34	171017	11/26/2025 1
Marco Technologies, LLC	Parks	Contract Base Rate 12/02/25 to 01/01/26. Usage 11/02 to 12/01/25	9.30	171258	12/18/2025 1
Marco Technologies, LLC	Parks	Contract Base Rate 11/22 to 12/21/25 City Hall	5.40	171017	11/26/2025 1
		Total for Marco Technologies, LLC	785.03		
<u>Martin County Attorney's</u>					
Martin County Attorney's	Other General Gov't	Nov 2025 Prosecutorial Services	6,250.00	171073	12/03/2025 1
		Total for Martin County Attorney's	6,250.00		
<u>Martin County Auditor</u>					
Martin County Auditor	Other General Gov't	Deed Tax 315 N Park St	1.65	171133	12/09/2025 1
Martin County Auditor	Taxes	TIF 25 Maakestad	34,530.65	171132	12/09/2025 1
Martin County Auditor	Crime Control & Investigation	Dec 2025 Rental of Security Bldg	5,067.04	171212	12/12/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Martin County Auditor	Crime Control & Investigation	CADY Phone Bill Nov 2025- Police Dept	131.72	171018	11/26/2025 1
Martin County Auditor	Crime Control & Investigation	Dec 2025 CADY Phone Bill Police Dept	131.72	171259	12/18/2025 1
Martin County Auditor	Storm Sewer Mnt	2026 Ditch Levy Assessments	5,167.92	171357	12/23/2025 1
Total for Martin County Auditor			45,030.70		
<u>Martin County Economic Development</u>					
Martin County Economic Development	Economic Development	MN Paid Leave Workshop Partnership	1,073.73	171019	11/26/2025 1
Total for Martin County Economic Development			1,073.73		
<u>Martin County Highway Dept</u>					
Martin County Highway Dept	Paved Streets	fuel usage-november	5,825.28	171164	12/10/2025 1
Martin County Highway Dept	Garbage Collection	fuel usage-november	290.77	171164	12/10/2025 1
Martin County Highway Dept	Fire Fighting	fuel usage-november	498.82	171164	12/10/2025 1
Martin County Highway Dept	Airport	fuel usage-november	78.05	171164	12/10/2025 1
Martin County Highway Dept	Crime Control & Investigation	fuel usage-november	3,151.45	171164	12/10/2025 1
Martin County Highway Dept	Storm Sewer Mnt	fuel usage-november	906.64	171164	12/10/2025 1
Martin County Highway Dept	Engineering	fuel usage-november	252.50	171164	12/10/2025 1
Martin County Highway Dept	Central Garage	fuel usage-november	46.85	171164	12/10/2025 1
Martin County Highway Dept	Parks	fuel usage-november	1,842.50	171164	12/10/2025 1
Total for Martin County Highway Dept			12,892.86		
<u>Martin County Recorder</u>					
Martin County Recorder	Other General Gov't	Record Deed of Sale 315 N Park St	46.00	171134	12/09/2025 1
Martin County Recorder	Other General Gov't	315 N Park St	9.00	171074	12/03/2025 1
Martin County Recorder	Other General Gov't	Record Supporting Documents for Recording Deed of Sale 315 N Park	92.00	171135	12/09/2025 1
Martin County Recorder	Building Inspection	107 W 1st St Information	5.00	171260	12/18/2025 1
Total for Martin County Recorder			152.00		
<u>Martin County Solid Waste Program</u>					
Martin County Solid Waste Program	Garbage Collection	Electronics & Appliance Recycling City Wide Cleanup	31,600.75	171020	11/26/2025 1
Total for Martin County Solid Waste Program			31,600.75		
<u>Martin County Treasurer</u>					
Martin County Treasurer	Garbage Collection	2026 Solid Waste Collection & Transportation License	10.00	171075	12/03/2025 1
Total for Martin County Treasurer			10.00		
<u>Matheson Tri-Gas, Inc.</u>					
Matheson Tri-Gas, Inc.	Central Garage	NOv 2025 Cylinder Rental	9.24	171213	12/12/2025 1
Matheson Tri-Gas, Inc.	Central Garage	AR 90 CO2 10 SZ 150 Cylinder Rental	9.55	171021	11/26/2025 1
Total for Matheson Tri-Gas, Inc.			18.79		
<u>Medsurety LLC</u>					
Medsurety LLC	Health Insurance	Open Enrollment Fees For Retirees & COBRA	209.05	0	12/19/2025 1
Medsurety LLC	Health Insurance	Dec 2025 Participant & COBRA Fees	90.75	0	12/19/2025 1
Total for Medsurety LLC			299.80		
<u>Midco</u>					
Midco	Aquatic Park	Aquatic Park Telephone Dec 2025	65.96	171136	12/09/2025 1
Midco	Building Inspection	City Hall Telephone Dec 2025	51.03	171136	12/09/2025 1
Midco	Director of Finance	City Hall Telephone Dec 2025	51.03	171136	12/09/2025 1
Midco	Recording & Reporting	City Hall Telephone Dec 2025	61.23	171136	12/09/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Midco	Paved Streets	401 E Margaret St Telephone Dec 2025	39.28	171136	12/09/2025 1
Midco	Paved Streets	801 E Margaret St Telephone Dec 2025	242.48	171136	12/09/2025 1
Midco	Paved Streets	City Hall Telephone Dec 2025	61.23	171136	12/09/2025 1
Midco	Liquor Store	Liquor Store Telephone Dec 2025	190.49	171136	12/09/2025 1
Midco	Parks	City Hall Telephone Dec 2025	30.62	171136	12/09/2025 1
Midco	Economic Development	City Hall Telephone Dec 2025	40.82	171136	12/09/2025 1
Midco	City Manager	City Hall Telephone Dec 2025	122.47	171136	12/09/2025 1
Midco	Planning & Zoning	City Hall Telephone Dec 2025	51.03	171136	12/09/2025 1
Midco	Fire Fighting	Fire Dept Telephone Dec 2025	61.86	171136	12/09/2025 1
Midco	Fire Fighting	City Hall Telephone Dec 2025	20.41	171136	12/09/2025 1
Midco	Animal Control	Humane Society Internet Service Dec 2025	121.39	171136	12/09/2025 1
Midco	Animal Control	Humane Society Telephone Dec 2025	94.07	171136	12/09/2025 1
Midco	Library	Library Telephone Dec 2025	509.93	171136	12/09/2025 1
Midco	SMEC Building	SMEC Telephone Dec 2025	125.60	171136	12/09/2025 1
Midco	Data Processing	City Hall Internet Circuit Dec 2025	600.39	171136	12/09/2025 1
Midco	Crime Control & Investigation	City Hall Telephone Dec 2025	30.62	171136	12/09/2025 1
Midco	Airport	City Hall Telephone Dec 2025	30.61	171136	12/09/2025 1
Midco	Airport	Airport Ethernet Circuit Dec 2025	307.39	171136	12/09/2025 1
Midco	Airport	Airport Telephone Dec 2025	63.46	171136	12/09/2025 1
Midco	Lake Restoration	City Hall Telephone Dec 2025	20.41	171136	12/09/2025 1
Midco	Engineering	City Hall Telephone Dec 2025	122.47	171136	12/09/2025 1
Midco	Parks	401 E Margaret St Telephone Dec 2025	39.27	171136	12/09/2025 1
Midco	Parks	801 E Margaret St Telephone Dec 2025	242.49	171136	12/09/2025 1
Midco	Central Garage	City Hall Telephone Dec 2025	20.41	171136	12/09/2025 1
Total for Midco			3,418.45		
<u>Mike's Emergency Vehicle Installation,</u>					
Mike's Emergency Vehicle Installation, LLC	Crime Control & Investigation	Remove all emergency equipment from unmarked Dodge Charger	318.80	171022	11/26/2025 1
Total for Mike's Emergency Vehicle Installation,			318.80		
<u>Militello Motors</u>					
Militello Motors	Central Garage	CHR Core for R8144176AG	-2,500.00	171261	12/18/2025 1
Militello Motors	Central Garage	CHR With Torque Conv, CHR Core	9,100.00	171261	12/18/2025 1
Total for Militello Motors			6,600.00		
<u>Minnesota Dept of Admin</u>					
Minnesota Dept of Admin	Crime Control & Investigation	Oct 2025 Vehicle Leases Police Dept	5,646.00	171023	11/26/2025 1
Minnesota Dept of Admin	Crime Control & Investigation	Nov 2025 Vehicle Leases Police Dept	5,646.00	171331	12/19/2025 1
Total for Minnesota Dept of Admin			11,292.00		
<u>Minnesota Elevator, Inc</u>					
Minnesota Elevator, Inc	Library	MC Library December Yearly Service Elevator	1,236.21	171076	12/03/2025 1
Minnesota Elevator, Inc	SMEC Building	SMEC December Yearly Service Elevator	2,374.78	171076	12/03/2025 1
Total for Minnesota Elevator, Inc			3,610.99		
<u>Mn Chiefs of Police Association</u>					
Mn Chiefs of Police Association	Crime Control & Investigation	2026 Voting Dues	513.00	171332	12/19/2025 1
Total for Mn Chiefs of Police Association			513.00		

**Accounts Payable
Check Approval List - City Council**

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Mn Dept of Employment & Economic D</u>					
Mn Dept of Employment & Economic Developmen	Intergovernmental Revenues	City of Fairmont/Zierke Blt Mfg Loan #2 Jan 2026	3,064.18	171262	12/18/2025 1
Total for Mn Dept of Employment & Economic D			3,064.18		
<u>MN Energy Resources Corp.</u>					
MN Energy Resources Corp.	Parks	Gas Utilities 10/17 to 11/16/2025 801 E Margaret St	405.23	171024	11/26/2025 1
MN Energy Resources Corp.	Parks	Gas utilities 11/13 to 12/15/2025 417 E Margaret St	445.42	171358	12/23/2025 1
MN Energy Resources Corp.	Parks	Gas utilities 11/05 to 12/08/2025 Lincoln Park Shelter	20.50	171263	12/18/2025 1
MN Energy Resources Corp.	Central Garage	Gas Utilities 10/17 to 11/16/2025 801 E Margaret St	131.92	171024	11/26/2025 1
MN Energy Resources Corp.	Central Garage	Gas utilities 11/13 to 12/15/2025 417 E Margaret St	145.02	171358	12/23/2025 1
MN Energy Resources Corp.	Animal Control	Gas Utilities 10/15 to 11/12/2025 Humane Society	35.50	171024	11/26/2025 1
MN Energy Resources Corp.	Animal Control	Gas Utilities 11/13 to 12/15/2025 Humane Society	128.22	171358	12/23/2025 1
MN Energy Resources Corp.	Fire Fighting	Gas Utilities 10/31 to 12/03/2025 Fire Dept	671.08	171137	12/09/2025 1
MN Energy Resources Corp.	Library	10/22 to 11/21/2025 Gas Utilities Library	2,029.29	171077	12/03/2025 1
MN Energy Resources Corp.	Liquor Store	Gas Utilities 11/14 to 12/16/2025 Liquor Store	459.90	171358	12/23/2025 1
MN Energy Resources Corp.	Paved Streets	Gas Utilities 10/17 to 11/16/2025 801 E Margaret St	405.23	171024	11/26/2025 1
MN Energy Resources Corp.	Paved Streets	Gas utilities 11/13 to 12/15/2025 417 E Margaret St	445.42	171358	12/23/2025 1
Total for MN Energy Resources Corp.			5,322.73		
<u>MN West Community & Tech</u>					
MN West Community & Tech	Fire Fighting	Ropes/Knots Refresher 10/1/2025	900.00	171214	12/12/2025 1
Total for MN West Community & Tech			900.00		
<u>Moore & Ace, Inc.</u>					
Moore & Ace, Inc.	Fire Fighting	(4) Chain Saw Chains Fire Dept	1,567.96	171215	12/12/2025 1
Moore & Ace, Inc.	Parks	13/64 File-52MM Round Files Park Dept	26.99	171359	12/23/2025 1
Moore & Ace, Inc.	Parks	Pole Saw Drive Tube Assembly	97.99	171078	12/03/2025 1
Total for Moore & Ace, Inc.			1,692.94		
<u>Motorola Solutions, Inc.</u>					
Motorola Solutions, Inc.	Crime Control & Investigation	Essential Software Support & Hardware Repair V700	-250.40	171216	12/12/2025 1
Motorola Solutions, Inc.	Crime Control & Investigation	Jacket Magnetic Mount, Jacket Clip Mount, Shirt Magnetic Mount	1,216.00	171216	12/12/2025 1
Total for Motorola Solutions, Inc.			965.60		
<u>MPPOA</u>					
MPPOA	Crime Control & Investigation	MPPOA Membership Dues 2026	70.00	171333	12/19/2025 1
Total for MPPOA			70.00		
<u>Napa Auto Fairmont</u>					
Napa Auto Fairmont	Garbage Collection	Oil Filter #552	31.08	171025	11/26/2025 1
Napa Auto Fairmont	Fire Fighting	Oil & Fuel Filters Fire Dept Engine #1	79.37	171360	12/23/2025 1
Napa Auto Fairmont	Crime Control & Investigation	Oil Filter Police P2	4.00	171264	12/18/2025 1
Napa Auto Fairmont	Crime Control & Investigation	Windshield Wipers Police Dept	34.78	171217	12/12/2025 1
Napa Auto Fairmont	Road & Bridge Equipment	Wiper Blades Street #110	28.16	171079	12/03/2025 1
Napa Auto Fairmont	Road & Bridge Equipment	Oil Filters Street #136	8.00	171079	12/03/2025 1
Napa Auto Fairmont	Road & Bridge Equipment	Cabin Filter #120	37.09	171025	11/26/2025 1
Napa Auto Fairmont	Road & Bridge Equipment	Oil & Fuel Filter Street #112	36.96	171025	11/26/2025 1
Napa Auto Fairmont	Central Garage	Pack of 2 AAAA Batteries	15.30	171217	12/12/2025 1
Napa Auto Fairmont	Central Garage	ATF +4 (12), Oil Filter Shop Truck #131	73.48	171264	12/18/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Napa Auto Fairmont	Parks	Oil Filter Park #551	4.00	171025	11/26/2025 1
Napa Auto Fairmont	Parks	Air Filter Park #551	12.08	171079	12/03/2025 1
Napa Auto Fairmont	Parks	Fuel Filter, Hyd Filter, Oil Filter #547	109.01	171360	12/23/2025 1
Napa Auto Fairmont	Parks	Oil Filter Honda Tiller Push Mower	8.00	171025	11/26/2025 1
Napa Auto Fairmont	Parks	Air Filter & Oil Filter Honda Tiller Push Mower	11.63	171025	11/26/2025 1
Total for Napa Auto Fairmont			492.94		
<u>National Enrollment Partners</u>					
National Enrollment Partners	Health Insurance	Employee Navigator Support Dec 2025	350.00	171138	12/09/2025 1
Total for National Enrollment Partners			350.00		
<u>Neo Electrical Solutions, LLC</u>					
Neo Electrical Solutions, LLC	Airport	Taxiway Lighting & Sign Replacement 10/19 to 11/15/2025	257,675.36	171218	12/12/2025 1
Total for Neo Electrical Solutions, LLC			257,675.36		
<u>Newman Signs, Inc.</u>					
Newman Signs, Inc.	Paved Streets	Detour Signs (2)	88.89	171026	11/26/2025 1
Total for Newman Signs, Inc.			88.89		
<u>Northland Securities, Inc.</u>					
Northland Securities, Inc.	Other General Gov't	2025 Debt Study Update	4,625.00	171219	12/12/2025 1
Total for Northland Securities, Inc.			4,625.00		
<u>O'Neill</u>					
O'Neill	City Manager	Nov 2025 Expenses	881.85	0	11/26/2025 1
Total for O'Neill			881.85		
<u>O'Reilly Auto Parts</u>					
O'Reilly Auto Parts	Road & Bridge Equipment	Exhaust Clamp Street #112	8.11	171220	12/12/2025 1
O'Reilly Auto Parts	Fire Fighting	Sealed Beams (4) Township 2 & 5	535.72	171080	12/03/2025 1
O'Reilly Auto Parts	Ice & Snow Removal	Wiper Baldes #102	44.70	171220	12/12/2025 1
O'Reilly Auto Parts	Parks	Battery #515	223.99	171361	12/23/2025 1
O'Reilly Auto Parts	Central Garage	Antiseize City Shop	25.98	171220	12/12/2025 1
O'Reilly Auto Parts	Central Garage	Oil Drain Pan City Shop	3.99	171027	11/26/2025 1
O'Reilly Auto Parts	Central Garage	Line Disconnect Tool Set City Shop	48.99	171265	12/18/2025 1
O'Reilly Auto Parts	Engineering	Floor Mats #732 Engineering	37.99	171027	11/26/2025 1
Total for O'Reilly Auto Parts			929.47		
<u>Paustis Wine Company</u>					
Paustis Wine Company	Liquor - Mdse for Resale	Wine	572.25	171334	12/19/2025 1
Paustis Wine Company	Liquor - Mdse for Resale	Wine	1,105.00	171109	12/04/2025 1
Paustis Wine Company	Liquor - Mdse for Resale	Freight	10.50	171334	12/19/2025 1
Paustis Wine Company	Liquor - Mdse for Resale	Freight	16.50	171109	12/04/2025 1
Total for Paustis Wine Company			1,704.25		
<u>Petersen</u>					
Petersen	Fiscal Sponsor	27th Annual Training Conference 04/16 to 04/18/2023	360.00	171335	12/19/2025 1
Total for Petersen			360.00		
<u>Phillips Wine & Spirits</u>					
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	414.50	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	4,370.57	171110	12/04/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	275.00	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	81.00	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	195.35	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,920.73	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	16.17	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/MLx	56.10	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	15.96	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	7,541.14	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	THC	1,075.20	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	284.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	98.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	91.17	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	80.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	1.50	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Misc Merchandise For Resale Liquor Store	67.08	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	18,625.23	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	52.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Beer	909.40	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	THC	313.60	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	2,620.50	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	10.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,561.45	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Wine	1,274.75	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	4,859.68	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	THC	392.00	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	248.70	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Liquor	75.50	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Pop/Mix	58.71	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	5.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	62.00	171336	12/19/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	27.00	171110	12/04/2025 1
Phillips Wine & Spirits	Liquor - Mdse for Resale	Freight	103.50	171336	12/19/2025 1
		Total for Phillips Wine & Spirits	47,782.49		
Photo Press					
Photo Press	Aquatic Park	Home for the Holidays 2025 Aquatic Park	475.00	171266	12/18/2025 1
Photo Press	Police Administration	Police Chief Wanted Ad	150.00	171266	12/18/2025 1
Photo Press	Liquor Store	Home for the Holidays 2025 Liquor Store	475.00	171266	12/18/2025 1
Photo Press	Liquor Store	Liquor Store Ad	60.00	171266	12/18/2025 1
Photo Press	Liquor Store	Glows Puzzle Sponsor	30.00	171266	12/18/2025 1
Photo Press	Liquor Store	Liquor Store Ad Thanksgiving	221.25	171266	12/18/2025 1
Photo Press	Liquor Store	2026 Desk Calendar Ad	240.00	171266	12/18/2025 1
Photo Press	Liquor Store	Holiday Gift Ideas Liquor Store	30.00	171266	12/18/2025 1
Photo Press	Lake Restoration	Aquatic Removal Proposal	187.50	171266	12/18/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Photo Press	Planning & Zoning	Want Ad Community Development Director	150.00	171266	12/18/2025 1
		Total for Photo Press	2,018.75		
<u>Pitney Bowes Global Financial Service</u>					
Pitney Bowes Global Financial Services LLC	Planning & Zoning	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Fire Fighting	09/30 to 12/29/2025 Lease of Postage Meter	18.38	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Lake Restoration	09/30 to 12/29/2025 Lease of Postage Meter	13.79	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Airport	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Crime Control & Investigation	09/30 to 12/29/2025 Lease of Postage Meter	13.79	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Data Processing	09/30 to 12/29/2025 Lease of Postage Meter	13.79	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Paved Streets	09/30 to 12/29/2025 Lease of Postage Meter	9.19	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Liquor Store	09/30 to 12/29/2025 Lease of Postage Meter	13.79	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Police Administration	09/30 to 12/29/2025 Lease of Postage Meter	9.19	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Director of Finance	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Building Inspection	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Recording & Reporting	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Parking Lots	09/30 to 12/29/2025 Lease of Postage Meter	13.79	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Economic Development	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	City Manager	09/30 to 12/29/2025 Lease of Postage Meter	22.98	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Engineering	09/30 to 12/29/2025 Lease of Postage Meter	50.55	171081	12/03/2025 1
Pitney Bowes Global Financial Services LLC	Parks	09/30 to 12/29/2025 Lease of Postage Meter	18.38	171081	12/03/2025 1
		Total for Pitney Bowes Global Financial Service	335.50		
<u>PrairieLand Solid Waste Mgmnt</u>					
PrairieLand Solid Waste Mgmnt	Crime Control & Investigation	Nov 2025 Evidence Shredding	40.48	171221	12/12/2025 1
PrairieLand Solid Waste Mgmnt	Garbage Collection	Nov 2025 Refuse Removal	372.37	171084	12/03/2025 1
PrairieLand Solid Waste Mgmnt	Garbage Collection	Nov 2025 City Wide Cleanup	2,325.00	171084	12/03/2025 1
		Total for PrairieLand Solid Waste Mgmnt	2,737.85		
<u>Pritts-Steuber Electric Motors, Inc</u>					
Pritts-Steuber Electric Motors, Inc	Parks	Fan Motor Repair	153.00	171222	12/12/2025 1
Pritts-Steuber Electric Motors, Inc	Parks	(4) Exhaust Fans For Wards & Goms Woman's Bathrooms	1,496.00	171222	12/12/2025 1
		Total for Pritts-Steuber Electric Motors, Inc	1,649.00		
<u>Public Utilities Commission</u>					
Public Utilities Commission	Parks	Dec 2025 Sewer Utilities 801 E Margaret St	46.56	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Utilities	498.53	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Utilities	1,279.13	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Water Utilities 801 E Margaret St	130.17	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Storm Sewer Utilities 801 E Margaret St	15.83	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Electric Utilities 801 E Margaret St	647.20	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Utilities	2,806.84	171337	12/19/2025 1
Public Utilities Commission	Parks	Dec 2025 Utilities	1,193.64	171337	12/19/2025 1
Public Utilities Commission	General Government Buildings	Dec 2025 Utilities	1,953.14	171337	12/19/2025 1
Public Utilities Commission	General Government Buildings	Dec 2025 Utilities	35.62	171337	12/19/2025 1
Public Utilities Commission	General Government Buildings	Dec 2025 Utilities	110.56	171337	12/19/2025 1
Public Utilities Commission	General Government Buildings	Dec 2025 Utilities	45.58	171337	12/19/2025 1

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Public Utilities Commission	Central Garage	Dec 2025 Electric Utilities 801 E Margaret St	210.70	171337	12/19/2025 1
Public Utilities Commission	Central Garage	Dec 2025 Utilities	2.88	171337	12/19/2025 1
Public Utilities Commission	Fire Fighting	Dec 2025 Utilities	378.22	171337	12/19/2025 1
Public Utilities Commission	Fire Fighting	Dec 2025 Utilities	72.97	171337	12/19/2025 1
Public Utilities Commission	Fire Fighting	Dec 2025 Utilities	21.37	171337	12/19/2025 1
Public Utilities Commission	Fire Fighting	Dec 2025 Utilities	173.06	171337	12/19/2025 1
Public Utilities Commission	Street Lighting	Dec 2025 Utilities	2,451.05	171337	12/19/2025 1
Public Utilities Commission	Street Lighting	Dec 2025 Utilities	5,364.66	171337	12/19/2025 1
Public Utilities Commission	Street Lighting	Dec 2025 Utilities	14.19	171337	12/19/2025 1
Public Utilities Commission	Animal Control	Dec 2025 Utilities	190.39	171337	12/19/2025 1
Public Utilities Commission	Animal Control	Dec 2025 Utilities	74.41	171337	12/19/2025 1
Public Utilities Commission	Animal Control	Dec 2025 Utilities	17.41	171337	12/19/2025 1
Public Utilities Commission	Animal Control	Dec 2025 Utilities	328.44	171337	12/19/2025 1
Public Utilities Commission	Airport	Dec 2025 Electric Utilities D Hangar Airport	64.49	171337	12/19/2025 1
Public Utilities Commission	Airport	Dec 2025 Utilities	2,229.66	171337	12/19/2025 1
Public Utilities Commission	Airport	Dec 2025 Utilities	238.50	171337	12/19/2025 1
Public Utilities Commission	Airport	Dec 2025 Utilities	64.30	171337	12/19/2025 1
Public Utilities Commission	Airport	Dec 2025 Utilities	955.04	171337	12/19/2025 1
Public Utilities Commission	Lake Restoration	Dec 2025 Utilities	95.45	171337	12/19/2025 1
Public Utilities Commission	SMEC Building	Dec 2025 Utilities	3,159.87	171337	12/19/2025 1
Public Utilities Commission	SMEC Building	Dec 2025 Utilities	149.35	171337	12/19/2025 1
Public Utilities Commission	SMEC Building	Dec 2025 Utilities	45.58	171337	12/19/2025 1
Public Utilities Commission	Library	Dec 2025 Utilities	2,251.43	171337	12/19/2025 1
Public Utilities Commission	Library	Dec 2025 Utilities	114.75	171337	12/19/2025 1
Public Utilities Commission	Library	Dec 2025 Utilities	45.58	171337	12/19/2025 1
Public Utilities Commission	Library	Dec 2025 Utilities	21.21	171337	12/19/2025 1
Public Utilities Commission	Parking Lots	Dec 2025 Utilities	181.41	171337	12/19/2025 1
Public Utilities Commission	Parking Lots	Dec 2025 Utilities	256.68	171337	12/19/2025 1
Public Utilities Commission	Paved Streets	Dec 2025 Utilities	32.15	171337	12/19/2025 1
Public Utilities Commission	Paved Streets	Dec 2025 Utilities	85.51	171337	12/19/2025 1
Public Utilities Commission	Paved Streets	Dec 2025 Utilities	79.50	171337	12/19/2025 1
Public Utilities Commission	Aquatic Park	Dec 2025 Utilities	79.50	171337	12/19/2025 1
Public Utilities Commission	Aquatic Park	Dec 2025 Utilities	32.15	171337	12/19/2025 1
Public Utilities Commission	Aquatic Park	Dec 2025 Utilities	542.37	171337	12/19/2025 1
Public Utilities Commission	Aquatic Park	Dec 2025 Utilities	183.63	171337	12/19/2025 1
Public Utilities Commission	Liquor Store	Dec 2025 Utilities	45.58	171337	12/19/2025 1
Public Utilities Commission	Liquor Store	Dec 2025 Utilities	105.09	171337	12/19/2025 1
Public Utilities Commission	Liquor Store	Dec 2025 Utilities	2,210.44	171337	12/19/2025 1
Public Utilities Commission	Liquor Store	Dec 2025 Utilities	55.88	171337	12/19/2025 1
Public Utilities Commission	Liquor Store	Dec 2025 Liquor Store Sprinkler System	79.50	171337	12/19/2025 1
Public Utilities Commission	Paved Streets	Dec 2025 Utilities	34.98	171337	12/19/2025 1
Public Utilities Commission	Paved Streets	Dec 2025 Electric Utilities 801 E Margaret St	647.20	171337	12/19/2025 1
Total for Public Utilities Commission			32,149.33		

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Red Bull Distribution Company</u>					
Red Bull Distribution Company	Liquor - Mdse for Resale	Pop/Mix	168.00	171111	12/04/2025 1
		Total for Red Bull Distribution Company	168.00		
<u>Redi Haul Trailers, Inc</u>					
Redi Haul Trailers, Inc	Ice & Snow Removal	1/2 x 42" Flat #104 Plow	34.00	171223	12/12/2025 1
		Total for Redi Haul Trailers, Inc	34.00		
<u>Reserve Account</u>					
Reserve Account	Fire Fighting	Postage for Postage Meter	80.00	171085	12/03/2025 1
Reserve Account	Planning & Zoning	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Data Processing	Postage for Postage Meter	60.00	171085	12/03/2025 1
Reserve Account	Lake Restoration	Postage for Postage Meter	60.00	171085	12/03/2025 1
Reserve Account	Airport	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Crime Control & Investigation	Postage for Postage Meter	60.00	171085	12/03/2025 1
Reserve Account	Liquor Store	Postage for Postage Meter	60.00	171085	12/03/2025 1
Reserve Account	Parks	Postage for Postage Meter	80.00	171085	12/03/2025 1
Reserve Account	Director of Finance	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Building Inspection	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Police Administration	Postage for Postage Meter	40.00	171085	12/03/2025 1
Reserve Account	Paved Streets	Postage for Postage Meter	40.00	171085	12/03/2025 1
Reserve Account	Recording & Reporting	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Parking Lots	Postage for Postage Meter	60.00	171085	12/03/2025 1
Reserve Account	City Manager	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Economic Development	Postage for Postage Meter	100.00	171085	12/03/2025 1
Reserve Account	Engineering	Postage for Postage Meter	220.00	171085	12/03/2025 1
		Total for Reserve Account	1,460.00		
<u>Richards Auto Repair</u>					
Richards Auto Repair	Crime Control & Investigation	Tow FMP25-7061 Mercury Milan	160.00	171028	11/26/2025 1
Richards Auto Repair	Crime Control & Investigation	Tow FMP25-7940 Chevy Impala	260.00	171028	11/26/2025 1
Richards Auto Repair	Crime Control & Investigation	Tow FMP25-7912 Honda Civic	220.00	171028	11/26/2025 1
		Total for Richards Auto Repair	640.00		
<u>River Bend Business Products</u>					
River Bend Business Products	Engineering	Office Charis Engineering Dept	918.00	171224	12/12/2025 1
		Total for River Bend Business Products	918.00		
<u>Round Lake Vineyards & Winery LLC</u>					
Round Lake Vineyards & Winery LLC	Liquor - Mdse for Resale	Wine	675.00	171338	12/19/2025 1
		Total for Round Lake Vineyards & Winery LLC	675.00		
<u>RTT Mobile Interpretation</u>					
RTT Mobile Interpretation	Crime Control & Investigation	11/1 To 11/15/2025 Minutes Used	194.18	171086	12/03/2025 1
RTT Mobile Interpretation	Crime Control & Investigation	Minutes Used 11/16 to 11/30/2025	42.34	171225	12/12/2025 1
		Total for RTT Mobile Interpretation	236.52		
<u>Safariland, LLC</u>					
Safariland, LLC	Fiscal Sponsor	Headset Repairs HEAT Team	3,018.00	171362	12/23/2025 1
		Total for Safariland, LLC	3,018.00		

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
<u>Safe Step, LLC</u>					
Safe Step, LLC	Paved Streets	Evaluate Sidewalks, Provide Reporting & Repair Uneven Sidewalk	4,271.98	171087	12/03/2025 1
		Total for Safe Step, LLC	4,271.98		
<u>Schuster's Pressure Washer Sales</u>					
Schuster's Pressure Washer Sales	Central Garage	Replace Pressure Relief Valve Wash Bay	236.40	171267	12/18/2025 1
Schuster's Pressure Washer Sales	Parks	Rotor Nozzles & Male Couplers	150.00	171363	12/23/2025 1
		Total for Schuster's Pressure Washer Sales	386.40		
<u>Shamrock Recycling, Inc.</u>					
Shamrock Recycling, Inc.	Garbage Collection	Initial Grinding of Tree Site	25,000.00	171339	12/19/2025 1
Shamrock Recycling, Inc.	Garbage Collection	Tree Dump Cleanup Final 2025	2,044.00	171226	12/12/2025 1
		Total for Shamrock Recycling, Inc.	27,044.00		
<u>Share Corporation</u>					
Share Corporation	Central Garage	4-1/2 x .045 x 7/8 T27 Type 27/Aluminum (25)	159.20	171227	12/12/2025 1
Share Corporation	Central Garage	Grinding Steel, Sanding Discs, Drill Bits 3/16	305.45	171089	12/03/2025 1
		Total for Share Corporation	464.65		
<u>Smith</u>					
Smith	Non-departmental	Refund Check 019372-000, 656 Summit Dr #10	3.89	171046	12/02/2025 1
Smith	Non-departmental	Refund Check 019372-000, 656 Summit Dr #10	0.39	171046	12/02/2025 1
Smith	Non-departmental	Refund Check 019372-000, 656 Summit Dr #10	10.37	171046	12/02/2025 1
Smith	Non-departmental	Refund Check 019372-000, 656 Summit Dr #10	3.89	171046	12/02/2025 1
		Total for Smith	18.54		
<u>Snyder Logging & Tree Service</u>					
Snyder Logging & Tree Service	Parks	Stump Grinding, Stump Cleanup, Dirt/Seed 629 Heritage Ct	780.00	171090	12/03/2025 1
		Total for Snyder Logging & Tree Service	780.00		
<u>Southern Glazer's Wine & Spirits of MN</u>					
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	22.09	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Wine	2,884.38	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	57.35	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	57.22	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	67.81	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Wine	1,342.67	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Liquor	6,900.30	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	50.12	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Liquor	6,238.09	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Liquor	6,565.78	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Wine	1,075.86	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Liquor	2,642.15	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	105.53	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	132.14	171112	12/04/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Wine	2,097.57	171340	12/19/2025 1
Southern Glazer's Wine & Spirits of MN	Liquor - Mdse for Resale	Freight	29.97	171112	12/04/2025 1
		Total for Southern Glazer's Wine & Spirits of MN	30,269.03		
<u>Squeegee Brothers</u>					

**Accounts Payable
Check Approval List - City Council**

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Squeegee Brothers	Airport	Dec 2025 Window Cleaning Out & Entry & Quarterly In Airport	175.00	171268	12/18/2025 1
Squeegee Brothers	Library	Dec 2025 Window Cleaning Library	170.00	171268	12/18/2025 1
Squeegee Brothers	General Government Buildings	Window Cleaning 10/20 to 11/14/2025 City Hall	90.00	171091	12/03/2025 1
Squeegee Brothers	General Government Buildings	Window Cleaning Outside & Upper Level 11/17-12/12/2025 City Hall	285.00	171364	12/23/2025 1
		Total for Squeegee Brothers	720.00		
<u>Steuber</u>					
Steuber	Paved Streets	Reimbursement for Safety Boots	167.99	0	12/12/2025 1
		Total for Steuber	167.99		
<u>Sunset Law Enforcement LLC</u>					
Sunset Law Enforcement LLC	Fiscal Sponsor	Ammo For HEAT Team Members Attending Training	850.00	171092	12/03/2025 1
		Total for Sunset Law Enforcement LLC	850.00		
<u>Superior Vision Insurance Inc NGLIC</u>					
Superior Vision Insurance Inc NGLIC	Health Insurance	Dec 2025 & Jan 2026 Vision Premiums	1,408.02	171365	12/23/2025 1
		Total for Superior Vision Insurance Inc NGLIC	1,408.02		
<u>Tactical X</u>					
Tactical X	Crime Control & Investigation	9mm Ammo, 223 Remington Ammo, 9mm Luger Ammo	3,227.50	171341	12/19/2025 1
		Total for Tactical X	3,227.50		
<u>Talos Dynamics</u>					
Talos Dynamics	Crime Control & Investigation	Uniforms Militello	1,952.74	171093	12/03/2025 1
Talos Dynamics	Crime Control & Investigation	Uniforms Stevens	1,952.74	171093	12/03/2025 1
Talos Dynamics	Crime Control & Investigation	Uniforms Yira	1,952.74	171093	12/03/2025 1
		Total for Talos Dynamics	5,858.22		
<u>Texas Refinery Corp.</u>					
Texas Refinery Corp.	Central Garage	DZL-Pep Arctic	537.00	171029	11/26/2025 1
		Total for Texas Refinery Corp.	537.00		
<u>The Retail Coach, LLC</u>					
The Retail Coach, LLC	Economic Development	Execution of a Retail & Recruitment Strategy Contract Extension	7,500.00	171229	12/12/2025 1
		Total for The Retail Coach, LLC	7,500.00		
<u>Tom Rodgers Scuba</u>					
Tom Rodgers Scuba	Fire Fighting	PADI Divermaster Application Fee, Emergency 1st Rep Scott, Streit	750.00	171269	12/18/2025 1
		Total for Tom Rodgers Scuba	750.00		
<u>Tonneson</u>					
Tonneson	Building Inspection	Nov 2025 Building Official Services	3,360.00	0	12/03/2025 1
		Total for Tonneson	3,360.00		
<u>Tow Distributing</u>					
Tow Distributing	Liquor - Mdse for Resale	Beer	30,979.39	171113	12/04/2025 1
Tow Distributing	Liquor - Mdse for Resale	Misc Merchandise For Resale Liquor Store	83.00	171113	12/04/2025 1
Tow Distributing	Liquor - Mdse for Resale	Liquor	2,478.69	171113	12/04/2025 1
Tow Distributing	Liquor - Mdse for Resale	Pop/Mix	42.00	171113	12/04/2025 1
Tow Distributing	Liquor - Mdse for Resale	Liquor	2,239.52	171342	12/19/2025 1
Tow Distributing	Liquor - Mdse for Resale	Beer	23,165.21	171342	12/19/2025 1
		Total for Tow Distributing	58,987.81		
<u>Truck Bodies & Equipment Internation:</u>					

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Truck Bodies & Equipment International, Inc.	Ice & Snow Removal	Henke Wing Post Weldment	6,029.38	171366	12/23/2025 1
Total for Truck Bodies & Equipment Internationi:			6,029.38		
<u>Truck Center Companies East LLC</u>					
Truck Center Companies East LLC	Ice & Snow Removal	Batteries Street #162	-191.52	171230	12/12/2025 1
Truck Center Companies East LLC	Ice & Snow Removal	Batteries Street #162	191.52	171230	12/12/2025 1
Truck Center Companies East LLC	Ice & Snow Removal	Reprogram Strobes #104	566.95	171270	12/18/2025 1
Truck Center Companies East LLC	Ice & Snow Removal	Batteries Street #162	181.52	171230	12/12/2025 1
Truck Center Companies East LLC	Fire Fighting	Headlamp Low Beam Fire Dept	-517.16	171030	11/26/2025 1
Truck Center Companies East LLC	Fire Fighting	Headlamp Low Beam Fire Dept	540.39	171030	11/26/2025 1
Truck Center Companies East LLC	Garbage Collection	30/30 Long Stroke Piggy Back (2) #552	87.70	171030	11/26/2025 1
Truck Center Companies East LLC	Fire Fighting	Headlamp Low Beam 4in x 6in LE Fire Dept	-517.16	171094	12/03/2025 1
Truck Center Companies East LLC	Fire Fighting	Low Beam & High Beam Headlamps Fire Dept	517.16	171270	12/18/2025 1
Truck Center Companies East LLC	Road & Bridge Equipment	Plow Light Parts & Module #104	1,392.20	171094	12/03/2025 1
Truck Center Companies East LLC	Road & Bridge Equipment	Engine Oil Dipstick #109	48.54	171030	11/26/2025 1
Truck Center Companies East LLC	Road & Bridge Equipment	Starter Assembly Street #100	332.17	171230	12/12/2025 1
Truck Center Companies East LLC	Road & Bridge Equipment	1 Set of Brake Shoes Street #115	67.63	171094	12/03/2025 1
Truck Center Companies East LLC	Storm Sewer Mnt	Belt Tensioner, Belt #123	213.44	171030	11/26/2025 1
Truck Center Companies East LLC	Central Garage	oil filter kits	200.30	171182	12/10/2025 1
Truck Center Companies East LLC	Parks	Filler Cap #111	6.42	171367	12/23/2025 1
Total for Truck Center Companies East LLC			3,120.10		
<u>Truman Tribune</u>					
Truman Tribune	Liquor Store	Fire Prevention, National Pork Month, Fall Wedding Liquor Store	128.00	171114	12/04/2025 1
Truman Tribune	Liquor Store	Veteran's Day Salute, Shop Local Salutes Nov 2025 Liquor Store	115.00	171231	12/12/2025 1
Total for Truman Tribune			243.00		
<u>Ulland Brothers</u>					
Ulland Brothers	Parks	Gomsrud Park Improvements Phase 1 09/27 to 12/11/2025	31,683.21	171271	12/18/2025 1
Total for Ulland Brothers			31,683.21		
<u>United Behavioral Health</u>					
United Behavioral Health	Health Insurance	Dec 2025 Uninsured EAP Program	14.64	171139	12/09/2025 1
Total for United Behavioral Health			14.64		
<u>Vasquez Ramirez</u>					
Vasquez Ramirez	Non-departmental	Refund Check 018492-002, 615 S PRAIRIE AVE	1.53	171047	12/02/2025 1
Vasquez Ramirez	Non-departmental	Refund Check 018492-002, 615 S PRAIRIE AVE	1.52	171047	12/02/2025 1
Vasquez Ramirez	Non-departmental	Refund Check 018492-002, 615 S PRAIRIE AVE	0.58	171047	12/02/2025 1
Vasquez Ramirez	Non-departmental	Refund Check 018492-002, 615 S PRAIRIE AVE	0.58	171047	12/02/2025 1
Vasquez Ramirez	Non-departmental	Refund Check 018492-002, 615 S PRAIRIE AVE	0.05	171047	12/02/2025 1
Total for Vasquez Ramirez			4.26		
<u>Verizon Wireless</u>					
Verizon Wireless	Aquatic Park	Cell Phone 10/21 to 11/20/2025 Aquatic Park	38.41	171095	12/03/2025 1
Verizon Wireless	Building Inspection	Cell Phone 10/21 to 11/20/2025 Bldg Insp	38.41	171095	12/03/2025 1
Verizon Wireless	Paved Streets	Cell Phone 10/21 to 11/20/2025 Street Dept	38.41	171095	12/03/2025 1
Verizon Wireless	Data Processing	10/24 to 11/23/2025 Backuo Router	10.02	171140	12/09/2025 1
Verizon Wireless	Airport	Cell Phone 10/21 to 11/20/2025 Airport	38.41	171095	12/03/2025 1

Accounts Payable
Check Approval List - City Council



From: 11/26/2025

To: 12/31/2025

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
Verizon Wireless	Crime Control & Investigation	Cell Phones 10/21 to 11/20/2025 Police Dept	1,116.81	171095	12/03/2025 1
Verizon Wireless	Planning & Zoning	Cell Phone 10/21 to 11/20/2025 Planning & Zoning	34.81	171095	12/03/2025 1
Verizon Wireless	Parks	Cell Phones 10/21 to 11/20/2025 Park Dept	76.82	171095	12/03/2025 1
Verizon Wireless	Human Resources	Cell Phone 10/21 to 11/20/2025 HR	38.41	171095	12/03/2025 1
Verizon Wireless	Engineering	Cell Phones 10/21 to 11/20/2025 Engineering	257.09	171095	12/03/2025 1
Total for Verizon Wireless			1,687.60		
<u>Vestis</u>					
Vestis	Central Garage	Launder Uniforms For Mechanics	50.19	171232	12/12/2025 1
Vestis	Central Garage	Launder Uniforms For Mechanics	50.19	171272	12/18/2025 1
Vestis	Central Garage	Launder Uniforms For Mechanics	50.19	171031	11/26/2025 1
Vestis	Central Garage	Launder Uniforms For Mechanics	50.19	171096	12/03/2025 1
Vestis	Parks	Cleaning Supplies Park Dept	26.14	171096	12/03/2025 1
Vestis	Parks	Cleaning Supplies Park Dept	26.14	171031	11/26/2025 1
Vestis	Parks	Cleaning Supplies Park Dept	26.14	171272	12/18/2025 1
Vestis	Parks	Cleaning Supplies Park Dept	26.14	171232	12/12/2025 1
Vestis	Paved Streets	Cleaning Supplies Street Dept	26.14	171096	12/03/2025 1
Vestis	Paved Streets	Cleaning Supplies Street Dept	26.14	171272	12/18/2025 1
Vestis	Paved Streets	Cleaning Supplies Street Dept	26.14	171232	12/12/2025 1
Vestis	Paved Streets	Cleaning Supplies Street Dept	26.14	171031	11/26/2025 1
Total for Vestis			409.88		
<u>Vickerman</u>					
Vickerman	Non-departmental	Refund Check 010698-001, 620 Summit Dr #101	3.55	171048	12/02/2025 1
Vickerman	Non-departmental	Refund Check 010698-001, 620 Summit Dr #101	0.36	171048	12/02/2025 1
Vickerman	Non-departmental	Refund Check 010698-001, 620 Summit Dr #101	3.55	171048	12/02/2025 1
Vickerman	Non-departmental	Refund Check 010698-001, 620 Summit Dr #101	9.47	171048	12/02/2025 1
Total for Vickerman			16.93		
<u>Viesselman</u>					
Viesselman	Human Resources	Renewal of SHRM Nembership for 2026	224.25	0	12/12/2025 1
Viesselman	Human Resources	Safety Committee Mtg	2.24	0	12/12/2025 1
Total for Viesselman			226.49		
<u>Vinocopia, Inc</u>					
Vinocopia, Inc	Liquor - Mdse for Resale	Freight	14.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Wine	744.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Liquor	547.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Liquor	150.00	171343	12/19/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Wine	680.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Liquor	631.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Freight	18.00	171115	12/04/2025 1
Vinocopia, Inc	Liquor - Mdse for Resale	Wine	768.00	171343	12/19/2025 1
Total for Vinocopia, Inc			3,552.00		
<u>Visit Fairmont</u>					
Visit Fairmont	CVB	Lodging Tax for Airbnb/VRBO Oct 2025 Due Nov20,25 \$410.52 Less5%	389.99	171273	12/18/2025 1
Visit Fairmont	CVB	Hotel/Motel Tax Oct 2025 Due by Nov 20,2025 \$14,244.56 Less 5%	13,532.33	171273	12/18/2025 1

**Accounts Payable
Check Approval List - City Council**

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
		Total for Visit Fairmont	13,922.32		
<u>Voss Cleaning Services, Inc.</u>					
Voss Cleaning Services, Inc.	Paved Streets	Janitorial & Rug Service Park/Streets Dec 2025	265.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	Parks	Janitorial & Rug Service Park/Streets Dec 2025	265.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	Fire Fighting	Janitorial Service Fire Dept Dec 2025	389.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	SMEC Building	Janitorial Service Nov 2025	1,210.00	171032	11/26/2025 1
Voss Cleaning Services, Inc.	SMEC Building	Janitorial Services SMEC Dec 2025	1,210.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	SMEC Building	Cleaning Supplies SMEC	269.82	171032	11/26/2025 1
Voss Cleaning Services, Inc.	Library	Dec 2025 Jaintorial Service MC Library	995.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	Airport	Janitorial & Rug Service Airport Dec 2025	316.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	Airport	Commerical Carpet Cleaning Airport	550.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	General Government Buildings	Janitorial & Rug Service City Hall Dec 2025	814.00	171233	12/12/2025 1
Voss Cleaning Services, Inc.	General Government Buildings	Cleaning Supplies City Hall	179.90	171032	11/26/2025 1
Voss Cleaning Services, Inc.	General Government Buildings	Janitorial & Rug Service Nov 2025 City Hall	814.00	171032	11/26/2025 1
Voss Cleaning Services, Inc.	General Government Buildings	Cleaning Supplies City Hall	114.91	171233	12/12/2025 1
		Total for Voss Cleaning Services, Inc.	7,392.63		
<u>Wausau Equipment Company</u>					
Wausau Equipment Company	Ice & Snow Removal	Skid Shoe #162	1,723.46	171368	12/23/2025 1
		Total for Wausau Equipment Company	1,723.46		
<u>Wex Health, Inc.</u>					
Wex Health, Inc.	Health Insurance	Nov 2025 Participant/Admin Fees	170.50	0	12/19/2025 1
		Total for Wex Health, Inc.	170.50		
<u>Wine Merchants</u>					
Wine Merchants	Liquor - Mdse for Resale	Freight	8.00	171116	12/04/2025 1
Wine Merchants	Liquor - Mdse for Resale	Wine	672.00	171116	12/04/2025 1
		Total for Wine Merchants	680.00		
<u>Wold Architects & Engineers</u>					
Wold Architects & Engineers	Parks	Sylvania Bandshell Ext Upgrade Thru 10/31/2025	452.14	171033	11/26/2025 1
		Total for Wold Architects & Engineers	452.14		
<u>Woodring</u>					
Woodring	Non-departmental	Refund Check 018483-000, 117 E 11th St	0.02	171049	12/02/2025 1
Woodring	Non-departmental	Refund Check 018483-000, 117 E 11th St	0.14	171049	12/02/2025 1
Woodring	Non-departmental	Refund Check 018483-000, 117 E 11th St	0.38	171049	12/02/2025 1
Woodring	Non-departmental	Refund Check 018483-000, 117 E 11th St	0.14	171049	12/02/2025 1
Woodring	Non-departmental	Refund Check 018483-000, 117 E 11th St	0.38	171049	12/02/2025 1
		Total for Woodring	1.06		
<u>Yeager Implement, Inc.</u>					
Yeager Implement, Inc.	Parks	Ball Joint #531	164.38	171034	11/26/2025 1
		Total for Yeager Implement, Inc.	164.38		
<u>Yira</u>					
Yira	Crime Control & Investigation	Reimbursement For Safety Eyewear	300.00	0	12/09/2025 1
		Total for Yira	300.00		
<u>York</u>					

Accounts Payable
Check Approval List - City Council

From: 11/26/2025

To: 12/31/2025



<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>	<u>Check Number</u>	<u>Check Date</u>
York	Engineering	G-288 Training Monroe, WI 12/02 to 12/04/2025	126.00	171141	12/09/2025 1
York	Engineering	11/19 to 11/21/25 APWA MN Fall Conf Prior Lake, MN	72.00	171097	12/03/2025 1
		Total for York	198.00		
Zarling					
Zarling	General Government Buildings	Christmas Decor 1st Floor City Hall	45.61	0	11/26/2025 1
Zarling	Health Insurance	Supplies for Biometric Screenings	113.20	0	11/26/2025 1
		Total for Zarling	158.81		
Ziegler, Inc.					
Ziegler, Inc.	Ice & Snow Removal	Grader Cutting Edges Ice & Snow	1,676.86	171274	12/18/2025 1
		Total for Ziegler, Inc.	1,676.86		
			2,527,223.24		

**Information provided to Council by Director York
during Agenda Item 11B: Public Works Staff/Liaison Reports**

Bolton & Menk, Inc. (BMI) serves as the city's consultant engineer. Below is a quick update on recent activities and project progress. Please contact Matt York or Troy Nemmers with any questions.

1 **GENERAL UPDATES:**

Stormwater Utility

- BMI is coordinating with city staff on bringing the report to the City Council.

2 **PROJECT UPDATES:**

Ground Storage Water Tank

- The tank construction has been substantially completed. There is electrical work yet to be done.

Biosolids/UV Upgrades at Wastewater Plant

- Construction is underway.

Gomsrud Parking Lot Improvements

- The contractor has completed all the work planned for 2025. There will be seeding, plantings, and other site closeout work completed in the spring of 2026.

Lake Avenue Reconstruction (CR 39 to Fairlakes)

- Construction was stopped for 2025 due to weather conditions.
- The street will be open to traffic with a temporary aggregate surface for unpaved section.
- All underground utilities are complete, and the remaining concrete will be paved in Spring 2026.

Blue Earth Avenue Resurfacing (TH 15 to Downtown Plaza)

- Final design on the project has begun with the environmental documentation process underway.

Lead Service Line Replacement Project (City-wide)

- An informational meeting for residents in Location 2 will be held on Tuesday, February 10th at 6pm at SMEC. Residents in Location 2 will be sent the meeting notice later this month. Only residents in Location 2 should attend this meeting.
- The contractor will begin contacting residents this winter with construction to begin in the spring.
- The contractor is looking to begin some exploratory excavation in the right-of-way this winter to confirm pipe materials on many of the public water service replacement locations.

Lead Service Line Inventory (City-wide)

- The latest inventory updates were submitted to the Department of Health (DOH). The DOH requires the city send out an annual mailing for those with either a lead, galvanized, or unknown water service.
- The next round of MDH funding is anticipated to assist with better identifying the unknown publicly owned water service lines. We are monitoring that round of funding. Residents can go to the MN Lead Inventory Tracking Tool website to review the status of their water service line.
<https://maps.umn.edu/LSL/>