



CITY COUNCIL AGENDA

COUNCIL CHAMBERS

TUESDAY, OCTOBER 25, 2022

6:00 PM

1. Call to Order/Roll Call/Pledge of Allegiance

2. Presentations/Introductions

- A. Introduction of Police Officer Valeria Esquivel, Badge #3227

3. Approve minutes of October 11, 2022 City Council Meeting

- A. Minutes of the October 11, 2022 City Council Meeting

4. Consent Agenda

- A. List of Claims for Release
- B. Approve MOU with Minnesota Pollution Control Agency
- C. Approve Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License
- D. Resolution 2022-223 Rescind and Replace Resolution 2022-213 Approve Street Closure for Downtown Car Show
- E. Approve 2023 Insurance Liability Coverage Waiver Form
- F. Approve Petition and Waiver of Assessment for Water Service Repair at 109 4th Ave. SW
- G. Approve Quote to Replace Glycol in Boiler System at Buckham Center
- H. Resolution 2022-224 Declare Winter Decorations as Surplus
- I. Approve Job Descriptions
- J. Approve Hangar Rental Agreement
- K. Approve Faribault City Policy and Procedure - Homeless Encampments
- L. Approve Police Department Policy 326 - Homeless Persons
- M. Resolution 2022-225 Approve Hiring Library Receptionist

5. Requests to be Heard

6. Public Hearings – None

7. Items for Discussion

- A. Ordinance 2022-33 Amending Chapter 2, Sec. 2-4 of the City Code of Ordinances regarding City Departments and Departmental Administrators

8. Bids - None

9. Boards and Commissions Reports, Announcements and Project Updates

- A. Monthly Financial Report

10. Adjournment

(The Council may meet as a group for dinner)

NOTE:

CC Closed Captioning of Council meetings available on FCTV.

Please contact the City Administrator's Office if you need special accommodations related to a disability while attending the City Council meeting.



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: John Sherwin, Chief of Police
MEETING DATE: October 25, 2022
SUBJECT: Introduction of Police Officer Valeria Esquivel,
Badge #3227

Background:

Officer Esquivel was initially hired as a Community Service Officer on May 31, 2021. On March 21, 2022, she transitioned to the role of Police Officer. Officer Esquivel graduated from our Field Training program in September and is now serving the community on the night shift.

Recommendation:

None

Attachments:

1. FTO Completion



CHIEF OF POLICE
John Sherwin

CAPTAINS
Neal Pederson
Jason Severson
Dave Dillon

From: Sergeant Eric Sammon #3208
To: Chief John Sherwin #3201
Subject: Officer Valeria Esquivel #3227

Officer Valeria Esquivel started her employment as a police officer with the City of Faribault on March 25, 2022. Since this time, she has gone through a 21 week Field Training Officer program, which concluded on September 11, 2022 after her scheduled shift. Officer Esquivel has had five different Training Officer's during this period. These Training Officers have completed numerous Daily Observation Reports (D.O.R.'s) and Standard Evaluation Guidelines (SEG's). The Training Officers have also completed numerous journal entries throughout this 21 week process. Officer Esquivel has progressed throughout the FTO program without incident. Officer Esquivel has successfully completed the FTO portion of her employment with the City of Faribault and should be considered as part of patrol staff.

Sergeant Eric Sammon #3208
Faribault Police Department

Eric Sammon #3208

Officer Matt Kolling #3222
Faribault Police Department

Matt Kolling #3222

Officer Sean Smullen #3219
Faribault Police Department

Sean Smullen #3219

Officer John Gramling #3215
Faribault Police Department

John Gramling #3215

Officer DJ Skluzacek #3230
Faribault Police Department

Donald Skluzacek #3230

Officer Brad Arens #3223
Faribault Police Department

Brad Arens #3223

Officer Michael Shuda #3233
Faribault Police Department

Michael Shuda #3233



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, OCTOBER 11, 2022

6:00 PM

Call to Order/Roll Call/Pledge of Allegiance

The regular meeting of the City Council was called to order by Mayor Kevin Voracek at 6:00 pm. Councilors Sara Caron, Royal Ross, Peter van Sluis, Tom Spooner, and Jon Wood were in attendance. Councilor Janna Viscomi was absent. Also in attendance were City Administrator Tim Murray, City Clerk Heather Slechta, Fire Chief Dustin Dienst, Police Chief John Sherwin, Finance Director Jeanne Day, Community and Economic Development Director Deanna Kuennen, City Planner David Wanberg, Public Works Director Travis Block, City Engineer Mark DuChene, and Human Resources Manager Kevin Bushard.

Presentations/Introductions

Mayor Voracek presented the IRIS Proclamation to Diane Kelley. Kelley stated that a candle light vigil will be held on October 15, 2022 at the office starting at 7:00pm.

Approve minutes of the September 27, 2022 City Council Meeting and the October 4, 2022 Special City Council Meeting

Motion by Ross, seconded by van Sluis to approve the Minutes of the September 27, 2022 City Council Meeting and the October 4, 2022 Special City Council Meeting and carried unanimously.

Consent Agenda

- A. List of Claims for Release
- B. Resolution 2022-219 Accept Donation to the Faribault Fire Department
- C. Resolution 2022-220 Appoint Election Judges for the 2022 General Election
- D. Resolution 2022-216 Approve Hiring Building Inspector I
- E. Resolution 2022-218 Approve Promotion to Building Inspector II
- F. Approve LG240B Applications to Conduct Excluded Bingo for the Women of the Moose
- G. Approve Change Order 1 with Braun Intertec for NW Area Water Tower Materials Testing Services
- H. Approve Hangar Rental Agreement
- I. Approve Individual Project Order No. 2 with Kimley-Horn for North Viaduct Area Park Design Services
- J. Resolution 2022-221 Levying Special Assessments for Delinquent Water, Sewer, and Storm Water Accounts
- K. Resolution 2022-222 Levying Special Assessments for Miscellaneous Delinquent Receivable Accounts
- L. Approve LG220 Application for Exempt Permit for Catholic United Financial Council 13 SS Lawrence/Anne
- M. Approve Purchase of Diesel Engine

Motion by Spooner, seconded by Wood to approve Consent Agenda Items 4A.-4M. and carried unanimously.

Requests to be Heard

Frank Marzario stated that he was disgusted in the Council's decision to allow a Temporary Certificate of Occupancy for his landlord Todd Nelson to allow for tenants to move into the apartments above Pawn MN. Mayor Voracek explained that the City does not get into discussions regarding landlord/tenant

issues. Mr. Marzario also criticized the placement of two benches next to his business.

Public Hearings – None

Items for Discussion

Resolution 2022-217 Approve a Conditional Use Permit for a Residential Care Facility at 1910 Cardinal Lane

Midwest Campus, LLC, the Owner, requested approval of a conditional use permit for a residential care facility associated with a proposed drug and alcohol treatment facility at 1910 Cardinal Lane. The first phase of the development includes a two-story building with outpatient treatment on the first floor and supervised living facilities on the second floor. The second phase of the development is essentially a "detox" facility with high-intensity residential services and 15 withdrawal management beds for men and women.

Staff has determined the plans are consistent with the City's ordinances. The City Engineer is working with the Owner and Greater Minnesota Gas, the adjacent property owner at 1910 Cardinal Lane to ensure that the utilities and water shutoffs serving the properties are in a public easement.

The City's Development Review Committee recommended approval of the requested conditional use permit. On October 3, 2022, the City's Planning Commission held a public hearing to consider the Owner's request.

The Planning Commission recommended approval of the conditional use permit provided the utility situation was addressed. The City Engineer and City Planner refined the language in the conditional use permit accordingly. They also added language to the permit requiring that the Owner enter into a development agreement and provide the City with a stormwater operation and maintenance agreement.

Councilor Ross asked if methadone would be provided at this facility, the Owner stated that it would not. Mayor Voracek asked if this property was the one used to access the billboard, Kuennen stated that it was, and City Planner David Wanberg stated that an easement was provided at the time of the Cashin Apartment project. Councilor Wood asked if the Greater Minnesota service is in an easement, Wanberg explained that utilities will all be in a public easement, and we will work with Greater Minnesota Gas Company on that.

Motion by van Sluis, seconded by Spooner to approve Resolution 2022-217 Approve a Conditional Use Permit for a Residential Care Facility at 1910 Cardinal Lane and carried unanimously.

Bids - None

Boards and Commissions Reports, Announcements and Project Updates

Councilor Ross recognized and thanked the newly appointed election judges. Fire Chief Dustin Dienst stated that there will be a fundraiser at the Paradise Theatre on Saturday at 7:30 pm. This fundraiser is similar to the one put together for the Police Department, Street Talk will be performing. City Administrator Tim Murray reminded residents to be sure that election signs are not in the right-of-way, they will be removed and disposed of by the Police Department if they are. Mayor Voracek, asked if sign removal could be done on a consistent basis.

Adjournment

Motion by Ross, seconded by Caron to adjourn the Regular City Council Meeting and carried unanimously.

Meeting adjourned at 6:18 pm.

Respectfully Submitted,

Heather Slechta
City Clerk



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Day, Finance Director
MEETING DATE: October 25, 2022
SUBJECT: List of Claims for Release

Background:

A copy of the list of claims is available for City Council review through the City Administrator, in the amount of \$894,864.60, which includes check numbers 175934 to 176045 and automatic clearing house payments. An additional authorization for a credit card payment of \$15,343.02, which exceeds the authorized \$5,000 limit, to the Federal Aviation Administration (FAA) is included; payment via check or automatic clearing house (ACH) is not allowed per the FAA.

The description line for each claim provides information to assist readers in understanding the purpose of the purchase and the department making the purchase. Initials of the department making the purchase are included in the description when possible. At the bottom of each page is a key, listing the primary funds to help identify the fund associated with the claim.

Recommendation:

Approve the attached List of Claims for Release.

Attachments:

1. 10-25-2022 Council AP List Revised

AP
AP Council Approval 10-25-2022



User: astadler
Printed: 10/20/2022 1:20:11 PM

Check Numb	Last Name	Acct 1	Amount	Description
175945	Advanced Drainage Systems Inc	101-45500-450-44010	2,186.20	Back of Building Drainage Repairs
	Advanced Drainage Systems Inc		2,186.20	
175946	Allied Medical Training	101-42121-420-43140	175.50	EMR Recertification / T Larson
175946	Allied Medical Training	101-42123-420-43140	702.00	EMR Recertification-B Arens/J Holm/L Ulrich & S Angle
	Allied Medical Training		877.50	
175947	Amazon Capital Services	101-45500-450-42190	29.98	Books
175947	Amazon Capital Services	101-45500-450-42010	33.88	Label Maker Refills
175947	Amazon Capital Services	101-45500-450-43130	16.94	Ukulele Songbooks
175947	Amazon Capital Services	101-45500-450-42190	5.99	Books
175947	Amazon Capital Services	101-42220-420-42110	136.00	Blood Pressure Cuff and Case
175947	Amazon Capital Services	101-45500-450-43130	18.99	Programming
175947	Amazon Capital Services	101-45500-450-42190	7.68	Books
175947	Amazon Capital Services	101-45500-450-43130	119.97	3D Printing Class and Adventure Kit
175947	Amazon Capital Services	101-45500-450-43130	62.83	Sewing Program
175947	Amazon Capital Services	101-45500-450-42190	45.87	Books
175947	Amazon Capital Services	101-45500-450-42110	20.99	Paper Cups for Programming
175947	Amazon Capital Services	101-45500-450-42190	34.98	Books
175947	Amazon Capital Services	101-43121-430-42010	21.25	Fine Tip Sharpies
175947	Amazon Capital Services	603-49500-000-42010	0.32	Fine Tip Sharpies
175947	Amazon Capital Services	101-43126-430-42110	54.84	Bolt Puller
175947	Amazon Capital Services	601-49430-000-42010	2.21	Fine Tip Sharpies
175947	Amazon Capital Services	602-49450-000-42010	2.21	Fine Tip Sharpies
175947	Amazon Capital Services	101-45500-450-42190	31.94	Books
175947	Amazon Capital Services	601-49430-000-42020	32.44	USB Adapters - Water Dept.
175947	Amazon Capital Services	101-41510-410-42420	428.61	Receipt Printer - Cash Drawer - Cables
175947	Amazon Capital Services	101-42210-420-42020	22.13	Wireless Mouse
175947	Amazon Capital Services	101-42210-420-42110	96.47	Ice Machine Cleaner/Sanitizer

Check Numb	Last Name	Acct 1	Amount	Description
	Amazon Capital Services		1,226.52	
175948	American Planning Association	101-41910-410-44330	517.00	Peter Waldock Annual Dues
	American Planning Association		517.00	
0	APG Media of Southern Minnesota LLC	101-45110-450-43430	300.00	FPR Ad - Answer Book
	APG Media of Southern Minnesota LLC		300.00	
175949	Arrowhead Scientific Inc	101-42123-420-42410	391.30	Evidence Tents
	Arrowhead Scientific Inc		391.30	
175950	Aspen Mills	101-42123-420-42180	93.90	Under Vest Shirts / M Kolling
175950	Aspen Mills	101-42123-420-42180	114.90	Cargo Pants - Under Vest Shirt / S Smallen
175950	Aspen Mills	101-42123-420-42180	124.98	Mock Shirt / Mike S
	Aspen Mills		333.78	
0	Auto Value Parts Store	101-43121-430-42210	6.49	Epoxy - Street #306
0	Auto Value Parts Store	101-43126-430-42110	89.95	Borescope - Shop Maintenance
0	Auto Value Parts Store	101-42123-420-42210	8.98	Rivets / #16
0	Auto Value Parts Store	101-45200-450-42210	162.99	Battery
	Auto Value Parts Store		268.41	
175951	Baker & Taylor Entertainment	101-45500-450-42190	248.58	Books
175951	Baker & Taylor Entertainment	101-45500-450-42190	77.75	Books
175951	Baker & Taylor Entertainment	101-45500-450-42190	19.74	Books
175951	Baker & Taylor Entertainment	101-45500-450-42190	14.93	Books
175951	Baker & Taylor Entertainment	101-45500-450-42190	3.02	Books
175951	Baker & Taylor Entertainment	101-45500-450-42190	452.93	Books
	Baker & Taylor Entertainment		816.95	
175952	Becker Jean	601-00000-000-20200	8.39	Refund Check 008583-000, 109 12 St NW
	Becker Jean		8.39	
0	BGMN Inc	101-45200-450-42210	32.38	Diesel Fuel Additive for Stock
0	BGMN Inc	101-43121-430-42210	64.76	Diesel Fuel Additive for Stock

Check Numb	Last Name	Acct 1	Amount	Description
0	BGMN Inc	101-42123-420-42210	16.19	Diesel Fuel Additive for Stock
0	BGMN Inc	601-49430-000-42210	24.28	Diesel Fuel Additive for Stock
0	BGMN Inc	602-49450-000-42210	24.28	Diesel Fuel Additive for Stock
	BGMN Inc		161.89	
0	BHE Renewables	602-49480-000-43810	12,276.24	Solar Energy - August
	BHE Renewables		12,276.24	
175953	Bice Jonathan	601-00000-000-20200	3.48	Refund Check 019761-001, 1506 4 St SW
	Bice Jonathan		3.48	
0	Bolton & Menk Inc	601-49430-000-45300	7,332.50	2019-12 NW Water Tower and Watermain
	Bolton & Menk Inc		7,332.50	
0	Border States Industries Inc	101-45200-450-42110	61.77	Electrical Ground Box/Cover
	Border States Industries Inc		61.77	
0	Brainfuse Inc	101-45500-450-43096	4,250.00	HelpNow/JobNow/Vet Now Online Services
	Brainfuse Inc		4,250.00	
175954	Braun Intertec Corporation	601-49430-000-45300	23,032.25	2019-12A Materials Testing through 10/7/2022
	Braun Intertec Corporation		23,032.25	
175955	Brown Martha A	101-45500-450-43130	125.00	Adult Programming
	Brown Martha A		125.00	
0	Bug Busters Inc	241-46330-461-44010	237.00	404/408/412 NW 13th Street Wasp Spray
	Bug Busters Inc		237.00	
175956	Burnett Mary	601-00000-000-20200	100.79	Refund Check 021175-000, 105 4 Ave SW
	Burnett Mary		100.79	
175934	c/o Teledoc Inc Healthiest You	101-00000-000-21707	970.00	Healthiest You - October

Check Num	Last Name	Acct 1	Amount	Description
	c/o Teledoc Inc Healthiest You		970.00	
175957	Canon Financial Services Inc	101-42124-420-44160	201.90	Copier Leases
175957	Canon Financial Services Inc	240-46210-460-44160	224.41	3rd Floor Copier
175957	Canon Financial Services Inc	101-43121-430-44160	110.14	Public Works Copier Rent 10/1-10/31/2022
175957	Canon Financial Services Inc	602-49450-000-44160	11.46	Public Works Copier Rent 10/1-10/31/2022
175957	Canon Financial Services Inc	101-42210-420-44160	68.46	Copy Machine Contract Charges 10/01/2022 to 10/31/2022
175957	Canon Financial Services Inc	101-41940-410-44160	224.41	2nd Floor Copier Lease
175957	Canon Financial Services Inc	603-49500-000-44160	1.63	Public Works Copier Rent 10/1-10/31/2022
175957	Canon Financial Services Inc	601-49430-000-44160	11.46	Public Works Copier Rent 10/1-10/31/2022
	Canon Financial Services Inc		853.87	
175958	Carlson Dettmann Consulting LLC	101-41800-410-43090	550.00	Classification Reviews - Bldg Official and Bldg Inspector II
	Carlson Dettmann Consulting LLC		550.00	
175959	Cemstone Products Co Inc	101-45200-450-42110	417.00	Concrete/ Bench Pad
	Cemstone Products Co Inc		417.00	
175960	Cengage Learning Inc	101-45500-450-42190	19.00	Books
	Cengage Learning Inc		19.00	
175942	CenturyLink	101-41940-410-43210	62.40	507-334-8409 948
175942	CenturyLink	902-00000-000-23935	320.00	507 Z01-0018 863 Monthly Phone Bill
175942	CenturyLink	101-42210-420-43210	132.80	507-334-0486 496
175942	CenturyLink	902-00000-000-23935	-320.00	507 Z01-0018 863 Monthly Phone Bill
175942	CenturyLink	225-49810-430-43210	62.40	507-334-3495 952 Airport
175942	CenturyLink	101-41910-410-43210	325.00	City Hall - October
175942	CenturyLink	225-49810-430-43210	62.40	507-334-7494 946 Airport
175962	CenturyLink	101-41940-410-43210	12.60	Monthly Phone Bill - September
175961	CenturyLink	902-00000-000-23935	581.08	Monthly Service 10/13/22-11/12/22
175961	CenturyLink	101-41940-410-43210	302.21	507-332-2400 019
175961	CenturyLink	225-49810-430-43210	70.40	507-334-2850 219
175961	CenturyLink	101-45500-450-43210	51.01	507 334-0138 069 Elevator Phone
175961	CenturyLink	601-49430-000-43210	87.06	507-332-9045 313Sensus Back-up Dialer
175961	CenturyLink	602-49450-000-43210	70.40	507-334-0586 787
175961	CenturyLink	902-00000-000-23935	-581.08	Monthly Service 10/13/22-11/12/22

Check Numb	Last Name	Acct 1	Amount	Description
	CenturyLink		1,238.68	
0	Cintas Corporation	898-46310-000-44060	49.83	Mats
0	Cintas Corporation	898-46310-000-44010	25.77	Sanitizer Service
0	Cintas Corporation	101-45122-450-44060	14.62	Mops Laundry Service
0	Cintas Corporation	602-49480-000-44060	10.63	Lab Towels Floor Mats
0	Cintas Corporation	101-43121-430-44060	25.88	Uniform Cleaning Streets
0	Cintas Corporation	603-49500-000-44060	6.36	Uniform Cleaning Stormwater
0	Cintas Corporation	602-49480-000-44060	31.93	Uniform Laundry
0	Cintas Corporation	602-49450-000-44060	15.50	Uniform Cleaning Sewer
0	Cintas Corporation	101-45200-450-44060	30.92	Laundry
0	Cintas Corporation	101-43126-430-44060	12.58	Uniform Cleaning Mechanics
0	Cintas Corporation	101-43126-430-44060	10.25	Laundry Shop Towels
0	Cintas Corporation	601-49430-000-44060	22.83	Uniform Cleaning Water
0	Cintas Corporation	601-49430-000-44060	22.83	Uniform Cleaning Water
0	Cintas Corporation	101-43126-430-44060	20.50	Laundry Shop Towels
0	Cintas Corporation	101-45200-450-44060	30.92	Laundry
0	Cintas Corporation	101-43126-430-44060	38.46	Uniform Cleaning Mechanics
0	Cintas Corporation	602-49450-000-44060	15.50	Uniform Cleaning Sewer
0	Cintas Corporation	602-49480-000-44060	26.78	Lab Towels Floor Mats
0	Cintas Corporation	603-49500-000-44060	6.36	Uniform Cleaning Stormwater
0	Cintas Corporation	602-49480-000-44060	31.93	Uniform Laundry
	Cintas Corporation		450.38	
175963	City of Faribault	902-00000-000-23935	6,416.56	Water/Sewer-September
175963	City of Faribault	602-49480-000-43860	224.31	005003-019 214 14 St NE
175963	City of Faribault	602-49480-000-43820	2,120.77	005003-023 214 14 St NE
175963	City of Faribault	101-45127-450-43820	873.57	005003-030 705 17 St SW-Irrigation
175963	City of Faribault	241-46330-461-43820	13.11	005090-004 1818 Shumway Ave
175963	City of Faribault	241-46330-461-43820	13.11	005090-003 1528 Western Ave
175963	City of Faribault	225-49810-430-43850	14.31	005003-004 3401 Hwy 21 W
175963	City of Faribault	898-46310-000-43850	286.04	014197-000 1324 Prairie Ave
175963	City of Faribault	241-46330-461-43860	43.95	005090-026 1526 Western Ave
175963	City of Faribault	241-46330-461-43860	21.88	005090-000 910 1 St SW
175963	City of Faribault	225-49810-430-43820	13.11	005003-005 Airport Terminal
175963	City of Faribault	211-46310-460-43850	37.72	005003-000 16 1 St SE
175963	City of Faribault	241-46330-461-43820	13.11	005090-016 1814 Shumway Ave
175963	City of Faribault	225-49810-430-43820	17.86	005003-004 3401 Hwy 21 W
175963	City of Faribault	101-45127-450-43850	11.00	005003-043 705 17 St SW
175963	City of Faribault	602-49480-000-43820	13.11	005003-022 214 14 St NE
175963	City of Faribault	211-46310-460-43860	6.53	005003-000 16 1 St SE

Check Numb	Last Name	Acct 1	Amount	Description
175963	City of Faribault	898-46310-000-43820	175.13	014197-000 1324 Prairie Ave
175963	City of Faribault	211-46310-460-43820	28.81	005003-000 16 1 St SE
175963	City of Faribault	101-45127-450-43860	36.11	005003-043 705 17 St SW
175963	City of Faribault	241-46330-461-43860	23.70	005090-007 1806 Shumway Ave
175963	City of Faribault	241-46330-461-43820	13.11	005090-007 1806 Shumway Ave
175963	City of Faribault	241-46330-461-43820	13.11	005090-006 1810 Shumway Ave
175963	City of Faribault	602-49480-000-43820	1,732.72	005003-019 214 14 St NE
175963	City of Faribault	241-46330-461-43820	13.11	005090-001 920 1 St SW
175963	City of Faribault	225-49810-430-43860	272.17	005003-004 3401 Hwy 21 W
175963	City of Faribault	101-45127-450-43820	25.25	005003-043 705 17 St SW
175963	City of Faribault	225-49810-430-43850	8.32	005003-005 Airport Terminal
175963	City of Faribault	241-46330-461-43820	13.11	005090-000 910 1 St SW
175963	City of Faribault	241-46330-461-43820	13.11	005090-026 1526 Western Ave
175963	City of Faribault	601-49430-000-43850	246.56	005003-032 812 8 Ave NW (New Water Plant)
175963	City of Faribault	902-00000-000-23935	-6,416.56	Water/Sewer-September
175963	City of Faribault	898-46310-000-43860	78.75	014197-000 1324 Prairie Ave
175963	City of Faribault	873-49499-000-43090	594.00	Roberds Lake Billing Fee - September
175963	City of Faribault	873-49499-000-43850	3,138.18	Roberds Lake SIU Bill
	City of Faribault		10,148.74	
0	CivicPlus	101-41110-410-43090	14,949.90	Civic Clerk and Civic Media Annual Fees
0	CivicPlus	101-41110-410-43090	31.50	City Council Meeting Closed Captioning
	CivicPlus		14,981.40	
0	Clean River Partners	603-49500-000-43090	9,065.30	SWPPP Education 3rd Quarter 2022
	Clean River Partners		9,065.30	
175935	Colonial Life	101-00000-000-21711	80.00	PR Batch 00520.10.2022 Short Term Disability
	Colonial Life		80.00	
175964	Community Co-op Oil Assn	101-43121-430-42130	236.71	Grease - Street #115
175964	Community Co-op Oil Assn	101-45200-450-44040	21.00	Tire Repair
175964	Community Co-op Oil Assn	101-45200-450-44040	33.00	Tire Repair
175964	Community Co-op Oil Assn	101-45200-450-44040	16.95	Tire Repair
175964	Community Co-op Oil Assn	101-45122-450-42120	-3.86	Credit for Federal Tax Charged on Fuel at C-Store
175964	Community Co-op Oil Assn	101-43121-430-42110	-0.37	Credit for Federal Tax Charged on Fuel at C-Store
175964	Community Co-op Oil Assn	101-42220-420-42120	-3.08	Credit for Federal Tax Charged on Fuel at C-Store
175964	Community Co-op Oil Assn	101-43170-430-42110	-0.46	Credit for Federal Tax Charged on Fuel at C-Store
175964	Community Co-op Oil Assn	602-49480-000-42220	674.52	Pickup #120 Tires

Check Num	Last Name	Acct 1	Amount	Description
175964	Community Co-op Oil Assn	101-43121-430-44040	44.95	Tire Repair - Street #217
175964	Community Co-op Oil Assn	101-00000-000-15520	11,680.00	Unleaded Fuel for Vehicles & Equipment
175964	Community Co-op Oil Assn	101-00000-000-15520	18,040.00	Diesel Fuel for Vehicles & Equipment
175964	Community Co-op Oil Assn	101-45122-450-42120	50.00	Lawn Mower Gasoline
	Community Co-op Oil Assn		30,789.36	
175965	Core & Main LP	601-49430-000-42110	1,258.21	IPerl Water Meters
175965	Core & Main LP	601-49430-000-42410	320.00	Meter Programmer
175965	Core & Main LP	601-49430-000-42110	5,032.85	IPerl Water Meters
175965	Core & Main LP	601-49430-000-42110	431.88	IPerl Water Meter Wire Connections
175965	Core & Main LP	601-49430-000-42110	4,617.48	MXU Radio Changeout
175965	Core & Main LP	601-49430-000-42110	2,516.43	I Perl Water Meters
	Core & Main LP		14,176.85	
175966	Court Sports and More	101-45140-450-42110	80.00	Spirit Team Shirts
175966	Court Sports and More	101-43121-430-42180	98.00	Shirts For T Nusbaum
175966	Court Sports and More	602-49480-000-42180	252.00	Shirts
	Court Sports and More		430.00	
0	Crane Creek Asphalt	602-49480-000-44050	8,993.04	Asphalt For New Driveway
0	Crane Creek Asphalt	101-43121-430-42240	2,241.56	Hot Mix For Street Patching
0	Crane Creek Asphalt	101-43121-430-42240	1,063.20	Hot Mix For Street Patching
	Crane Creek Asphalt		12,297.80	
175967	Creative Forms & Concepts Inc	601-49430-000-42030	237.20	Utility Bill Envelopes with Postal Permit
175967	Creative Forms & Concepts Inc	603-49500-000-42030	237.20	Utility Bill Envelopes with Postal Permit
175967	Creative Forms & Concepts Inc	602-49450-000-42030	237.20	Utility Bill Envelopes with Postal Permit
	Creative Forms & Concepts Inc		711.60	
175968	Cry Baby Craigs LLC	290-46500-462-43130	6,172.77	Promissory Note for Cry Baby Craigs
	Cry Baby Craigs LLC		6,172.77	
0	Culligan	101-45500-450-44160	38.20	Drinking Water Equip Rental
	Culligan		38.20	
175969	Dalco	101-43121-430-42230	106.34	Restroom Towels

Check Numb	Last Name	Acct 1	Amount	Description
175969	Dalco	602-49450-000-42230	11.07	Restroom Towels
175969	Dalco	101-42110-420-42230	26.98	Restroom Disinfectant - Toilet Mop
175969	Dalco	601-49430-000-42230	11.07	Restroom Towels
175969	Dalco	603-49500-000-42230	1.57	Restroom Towels
	Dalco		157.03	
175970	DeAdder Craig & Stephanie	873-00000-000-20200	1.51	Refund Check 021037-000, 4467 Roberds Lake Trl
	DeAdder Craig & Stephanie		1.51	
175971	Department of Human Services	101-45200-450-43090	2,499.00	State Crew Services
175971	Department of Human Services	101-45127-450-43090	544.00	State Crew Services
	Department of Human Services		3,043.00	
0	Display Sales	431-45200-450-45300	45,084.00	Snow Flake Decorations
	Display Sales		45,084.00	
0	Eckberg Lammers PC	101-41610-410-43045	12,654.35	Monthly Retainer-November
	Eckberg Lammers PC		12,654.35	
175972	Ehlers & Associates Inc	275-46500-462-43070	756.25	TIF Consulting for Willow Street Faribault Apts LLC
175972	Ehlers & Associates Inc	290-46500-462-43090	275.00	General TIF Consulting for Tru Vue Expansion
	Ehlers & Associates Inc		1,031.25	
175973	Environmental Equipment & Service	101-43121-430-42210	90.00	Hydraulic Solenoid - Street #317
	Environmental Equipment & Service		90.00	
175974	Fareway Stores Inc #126	101-41800-410-44382	161.67	End of Year Walk for Wellness Food/Paper Plates
175974	Fareway Stores Inc #126	101-41800-410-44382	213.64	Employee Recognition-Bakery/ Buns
	Fareway Stores Inc #126		375.31	
175975	Faribault Ace Hardware	101-45200-450-42110	79.29	RV Antifreeze/Plumbing Fittings
175975	Faribault Ace Hardware	101-45122-450-42230	25.16	Toilet Bowl Cleaner & Shower Rod
175975	Faribault Ace Hardware	101-45126-450-42230	23.39	Carbon Dioxide Alarm
175975	Faribault Ace Hardware	101-42220-420-42110	12.74	Keys
175975	Faribault Ace Hardware	101-45200-450-42110	96.00	RV-Antifreeze

Check Numb	Last Name	Acct 1	Amount	Description
175975	Faribault Ace Hardware	601-49430-000-42110	85.68	Meter Install Supplies-Fasteners/Cable Ties/Etc.
175975	Faribault Ace Hardware	101-42123-420-42070	16.19	PVC Cutter / Firearms Training
175975	Faribault Ace Hardware	101-45200-450-42110	87.58	RV Antifreeze/Ball Valve
175975	Faribault Ace Hardware	602-49480-000-42110	7.19	Sandpaper
175975	Faribault Ace Hardware	101-45200-450-42110	5.62	Fasteners
	Faribault Ace Hardware		438.84	
175976	Faribault Area Chamber of Commerce	101-41110-410-44384	15,400.31	Lodging Taxes-August
	Faribault Area Chamber of Commerce		15,400.31	
0	Faribault Fleet Supply Inc	101-42220-420-42110	19.45	Flange / Hook / Hardware
0	Faribault Fleet Supply Inc	602-49450-000-42110	36.62	Softener Salt PWP
0	Faribault Fleet Supply Inc	101-45200-450-42110	21.98	Clorox Bleach/Simple Green
0	Faribault Fleet Supply Inc	101-43121-430-42110	351.90	Softener Salt PWP
0	Faribault Fleet Supply Inc	603-49500-000-42110	5.21	Softener Salt PWP
0	Faribault Fleet Supply Inc	601-49430-000-42110	36.62	Softener Salt PWP
0	Faribault Fleet Supply Inc	101-45500-450-42110	-17.99	CREDIT - Returned Key Reel
0	Faribault Fleet Supply Inc	101-45500-450-42110	145.63	Roof Top Unit Air Filters & Key Reel
0	Faribault Fleet Supply Inc	602-49480-000-42110	61.57	Gloves
0	Faribault Fleet Supply Inc	601-49430-000-42110	40.43	Toilet Bowl Cleaner/Delimer/Cleaner
0	Faribault Fleet Supply Inc	601-49430-000-42110	36.99	Sidewalk Scraper
0	Faribault Fleet Supply Inc	601-49430-000-42210	10.99	Coupler Unit #30
	Faribault Fleet Supply Inc		749.40	
175977	Faribault Interiors	241-46330-461-44050	475.00	920 SW 1st Street Vinyl Bathroom
	Faribault Interiors		475.00	
175978	Faribault Post Office	603-49500-000-43220	1,136.36	Utility Billing Postage
175978	Faribault Post Office	601-49430-000-43220	1,136.37	Utility Billing Postage
175978	Faribault Post Office	602-49480-000-43220	1,136.37	Utility Billing Postage
	Faribault Post Office		3,409.10	
175979	Faribault Rental Equipment Inc	101-43121-430-42210	31.10	Air Cleaner Cover/Filter
	Faribault Rental Equipment Inc		31.10	
0	Faribo Plumbing & Heating Inc	101-45200-450-42110	87.50	Ball Valve

Check Numb	Last Name	Acct 1	Amount	Description
	Faribo Plumbing & Heating Inc		87.50	
175980	Farmer Arna	101-45500-450-42115	188.98	Strategic Planning Meal-Library Advisory Board
	Farmer Arna		188.98	
0	Fastenal Company	101-43126-430-42110	162.63	Fastener Stock
	Fastenal Company		162.63	
175981	Ferguson Enterprises Inc. #1657	101-45200-450-42110	106.78	Pipe/Glue/Primer/Tape
175981	Ferguson Enterprises Inc. #1657	101-45500-450-42230	129.95	Urinal Repair Kits
175981	Ferguson Enterprises Inc. #1657	101-45122-450-42230	129.95	Toilet Repair Kits
	Ferguson Enterprises Inc. #1657		366.68	
0	Fette Electronics Inc	101-45122-450-42110	24.99	Technology Supplies
	Fette Electronics Inc		24.99	
175982	Fitzgerald Excavating & Trucking Inc	437-41940-410-45208	31,540.00	2022-10 Pay Request 3
	Fitzgerald Excavating & Trucking Inc		31,540.00	
0	From The Ground Up LLC	404-45200-450-45300	11,825.39	Irrigation Installation Flecks Park
	From The Ground Up LLC		11,825.39	
175983	Glenn's Service LLC	101-42123-420-43090	79.83	Tow Stolen '08 Nissan 4th and 7th to FPD Evidence Garage / 22-33
175983	Glenn's Service LLC	101-42123-420-44040	100.00	Mount and Balance Tires / #2
	Glenn's Service LLC		179.83	
175984	Grainger Inc	602-49480-000-42110	118.38	Air Release
	Grainger Inc		118.38	
175985	Hacker Ben	601-00000-000-20200	9.23	Reissue Check #173080-Refund 013477-035/1104 Central
175986	Hacker Ben	601-00000-000-20200	79.55	Reissue Check#173383-Refund 013477-043/728 Willow St
175987	Hacker Ben	601-00000-000-20200	82.59	Reissue Check#173384-Refund 013477-044/730 Willow St

Check Numb	Last Name	Acct 1	Amount	Description
	Hacker Ben		171.37	
0	Hawkins Inc	601-49430-000-42160	1,280.00	Chemicals For Water Treatment
0	Hawkins Inc	601-49430-000-42160	-0.01	Chlorine Cylinder Return
0	Hawkins Inc	601-49430-000-42160	0.01	Chlorine Cylinder Return
0	Hawkins Inc	601-49430-000-42160	2,820.96	Sodium Silicate for Water Treatment
0	Hawkins Inc	101-45122-450-42160	526.78	Pool Chemicals
0	Hawkins Inc	602-49480-000-42160	8,819.12	Ferric Phos Removal
0	Hawkins Inc	101-45125-450-42160	20.00	Chlorine Tank Holding Fee at Aquatic Center
	Hawkins Inc		13,466.86	
0	HD Supply Facilities Maintenance	241-46330-461-42110	325.44	Shower Handle/Tub Diverter/Seal/Shower Cartridges
0	HD Supply Facilities Maintenance	241-46330-461-42110	147.10	5 Stamped Aluminum Grilles
0	HD Supply Facilities Maintenance	241-46330-461-42110	161.45	5 Stamped Aluminum Grilles
	HD Supply Facilities Maintenance		633.99	
175988	HD Supply Facilities Maintenance LTD	602-49480-000-42210	52.95	Float Switch
	HD Supply Facilities Maintenance LTD		52.95	
175989	Healy Construction Company Inc	404-45200-450-45300	14,815.50	Fleckenstein Bluff Park Overlook Final Billing
	Healy Construction Company Inc		14,815.50	
175990	Heinrich Envelope Corporation	601-49430-000-42030	259.00	Utility Bill Envelopes
175990	Heinrich Envelope Corporation	602-49450-000-42030	259.00	Utility Bill Envelopes
175990	Heinrich Envelope Corporation	603-49500-000-42030	259.00	Utility Bill Envelopes
	Heinrich Envelope Corporation		777.00	
175991	Hillyard Hutchinson	101-42110-420-42230	171.26	Enmotion Towels - Tissue
175991	Hillyard Hutchinson	101-42110-420-42230	57.03	Garbage Liners
	Hillyard Hutchinson		228.29	
0	Holm Jacob	101-42123-420-43310	91.76	Gas / SWAT
	Holm Jacob		91.76	
175936	IAFF Local 665	101-00000-000-21708	720.00	PR Batch 00520.10.2022 IAFF Local 665

Check Numb	Last Name	Acct 1	Amount	Description
	IAFF Local 665		720.00	
175937	ICMA Retirement Trust 457	101-00000-000-21706	50.00	PR Batch 00520.10.2022 ICMA Deferred Comp
	ICMA Retirement Trust 457		50.00	
0	Innovative Office Solutions LLC	101-42400-420-42010	15.10	Pens
0	Innovative Office Solutions LLC	240-46210-460-42010	23.89	Flash Drive/Steno Book
0	Innovative Office Solutions LLC	101-41320-410-42010	14.62	Pens/Post it Notes/Legal Pads
0	Innovative Office Solutions LLC	101-41800-410-42010	14.62	Pens/Post it Notes/Legal Pads
0	Innovative Office Solutions LLC	101-41940-410-42010	65.95	11 x 17 Copy Paper for City Hall
0	Innovative Office Solutions LLC	101-41510-410-42010	35.61	Calendars/Pens/Post it Notes/Legal Pads
0	Innovative Office Solutions LLC	101-45110-450-42010	212.59	Post It Notes/Timecards/Staples/Thermal Paper/Etc
	Innovative Office Solutions LLC		382.38	
0	Insty-Prints	101-42210-420-43090	180.00	Posters (5)/Mission Statement Graphic Design
0	Insty-Prints	601-49430-000-42030	260.00	Window Envelopes for Utility Billing
0	Insty-Prints	602-49450-000-42030	260.00	Window Envelopes for Utility Billing
0	Insty-Prints	603-49500-000-42030	260.00	Window Envelopes for Utility Billing
0	Insty-Prints	101-42400-420-42010	96.97	Date Stamp-Building Code
	Insty-Prints		1,056.97	
0	Internal Revenue Service	101-00000-000-21704	63.81	PR Batch 00553.10.2022 Medicare Employer
0	Internal Revenue Service	101-00000-000-21704	6,281.80	PR Batch 00520.10.2022 Medicare Employee
0	Internal Revenue Service	101-00000-000-21703	16,923.70	PR Batch 00520.10.2022 FICA Employee
0	Internal Revenue Service	101-00000-000-21704	63.81	PR Batch 00553.10.2022 Medicare Employee
0	Internal Revenue Service	101-00000-000-21703	16,923.70	PR Batch 00520.10.2022 FICA Employer
0	Internal Revenue Service	101-00000-000-21701	148.66	PR Batch 00553.10.2022 Federal Income Tax
0	Internal Revenue Service	101-00000-000-21701	43,635.97	PR Batch 00520.10.2022 Federal Income Tax
0	Internal Revenue Service	101-00000-000-21704	6,281.80	PR Batch 00520.10.2022 Medicare Employer
	Internal Revenue Service		90,323.25	
175938	IUOE Local 70	101-00000-000-21708	2,260.00	PR Batch 00520.10.2022 Local 70 Union Dues
	IUOE Local 70		2,260.00	
175992	Jensen Adam	601-00000-000-20200	46.18	Refund Check 021502-000, 621 5 Ave SW

Check Num	Last Name	Acct 1	Amount	Description
	Jensen Adam		46.18	
0	Johnson David	101-43190-430-43310	278.75	LIS/GIS Consortium Mileage
	Johnson David		278.75	
175993	Johnson Reiland Bldrs & Remod	601-00000-000-20200	6.54	Refund Check 018306-020, 2908 Hanson Ct
	Johnson Reiland Bldrs & Remod		6.54	
175994	Johnston Donald	225-00000-000-20200	396.55	AR Refund
	Johnston Donald		396.55	
0	Kennedy & Graven, Chartered	101-41610-410-43040	1,139.20	FA105-00034 Library Matters
0	Kennedy & Graven, Chartered	290-46500-462-43040	1,525.20	Downtown Investment Group
0	Kennedy & Graven, Chartered	601-49430-000-43040	609.00	FA105-00430 Well House #5 Claim
0	Kennedy & Graven, Chartered	101-00000-000-22000	369.00	FA105-00458 TIF Matters for Riverchase Development
0	Kennedy & Graven, Chartered	101-41610-410-43040	302.60	FA105-00452 2022 Planning Commission Meetings
0	Kennedy & Graven, Chartered	101-41610-410-43040	961.20	FA105-00451 2022 City Council Meetings
0	Kennedy & Graven, Chartered	101-41610-410-43040	3,780.00	FA105-00466 Pawn Minnesota LLC vs. T.Nelson
0	Kennedy & Graven, Chartered	101-41610-410-43040	21.00	FA105-00260 Senior Center
0	Kennedy & Graven, Chartered	101-41610-410-43040	21.00	FA105-00197 Charter Commission
0	Kennedy & Graven, Chartered	101-00000-000-22000	1,705.60	FA105-00468 2005 2nd Ave NW: Malecha Auto Body
0	Kennedy & Graven, Chartered	101-41610-410-43040	189.00	FA105-00438 2021 Walcott Township Annexation Matter
0	Kennedy & Graven, Chartered	101-41610-410-43040	178.00	FA105-00028 General Planning Matters
0	Kennedy & Graven, Chartered	101-00000-000-22000	2,607.60	FA105-00464 T.V. Development Matter
0	Kennedy & Graven, Chartered	101-41610-410-43040	71.20	FA105-00012 General Licensing Matters
0	Kennedy & Graven, Chartered	290-46500-462-43040	252.00	EDA Meetings
0	Kennedy & Graven, Chartered	101-00000-000-22000	3,737.00	FA105-00445A Planning Matters for Farmer Seed & Nursery
0	Kennedy & Graven, Chartered	101-41610-410-43040	147.60	FA105-00471 Midwest Recovery
0	Kennedy & Graven, Chartered	101-41610-410-43040	160.20	FA105-00011 Public Works Department
0	Kennedy & Graven, Chartered	101-00000-000-22000	1,648.20	FA105-00457 TIF Matters for Aleph Development Project at Willow
0	Kennedy & Graven, Chartered	101-00000-000-22000	2,194.40	FA105-00457A Planning Matters for Aleph Development
0	Kennedy & Graven, Chartered	101-41610-410-43040	147.00	FA105-00010 General Employment Matters
0	Kennedy & Graven, Chartered	437-41940-410-45204	2,404.95	FA105-00387 Acquisition of Lockerby Property
0	Kennedy & Graven, Chartered	101-00000-000-11540	344.60	FA105-00100 TIF District (K-Mart Site)
0	Kennedy & Graven, Chartered	290-46500-462-43040	73.80	FA105-00469 Downtown Investment Group Matter
0	Kennedy & Graven, Chartered	101-00000-000-22000	2,779.80	FA105-00461 Divine Mercy Project
0	Kennedy & Graven, Chartered	101-00000-000-22000	5,988.19	FA105-00458A Planning Matters for Riverchase Dev.
0	Kennedy & Graven, Chartered	101-41610-410-43040	71.20	FA105-00027 Code Enforcement Issues - General
0	Kennedy & Graven, Chartered	101-41610-410-43040	427.20	FA105-00005 General Matters

Check Numb	Last Name	Acct 1	Amount	Description
0	Kennedy & Graven, Chartered	101-00000-000-22000	1,402.20	FA105-00445 TIF Matters for Farmer Seed&Nursery
0	Kennedy & Graven, Chartered	280-46310-461-43040	66.60	HRA General Legal Fees
0	Kennedy & Graven, Chartered	101-00000-000-22000	24.60	FA105-00453 C&S Vending Matter
0	Kennedy & Graven, Chartered	101-00000-000-20830	1,543.20	FA105-00450 County Public Safety Center Project
0	Kennedy & Graven, Chartered	478-43121-430-45304	2,145.20	FA105-00470 Purchase of 400 Western Avenue
0	Kennedy & Graven, Chartered	241-46330-461-43040	616.80	Declaration of Trust
	Kennedy & Graven, Chartered		39,654.34	
0	Kielmeyer Construction Inc	101-43121-430-42240	1,329.25	Crushed Rock
	Kielmeyer Construction Inc		1,329.25	
0	Kline Distributing LLC	101-41800-410-44382	224.50	Employee Recognition Food
	Kline Distributing LLC		224.50	
175995	Knecht's Nurseries & Landscaping	601-49430-000-44010	878.20	Trees WTP
	Knecht's Nurseries & Landscaping		878.20	
0	KorTerra Inc	601-49430-000-43095	1,437.67	Locate Software Service Fee 9/14/22-9/13/23
0	KorTerra Inc	603-49500-000-43095	1,437.66	Locate Software Service Fee 9/14/22-9/13/23
0	KorTerra Inc	602-49450-000-43095	1,437.67	Locate Software Service Fee 9/14/22-9/13/23
	KorTerra Inc		4,313.00	
175996	Lamperts	241-46330-461-42110	113.94	Window Well Covers (6)
175996	Lamperts	101-43170-430-42240	117.25	Concrete For Sign Installation
	Lamperts		231.19	
175997	Larson Milo	101-45500-450-42010	54.15	#9 Printed Envelopes
175997	Larson Milo	101-45500-450-43220	380.00	Forever #9 Envelopes
	Larson Milo		434.15	
175939	Law Enforcement Labor Services Inc	101-00000-000-21708	1,430.00	PR Batch 00520.10.2022 LELS 357 Union Dues
	Law Enforcement Labor Services Inc		1,430.00	
175998	Legends Concrete, Inc	401-43121-430-44050	6,121.80	2022-01 Pay Request 3

Check Numb	Last Name	Acct 1	Amount	Description
	Legends Concrete, Inc		6,121.80	
0	Lerner Publishing Group	101-45500-450-42190	1,363.16	Books
	Lerner Publishing Group		1,363.16	
0	Locators and Supplies Inc	101-43121-430-42170	215.30	Safety Vests
	Locators and Supplies Inc		215.30	
175999	Lube-Tech ESI	601-49430-000-42130	30.94	Windshield Washer Fluid
175999	Lube-Tech ESI	101-42123-420-42130	20.63	Windshield Washer Fluid
175999	Lube-Tech ESI	101-43121-430-42130	82.50	Windshield Washer Fluid
175999	Lube-Tech ESI	101-45200-450-42130	41.25	Windshield Washer Fluid
175999	Lube-Tech ESI	602-49450-000-42130	30.94	Windshield Washer Fluid
	Lube-Tech ESI		206.26	
0	MacQueen Equipment LLC	101-43121-430-42210	45.02	Hood Bracket/Latch - Street #115
0	MacQueen Equipment LLC	603-49500-000-42410	209.53	Axle Tool Inspection Camera
0	MacQueen Equipment LLC	602-49450-000-42210	173.12	Parts Unit 7
	MacQueen Equipment LLC		427.67	
176000	Mankato Bearing Company	101-43121-430-42210	52.46	Bearings - Street #116
	Mankato Bearing Company		52.46	
0	Marco Technologies LLC	101-41510-410-44045	180.57	Monthly Printer Contract - CN184829-01
	Marco Technologies LLC		180.57	
176001	Martin A Windows LLC	101-45200-450-43090	1,389.28	Landscaping Maintenance
176001	Martin A Windows LLC	101-43121-430-43090	1,389.29	Downtown Landscaping
	Martin A Windows LLC		2,778.57	
0	Martin-McAllister Consulting Psychologists Inc	101-42123-420-43090	600.00	Public Safety Assessment
	Martin-McAllister Consulting Psychologists Inc		600.00	
176002	Menards	601-49430-000-42110	27.88	Rubber Mulch

Check Numb	Last Name	Acct 1	Amount	Description
	Menards		27.88	
176003	Midlands Lawn Care Service LLC	101-45200-450-43090	100.00	Weed Control
	Midlands Lawn Care Service LLC		100.00	
176004	Midwest Tape LLC	101-45500-450-42192	378.65	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	19.49	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	65.23	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	44.99	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	30.73	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-43096	271.13	Hoopla Online Check Outs
176004	Midwest Tape LLC	101-45500-450-42192	11.99	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	57.72	Audio/Visual
176004	Midwest Tape LLC	101-45500-450-42192	166.96	Audio/Visual
	Midwest Tape LLC		1,046.89	
176005	Minnesota Ag Power Inc	101-43121-430-42210	100.44	Water Pump Belt - Street #317
	Minnesota Ag Power Inc		100.44	
0	Minnesota Child Support Payment Center	101-00000-000-21716	431.84	PR Batch 00520.10.2022 Child Support
	Minnesota Child Support Payment Center		431.84	
176006	Minnesota Department of Health	601-49430-000-44330	23.00	Water System Operator Class D License Renewal-Travis Craig
	Minnesota Department of Health		23.00	
176007	Minnesota Department of Labor & Industry	101-00000-420-36260	-56.77	Monthly Surcharge Retained
176007	Minnesota Department of Labor & Industry	101-00000-000-20820	2,838.25	Surcharges
	Minnesota Department of Labor & Industry		2,781.48	
0	Minnesota Department of Revenue	101-00000-000-21702	50.00	PR Batch 00553.10.2022 State Income Tax
0	Minnesota Department of Revenue	101-00000-000-21702	18,939.77	PR Batch 00520.10.2022 State Income Tax
	Minnesota Department of Revenue		18,989.77	
175940	Minnesota Public Employees Association	101-00000-000-21708	117.00	PR Batch 00520.10.2022 Police Support Services

Check Numb	Last Name	Acct 1	Amount	Description
	Minnesota Public Employees Association		117.00	
175941	Minnesota Teamsters Local 320	101-00000-000-21708	591.20	PR Batch 00520.10.2022 Teamsters 320 Union Dues
	Minnesota Teamsters Local 320		591.20	
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	215.02	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	215.02	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	483.48	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	215.02	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	215.02	SIU Lab Testing
	Minnesota Valley Testing Labs Inc		1,343.56	
0	Mississippi Welders Supply Inc	101-43126-430-42110	102.00	Leather Welding Gloves - Shop
	Mississippi Welders Supply Inc		102.00	
176008	MN BCA Criminal Justice Training & Education Unit	101-42123-420-43140	250.00	Maxims & Truths in Supervision Training / J Gramling
176008	MN BCA Criminal Justice Training & Education Unit	101-42123-420-43140	375.00	DMT-G Certification / L Ulrich
	MN BCA Criminal Justice Training & Education Unit		625.00	
0	Motor Parts & Equipment Corp	101-41940-410-42110	19.57	Snow Blower Oil and Oil Dry
0	Motor Parts & Equipment Corp	101-43121-430-42210	29.58	Mud Flap - Street #110
0	Motor Parts & Equipment Corp	603-49500-000-42210	86.98	Oil & Fuel Filter Unit 5
0	Motor Parts & Equipment Corp	601-49430-000-42210	8.24	Wire Terminals for Stock
0	Motor Parts & Equipment Corp	101-43121-430-42210	200.18	Work Lights/Epoxy - Street 115
0	Motor Parts & Equipment Corp	101-42123-420-42210	5.49	Wire Terminals for Stock
0	Motor Parts & Equipment Corp	101-43121-430-42210	21.96	Wire Terminals for Stock
0	Motor Parts & Equipment Corp	602-49450-000-42210	8.24	Wire Terminals for Stock
0	Motor Parts & Equipment Corp	601-49430-000-42210	125.26	LED Lights
0	Motor Parts & Equipment Corp	101-45200-450-42210	10.97	Wire Terminals for Stock
0	Motor Parts & Equipment Corp	603-49500-000-42230	0.99	Fuel Hose at PWP
0	Motor Parts & Equipment Corp	602-49450-000-42230	6.98	Fuel Hose at PWP
0	Motor Parts & Equipment Corp	101-43121-430-42230	67.04	Fuel Hose at PWP
0	Motor Parts & Equipment Corp	601-49430-000-42230	6.98	Fuel Hose at PWP
0	Motor Parts & Equipment Corp	101-43121-430-42210	7.16	Hose Clamp
	Motor Parts & Equipment Corp		605.62	
176009	Muddy Paws LLC	101-42700-420-43090	1,722.00	Impound Fees

Check Numb	Last Name	Acct 1	Amount	Description
176009	Muddy Paws LLC	101-42700-420-43090	798.00	Impound Fees
	Muddy Paws LLC		2,520.00	
176010	National Independent Health Club Association	101-45110-450-44330	399.00	Annual Membership
	National Independent Health Club Association		399.00	
0	NCL of Wisconsin Inc	602-49450-000-42160	474.40	Lab Supplies
	NCL of Wisconsin Inc		474.40	
176011	Olympic Fire Protection Corporation	602-49450-000-44010	28.93	Annual Sprinkler System Inspection PWP
176011	Olympic Fire Protection Corporation	601-49430-000-44010	28.93	Annual Sprinkler System Inspection PWP
176011	Olympic Fire Protection Corporation	603-49500-000-44010	4.12	Annual Sprinkler System Inspection PWP
176011	Olympic Fire Protection Corporation	101-43121-430-44010	278.02	Annual Sprinkler System Inspection PWP
	Olympic Fire Protection Corporation		340.00	
0	On Target A & M Inc	603-49500-000-43090	180.60	Utility Bills - October 2022
0	On Target A & M Inc	601-49430-000-43090	180.61	Utility Bills - October 2022
0	On Target A & M Inc	602-49480-000-43090	180.61	Utility Bills - October 2022
	On Target A & M Inc		541.82	
0	Orchard Trust Company	101-00000-000-21706	2,057.00	PR Batch 00520.10.2022 Roth Deferred Compensation
0	Orchard Trust Company	101-00000-000-21706	11,136.88	PR Batch 00520.10.2022 MN Deferred Comp
	Orchard Trust Company		13,193.88	
176012	Ozmun Cortney	601-00000-000-20200	16.30	Refund Check 022263-000, 1121 1 St NW
	Ozmun Cortney		16.30	
0	Papenfus Ronnie	101-45200-450-42110	90.20	Iron
	Papenfus Ronnie		90.20	
176013	Parallel Technologies Inc	101-42110-420-43095	202.50	Software exacqVision Installation
	Parallel Technologies Inc		202.50	
176014	Pflager Nancy	601-00000-000-20200	19.65	Refund Check 017644-000, 829 2 St SW

Check Numb	Last Name	Acct 1	Amount	Description
	Pflager Nancy		19.65	
176015	Pilates Studion Stockholm AB	601-00000-000-20200	19.22	Refund Check 021857-000, 1128 Shumway Ct
	Pilates Studion Stockholm AB		19.22	
176016	Piller Properties LLC	601-00000-000-20200	57.98	Refund Check 019284-023, 504 1 St NW
	Piller Properties LLC		57.98	
0	Plunkett's Pest Control	101-45122-450-44010	41.36	Pest Control
	Plunkett's Pest Control		41.36	
176017	Powerplan OIB	101-43121-430-42210	420.31	Water Pump/Thermostat - Street #518
176017	Powerplan OIB	101-43121-430-42210	-378.03	Water Pump Credit - Street #518
	Powerplan OIB		42.28	
0	Property Pros	101-42700-420-43090	400.00	Mowing of Unkept Property
	Property Pros		400.00	
0	Public Employees Retirement Association	101-00000-000-21705	519.29	PR Batch 00553.10.2022 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	17,739.32	PR Batch 00520.10.2022 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	778.93	PR Batch 00553.10.2022 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	20,468.45	PR Batch 00520.10.2022 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	18,609.85	PR Batch 00520.10.2022 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	27,914.81	PR Batch 00520.10.2022 PERA Police & Fire
	Public Employees Retirement Association		86,030.65	
0	Quality Aviation Inc	225-49810-430-43090	2,083.33	Airport Maintenance Agreement
0	Quality Aviation Inc	225-49810-430-43090	1,416.67	Airport Management Agreement
	Quality Aviation Inc		3,500.00	
176018	R & M Fabrication LLC	101-42220-420-42210	555.21	Battery Box for #2110
	R & M Fabrication LLC		555.21	
176019	R.A.W. Construction LLC	476-43121-430-45304	85,865.35	2022-04 Pay Request 4

Check Numb	Last Name	Acct 1	Amount	Description
	R.A.W. Construction LLC		85,865.35	
176020	Recap Advisors LLC	241-46330-461-43090	10,000.00	RAD Consulting Thru 9/30/22 Phase 2 Financing Plan Application
	Recap Advisors LLC		10,000.00	
176021	Rice County	873-49499-000-44371	7,214.61	Roberds Lake Sewer Collected - September
	Rice County		7,214.61	
176022	Rice County Environmental Services - Solid Waste	241-46330-461-43840	30.00	1812 Shumway Washer/Dryer Disposal
	Rice County Environmental Services - Solid Waste		30.00	
176023	Rice/Steele 911 Center	101-42123-420-43250	3,960.00	Yearly Costs from the BCA for MDC Connections
	Rice/Steele 911 Center		3,960.00	
176024	Rockmount Research & Alloys Inc	101-43126-430-42110	448.60	Grinding Flap Discs
	Rockmount Research & Alloys Inc		448.60	
0	Ronco Engineering Sales	101-43126-430-42110	221.00	Air Regulator
	Ronco Engineering Sales		221.00	
0	Sakatah Carvers LLC	240-46210-460-42110	117.16	Name Plates and Vinyl for R Rand and M Hughey
0	Sakatah Carvers LLC	101-42400-420-42110	85.74	Name Plates for Building Codes -J Rued & J Lawrenz
0	Sakatah Carvers LLC	101-41940-410-42110	187.26	City Hall Door Decal
	Sakatah Carvers LLC		390.16	
0	Sanco Equipment LLC	602-49480-000-44160	1,500.00	Skidsteer Rental
0	Sanco Equipment LLC	602-49450-000-44160	-1,500.00	Skidsteer Rental Credit
0	Sanco Equipment LLC	602-49450-000-43250	398.72	Shipping Cost For Parts Unit 12
	Sanco Equipment LLC		398.72	
0	Sandry Fire Supply LLC	101-42220-420-42130	52.00	TNT Hydraulic Fluid
	Sandry Fire Supply LLC		52.00	

Check Numb	Last Name	Acct 1	Amount	Description
0	Schirmer Karl D	101-45500-450-44010	395.00	Carpet Maintenance-Library
	Schirmer Karl D		395.00	
0	Selco	101-45500-450-43250	3,696.23	Basic Tech Fees/PC Support
0	Selco	101-45500-450-42190	19.00	Book
	Selco		3,715.23	
0	ShofCorp LLC	898-46310-000-43090	70.05	October 2022 TRACs Data Processing
	ShofCorp LLC		70.05	
0	Shred Right	101-42124-420-43090	20.25	Shredding Service
	Shred Right		20.25	
176025	Silva Ana Carolina	601-00000-000-20200	92.80	Refund Check 021751-000, 1321 South Trail Dr
	Silva Ana Carolina		92.80	
176026	Sioux Sales Company	101-42123-420-42410	3,440.00	Suppressor
	Sioux Sales Company		3,440.00	
176027	Sirchie Finger Print Laboratories Inc	101-42121-420-42110	320.76	Sterile Vials /Sterile Cotton Swabs/Currency Bags/Poly Write Blo
	Sirchie Finger Print Laboratories Inc		320.76	
0	Sjodin Josh	101-42123-420-43310	94.99	Gas / SWAT
	Sjodin Josh		94.99	
0	Slechta Heather	101-41320-410-43220	27.90	Postage for Overnight Mailing of Closing Documents
	Slechta Heather		27.90	
176028	Speckhals Jon & Katie	601-00000-000-20200	194.54	Refund Check 011350-000, 418 Whipple Way
	Speckhals Jon & Katie		194.54	
0	Springbrook Holding Company LLC	601-49430-000-44325	1,520.00	Civic Pay Fees - September
0	Springbrook Holding Company LLC	602-49450-000-44325	1,520.00	Civic Pay Fees - September

Check Numb	Last Name	Acct 1	Amount	Description
	Springbrook Holding Company LLC		3,040.00	
176029	Star Sports & Apparel LLC	101-45500-450-42010	20.00	Name Tags
176029	Star Sports & Apparel LLC	240-46210-460-42110	12.00	Name Plates Engraving R Rand & M Hughey
	Star Sports & Apparel LLC		32.00	
176030	State Industrial Products	101-42123-420-42130	61.27	GBG Orange Oil
176030	State Industrial Products	601-49430-000-42130	91.90	GBG Orange Oil
176030	State Industrial Products	101-43121-430-42130	245.06	GBG Orange Oil
176030	State Industrial Products	602-49450-000-42130	91.90	GBG Orange Oil
176030	State Industrial Products	101-45200-450-42130	122.52	GBG Orange Oil
	State Industrial Products		612.65	
176031	Steele Waseca Coop Electric	602-49450-000-43810	198.95	30493-Lift Station
176031	Steele Waseca Coop Electric	225-49810-430-43810	7.89	1077021-Security Hangar 2
176031	Steele Waseca Coop Electric	225-49810-430-43810	527.16	23947-Airport 10
176031	Steele Waseca Coop Electric	602-49450-000-43810	73.96	1089247-Lift Station-15625 Acorn Trl
176031	Steele Waseca Coop Electric	101-43160-430-43810	76.38	27205-Airtech Park
176031	Steele Waseca Coop Electric	225-49810-430-43810	28.60	1018624-Hangar 910J
176031	Steele Waseca Coop Electric	225-49810-430-43810	7.89	41926-Airport
176031	Steele Waseca Coop Electric	902-00000-000-23935	1,949.83	Monthly Charges-September
176031	Steele Waseca Coop Electric	225-49810-430-43810	40.26	41901-Airport
176031	Steele Waseca Coop Electric	225-49810-430-43810	7.89	41927-Airport
176031	Steele Waseca Coop Electric	225-49810-430-43810	175.56	1018611-Hangar 910K
176031	Steele Waseca Coop Electric	101-43160-430-43810	52.89	32089-Highway 21 Lights
176031	Steele Waseca Coop Electric	225-49810-430-43810	42.15	20891-Airport New Hangar
176031	Steele Waseca Coop Electric	225-49810-430-43810	28.16	1017445-2011 T-Hangar
176031	Steele Waseca Coop Electric	902-00000-000-23935	-1,949.83	Monthly Charges-September
176031	Steele Waseca Coop Electric	225-49810-430-43810	46.36	32094-Airport
176031	Steele Waseca Coop Electric	225-49810-430-43810	573.45	41875-Airport S Hangars
176031	Steele Waseca Coop Electric	602-49480-000-43810	62.28	23271-Sludge Farm
	Steele Waseca Coop Electric		1,949.83	
0	Stepp Manufacturing Co Inc	101-43121-430-42210	296.56	Water Cannon Sensor - Street #105
	Stepp Manufacturing Co Inc		296.56	
176032	Streicher's Inc.	101-42121-420-42180	13.00	Name Tag / ID Patches

Check Numb	Last Name	Acct 1	Amount	Description
	Streicher's Inc.		13.00	
176033	Stroh Anna	290-46500-462-44600	2,697.00	Micro Grant
	Stroh Anna		2,697.00	
176034	Swedin Robert	601-00000-000-20200	56.64	Refund Check 022169-000, 617 3 St NE
	Swedin Robert		56.64	
176035	T. Nelson Properties	601-00000-000-20200	28.19	Refund Check 017470-095, 210 23 St NW Apt 3
	T. Nelson Properties		28.19	
0	Temple Electric Motor Service	101-42210-420-42230	81.25	Outside Emergency Alert Light
	Temple Electric Motor Service		81.25	
176036	The UPS Store	101-42220-420-43250	56.31	Shipping Charges
176036	The UPS Store	601-49430-000-43250	15.01	Samples Shipped To MDH
	The UPS Store		71.32	
176037	Thomson Reuters - West	101-42121-420-43090	446.44	CLEAR Database
	Thomson Reuters - West		446.44	
176038	Thyen Mike	601-00000-000-20200	626.92	Refund Check 009529-000, 1319 Greenleaf Rd
	Thyen Mike		626.92	
176039	TK Elevator Corp	101-42110-420-44010	1,311.18	Elevator Quarterly Maintenance
	TK Elevator Corp		1,311.18	
176040	T-Mobile	101-45500-450-43096	249.31	Hot Spots
	T-Mobile		249.31	
176041	T-Mobile USA Inc	101-42121-420-43090	100.00	GPS Locate / 22-3150

Check Numb	Last Name	Acct 1	Amount	Description
	T-Mobile USA Inc		100.00	
176042	Truck Center Companies East LLC	101-43121-430-42210	140.34	Slack Adjusters - Street #213
	Truck Center Companies East LLC		140.34	
0	Vetter Stone Company	437-45500-450-45300	19,511.00	1/3 Down Payment for Front Stairs Stone
	Vetter Stone Company		19,511.00	
0	Virg's Appliance Service Inc	898-46310-000-44050	981.45	#108 Refrigerator
0	Virg's Appliance Service Inc	241-46330-461-42110	147.95	1225 NW 2nd Street Refrigerator Shelf & Gasket
0	Virg's Appliance Service Inc	241-46330-461-44010	85.00	1225 NW 2nd St Refrigerator Shelf Gasket Install
	Virg's Appliance Service Inc		1,214.40	
176043	Wal-Mart	101-45500-450-43130	41.60	Stitch A Bit Programming
176043	Wal-Mart	101-42123-420-42110	20.58	Shoe Polish-Police
176043	Wal-Mart	101-45500-450-42110	16.60	Napkins/Cutlery/Plates
176043	Wal-Mart	101-45500-450-42115	31.16	Strategic Planning Workshop Beverages
176043	Wal-Mart	101-42123-420-42110	13.76	Phone Case / N Vikla
176043	Wal-Mart	101-45122-450-42110	91.64	Coffee/Filters/Creamer/Plasticware
	Wal-Mart		215.34	
175943	Waste Management of WI-MN	101-45200-450-43840	795.60	North Alexander Park 1810 2nd Ave NW
175943	Waste Management of WI-MN	225-49810-430-43840	117.75	Aiport 3401 Hwy 21 W
175943	Waste Management of WI-MN	101-45127-450-43840	87.75	Soccer Field 704 17th St SW
175943	Waste Management of WI-MN	101-45200-450-43840	105.30	Dog Park 900 Lyndale Ave
175943	Waste Management of WI-MN	602-49450-000-43840	73.30	PW Facility 1200 Belview Trl
175943	Waste Management of WI-MN	101-41940-410-43840	107.75	City Hall 208 1st Ave NW
175943	Waste Management of WI-MN	603-49500-000-43840	10.42	PW Facility 1200 Belview Trl
175943	Waste Management of WI-MN	902-00000-000-23935	-5,004.59	Service 09/01/2022-09/30/2022
175943	Waste Management of WI-MN	101-45200-450-43840	87.75	TeePee Tonka 10 3rd St NE
175943	Waste Management of WI-MN	101-45122-450-43840	106.53	Community Center 15 Division St W
175943	Waste Management of WI-MN	101-42210-420-43840	107.75	Fire 122 2nd St NW
175943	Waste Management of WI-MN	101-45200-450-43840	379.20	Central Ave 9/1-9/30 2022
175943	Waste Management of WI-MN	101-43121-430-43840	704.32	PW Facility 1200 Belview Trl
175943	Waste Management of WI-MN	101-45200-450-43840	40.96	Parking Lot Behind Post Office 26 3rd St NE
175943	Waste Management of WI-MN	601-49430-000-43840	73.30	PW Facility 1200 Belview Trl
175943	Waste Management of WI-MN	101-45500-450-43840	106.53	Buckham Center 11 Division St E
175943	Waste Management of WI-MN	101-45126-450-43840	49.25	Washington Rec Center 117 Shumway

Check Num	Last Name	Acct 1	Amount	Description
175943	Waste Management of WI-MN	101-45125-450-43840	206.31	Aquatic Center 1820 2nd Ave NW
175943	Waste Management of WI-MN	602-49480-000-43840	2,111.27	Wastewater Facility 214 14th St NE
175943	Waste Management of WI-MN	101-42110-420-43840	112.75	Police 25 4th St NW
175943	Waste Management of WI-MN	902-00000-000-23935	5,004.59	Service 09/01/2022-09/30/2022
	Waste Management of WI-MN		5,383.79	
0	Water Conservation Service Inc	101-45125-450-43090	462.50	Leak Detection Service at Aquatic Center
	Water Conservation Service Inc		462.50	
0	WSB & Associates Inc	603-49500-000-43030	2,755.75	2021 SWMP MS4 Aug. 1-31 2022
0	WSB & Associates Inc	603-49500-000-45300	15,332.25	2022-14 August 1-31 2022 Lockerby Regional Impr
0	WSB & Associates Inc	476-43121-430-45303	5,570.00	2022-03 Materials Testing
0	WSB & Associates Inc	476-43121-430-45304	2,522.50	2022-04 Materials Testing
	WSB & Associates Inc		26,180.50	
175944	Xcel Energy	225-49810-430-43830	28.49	51-0325546-7 Hangar 910B - City
175944	Xcel Energy	225-49810-430-43830	100.48	51-0013139038-3 3401 Hwy 21 W
175944	Xcel Energy	101-43160-430-43810	196.24	51-0012776642-4 720 4 St NW Street Light Feed Point
175944	Xcel Energy	225-49810-430-43830	28.49	51-0325271-5 Hangar 910A - City
175944	Xcel Energy	601-49430-000-43810	157.86	51-0012893015-3 812 8 Ave NW-WTP
175944	Xcel Energy	601-49430-000-43810	56.97	51-0013092616-3 812 8 Ave NW Bldg B-WTP
175944	Xcel Energy	101-45200-450-43810	43.59	51-0013096682-1 705 3 Ave NW-Wapacuta Park Shelter
175944	Xcel Energy	225-49810-430-43830	29.71	51-0325544-5 Hangar 910G - Rental
175944	Xcel Energy	101-43160-430-43810	21,156.53	51-4930975-3 Street Lighting
176044	Xcel Energy	241-46330-461-43810	40.67	910-920 SW 1st Street Parking Lot Electric thru 10/04/22
175944	Xcel Energy	101-43160-430-43810	244.82	51-0012776641-3 218 3 St NW/129 4 St NW Street Light
175944	Xcel Energy	101-43160-430-43810	104.91	51-0012965373-9 1190 Hwy 60 W Street Light
175944	Xcel Energy	101-43160-430-43810	43.98	51-0013749706-5 New Bridge Lights 2nd Ave Bridge
175944	Xcel Energy	602-49450-000-43810	49.35	51-0012509758-8 1321 Matteson St-Lift Station
175944	Xcel Energy	101-43160-430-43810	161.70	51-0012943772-6 17 3rd St NE Unit St Light
176044	Xcel Energy	241-46330-461-43810	64.45	1526 Western Ave Electric thru 10/03/22
175944	Xcel Energy	101-43160-430-43810	68.93	51-0012926306-6 402 Central-Central Ave Signal Sys
175944	Xcel Energy	101-43160-430-43810	94.61	51-0012926306-6 419 8 Ave NW-8 Ave Signal Sys.
175944	Xcel Energy	101-43160-430-43810	93.94	51-0012926306-6 328 4 St NW-4 Ave NW Signal Sys.
175944	Xcel Energy	101-43160-430-43810	86.95	51-0012926306-6 415/430 2 Ave NW-2 Ave Signal Sys.
175944	Xcel Energy	902-00000-000-23935	-22,768.69	Electric Bill
175944	Xcel Energy	101-43160-430-43810	21.14	51-5358630-4 45 State Ave Lighting
175944	Xcel Energy	902-00000-000-23935	22,768.69	Electric Bill
176044	Xcel Energy	902-00000-000-23935	-82,308.65	Electricity Bill-September
176044	Xcel Energy	101-43121-430-43830	292.31	304051816 1200 Belview Trl

Check Numb	Last Name	Acct 1	Amount	Description
176044	Xcel Energy	101-45200-450-43810	39.80	302321102 1000 7 Ave SW-S Alex Sec
176044	Xcel Energy	101-45200-450-43810	123.07	304017445 900 Lyndale Ave N
176044	Xcel Energy	101-43160-430-43810	9.48	304157632 1602 2nd Ave NW
176044	Xcel Energy	101-43170-430-43810	9.60	156258 117 Shumway CD Siren
176044	Xcel Energy	101-45200-450-43810	56.93	303239611 Sr High Tennis Courts
176044	Xcel Energy	602-49450-000-43810	35.56	303670994 1090 Cannon Circle Lift Station
176044	Xcel Energy	602-49450-000-43810	30.29	303203605 319 Lind St Lift Station
176044	Xcel Energy	101-41940-410-43830	266.55	303640982 208 1 Ave NW City Hall
176044	Xcel Energy	101-42110-420-43810	6,441.17	303688424 25 4th St NW
176044	Xcel Energy	101-42210-420-43830	792.30	302350193 122 2 St NW Fire Hall
176044	Xcel Energy	101-42500-420-43810	50.08	303930334 Fairgrounds/300 Western
176044	Xcel Energy	601-49430-000-43810	11,120.04	303329691 824 7 St NW Pump Water
176044	Xcel Energy	101-42500-420-43810	4.63	167157 1203 Parshall St
176044	Xcel Energy	101-45125-450-43820	63.36	303727721 1830 2 Ave NW Aquatic Center
176044	Xcel Energy	101-45200-450-43810	51.35	302165394 415 2nd Ave SW Wapacuta Pk
176044	Xcel Energy	101-43160-430-43810	35.54	304087990 510 2 Ave NW Carnival
176044	Xcel Energy	101-43170-430-43810	146.02	302531059 103 3 St NE Signal Light
176044	Xcel Energy	101-42500-420-43810	4.63	154013 1851 220 St E CD Siren
176044	Xcel Energy	101-45200-450-43810	1,535.57	302576466 1815 Alexander Dr
176044	Xcel Energy	101-43170-430-43810	110.03	303446090 1418 Division St W Signal Light
176044	Xcel Energy	101-43170-430-43810	31.03	304131503 2200 30th St NW
176044	Xcel Energy	101-43170-430-43810	-70.86	303691980 2219 Grant St Lift Station
176044	Xcel Energy	101-45125-450-43810	1,552.85	303727721 1830 2 Ave NW Aquatic Center
176044	Xcel Energy	101-41940-410-43810	2,344.20	303683323 208 1 Ave NW
176044	Xcel Energy	101-45122-450-43830	603.61	302342287 Boiler Heat Line 30%
176044	Xcel Energy	101-45126-450-43810	20.45	171746 117 Shumway Lighting
176044	Xcel Energy	602-49450-000-43810	22.34	302412146 1901 7 St NW Lift Station
176044	Xcel Energy	101-42110-420-43810	136.63	303877775 11 20th St NW Evidence Garage
176044	Xcel Energy	603-49500-000-43810	-2.72	304051816 1200 Belview Trl
176044	Xcel Energy	101-43121-430-43810	-183.80	304051816 1200 Belview Trl
176044	Xcel Energy	602-49480-000-43810	21,755.59	304239286 214 14th St NE
176044	Xcel Energy	602-49450-000-43810	0.34	302772185 1150 Willow Lift Station
176044	Xcel Energy	101-45122-450-43810	1,832.28	302825421 19 Division St W
176044	Xcel Energy	101-43170-430-43810	-87.34	302525247 4050 Hwy 60 W
176044	Xcel Energy	602-49450-000-43810	48.60	302346525 3030 Hwy 60 W Lift Station
176044	Xcel Energy	101-45200-450-43810	57.70	303683055 100 Tee Pee Tonka Park
176044	Xcel Energy	602-49450-000-43810	22.67	303333605 410 Frink Ave Lift Station
176044	Xcel Energy	101-45200-450-43810	64.83	302261595 920 9 Ave SW
176044	Xcel Energy	101-43170-430-43810	295.72	303396625 27 Division St E Signal Light
176044	Xcel Energy	101-45200-450-43830	33.31	304017445 900 Lyndale Ave N
176044	Xcel Energy	601-49430-000-43830	30.42	304051816 1200 Belview Trl
176044	Xcel Energy	601-49430-000-43810	5,777.41	302969048 350 Alexander Park Well #6
176044	Xcel Energy	602-49450-000-43810	-19.13	304051816 1200 Belview Trl

Check Numb	Last Name	Acct 1	Amount	Description
176044	Xcel Energy	101-45122-450-43810	36.98	154794 16 Central Ave
176044	Xcel Energy	225-49810-430-43830	28.49	302414965 3401 Hwy 21 W
176044	Xcel Energy	101-45122-450-43830	675.09	303402179 16 Central Ave
176044	Xcel Energy	101-45200-450-43810	35.54	303920032 540 2nd Ave NW
176044	Xcel Energy	101-43160-430-43810	42.03	304116512 1000 Lyndale Ave S
176044	Xcel Energy	601-49430-000-43810	-19.13	304051816 1200 Belview Trl
176044	Xcel Energy	101-45200-450-43810	28.84	304850239 TeePee Tonka Park Tunnel
176044	Xcel Energy	101-45126-450-43810	47.39	302492805 117 Shumway-Washington Center
176044	Xcel Energy	101-43170-430-43810	-6.48	303453265 1500 7 St NW Signal Light
176044	Xcel Energy	101-45500-450-43830	1,408.43	302342287 11 Division St E 70%
176044	Xcel Energy	101-45200-450-43810	35.54	303659432 618 9 Ave SW Sledding Hill
176044	Xcel Energy	101-42500-420-43810	9.60	146104 920 9 Ave SW CD Siren
176044	Xcel Energy	101-45126-450-43810	226.37	303373970 117 Shumway Load Profile
176044	Xcel Energy	602-49480-000-43830	1,424.05	302858086 214 14 St NE
176044	Xcel Energy	101-42500-420-43810	4.63	178539 2613A Hulett Court
176044	Xcel Energy	902-00000-000-23935	82,308.65	Electricity Bill-September
176044	Xcel Energy	101-45122-450-43810	6,626.26	303273787 15 Central Ave Load Profile
176044	Xcel Energy	601-49430-000-43810	9,823.83	303929972 1904 Fairground Dr
176044	Xcel Energy	603-49500-000-43830	4.33	304051816 1200 Belview Trl
176044	Xcel Energy	602-49480-000-43810	35.54	302940983 502 3rd Ave NW
176044	Xcel Energy	601-49430-000-43810	1,458.80	302568990 410 Alexander Park Well #5
176044	Xcel Energy	101-42500-420-43810	39.43	304214955 930 4th Ave NW Siren
176044	Xcel Energy	101-43160-430-43810	38.07	304116511 800 Lyndale Ave S
176044	Xcel Energy	101-43160-430-43810	-282.53	302767481 210 3 St NE St Light HP
176044	Xcel Energy	601-49430-000-43830	28.49	302971552 824 7th St NW Water Works
176044	Xcel Energy	602-49450-000-43830	28.49	302458578 828 8 Ave NW Park Shop
176044	Xcel Energy	101-45200-450-43830	28.49	302627100 Jefferson Warming House
176044	Xcel Energy	101-45200-450-43810	12.96	303510224 Central Park Band Stand
176044	Xcel Energy	101-43160-430-43810	4.07	303661815 495 Heritage Pl
176044	Xcel Energy	602-49450-000-43830	30.42	304051816 1200 Belview Trl
176044	Xcel Energy	101-45127-450-43810	349.50	304160080 705 17th St SW
176044	Xcel Energy	602-49450-000-43810	53.57	302976387 1301 Willow St Lift Station
176044	Xcel Energy	101-45500-450-43810	775.92	302342287 11 Division St E
176044	Xcel Energy	101-42210-420-43810	449.96	302527702 122 2 St NW-Fire Hall
176044	Xcel Energy	101-42500-420-43810	9.60	164184 930 4th CD Siren
176044	Xcel Energy	101-45500-450-43810	21.13	302342287 11 Division St E Security
176044	Xcel Energy	101-45200-450-43810	27.87	175957 500 Maple Lawn Cartway
176044	Xcel Energy	101-45126-450-43830	470.28	302971175 117 Shumway Washington Center
176044	Xcel Energy	101-42110-420-43830	81.55	303877775 11 20th St NW Evidence Garage
176044	Xcel Energy	101-43160-430-43810	-16.23	304157645 3305 Highway 60
176044	Xcel Energy	101-43160-430-43810	35.54	303328788 1600 30 St NW
176044	Xcel Energy	101-45200-450-43810	20.05	303683055 100 TP Tonka Security
176044	Xcel Energy	602-49450-000-43810	16.85	302794134 98 3 Ave NW Viaduct Lift Stati



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: October 25, 2022
SUBJECT: Approve MOU with Minnesota Pollution Control Agency

Background:

On September 27, 2022, Council approved a Memorandum of Understanding (MOU) with the MPCA for monitoring poly-fluorinated substances (PFAS), manmade chemicals that have been found in various waters throughout the State. The MOU that was approved was in the draft phase and the MPCA has now prepared the final version of the MOU.

Under the MOU, the main groups of focus remain the same and are as follows:

- Inventory of potential PFAS sources.
- PFAS sampling plan.
- PFAS Pollutant Management Plan.
- Implementation of PFAS Pollutant Management Plan.

Additionally, the MOU redefines the order in which the sampling tasks are to be conducted along with providing funding from the State to help cover the cost of laboratory analysis of the samples.

Recommendation:

Approve MOU with the Minnesota Pollution Control Agency

Attachments:

1. MPCA PFAS MOU

Memorandum of Understanding Between your Minnesota District or City and the Minnesota Pollution Control Agency for the Statewide Monitoring of Per- and Polyfluoroalkyl Substances (PFAS)

This Memorandum of Understanding is between your City and the Minnesota Pollution Control Agency (MPCA).

Whereas, PFAS is a known class of environmental contaminants with thousands of unique chemical structures which are persistent in the environment, bioaccumulative, and are in widespread use in industrial, commercial, and household applications;

Whereas, municipal wastewater treatment facilities are a receiver of PFAS and can be a conduit for the discharge of PFAS into the environment;

Whereas, municipal wastewater treatment facilities have regulatory authority over their significant industrial users and generally all users through National Pollutant Discharge Elimination Discharge (NPDES) permits issued to permittees in Minnesota;

Whereas, your permitted wastewater treatment facility has been identified as having at least one significant industrial user;

Whereas, significant industrial users may be a contributing source of PFAS to wastewater treatment facilities;

Whereas, to protect human health and the environment, the MPCA established goals to identify and reduce PFAS in the environment through implementation of its 2022 PFAS Monitoring Plan, that seeks to partner with all sources to reduce releases to the air, water, and land;

Whereas, funding has been appropriated by the Minnesota Legislature to develop tools to assist municipal wastewater treatment facilities in source identification and source reduction of PFAS. This appropriation is specific to these activities and will not be used for sample collection or sample analysis. A contract has been executed between Antea Group and the MPCA where PFAS Source Identification & Reduction tools will be developed. These tools will be available for use in conjunction with the development of PFAS pollutant management plans and;

Whereas, response thresholds will be developed based on data collected from the first two sampling events. The response thresholds will be statistically based, not risk based, to help prioritize source identification and reduction activities. All facilities will be assigned one of three priority categories which will include specific actions for the facilities to complete.

- A. Category one - No further sampling required at this time, unless state or federal funding is obtained. It is strongly encouraged that these facilities complete an inventory of industrial users who may be potential contributors of PFAS. If the MPCA obtains funding to collect and analyze PFAS we reserve the right to collect two additional samples at these facilities.
- B. Category two - Complete an inventory of potential industrial sources of PFAS and start a dialog with those potential sources to initiate source identification and reduction work. Develop, complete, and submit a PFAS Pollutant Management Plan (PFAS PMP) and complete and submit the final two sampling events.

- C. Category three - Complete an inventory of potential industrial sources of PFAS and start a dialog with those potential sources to initiate source identification and reduction work. Develop, complete, and submit a PFAS Pollutant Management Plan (PFAS PMP) and complete and submit the final two sampling events. Based on the industrial user inventory MPCA will work with you to identify further actions to verify PFAS discharges from these potential sources.

Whereas, the MPCA will continue to pursue funding to offset the cost of sample collection and sample analysis. If funding is obtained, an MPCA identified contractor will be used to coordinate and collect samples from designated influent monitoring locations at the wastewater treatment facilities identified in the MPCA PFAS monitoring plan. The collected influent samples will then be sent to an MPCA designated certified laboratory for analysis. Related costs associated with sample collection and analysis will be covered pursuant to the amount of funding obtained and any potential eligibility requirements. The results of the monitoring will be shared with both the monitored wastewater facilities and the MPCA. Data will be submitted via the EQulS system.

Whereas, MPCA Municipal wastewater contacts for the PFAS Monitoring Plan are:

Jaramie Logelin, jaramie.logelin@state.mn.us, 218-302-6640 or

Sherry Bock, sheryl.bock@state.mn.us, 218-316-3882.

Therefore, Phase I of the 2022 PFAS Monitoring Plan includes a goal that all municipal wastewater treatment facilities, which have delegated pretreatment programs or have identified one or more significant industrial users, will:

- A. Participate in influent wastewater sampling; and
- B. Participate in the identification and understanding of sources of PFAS entering into your wastewater treatment facility; and
- C. If a category two, complete an inventory of potential industrial sources of PFAS and start a dialog with those potential sources to initiate source identification and reduction work. Develop, complete, and submit a PFAS Pollutant Management Plan (PFAS PMP) and complete and submit the final two sampling events; and
- D. If a category three, complete an inventory of potential industrial sources of PFAS and start a dialog with those potential sources to initiate source identification and reduction work. Develop, complete, and submit a PFAS Pollutant Management Plan (PFAS PMP) and complete and submit the final two sampling events. Based on the industrial user inventory, MPCA will work with you to identify further actions to verify PFAS discharges from these potential sources.

In furtherance of these goals, your District or City and MPCA agree to the following actions:

Wastewater Treatment Facility Actions

1. PFAS sampling plan.

- a. By January 1, 2023, develop and submit, for review and approval to the MPCA, a PFAS Sampling Plan specific to the District's or City's PFAS influent monitoring.
 - i. The PFAS Sampling Plan must follow MPCA's updated analytical fact sheet for Per- and Polyfluoroalkyl substances: [Guidance for Per- and Polyfluorinated Alkyl Substance: Analytical \(state.mn.us\)](#).

- ii. The PFAS Sampling Plan must include, but not be limited to, specific sample location, sample collection type, who will be collecting samples (Permittee or contractor), selected lab for analysis and sample analysis method the lab will be using including the reporting limit of each of the PFAS compounds. All samples should be unfiltered and collected at your facility's influent waste stream (WS) station. Each sample shall include at a minimum all PFAS compounds listed in Appendix A. Please note the reporting limits in Appendix A for the six bolded parameters. All other parameters have a goal of under 4 nanograms per liter (ng/L) but will be subject to change upon guidance revisions.
- iii. The PFAS Sampling Plan should be submitted electronically to both Jaramie Logelin and Sherry Bock to their noted emails.

2. Collect Influent Samples.

- a. Collect and submit to the lab round one influent sample by March 31, 2023, in accordance with the completed PFAS sampling plan. By June 30, 2023, submit the first round of influent monitoring data to the MPCA's EQuIS database. The monitoring data may be submitted by the District or City or your accredited laboratory.
- b. Collect and submit to the lab round two influent sample by June 30, 2023.
- c. By August 31, 2023, submit the second round of influent monitoring data into MPCA's EQuIS database. The monitoring data may be submitted by the District or City or your accredited lab.
- d. Collect and submit to the lab round three influent sample by June 30, 2024.
- e. By September 31, 2024, submit the third round of influent monitoring data to the MPCA's EQuIS database. The monitoring data may be submitted by the District or City or your accredited laboratory.
- f. Collect and submit to the lab round four influent sample by September 31, 2024.
- g. By December 31, 2024, submit the results of the fourth round of influent sampling monitoring data into MPCA's EQuIS database. The monitoring data may be submitted by the District or City or your accredited lab.

3. Inventory of potential PFAS sources.

- a. By August 31, 2023, start inventorying industrial users that may be potential PFAS contributors to your wastewater collection system
 - i. The initial inventory should identify all industrial users, including but not limited to, all significant industrial users, categorical industrial users, and nonsignificant industrial users based on the NAICS Codes identified in Appendix F of the MPCA's PFAS Monitoring Plan (starting on page 32).
- b. Complete the inventory of potential sources for use in your pollutant management plan by December 31, 2023. Maintain the inventory onsite.

4. PFAS Pollutant Management Plan.

- a. By September 15, 2023, start to develop a PFAS Pollutant Management Plan. The goal will be to identify any non-domestic wastewater sources of PFAS entering your facility and to promote source reduction activities for those sources.
- b. By March 15, 2024, submit the completed PFAS Pollutant Management Plan to the MPCA for review.

5. Implementation of PFAS Pollutant Management Plan.

- a. By 30 days after the submittal of the PFAS Pollutant Management Plan, provide continuing education and information to industrial users and the community on reducing PFAS. Implement the PFAS Pollutant Management Plan and begin implementing follow-up PFAS reduction actions based on MPCA developed response thresholds as identified in MPCA Responsibilities item #5.

6. Continual

- a. Operating and maintaining your wastewater treatment systems to optimize PFAS reduction activities.

MPCA Responsibilities

1. By November 1, 2022, establish monitoring and sampling criteria, and a process to capture the data in MPCA's EQulS database.
2. By November 1, 2022, finalize and distribute a final sampling and analysis guide to be used by all facilities.
3. Develop and, when available, distribute a Legislative PFAS Source Identification & Reduction Tool Kit to all applicable permittees.
4. By September 15, 2023, or within 15 days of substantial submittal of round 1 and 2 monitoring data, develop and communicate response thresholds based on the first two sample results.
5. Continue to pursue funding to help cover costs of sample collection and sample analysis. If funding is obtained, it will be dispersed pursuant to any eligibility requirements.

Joint District or City/MPCA Responsibilities

1. Collaborate on efforts to work with suppliers, manufacturers, educational institutions, and other interested parties to reduce the use of PFAS in products and procedures where pragmatic alternatives exist.
2. Collaborate to develop communication strategies for the public to understand the data and information gained from this joint effort to manage PFAS.

Terms and Conditions

This is a voluntary agreement and can be nullified by either party at any time.

This agreement does not amend, nor shall it be construed as part of the National Pollutant Discharge Elimination System (NPDES) permit for your wastewater treatment facility, however the MPCA expects compliance with provisions within this agreement and reserves the right to utilize MPCA authority under Minn. Stat. § 115.03 to obtain and collect data and information as needed.

This agreement will expire upon the completion of collection and submittal of the final requested sampling data.

Authorized Representatives

The District's or City's Authorized Representative for purposes of administration of the Memorandum of Understanding is:

Faribault Wastewater Treatment Plant

By: _____

Name: Kevin Voracek

Title: City of Faribault Mayor

Date: _____

The MPCA's Authorized Representative for purposes of administration of this Memorandum of Understanding is:

**STATE OF MINNESOTA
POLLUTION CONTROL AGENCY**

By: 

Katrina Kessler, P.E.
Commissioner

Date: October 5, 2022

Appendix A

Minimum list of requested PFAS Compounds

Compound (Acronym) (Source of Compound list and Reporting Limit (RL) goals* found here) *Subject to change upon guidance revision	Aqueous Reporting Limit (RL) Goals (ng/L)	CAS Number
Perfluorobutanoate (PFBA)	under 6	375-22-4
Perfluoropentanoate (PFPeA)		2706-90-3
Perfluorohexanoate (PFHxA)	under 4	307-24-4
Perfluoroheptanoate (PFHpA)		375-85-9
Perfluorooctanoate (PFOA)	under 4	335-67-1
Perfluorononanoate (PFNA)		375-95-1
Perfluorodecanoate (PFDA)		335-76-2
Perfluoroundecanoate (PFUnA)		2058-94-8
Perfluorododecanoate (PFDoA)		307-55-1
Perfluorotridecanoic Acid (PFTTrDA)		72629-94-8
Perfluorotetradecanoic acid (PFTeDA)		376-06-7
Perfluorobutanesulfonate (PFBS)	under 4	375-73-5
Perfluoropentanesulfonate (PFPeS)		2706-91-4
Perfluorohexanesulfonate (PFHxS)	under 4	355-46-4
Perfluoroheptanesulfonate (PFHpS)		375-92-8
Perfluorooctanesulfonate (PFOS)	under 4	1763-23-1
Perfluorononanesulfonate (PFNS)		474511-07-4
Perfluorodecanesulfonate (PFDS)		335-77-3
Perfluorododecanesulfonate (PFDoS)		79780-39-5
4:2 Fluorotelomer sulfonic acid (4:2 FTS)		757124-72-4
6:2 Fluorotelomer sulfonic acid (6:2 FTS)		27619-97-2
8:2 Fluorotelomer sulfonic acid (8:2 FTS)		39108-34-4
N-Methylperfluorooctanesulfonamidoacetic acid (N-MeFOSAA)		2355-31-9
N-Methylperfluorooctanesulfonamidoacetic acid (N-EtFOSAA)		2991-50-6
Perfluorooctane Sulfonamide (PFOSA)		754-91-6
N-Methyl perfluorooctane sulfonamide (N-MeFOSA)		31506-32-8

Compound (Acronym) (Source of Compound list and Reporting Limit (RL) goals* found here) *Subject to change upon guidance revision	Aqueous Reporting Limit (RL) Goals (ng/L)	CAS Number
N-Ethyl perfluorooctane sulfonamide (N-EtFOSA)		4151-50-2
N-Methyl perfluorooctane sulfonamidoethanol (N-MeFOSE)		24448-09-7
N-Ethyl perfluorooctane sulfonamidoethanol (N-EtFOSE)		1691-99-2
Hexafluoropropylene oxide dimer acid (HFPO-DA)		13252-13-6
3H-Perfluoro-3-[(3-methoxy-propoxy) propanoic acid] (ADONA)		919005-14-4
9-Chlorohexadecafluoro-3-oxane-1-sulfonic acid (9Cl-PF3ONS)		756426-58-1
11-chloroeicosafluoro-3-oxaundecane-1-sulfonic acid (11Cl-PF3OUdS)		763051-92-9

Municipal Wastewater PFAS Monitoring and MOU Summary for local decision makers:

- Per- and polyfluoroalkyl substances (PFAS) are a family of nearly 5,000 chemicals which have been widely used in industrial, commercial, and residential applications, are resistant to breakdown, and are found virtually everywhere in our environment.
- At concentrations which vary by specific chemical, PFAS can be toxic, causing adverse health effects in humans, fish, and wildlife.
- In February of 2021, the MPCA released a PFAS Blueprint for addressing PFAS statewide. This was followed by a PFAS Monitoring Plan (March 2022) which identifies how the MPCA will collect PFAS monitoring data from all major regulatory program areas.
- Wastewater treatment plants (WWTPs) are a receiver of PFAS and can be a conduit for the discharge of PFAS into the environment. PFAS can be present in wastewater which flows to WWTPs and is not treated by conventional treatment technologies. PFAS treatment at the wastewater treatment facility is not economically feasible at this point, so the MPCA is focusing on source identification and source reduction.
- In an effort to collaborate with the WWTPs the MPCA has asked that the monitoring be completed outside the City's wastewater permit, through the use of the MOU.
- The MPCA is requesting approximately 90 municipal WWTPs, which have identified significant industrial users, to participate in phase 1 of the PFAS Monitoring Plan. By signing a Memorandum of Understanding (MOU), these facilities agree to the following:
 1. Submit a PFAS Sampling Plan
 2. Collect four quarterly influent samples
 3. Inventory potential sources, develop a PFAS Pollutant Management Plan, and work with industrial users and other users to reduce PFAS in wastewater influent base on a defined response threshold.
- The MPCA has secured funding to cover the costs of sample collection and analysis for the first two influent samples for facilities who sign the MOU. The MPCA will continue to pursue funding in an effort to potentially cover some or all of the costs of collecting and analyzing the last two influent samples.
- The goal of this monitoring is to:
 1. Evaluate PFAS concentrations discharged to WWTPs,
 2. Identify sources of PFAS,
 3. Begin to make progress reducing PFAS discharged to WWTPs, and
 4. To inform future monitoring and regulatory decisions in future phases of the PFAS monitoring plan in an effort to reduce PFAS discharged to the environment.



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: October 25, 2022
SUBJECT: Approve Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Background:

Staff received an Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License from Community Cafe for an event on November 19, 2022 at the Cathedral of Our Mericiful Saviour - Faribault. If approved, staff will forward the application to Alcohol and Gambling Enforcement for final review and approval.

Recommendation:

Approve 1-4 Day Temporary Liquor License.

Attachments:

1. Community Cafe_Redacted



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization COMMUNITY CAFE		Date organized [REDACTED]	
Address 515 2ND AVE NW	City FARIBAULT	State MN	Zip Code 55021
Name of person making application KAREN CHURCHILL		Business phone 612-749-7106	Home phone [REDACTED]
Date(s) of event NOV 19, 2022	Type of organization ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit		
Organization officer's name DAVID CAMPBELL	City FARIBAULT	State MN	Zip Code 55021
Organization officer's name KAREN CHURCHILL	City FARIBAULT	State MN	Zip Code 55021
Organization officer's name KATIE McFARLANE	City FARIBAULT	State MN	Zip Code 55021
Organization officer's name [REDACTED]	City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]

Location where permit will be used. If an outdoor area, describe.

**CATHEDRAL OF OUR MERCIFUL SAVIOUR
FARIBAULT**

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

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

APPROVAL

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

Faribault
City or County approving the license
\$3500
Fee Amount
October 25, 2022
Date Fee Paid

October 25, 2022
Date Approved
November 19, 2022
Permit Date
hstechna@ci.faribault.mn.us
City or County E-mail Address
507-333-0253
City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 25, 2022
SUBJECT: Resolution 2022-223 Rescind and Replace
Resolution 2022-213 Approve Street Closure for
Downtown Car Show

Background:

On September 27, 2022, City Council approved Resolution 2022-213 to close streets for a downtown car show on Saturday, October 8, 2022, as requested by Kelly Nygaard on behalf of the Faribault Chamber of Commerce. However, due to illness, they are requesting to change the date of the show to November 13, 2022. All other details of the street closure will remain the same.

Recommendation:

Approve Resolution 2022-223 to rescind and replace Resolution 2022-213 as requested to close the 400 block of Central Avenue for a downtown car show on November 13, 2022, rather than October 8, 2022.

Attachments:

1. Resolution 2022-223 Rescind and Replace Resolution 2022-213 Approve Street Closures for Downtown Car Show
2. Revised Request
3. Resolution 2022-213 Approve Street Closure for Downtown Car Show

CITY OF FARIBAULT

RESOLUTION #2022-223

RESCIND AND REPLACE RESOLUTION 2022-213 APPROVE STREET CLOSURE FOR DOWNTOWN CAR SHOW

WHEREAS, the Faribault City Council approved Resolution 2022-213 at their September 27, 2022, meeting, to close Central Avenue for a downtown car show to be held Saturday, October 8, 2022; and

WHEREAS, Kelly Nygaard, on behalf of Faribault Chamber of Commerce, has notified the City of Faribault that the date of the show will be November 13, 2022, rather than Saturday, October 8, 2022, which was originally approved in Resolution 2022-213; and

WHEREAS, Section 15-57 of the Faribault Code of Ordinances provides for temporary parking restrictions by means of Council resolution.

NOW, THEREFORE BE IT RESOLVED, Resolution 2022-213, a resolution adopted by the Faribault City Council on September 27, 2022, to close Central Avenue for the downtown car show on Saturday, October 8, 2022, is hereby rescinded and replaced with Resolution 2022-223 to hold the same event on November 13, 2022.

ALSO, BE IT RESOLVED, that Central Avenue from 4th Street NW to 5th Street NW will be closed from 9:00 AM to 3:00 PM on November 13, 2022, for the Downtown Car Show.

Date Adopted: October 25, 2022

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Denise Hansen

From: Paul Peanasky
Sent: Monday, October 17, 2022 9:43 AM
To: Denise Hansen
Subject: FW: Faribault Car Cruise TV Show Filming Request

Can you put back on an agenda and update previous request

From: Courtland Davis <courtland.davis@warmsprings.tv>
Sent: Tuesday, October 11, 2022 11:23 AM
To: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Cc: Kelly Nygaard <kelly@faribaultmn.org>
Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Paul and Kelly!

The call was just made at the creative meeting just now to push the shoot to Nov 13 rather than this weekend. We will have to go back to the drawing board about how to do the reveal since the weather probably won't allow for a car show/cruise by that point. I wanted to update you on the current plans, and I will keep you posted on any further updates as we develop backup options. Thanks again for all of your help!

Thank you!!

Courtland Davis
Field Producer
Warm Springs Productions
(843) 217-1978 Cell
courtland.davis@warmsprings.tv

On Mon, Oct 10, 2022 at 1:20 PM Courtland Davis <courtland.davis@warmsprings.tv> wrote:

Hey Paul and Kelly!

Once again, I'm incredibly sorry that we were not able to move forward with filming the reveal at the Downtown Faribault Car Show this past weekend due to illness with our cast! Your team and community put in a lot of work to help us film this reveal, and it's devastating when we get thrown a curve ball that is out of our control as we really strive to have everything in place to make sure all angles are covered.

Even though a road closure may be impossible to procure quickly, do you think there would be any chance to reschedule a semblance of a similar car show situation for 10/15? If we are able to get this reveal scheduled again so quickly with all parties involved, our thought is that we can probably get away with a smaller event without the need of a road closure. Although we would be open to an abundance of cars, we could probably get what we want from roughly 10 vehicles since I'm sure it will be difficult to gather as many participants for an off season event again. If 10/15 is definitely a no-go, our other option might be an afternoon reveal on a weekday due to our host's schedule as well as depending on the availability of downtown Faribault. I definitely want to pick your brains about the possibilities of pulling this off, and I'm open to all suggestions that might allow this with the short time frame or other options down the road. Please let me know your thoughts, and I will go from there! Thank you for all of your help as we try to figure out filming this reveal in Downtown Faribault!

Thanks again!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Sat, Oct 8, 2022 at 8:32 AM Paul Peanasky <ppeanasky@ci.faribault.mn.us> wrote:

Ok. I will need a minimum of 2weeks to get a road closure approved by city council. Enjoy your time in Faribault.

Get [Outlook for Android](#)

From: Courtland Davis <courtland.davis@warmsprings.tv>

Sent: Friday, October 7, 2022 9:38:52 PM

To: Kelly Nygaard <kelly@faribaultmn.org>

Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>

Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly and Paul!

We just got confirmation that our mark/recipient of the vehicle is sick and we are going to need to postpone the shoot to air on the side of caution. Obviously, this is incredibly upsetting since we have our crew and host all intown at the moment. I'm so sorry to have this frustrating situation occur the night before the event. Hopefully there is still time to notify your volunteers for the event. Once again, I'm so sorry to have this update, and I will keep you posted on any further updates in case we can still film the reveal at a later date.

Thank you!

Courtland

On Fri, Oct 7, 2022, 2:50 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Courtland,

I know that the museum will be bringing a restored beer delivery truck.

You can connect with Sue Garwood:

Rice County Historical Society Museum

(507) 332-2121

Paul Kubal will be there: 507-210-4687

A few from his club, including a guy named Butch with a 69 Olds will be there. Unfortunately, I don't have everyone's contact information

I will let you know if I get any other names, but we have never requested pre-registration so people just show up. And I market, but through social media, posters, etc, but most of these guys don't use email often.

**Kelly Nygaard**

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | kelly@faribaultmn.orgwww.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>**Sent:** Friday, October 7, 2022 12:51 PM**To:** Kelly Nygaard <kelly@faribaultmn.org>**Cc:** Paul Peanasky <ppeanasky@ci.faribault.mn.us>**Subject:** Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly!

Thank you so much for all of your help! Do you happen to have any definite car enthusiasts for tomorrow? I'd love to reach out to a couple of them today if possible.

Thank you!

Courtland

On Mon, Oct 3, 2022, 10:21 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Courtland,

Roger Fette is an owner of Fette Electronics and does audio for large festivals all through the Midwest, including names you would know like CCR. I think he could be a good fit, his number is 507-339-5744.

Additionally, Faribault is home to the Minnesota State Academy for the Deaf, and so sign language is offered at the schools, and through community ed. I can happily connect you with a CODA (Child of Deaf Adults) who is now a licensed interpreter and sign language instructor who might also be able to explain it.

Let me know.

Thanks!

**Kelly Nygaard**

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | kelly@faribaultmn.orgwww.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>
Sent: Monday, October 3, 2022 5:42 PM
To: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Cc: Kelly Nygaard <kelly@faribaultmn.org>
Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Paul and Kelly!

Thanks again for all of your help! We have been playing around with an idea about the upcoming shoot and I wanted to see if yall might have any suggestions for what we are potentially looking to film. To tell you a little more about what I'm after, we would like to have someone explain different audio frequencies to the family of the car's recipient, who is legally deaf and can only really hear low frequencies. Ultimately, a sound system will be put into the vehicle so he can feel the music when he does take his vehicle to car shows in the future. Would either of you happen to have an audio expert in the area that kinda matches what we are after and would maybe want to film this scene for the show? We were originally planning on filming with Danco Accessories in Dundas, however, the timing didn't work out after having to push the original shoot date. If you have any ideas, we would be looking to film this segment on Friday. Any help or suggestions would be greatly appreciated!

Thanks again!

Courtland

On Wed, Sep 28, 2022, 3:40 PM Paul Peanasky <ppeanasky@ci.faribault.mn.us> wrote:

Here is the resolution that was passed last night by the City Council

From: Courtland Davis <courtland.davis@warmsprings.tv>
Sent: Tuesday, September 27, 2022 2:03 PM
To: Kelly Nygaard <kelly@faribaultmn.org>
Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Subject: Re: Faribault Car Cruise TV Show Filming Request

Thank you Kelly and Paul!

All of the resources and paperwork yall have sent me are all incredibly helpful! Kelly, are there any classic car drivers specifically that you think would like to be involved with some of the creative on shoot day that I can clear before the day of filming? Ideally, I'd like to lock down the main participants of the final surprise reveal/cruise aspect for when we are filming to be able to organize a plan in advance. Please let me know, and I will go from there! I'm sure I will have a few more random questions as we get closer to 10/8 and I appreciate your help throughout this process!

Thanks again!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Tue, Sep 27, 2022 at 2:33 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Hi Courtland,

I submitted the request for the street closure to the city and the council will vote on that this evening. I requested the 400 block of Central Ave between 4th St and 5th St. It's a lovely block with some nice buildings that should set a beautiful backdrop for filming. I've attached the request for your records. An address you can use for directions is 408 Central Ave, but I have reserved the entire block.

Additionally, I have requested 10 traffic cones to be delivered. Placing 5 of these on each end of the road to block the oncoming traffic will help reduce any unnecessary traffic. I have reached out to my volunteers with a request for help between 9:30am and 11:30am, and will let you know what I hear back.

I will create a Facebook event for this 'Car Show' today to get word to the area classic car owners to join in, and send you the link.

Here is a link to some file footage of one of our events that you are welcome to use if you want: <https://youtu.be/wQ-LYED31Ek>

It looks like Paul attached a letter providing outlining that you are able to film and there are no restrictions.

Thanks!



Kelly Nygaard

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | kelly@faribaultmn.org

www.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>

Sent: Tuesday, September 27, 2022 12:03 PM

To: Kelly Nygaard <kelly@faribaultmn.org>

Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>

Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly!

I hope your weekend went well! For the upcoming shoot, I'm putting together the package with all of the details for my team. Would you mind sending me the exact location you have in mind for us filming downtown and any of the paperwork that you have submitted on behalf of the production for this event to include our records? Additionally, should I submit any filming permits for the production with the city? If not, would it be possible to get the city to sign off on one of our location agreements? It may not be required depending on the exact location, however, I wanted to make sure we had all official approval required prior to shoot day. Just in case, I have attached that location agreement to this email as well as a clearance agreement because I want to be able to feature any 'Downtown Faribault' specific logos/brands signage that may indicate to the viewers the location in an organic fashion. Please feel free to reach out for anything that I can do on my end, and I will go from there!

Thank you!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Fri, Sep 23, 2022 at 2:20 PM Courtland Davis <courtland.davis@warmsprings.tv> wrote:

Hey Kelly!

I hope your week went well! I just had a change of schedule for our shoot day due to some logistics with our host who now has to wrap around noon. Would it be possible to move the schedule roughly 3 hours earlier in the day? We could essentially get the Beauty shots of the vehicle in downtown Faribault after our host leaves in case that helps out with all the logistics already in motion. Currently, we are looking to schedule to film all of the reveal scenes between 10am-11am. Does this help with the availability of car show participants or any city of the city staff for this event? I'm open to any suggestions that you may have with this adjustment! Please let me know when you have a moment, and I will go from there!

Thank you!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Wed, Sep 21, 2022 at 5:47 PM Courtland Davis <courtland.davis@warmsprings.tv> wrote:

That's a huge help! Thank you Kelly!

On Wed, Sep 21, 2022, 5:46 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

12-3pm, is definitely something I can do. I can even get the closure for the full time, I just can't staff it the full time. I will fill out the forms today.

Thanks!



Kelly Nygaard

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | kelly@faribaultmn.org

www.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>

Sent: Wednesday, September 21, 2022 4:42 PM

To: Kelly Nygaard <kelly@faribaultmn.org>

Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>; Brie White <bnwhite@warmsprings.tv>

Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly!

Thank you for working with me on this situation. We probably don't need the road closed for the entirety of the shoot. If we could get it closed from roughly 12-3, we can probably handle the rest of the shoot ourselves. Would that work better for you? Please let me know and I can go from there!

Thank you!

Courtland

On Wed, Sep 21, 2022, 5:34 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Hi Courtland,

I can certainly close one block and host a small car show. But, our events are typically only 2.5-3 hours, so I think I will have a hard time getting people to direct traffic for 6 hours. Especially if I am not able to be there to assist. Are we able to tighten the time frame up?



Kelly Nygaard

Faribault Area Chamber of Commerce & Tourism

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www.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>

Sent: Wednesday, September 21, 2022 4:26 PM

To: Kelly Nygaard <kelly@faribaultmn.org>

Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>; Brie White <bnwhite@warmsprings.tv>

Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly!

I'm sorry for the delayed response! Most likely we are looking like 9am-3pm for a road closure. Ideally, we get the look of a full car show (only need maybe a block of downtown to look busy) with cars for this closure. First, we will shoot some beauty shots of the car as soon as it arrives in the morning. We will then go into the car show look for bringing the cast to the area. Once they are there, we would like to have about 10 cars do a lap of the block and we will enter the vehicle into that caravan of vehicles for the surprise reveal. That's the working plan at the moment however I'm totally open to suggestions of what you think would be best for this scenario to happen. Please let me know your thoughts as soon as you have a moment, and I will go from there! We are about done filming for the day and I can be available by phone for anything you need too!

Thank you!!

Courtland

On Wed, Sep 21, 2022, 5:07 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Courtland,

in order to get a street closure on the city council agenda, we would need to have it filed today. So I would need the exact times you want everything to run. If we don't get it in today, we could still do it, but you would have to pay a small fee of about \$45. Or, we could do it in a (very) small parking lot.

Additionally, are you wanting a full blown car show, or just 10 cars parked? Either is fine, I just want to make sure my efforts are in line with your vision.

Let me know,

thanks!



Kelly Nygaard

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | kelly@faribaultmn.org

www.faribaultmn.org | www.VisitFaribault.com

530 Wilson Avenue Faribault, MN 55021



From: Courtland Davis <courtland.davis@warmsprings.tv>

Sent: Tuesday, September 20, 2022 3:31 PM

To: Kelly Nygaard <kelly@faribaultmn.org>

Cc: Paul Peanasky <ppeanasky@ci.faribault.mn.us>; Brie White <bnwhite@warmsprings.tv>

Subject: Re: Faribault Car Cruise TV Show Filming Request

Hey Kelly!

I really appreciate your reaching out to me earlier about solidifying details for our upcoming reveal in Downtown Faribault! I was able to confirm with my EP that 10/8 would be the best date for us to pull off this car show due to giving the builder time to have the vehicle running, crew logistics, and

availability of cast. Brie or myself will be happy to supply you with any other information that you may need for the permitting process. Please feel free to reach out to me for anything else you may need from us throughout the production process, and we will get it to you! Once again, thank you for all of your help!

Thanks again!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Fri, Sep 9, 2022 at 6:27 PM Courtland Davis <courtland.davis@warmsprings.tv> wrote:

Hey Kelly and Paul!

I really appreciate yall getting back to me so quickly, and I want to make a special trip for the Chili Cook Off! I should be able to confirm after the weekend about officially moving the date, however, it's always better to have a running car than a broken down car. I will keep you posted on all updates! Once again, thank you for all of your help throughout this process!

Thanks again!

Courtland Davis

Field Producer

Warm Springs Productions

(843) 217-1978 Cell

courtland.davis@warmsprings.tv

On Fri, Sep 9, 2022 at 5:17 PM Kelly Nygaard <kelly@faribaultmn.org> wrote:

Moving the date is fine by me.

We do have a Fall Festival Chili Cook-Off on Oct 1st from 12-3pm, which could complement nicely to have it at the same time, and wouldn't seem unusual at all.

I may not be available on the 8th, but I can still help pull everything together in advance and get people there if that is the desired date.

I will have to put in a street closure request with the city, so let me know for sure.

CITY OF FARIBAUT

RESOLUTION #2022-213

APPROVE STREET CLOSURE FOR DOWNTOWN CAR SHOW

WHEREAS, the Faribault Chamber of Commerce is hosting a Car Show in downtown Faribault on the Saturday October 8, 2022; and

WHEREAS, they plan for the events to run from 9:00 AM to 3:00 PM; and

WHEREAS, the Faribault Chamber of Commerce will provide a completed event agreement including liability insurance information prior to the event; and

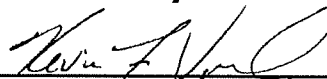
WHEREAS, the Faribault City Council is supportive of these events; and

WHEREAS, Section 15-57 of the Faribault Code of Ordinances provides for temporary parking restrictions by means of Council resolution.

NOW, THEREFORE BE IT RESOLVED, that Central Avenue from 4th Street NW to 5th Street NW will be closed from 9:00 AM to 3:00 PM on October 8, 2022, for the Downtown Car Show.

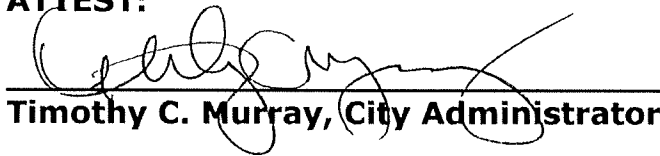
Date Adopted: September 27, 2022

Faribault City Council



Kevin F. Voracek, Mayor

ATTEST:



Timothy C. Murray, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Day, Finance Director
MEETING DATE: October 25, 2022
SUBJECT: Approve 2023 Insurance Liability Coverage Waiver Form

Background:

Cities obtaining coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the City does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total, which all claimants would be able to recover for a single occurrence to which the statutory limits apply, would be limited to \$1,500,000.
- *If the City waives the statutory tort limits*, a single claimant could potentially recover up to \$2,000,000 on a single occurrence. The total that all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

This decision must be made by the City Council. The City's Agent of Record, Jim Lundquist recommends that the City of Faribault does not waive the monetary limits on municipal tort liability. In the past, the City Council has chosen not to waive the limits as a way of controlling liability insurance costs.

Recommendation:

Staff recommends that Council authorize the City Administrator to complete the Section I: Liability Coverage Waiver Form and request that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Attachments:

1. Liability-Coverage-Waiver-Form

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

City of Faribault

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: October 25, 2022

Signature: _____

Position: City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: October 25, 2022
SUBJECT: Approve Petition and Waiver of Assessment for Water Service Repair at 109 4th Ave. SW

Background:

Resolution 2009-148 approves use of the miscellaneous assessment process by petition and waiver for financing the replacement of water and sanitary sewer services, using Minnesota Statute Chapter 429 and the Community Management Plan.

The Public Works Department has prepared a Petition and Waiver Agreement for repairs to the water service at 109 4th Ave. SW. The water service failed and needed to be repaired. The repair was completed in two phases. The property owner, Charles Ogdahl has completed a Petition and Waiver form to finance the costs of replacing the water service not covered by insurance. The cost of the project entered into the agreement and assessed to the property is outlined by the terms in the chart below:

Owner	Address	Purpose	Amount	Term	Rate
Charles Ogdahl	109 4th Ave. SW	Water Service	\$29,901.82	10 Years	5.25%

Recommendation:

Approve Petition and Waiver Agreement

Attachments:

1. Petition & Waiver Agreement
2. Invoices

PETITION AND WAIVER AGREEMENT

This Agreement made this 25th day of October, 2022, by and between the City of Faribault, a Minnesota municipal corporation (“City”) and Charles Ogdahl a single person/husband and wife (“Owner”).

RECITALS

WHEREAS, the Owner is the fee owner of certain land in Rice County, Minnesota, located at 109 4th Ave. SW, PID #18.31.3.01.042, and is legally described in Exhibit A attached hereto (the “Property”); and

WHEREAS, the Owner has requested that the City perform certain improvements to the Property, here described: Remove and repair failed water service (“Improvements”) and the City has agreed to perform said improvements.

WHEREAS, the Owner has agreed to reimburse the City for 100 percent of the cost of the Improvements; and

WHEREAS, the Owner has requested that payment to the City of cost of the Improvements be financed by the City levying an assessment against the Property which will be payable to the City in installments over ten (10) years; and

WHEREAS, the Owner requests that the City construct or cause the construction of the Improvements without notice of hearing or hearing on the Improvements, and without notice of hearing or hearing on the assessment levied to finance the Improvements, and to levy 100 percent of the cost of the Improvements in a total amount of \$29,901.82 against the Property as an assessment; and

WHEREAS, the City is willing to finance and construct the Improvements without such notices or hearings, provided the assurances and covenants hereinafter stated are made by the Owner to ensure that the City will have a valid and collectable assessment as it relates to the Property to receive payment for the Improvements; and

WHEREAS, were it not for the assurances and covenants hereinafter provided, the City would not construct the Improvements without such notices and hearings

NOW, THEREFORE, on the basis of the mutual covenants and agreements hereinafter provided, it is hereby agreed by and between the parties hereto as follows:

1. The Owner hereby petitions the City for construction of the Improvements. The Improvements to be constructed by the City are described as follows: Remove and repair failed water service. Described in the document attached as Exhibit B.
2. The Owner represents and warrants that the Owner is the owner of 100 percent of the Property, that the Owner has full legal power and authority to encumber the Property as herein provided, and that as of today, the Owner has fee simple absolute title in the Property.
3. The Owner represents and warrants that the Property is not classified for tax purposes as to result in deferral of the obligation to pay the assessment; and the Owner agrees that the Owner will take no action to secure such tax status for the Property during the term of this Agreement.
4. The amount of the assessment which is to be assessed by the City against the Property is \$29,901.82. The Owner requests that this amount be assessed against the Property.
5. The Owner agrees that the assessment will be payable in installments over ten (10) years. The Owner understands and agrees that the interest rate to be applied to the assessment will be 5.25 percent per annum.
6. The Owner waives the right to appeal the levy of the assessment in accordance with this Agreement pursuant to Minnesota Statutes Section 429.081, or reapportionment thereof upon land division pursuant to Minnesota Statutes Section 429.071, subdivision 3, or otherwise, and further specifically agrees with respect to such assessments against the Property or reapportionment that:
 - a. Any requirements of Minnesota Statutes Chapter 429 with which the City does not comply are hereby waived by the Owner;
 - b. The increase in fair market value of the Property resulting from construction of the Improvements will be at least equal to \$29,901.82, and that such increase in fair market value is a special benefit to the Property;
 - c. Assessment of 100 percent of the cost of the Improvements against the Property is reasonable, fair and equitable and there are no other properties against which the cost should be assessed; and
 - d. The Owner further specifically waives notice and the right to appeal reapportionment of such assessment upon land division pursuant to Minnesota Statutes

Section 429.071, subdivision 3.

7. The Owner agrees that the assessment may be alternatively made against the Property pursuant to Minnesota Statutes Sections 366.011, 366.012 or 415.01, or pursuant to any other authority available to the City.
8. The Owner further agrees that payment of the assessment will continue to be the Owner's personal obligation until it is paid in full and the Owner will pay any part of the assessment which the City is unable to collect through the assessment process.
9. The covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the Owner and shall run with the Property and bind all successors in interest thereof. It is the intent of the parties hereto that this Agreement be in a form which is recordable among the land records of Rice County, Minnesota; and the parties hereto agree to make any changes in this Agreement which may be necessary to affect the recording and filing of this Agreement against the title of the Property.
10. This Agreement shall terminate upon the final payment of the assessment levied against the Property regarding the Improvements.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written above.

OWNER

By: _____

Printed Name: _____

By: _____

Printed Name: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,
by _____, a single person/husband and wife.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____, a single person/husband and wife.

Notary Public

CITY OF FARIBAULT

By: _____

Kevin F. Voracek

Its: Mayor

By: _____

Timothy C. Murray

Its: City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Kevin F. Voracek and Timothy C. Murray, the Mayor and City Administrator, respectively, of the City of Faribault, a municipal corporation under the laws of Minnesota, on behalf of the municipal corporation.

Notary Public

This document was drafted by:

Kennedy & Graven, Chartered
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402

EXHIBIT A

Legal Description of the Property

Lot 7 Block 2 of DANIEL FARIBAULTS
DAN FBLT S57FT W115FT L7 B2

Faribo Plumbing & Heating Inc
Jandro Excavating
2345 8th Ave NW
Faribault MN 55021
507-334-6409

Invoice

Date	Invoice #
9/1/2022	4393

Bill To
City of Faribault 208 1st Ave NW Faribault MN 55021

Due Date
9/1/2022

Description	
Water Service from Main to Curbstop As Per Bid - \$13,798 Add for sidewalk - \$1400 109 4th Ave SW - Ogdahl	
Payment can be made by mail or by phone 507-262-3560	Balance Due \$15,198.00

Faribo Plumbing & Heating Inc
 Jandro Excavating
 2345 8th Ave NW
 Faribault MN 55021
 507-334-6409

Invoice

Date	Invoice #
3/22/2022	4361

Bill To
City of Faribault 208 1st Ave NW Faribault MN 55021

Due Date
4/21/2022

Item	Description	Qty	Rate	Amount
Material	Parts / Material	1	1,667.82	1,667.82
Excavate Labor		30.25	100.00	3,025.00
Excavator	Excavator	1	4,725.00	4,725.00
Skidloader	Skidloader	1	1,950.00	1,950.00
Trucking	Trucking	1	300.00	300.00
Disposal	Concrete Disposal	1	100.00	100.00
Subcontracted Work	MN Hydro Vac	1	2,936.00	2,936.00
	109 4th Ave SW - Ogdahl			
Payment can be made by mail or by phone 507-262-3560			Balance Due	\$14,703.82



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 25, 2022
SUBJECT: Approve Quote to Replace Glycol in Boiler System at Buckham Center

Background:

In preparing for the boilers to fire up this winter, we discovered that the boiler system at Buckham Center was extremely low in glycol additive. This needs to be replaced to prevent the possibility of the system freezing and breaking a pipe. The boiler system provides the heat for Buckham Memorial Library, Faribault Community Center and the original section of Buckham West. The quote is for \$40,241.53 plus shipping from Chemsearch. Since this was not a budgeted item, a budget revision is needed as well.

Recommendation:

Approve quote from Chemsearch to replace the glycol in the heating system at Buckham Center at a cost of \$40,241.53 plus shipping and approve the budget revision.

Attachments:

1. Quote
2. Budget Revision Form- Glycol at Buckham Center



Issue Date: 11 October 2022

Quote #:US-FE-USFE390B-1935700

Customer #: 648402

To:

BRAD LOMBARD

Quotation prepared by: SIDNEY LAWSON
sidney.lawson@chemsearchfe.com

PAAPE COMPANIES INC

Billing Address:

307 MCKINZIE ST S
MANKATO
BLUE EARTH
MN
56001
US

Shipping Address:

307 MCKINZIE ST S
MANKATO
BLUE EARTH
MN
56001
US

Product Code	Product Name	Quantity	Unit Price \$	Packaging	Extended Price \$
12069697	INTERCOOL P-300, PROPYLENE GLYCOL, 35%, 275 GL TOTE, US GEN	8	18.18	275 Gallon	39996.00
12069094	BWT-95, 43 LB / 2 X 2.5 GL, NAC NC	1	5.71	43 Pound	245.53
				Sub Total \$	40,241.53

Handling charges and taxes calculated when order is booked

PO Number:

Order Notes:

Quote is valid for 30 days from date of issue.

THANK YOU FOR YOUR BUSINESS!

CITY OF FARIBAULT
FUND TITLE:
FUND NUMBER:

REVISED BUDGET
DEPARTMENT:
YEAR: 2022

Fund	Department	Function	Object	Adopted Budget	Increase/ (Decrease)	Revised Budget	Reason for Change
437	45122	450	45300		\$ 40,241.53		Replace Glycol at Buckham Center
437					\$ (40,241.53)		Fund Balance

Additional Remarks:

Note: This form MUST BALANCE.

An increase in expenditures in any line item(s) must be offset by either a corresponding decrease in expenditures in another line item(s) or an increase in revenue.

Change Requested By: _____
Department Head

Change Approved By: _____
City Administrator

Date Approved: _____



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 25, 2022
SUBJECT: Resolution 2022-224 Declare Winter Decorations as Surplus

Background:

With the purchase of new winter decorations, the old decorations will need to be disposed of. The City of Medford is looking to acquire up to 15 snowflakes to install on their light poles at no cost. The remainder of the snowflakes will be sold on govdeals.com which is where the City normally disposes of surplus items. Any items not sold will be disposed of per State Statute.

Recommendation:

Staff recommends approval of Resolution 2022-224 declaring winter decorations as surplus and donating up to 15 snowflakes to the City of Medford.

Attachments:

1. Resolution 2022-224 Declare Winter Decorations as Surplus

CITY OF FARIBAULT

RESOLUTION #2022-224

DECLARE WINTER DECORATIONS AS SURPLUS

WHEREAS, the City of Faribault has items needed to operate each City Department; and

WHEREAS, when items are no longer needed they must be disposed of in accordance with State Law; and

WHEREAS, any revenue generated from the sale of items will be deposited into the City of Faribault General Fund; and

WHEREAS, the City of Medford is interested in obtaining up to 15 snowflakes to use on their light poles at no cost with the remainder of snowflakes being sold on govdeals.com.

NOW, THEREFORE BE IT RESOLVED that the Faribault City Council declares the snowflakes as surplus and up to 15 snowflakes are given to the City of Medford at no cost.

Adopted: October 25, 2022

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: October 25, 2022
SUBJECT: Approve Job Descriptions

Background:

As discussed at the work session on October 18, 2022, the following job descriptions were reviewed and recommended for approval before the City Council. The reason for the job description review and creation is in conjunction with a resignation, a pending retirement, and 2023 personnel budget requests.

Administration is recommending an organizational change that affects the Community & Economic Development (CED) and Fire Departments--specifically. The Building Codes Division would be placed within the Fire Department and report to the Fire Chief. This organization structure was in place from approximately 1990 to 2013, and worked effectively during that timeframe. The two department head job descriptions have been revised accordingly. With this change, the staff did not anticipate that the CED Director position classification and scoring would change significantly. However, the Fire Chief job description (proposed to be re-titled as the Director of Fire and Code Services (Fire Chief) may be affected by the addition of responsibilities and supervision. As such, that position will be submitted to our consultant for evaluation of classification and scoring. Staff will place the position in the Non-Union Compensation Plan according to the outcome of the independent review and scoring of the position, when it is received.

With the pending retirement of Administrative Assistant II in Public Works and Engineering, that job description has also been reviewed. Staff is recommending the adoption of a new position and job description, titled Administrative Coordinator. This position includes additional duties and responsibilities when compared with the Administrative Assistant II position, including more confidential and permit application work. This update will also require consultant review for reclassification and scoring.

Staff will place the position in the proper Compensation Plan or CBA according to the outcome of the independent review and scoring of the position, when it is received.

Within the 2023 personnel budget requests for Administration, there are job description changes for the Human Resources (HR) Manager and Payroll & Benefits Specialist to Human Resources Director and Human Resources Assistant, respectively. The Human Resources Director position has been updated with additional duties and responsibilities, including the addition of supervising payroll and the IT Division. The Human Resources Assistant position has been updated to include additional responsibilities that are already being done by the current employee. Staff will place the positions in the Non-Union Compensation Plan according to the outcome of the independent review and scoring of the positions, when they are received.

Staff recommends the approval of the job descriptions with scoring and classification (once received) for Community and Economic Development Director, Director of Fire and Code Services (Fire Chief), Administrative Coordinator, Human Resources Director and Human Resources Assistant.

Recommendation:

Approve Job Descriptions

Attachments:

1. Community & Economic Development Director Job Description - 2022 DRAFT
2. Director of Fire and Code Services (Fire Chief) Job Description - 2022 DRAFT
3. Administrative Coordinator Job Description - 2022 DRAFT
4. Human Resources Director Job Description - 2022 DRAFT
5. Human Resources Assistant Job Description - 2022 DRAFT

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Community & Economic Development Director
Department: Community & Economic Development
Reports To: City Administrator
FLSA Status: Exempt
Date: October 25, 2022

PRIMARY OBJECTIVE OF POSITION

Under broad direction, the Community & Economic Development Director is responsible for managerial, administrative, and supervisory work in the areas of community and economic development. Performs highly skilled, professional, management, coordinative, and technical tasks.

ESSENTIAL FUNCTIONS OF THE POSITION

Manage and supervise employees to provide community and economic development operations to achieve goals and objectives utilizing available resources.

- Direct/oversee goals, objectives, strategies and schedules for all Community and Economic Development functions and, through administrative and supervisory personnel, supervise all activities of Community & Economic Development divisions, to include Planning & Zoning, Economic Development, and Housing.
- Act as a spokesperson for Faribault, representing the City in the best possible light, to position City as a desirable place to live, work and locate a business. Proactively encourage economic development by maintaining communications with existing and potential businesses; implement strategic initiatives to attract new business developments.
 - Research design, and implement programs to encourage location of new businesses and expansion of existing businesses within the City.
 - Coordinate resources of public and private sectors - e.g. Federal and State grants, various development bonds, SBA loans, tax increment and tax abatement financing, banks, mortgage companies, etc.
- Hire and retain qualified employees to staff the department.
- Provide appropriate resources for training of employees.
- Supervise departmental employees.
- Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Evaluate performance of employees.

- Serve as Executive Director of the Faribault Economic Development Authority (EDA).
- Serve as Executive Director of the Faribault Housing and Redevelopment Authority (HRA).

Develop and implement departmental operating policies to ensure coordination of activities and meet stated objectives of the Community & Economic Development Department.

- Meet and confer with the City Administrator and other City department heads.
- Direct all departmental functions through administrative, supervisory and professional personnel.
- Gather, interpret and prepare data for studies, reports and staff recommendations.
- Supervise all activities of the Department.
- Conduct regular staff meetings for the purpose of instruction and coordination of various projects.
- Prepare and write grant applications and administer grant programs.

Attend decision-making meetings and contribute professional recommendations and advice to the City Administrator, City Council, EDA, HRA, Planning Commission, Heritage Preservation Commission (HPC), and other various boards, commissions, and committees.

- Prepare reports and special materials.
- Provide professional expertise to the City Council and various boards, commissions, and committees.
- Attend City Council meetings and present information to assist the City Council in consideration of requests for action and making of informed decisions.
- Attend board, commission and committee meetings and oversee and prepare agendas, materials and reports for EDA, HRA, Planning Commission, and HPC meetings, and other boards, commissions, and committees as needed.

Develop and administer departmental budgets to maintain fiscal control.

- Prepare annual budgets with the assistance of the supervisory staff.
- Supervise and administer funds for all operational activities and development projects.
- Approve all requests for disbursement of Community Development, EDA and HRA funds.

Develop and communicate official plans, programs, policies and procedures to staff and the general public.

- Answer citizen questions and requests for materials and information.

- Follow up on inquiries for development.
- Maintain good public relations with the City Council, other governmental agencies, industries, businesses, and with the general public.
- Attend meetings of civic organizations, schools, and other public functions to promote the programs and activities of the City, the EDA, the HRA, and the Department.
- Maintain a work schedule permitting easy access for the public.

Other job related functions.

- Keep the City Administrator informed of Department activities.
- Perform special duties as assigned by the City Administrator.

MINIMUM QUALIFICATIONS

Education and Experience:

- B.A./B.S. in Urban Studies, Planning, Public Administration, Business Administration or related field.
- Minimum of seven (7) years of experience, in the public and/or private sector, in community development, economic development, business, or a related field, preferably within the state of Minnesota.
- A demonstrated record of ongoing continuing education in community and economic development.
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license or ability to obtain one prior to employment.

DESIREABLE QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities:

- Master's Degree in Urban Studies, Planning, Public Administration, Business Administration or related field.
- Considerable knowledge of state and federal grant and housing programs and other urban development programs.
- Considerable knowledge of tax abatement and tax increment financing regulations and applications.
- Knowledge of planning and zoning codes/ordinances.
- Geographic information system (GIS) applications.
- Ability to communicate effectively orally and in writing with general public, developers, owners, supervisors, employees, City officials, appointed boards, and the business community.
- Ability to prepare and analyze comprehensive and technical reports and data.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the City Administrator. Supervise the City Planner, Economic Development Coordinator, Housing Coordinator, Administrative Assistant II, and other personnel as assigned.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers, including word processing, spreadsheets, presentation software, as well as program applications.

Motor vehicle, calculator, telephone, copy machine and fax machine.

KNOWLEDGE, SKILLS AND ABILITIES

- State, federal, and municipal policies, laws and codes affecting department operations.
- General economic development concepts, practices, processes; specific federal, state, local and private sector economic development programs and initiatives.
- Micro/macroeconomics, economic data sources, economic trends and the structure of the economy sufficient to monitor and analyze how state and national trends effect local communities.
- Accounting principles, Tax Increment Financing, Tax Abatement, Community Development Block Grants, and other financial mechanisms sufficient to assist with development of financial proposals to support economic development activities.
- Group dynamics, meeting facilitation and educational techniques sufficient to plan and lead meetings, presentations, conferences, and events.
- Effectively communicate ideas, explanations, and recommendations both orally and in writing
- Establish and maintain effective working relationships with a broad variety of individuals and groups.
- Deliver presentations/speeches to various civic organizations and clubs, professional organizations, community groups, elected officials, real estate and development associations, and other groups as requested.
- Be a leader among City staff working closely with the City Administrator and City Attorney on economic development and community development issues.
- Listen to new ideas and adjust to the concerns of Council, property/business owners, and developers.
- Draft development agreements, upon appropriate consultation with the City Council, City Administrator, and Department Directors.
- Manage multiple tasks within well-defined time constraints.
- Demonstrated organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk; hear; read; use hands to finger, handle, feel, or operate tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operator computers and various pieces of office equipment.
- The employee is required to walk, traverse stairs, and move about various types of environmental and geographic settings. Must be able to drive a car for local as well as long distance travel.
- Lifting, pushing/pulling, or carrying objects up to ten (10) pounds is sometimes required.
- Repetitive movements of the hands are frequently required. Audio, visual, and verbal functions are essential funds to performing this position, including the ability to regularly communicate and make presentations to the public.

WORK ENVIRONMENT

The majority of work is performed within an office setting; however some outdoor work is required at various land use developments and construction sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually quiet in the office, and moderate in the field.

OTHER

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Director of Fire and Code Services (Fire Chief)
Department: Fire Department
Reports To: City Administrator
FLSA Status: Exempt
Date: October 25, 2022

PRIMARY OBJECTIVE OF POSITION

The Fire Chief supervises the operations, planning and policy development for the Fire Department, safety and emergency management and Building Code Division. Supervise the Fire Department and Building Codes Division to include prevention, response, training and budgeting; code enforcement; fire/property, rental and building inspections. Coordinate and implement the operational policies for the department, along with the development of community disaster planning.

ESSENTIAL FUNCTIONS OF THE POSITION

Manages and supervise employees to provide Fire Department operations and Building Code Division services to achieve goals and objectives using available resources.

- Hire and retain qualified employees to staff the department and division.
- Provide appropriate training for employees.
- Supervision of employees.
- Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Evaluate performance of employees.

Develop and implement policies to ensure coordination of activities and meet stated objectives of the Fire Department and Building Code Division.

- Meet and confer with the City Administrator and other City department heads.
- Direct all departmental functions through administrative, supervisory and professional personnel.
- Gathers, interprets and prepares data for studies, reports and recommendations.
- Supervise all activities of the Fire Department and Building Code Division.
- Conduct regular staff meetings for the purpose of instruction and coordination of various projects.
- Directly responsible for the maintenance of all fire code inspection programs to ensure that facilities and structures are conforming to

municipal codes and applicable state regulations in a manner that will minimize fires and prevent deaths or injuries.

- Reviews all plans for new commercial and industrial structures to ensure that they conform to fire safety code and practices.
- Directs the investigation of all fire in the City and service area in coordination with law enforcement agencies to determine the cause and origin and prepares comprehensive reports on fire incidents as required by the State or City Administrator.

Develop and implement safety programs and training for the City.

- Manage the City of Faribault Safety Program for all departments and coordinate safety training and related recordkeeping. (Includes Fleet Safety Program and OSHA).
- Coordinate the Emergency Management Multi-Hazard Plan to include the efforts of government, response, industry and private sector.
- Prepare and administer emergency preparedness operations, coordinate all City emergency preparedness efforts.
- Coordinate and participate in fire prevention education programs in schools, commercial and industrial buildings and residential units within the City.
- Develop a quarterly report summarizing activities relative to investigation, fires and prevention efforts.

Attend decision-making meetings and contribute professional recommendations and advice to the City Administrator, City Council, and various boards, commissions, and committees.

- Prepare reports and special materials.
- Provide professional expertise to the City Council and various boards, commissions, and committees for necessary amendments to ordinance and codes to meet the needs of the community.
- Attend City Council meetings and present information to assist the City Council in consideration of requests for action and making of informed decisions.
- Attend board, commission and committee meetings and prepare materials and reports as needed.

Develop and administer departmental budgets to maintain fiscal control.

- Prepare annual budgets with the assistance of the supervisory staff.
- Supervise and administer funds for all operational activities and special projects.
- Approve all requests for disbursement of Fire Department and emergency management funds.

Communicates official plans, programs, policies and procedures to staff and the general public.

- Answer citizen questions and requests for materials and information.
- Responsible to coordinate the City of Faribault Continuity of Operations Plan (COOP).
- Act as liaison between the public safety departments and the community to include educational and training programs concerning fire and emergency management issues.
- Attend meetings of civic organizations, schools, and other public functions to promote the programs and activities of the emergency management.
- Maintain a work schedule permitting easy access for the public.
- Address complaints from citizens, developers, contractors and other members of the public regarding any operations supervised or projects managed.

Perform other job related functions.

- Perform special duties as assigned by the City Administrator.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in public administration, business administration, fire service or a closely related field; and
- Seven (7) years' experience in a fire service with three (3) years in a supervisory position; or
- Any equivalent combination of education and experience.
- Certified firefighter or ability to obtain certification within 6 months of hire date.
- Possession of a Minnesota driver's license or ability to obtain one prior to employment.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of industrial safety standards.
- Knowledge of emergency management services.
- Considerable knowledge of relevant fire codes, City ordinances and state laws as well as any rules and regulations in the area of fire prevention or investigation.
- Ability to do complex fire prevention and investigation work.
- Background in Emergency Management
- Completed the National Fire Academy's "Executive Fire Officer" (EFO) program, or the Center for Public Safety Excellence's "Chief Fire Officer" (CFO) program.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the City Administrator. Supervise the Fire Captains, Full-time and Part-time Firefighters, Fire & Property Maintenance Inspector, Administrative Assistant II and Building Official.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers, including word processing, spreadsheets, presentation software, as well as program applications.

Motor vehicle, calculator, telephone, copy machine and fax machine.

Emergency medical/rescue response unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment including ladders, first aid equipment, radios and pagers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, read, taste, smell; use hands to finger, handle, feel, or operate tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of equipment.
- The employee is required to walk, traverse stairs, and move about various types of environmental and geographic settings. Must be able to drive a car for local as well as long distance travel.
- Lifting, pushing/pulling, or carrying objects up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Repetitive movements of the hands are frequently required. Audio, visual, and verbal functions are essential funds to performing this position, including the ability to regularly communicate and make presentations to the public.

WORK ENVIRONMENT

The majority of work is performed within an office setting; however some outdoor work is required at fire and emergency scenes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee sometimes works in outside various weather conditions. The employee occasionally works in

precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the environment is usually quiet in the office, and moderate to noisy in the field.

OTHER

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

DRAFT

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Administrative Coordinator
Departments: Public Works and Engineering
Reports To: Public Works and Engineering Directors
FLSA Status:
Date: October 25, 2022

PRIMARY OBJECTIVES OF THE POSITION

Perform responsible technical and administrative work serving as the primary service counter contact. Assist the public in answering specific and general inquiries regarding codes, procedures and policies. Process permit applications, issue and receipt permits. Provide clerical and counter support to Public Works and Engineering Departments. Responsibility for the performance of moderately complex clerical duties which require judgment based on knowledge gained through experience. Serve the public and other City employees and officials by responding to various inquiries.

ESSENTIAL FUNCTIONS OF THE POSITION

The essential functions of the position include, but is not limited to the following:

- Provide public service activities including, but not limited to, greeting counter walk-ins, answering telephones, responding to requests for information, provide appropriate assistance by directing to the appropriate individual or department.
- Receive, log and review permit applications and supporting documents to verify completeness and accuracy of information; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Process, issue and receipt faxed, mailed and over-the-counter permit applications. Issue and receipt all other permits prepared that are ready for issuance.
- Review, approve and issue city right of way registration and insurance certification.
- Research records and provide public with specialized site-specific property information such as approved permits, construction plans, zoning and surveys or site plans.
- Prepare general correspondence, reports, lists and records.
- Perform a variety of detailed clerical tasks such as compiling, calculating and preparing special reports, maintains records.

- Responsible for maintenance of permit software database, including contractors, permit payment information and updating of parcel information.
- Develop, create and implement department application forms and handouts.
- Organize, file and maintain department files. Scan and store department records into data retention computer system.
- Send form letters for work with no permit as determined by Director.
- Answer general inquires in a pleasant and friendly manner from contractors, vendors, and public both over the phone and for general walk-in traffic.
- Prepare monthly, quarterly and annual reports for various City, State, Federal and other agencies as required.
- Prepares agendas and supporting materials for department and city; take and transcribe minutes; prepares and distributes minutes and reports; prepares agenda reports.
- Assists with the preparation, coordination and administration of a wide variety of confidential information, department projects and independent contracts including but not limited to: seasonal bid contracts, hydrant flushing, water meter issues, engineering contract letters and documents
- Perform special projects as assigned by the Director.
- Perform other duties and assumes other responsibilities as are apparent or delegated.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Minimum Qualifications:

Education

High school diploma or GED Certificate plus license/certification/training at vocational school, related on-the-job experience or an associate's degree in a related field.

Experience

Two (2) years of government clerical experience with extensive public contact.

Desired Qualifications:

Experience

- Two to four (2-4) years of experience as an office manager, executive assistant, or permit technician in a Public Works, Engineering or a construction administration organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of English, spelling, punctuation, arithmetic and vocabulary.
- Ability to perform the full range of office and administrative support duties and tasks.
- Understand and explain City policies, procedures and fees to the general public, permit applicants and city staff.
- Ability to read and interpret blueprints, maps, specifications and other construction related documents.
- Ability to learn, interpret, explain and apply local, state and federal regulations and standards related to infrastructure construction.
- Proficient in the operation of office equipment including computer software such as word processing, database and spreadsheet applications. Prefer experience with database programs.
- Ability to work independently and use good judgment without requiring immediate supervision.
- Ability to deal with the contractors and the public in a tactful and courteous manner.
- Knowledge of modern office equipment, and clerical practices and procedures.
- Ability to handle multiple priorities in a fast-paced work environment.
- Ability to work with many distractions such as interruptions from phones and walk-ins.
- Ability to type or enter data at a speed necessary for successful job performance.
- Ability to update brochures and information for the website.

Special Equipment

Multi-line phone systems, including computer aided systems; personal computer including word processing, spreadsheet, agenda management (CivicClerk), document management (Laserfiche), accounting systems (Springbrook), website/social media platforms, online bidding and permit software.

COMPLEXITY

Work requires many different processes and methods applied to an established professional or technical field.

RESPONSIBILITY

Supervision Needed: This position either (a) carries out work with minimal supervision (i.e., the supervisor sets only goals, priorities, and the deadlines; and the employee uses guidelines that cover most situations), or (b) follows the supervisor's directions on methods and desired results but modifies methods to resolve unforeseen situations and problems.

Supervision Given: Moderate coordination of work with other individuals (Non-Supervisory).

Impact: Work affects the overall efficiency and image of the City.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nonstrenuous - occasionally climbs a few steps, balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, sit, stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

TOOLS AND EQUIPMENT USED:

Tools and equipment used in a public works environment including, but not limited to: computers, Microsoft Office, Laserfiche, Granicus software systems, typewriters, faxes, copiers, phones, and calculators.

NOTE: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Faribault is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Human Resources Director
Department: Administration
Reports to: City Administrator
FLSA Status: Exempt
Date: October 25, 2022

PRIMARY OBJECTIVE OF POSITION

This position performs a wide variety of public-sector human resources, payroll, and IT related duties of considerable difficulty and complexity, and performs other duties as assigned.

SUPERVISION RECEIVED

Works under the supervision of the City Administrator.

SUPERVISION EXERCISED

Supervision of Human Resources Assistant, IT Coordinator, and other personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises human resources and IT operations to achieve goals within available resources.
- Plans and organizes workloads and staff assignments; trains, motivates and evaluates staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of staff; plans, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments as needed.
- Provides professional advice to administration, directors and supervisors in relation to personnel, employee and labor relations.
- Maintains positive public relations; speaks and advises City Council, city administration, leadership team, supervisors, and employees.
- Develop and administer departmental budgets.
- Creates and communicates various policies, reports, legal notices and other documents as required.
- Maintains Human Resources calendar for timely completion of required reports, surveys, etc. (e.g. pay equity). Maintain and administer City human resources systems i.e. records system, personnel policies, and job descriptions. Administers compliance with Fair Labor Standards Act. Records process and documentation for Family Medical Leave Act (FMLA) compliance.

- Plans, oversees and maintains the centralized personnel recordkeeping system and ensures compliance with Minnesota Data Practices Act and record retention requirements.
- Administers the Federal DOT Drug and Alcohol Testing Program and the City's testing policy for commercial drivers, implement policy to affected departments, verifies the maintenance of records as required by regulation.
- Handles highly confidential materials and information at all times.
- Coordinates the recruitment process for all full-time, part-time, and temporary seasonal employees; prepares and places ads, conducts interviews, schedules testing or examinations and orients new employees after hire.
- Manage all employee events: wellness events, employee picnics, city-wide trainings, etc.
- Manage all payroll functions which includes but is not limited to payroll, state and federal reporting, and all auditing functions related to payroll.
- Attend City Council meetings and present information to assist the City Council in consideration of requests for action and making of informed decisions.
- Coordinate and process all personnel transactions with departments.
- Manages and coordinates all separation of employment; Cobra, separation notices, exit interviews, access to facilities, IT access and retirement benefits.
- Manages City's annual open enrollment process for all City benefits which include, but not limited to: health, dental, life, HCSP, deferred comp, PERA and long-term disability.
- Serve as staff liaison to Employee Health Insurance Committee.
- Manages the City's labor union contracts (pay rates, grievances, inquiries, etc.) and the preparation of background materials for labor negotiations and serves as one of the City's representatives for negotiations.
- Represents City at personnel related hearings and investigations when required.
- Manages the City's workers' compensation program.
- Manages research projects, compensation and benefits studies as requested and reports data and recommendations to City Administrator.
- Assist staff and employees in providing training opportunities.
- Supports and enforces City ordinances, policies, procedures, operations and safety rules.
- Manages policies and procedures set forth for IT operations.
- Ensures deployment of IT related needs by other departments of the City are being met.

- Manages the operations of software and hardware management among departments.
- Manage various audio and video needs for the facilities (i.e. council chambers, public works, police, city hall, downtown, etc.)
- Performs other duties or special projects as assigned.
- Attend seminars and workshops related to human resources, payroll, benefits or IT duties and responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a college or university with a bachelor's degree in public administration, human resources, business management, or a closely related field (Masters preferred); and
2. Seven (7) years of related experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; working knowledge of modern records management techniques.
2. Skill in operation of listed tools and equipment.
3. Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
4. Ability to communicate effectively verbally and in writing.
5. Ability to analyze and effectively resolve a variety of personnel management problems.
6. Ability to prepare numerical and narrative reports with and without the use of computer applications.
7. Working knowledge of state and federal laws and regulations as they apply to City human resources needs.

SPECIAL REQUIREMENTS

A valid state driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; telephone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, read, and use hands to finger, handle, and reach with hands and arms. The employee is required to walk, traverse stairs and various types of environmental settings, ability to drive a car for local and long distance travel; operate audio/visual equipment; ability to regularly make speeches and presentations to the employees and public.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Human Resources Assistant
Department: Administration
Reports to: Human Resources Director
FLSA Status: Exempt
Date: October 25, 2022

PRIMARY OBJECTIVE OF POSITION

Performs skilled payroll, human resources, benefits and employment related processes and tasks.

SUPERVISION RECEIVED

Works under the supervision of the Human Resources Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll:

- Maintain the payroll accounting system for all payroll related data including personnel actions, taxes, direct deposits, deductions, benefits, and accruals.
- Process payroll and review timesheets for accuracy; communicate with departments as necessary to correct errors.
- Post and submit files electronically to bank for automatic deposits, retirement system, and various other benefits required to be submitted electronically.
- Prepare and reconcile quarterly and annual federal and state tax reports and other required reports including W-2s, 941's, unemployment reports, etc.
- Reconcile payroll related general ledger accounts on monthly basis.
- Review and reconcile monthly benefits and deductions to billings and process vendor checks for payroll related benefits and deductions.
- Coordinate with Human Resources Director for budget data related to benefits.
- Verify payroll data supplied by other departments.
- Assist with payroll data requests

Human Resources:

- Maintain the payroll and benefits system for all human resources data and reports.
- Adhere to all City policies, procedures, department's policy and procedure, requirements and be able to assist employees and directors with explanations of them.
- Provide benefit information and assistance to all employees.
- Process enrollment forms for all employee benefit plans including insurance, retirement, deferred compensation, etc.
- Monitor and maintain new employee orientation and benefits materials.
- Assists with recruitment and selection processes.
- Develops and processes requisitions for all open positions through NEOGov system.
- Maintains documents and reports on applicant and examination activity.
- Helps prepare and conducts various interviews and gathers application materials for the hiring process.
- Respond to employment verifications and unemployment compensation wage reports.
- Assist with coordination of the City's benefits program; research and evaluate desired programs, benefits, and cost effectiveness.
- Monitor the employee status changes for employees: new hires, wage increases, benefit changes, schedules and seasonal terminations.
- Assist with general inquiries regarding city employment and assist with the processing and maintenance of all confidential materials.
- Assist with updates and maintenance of the human resources webpage and employment information on the City's web site, electronic enrollment system, and the Employee Self Service intranet access.
- Assist with research and preparation for labor negotiations, arbitrations, and other employee related matters.
- Maintains and updates personnel files to ensure data integrity.
- Assemble new hire packets and orientation materials.
- Schedule drug and alcohol testing for DOT program. This also includes pre-employment, random, reasonable suspicion, and follow up testing. Maintain all drug and alcohol testing required files.
- Calculate and work with Human Resources Director in the processing of all severance, vacation, sick, retirement or any agreements that need to be paid to employees.
- Prepare Human Resource related accounts payable and prepare expense invoices.
- Assist City departments, divisions and outside agencies as directed.

OTHER DUTIES:

- Attend meetings and serve on committees as needed.
- Assist with budget preparation including spreadsheets, charts, graphs, and reports.
- Ability to communicate effectively orally and in writing: interact effectively with co-workers and the general public.
- Maintain a high level of confidentiality and comply with all legal requirements of the job.
- Perform other duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Education and Experience:

- Two year associate's degree in Human Resources, Business Administration or related field.
- Two to three years previous human resources, payroll, and benefits experience required.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Human Resources Management.
- Human Resources Generalist certification.
- Public sector Human Resources experience.
- HRIS database experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; working knowledge of modern records management techniques.
- Skill in operation of listed tools and equipment.
- Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to analyze and effectively resolve a variety of personnel management problems.
- Ability to prepare numerical and narrative reports with and without the use of computer applications.
- Working knowledge of state and federal laws and regulations as they apply to City human resources needs.

SPECIAL REQUIREMENTS

A valid state driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; telephone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift/push/pull and/or move items up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

DRAFT



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: October 25, 2022
SUBJECT: Approve Hangar Rental Agreement

Background:

The City has received a new Hangar Rental Agreement from Brian Bristol of Webster, MN. The hangar has become available due to a recently vacated unit. The lease term expires on December 31, 2023.

Recommendation:

Staff recommends that the Council approve the above referenced Hangar Rental Agreement.

Attachments:

1. Hanger 828 Lease Brian Bristol

HANGAR RENTAL AGREEMENT

In consideration of the provisions of this agreement, the City grants to the occupant, and the occupant accepts and takes the right to occupy and use a hangar space located at the Faribault Municipal Airport for aircraft storage. The right to occupy and use hangar space is subject to the terms and conditions of the provisions in this agreement.

This hangar rental agreement is made on: 10-7-2022

by and between the City of Faribault, a municipal corporation (the "City") and the occupant set forth in Section 1 of this agreement (the "Occupant");

SECTION 1 – OCCUPANT

1.1 Occupant Name: BRIAN P. BRISTOL
Occupant Address: 4241 CHESTER CT
WEBSTER, MN 55088

Phone: 952-261-4438
E-Mail (optional) BBRISTOL@NUVERAMAIL.NET
Aircraft Registration No. N1737C

Referred to as the "Occupant" in this document.

- 1.2 Registered Aircraft Owner/Lessee. The occupant must be a registered aircraft owner or lessee. The occupant must provide the City with a copy of aircraft registration and/or aircraft lease. These documents must be on file with the City prior to occupying a hangar. The occupant must inform the City of any changes in their status as to ownership or lease of an aircraft. From time to time, the City may require occupants to provide copies of their most recent aircraft registration.
- 1.3 Grace Period for Providing Registration/Lease Documentation. An existing hangar occupant must retain a valid aircraft registration or lease document to maintain possession of the hangar. There is an automatic sixty-day grace period for existing occupants to provide current aircraft registration or lease documents to the City. The City may, at its option, grant an additional sixty-day grace period to an existing occupant, if an existing occupant makes a written request and the City approves the request.

SECTION 2 – HANGAR

- 2.1 Hangar. This agreement is for Hangar # 828, in Building # 5 as identified on the map maintained by the City of Faribault Public Works Department.
- 2.2 Use of Hangar. The occupant has the right and privilege to use the hangar to store aircraft during the term of this agreement. The occupant's rights and privileges to use the hangar only pertain to aircraft storage and to no other purpose without the prior written consent of the City, except that other items incidental to the use of an aircraft may be stored therein.
- It is the intention that the hangar leased pursuant to this agreement shall not be used for commercial purposes. Storage of an airplane owned by, or used in a business, where such use is incidental to the business, shall not be deemed commercial use of the hangar. The occupant may service and maintain occupant's aircraft, but may not service aircraft owned by others in the rented hangar space.
- 2.3 Hangar Door to be Closed. The occupant is responsible for ensuring the hangar door is closed at all times, except when entering or exiting the hangar. The occupant is responsible for, and holds the City harmless from, any damage or destruction to the door or to the hangar attributable to or caused wholly or partly by the occupant's failure to comply with this provision.
- 2.4 Condition of the Hangar. The occupant accepts the hangar in the condition existing on the date of this agreement. The City has no obligation to make any alteration, addition or improvement to the hangar.
- 2.5 Maintenance of the Hangar. The occupant, at occupant's own expense, must maintain the hangar in a safe, non-hazardous, neat, clean, and sanitary condition. No explosive, flammable or hazardous materials shall be stored in the leased hangar, provided, however, that materials incidental to the use and maintenance of the aircraft stored in the hangar may be kept in the hangar in such amounts as are reasonable for the above described purposes. Storage and use of such materials shall, at all times, comply with all federal, state and local laws, ordinances and regulations. Improper handling or disposal of hazardous materials shall be grounds for termination of this agreement.

The city, or its agent, will provide snow removal services to the area of the leased hangar and taxi-ways as close to the leased hangar entrance as possible, but the occupant will be primarily responsible for removal of snow and ice immediately in front of the leased premises.

The occupant is to report any maintenance concerns to the Airport Manager/FBO. If the manager is not available, occupant is to contact: Public Works Department, City of Faribault, 1200 Belview Trail, Faribault, MN 55021, (507) 333-0361, or to another address or telephone number as may be assigned to the responsible department of the City.

- 2.6 Fixtures; Improvements. The occupant cannot attach or install any fixture in the hangar, nor can the occupant repair, reconstruct, enlarge, add to or alter the hangar or any part of the hangar, without prior written consent of the City. Any fixtures or improvements added will be at the occupant's sole expense.
- 2.7 Ownership. The hangar, and all structural repairs, improvements, alterations, or additions made by the occupant, and any fixtures permanently attached to the hangar during the term of this agreement, become and remain the property of the City.

SECTION 3 – PAYMENTS, OTHER OCCUPANT RESPONSIBILITIES

- 3.1 Term. This agreement takes effect on the date hereof, and expires on December 31, 2022. This agreement will automatically renew on a month by month basis, beginning on the first day of month following the expiration date of this agreement, or on other date as described in this agreement. The agreement automatically renews for an unlimited number of additional one-month terms until the agreement is terminated for any of the reasons described in the termination section of this agreement. An additional monthly fee (as provided for in the City's adopted fee schedule) will be assessed after the expiration of this agreement, and until a new agreement is signed.
- 3.2 Payments. The occupant must pay the amount identified in the City's fee schedule to the City on or before the first day of each month. The City Council reviews, revises and adopts the fee schedule annually. So long as payments are received in a timely manner, this agreement will remain in effect. Payments are to be made at the time and place indicated on the monthly billing. Correspondence can be sent to: Public Works Department, City of Faribault, 208 NW 1st Ave, Faribault, MN 55021, and (507) 333-0361. Occupants are responsible for informing the City of any changes in billing address.
- 3.3 Utilities. No utilities may be connected to a hangar, other than electricity provided by the City, unless prior written consent is received from the City. In the case of additional permitted utilities, the occupant is responsible for promptly paying all charges for using utilities. Utilities include, but are not limited to: water, gas, electricity, telephone, rubbish removal, or any other utility used or consumed in connection with or in the hangar during the term of this agreement. The occupant must be able to, within a reasonable time after a request by the City, provide proof of utility payments to the City.

- 3.4 Taxes. Should a determination be made that the interest of the occupant in this agreement is taxable in any way, and should any tax be levied, the occupant is responsible for promptly paying the tax when due. The occupant must be able to, within a reasonable time after a request by the City, provide proof of tax payments to the City.
- 3.5 Mortgages; Assignment. The occupant cannot mortgage, encumber, assign as security, transfer, assign, or sublet their interest in this agreement, in whole or in part, without receiving prior written consent from the City. Violations of this provision will terminate this agreement.

SECTION 4 – CITY OF FARIBAULT RIGHTS, RESPONSIBILITIES

- 4.1 Inspection. The occupant must allow the City access to the hangar, for the purpose of conducting inspections of the hangar to determine whether the occupant is complying with the provisions of this agreement. The occupant may be a party to the compliance inspection; however, the City is not required to notify the occupant nor make any accommodation to the occupant before conducting compliance inspections.
- 4.2 Maintenance. The occupant must allow the City access to the hangar, for the purpose of conducting maintenance on the hangar. The occupant may be a party to access for maintenance purposes; however, the City is not required to notify the occupant of its intent to conduct maintenance.
- 4.3 Access to Aircraft. The City of Faribault will not operate, move, or otherwise change the position of any aircraft. The Fixed Base Operator, or occupant will be contacted to operate, move, or otherwise change the position of any aircraft, if such action is necessary for inspection or maintenance in a hangar. During periods of maintenance and/or inspection of hangars, should the aircraft need to be tied down on the apron, any fees that are or may be in place will be waived.
- 4.4 Residential Through the Fence Access. The City of Faribault will not permit or enter into any arrangements that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.

SECTION 5 – TERMINATION PROVISIONS

- 5.1 Termination. Either party to this agreement may, at any time and for any reason, terminate this agreement upon thirty days advance written notice to the other party. Billing for final payment will include the last full month (including periods of more than fifteen days).
- 5.2 Default. In the event the occupant defaults in the performance of any provisions of this agreement and the default continues for a period of twenty days after service of written notice of the default by the City on the occupant, the City may repossess the hangar or

any portion of it with or without terminating this agreement. Any such action by the City is done without prejudice to any other remedy for any payments due the City or other breach of agreement provision. In the case of default by the occupant, the City may, at its option, terminate this agreement by giving written notice of the termination. The rights and remedies given to the City are deemed to be cumulative, and the exercise of one cannot be deemed to be an election by the City to exclude the exercise of any other right or remedy at a different time.

- 5.3 Destruction. In the event the hangar is destroyed by any cause, whether natural or man-made, or is rendered unusable for any reason (as determined by the City), this agreement immediately and without further action terminates. In such an event, the occupant is to surrender possession of the hangar to the City. The City is to refund any amounts paid by the occupant as consideration, for the month in which such destruction occurs. The refund is to be equal to the proportion of the number of days in the month following the destruction to the number of days in the month.
- 5.4 Notice of Vacation. Prior to vacating the hangar for any reason, the occupant is to deliver to the City a notice of their intent to vacate the hangar. The occupant understands and agrees that up to five days before vacating the hangar and up to three days after vacating the hangar, the City may conduct vacation inspections to determine whether the occupant has complied with the provisions of this agreement. The occupant may be a party to the vacation inspection; however, the City is not required to make unreasonable accommodations in order to allow the occupant to be present at vacation inspections.
- 5.5 Removal of Items. The occupant cannot, under any circumstances, remove any property belonging to the City, including fixtures attached to and made part of the hangar, from the hangar.
- 5.6 Surrender of Possession. The occupant must peaceably vacate and quietly yield and surrender the hangar upon termination of this agreement. The occupant must surrender the hangar to the City in as good condition and repair as existed the date the occupant began using the hangar, with reasonable wear and tear excepted. Keys issued, as well as any copies that may have been made, must be given to the City upon termination.

SECTION 6 – OTHER PROVISIONS

6.1 Liability provisions; Indemnification; Insurance:

Notwithstanding anything to the contrary in this agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the occupant, occupant's successors or assigns, the occupant's contractor or subcontractors, material suppliers, laborers, or to any other person or persons for any claim, demand, damage, or cause of action of any kind or character arising out of or by reason of the execution of this agreement or the performance of this agreement, nor will the occupant make any claim against the City for or on account of any injury, loss or damage resulting from the occupant's property or use thereof. The occupant, and the occupant's successors or

assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance. Nothing in this agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

The occupant shall obtain and keep current a liability insurance policy in at least the sum of \$1,500,000 (aggregate, \$500,000 each person) coverage. The occupant shall during the term of this agreement adequately insure against any loss or damage to the hangar premise in the amount required by the City in its sole discretion. The occupant's policy shall include the City as an additional insured, shall be in a form acceptable to the City and shall provide insurance with respect to occupant's full indemnification and defense responsibilities contained in this agreement. All required insurance policies shall insure on an occurrence and not a claims-made basis, shall be issued by insurance companies which are reasonably acceptable to the City, and shall not be cancelable, reduced or materially changed unless thirty (30) days prior written notice shall have been given to the City. The occupant shall provide the City with a current certificate of liability insurance consistent with these requirements.

The occupant shall meet, and provide upon request verification of, all licensure requirements of the City of Faribault, State of Minnesota and/or the United States Government to legally comply with this agreement.

- 6.2 Transferring, subletting, selling: The occupant shall not assign, transfer, sublet or sell any interest in this agreement or in the improvements located on the property. Upon termination of this agreement by either party under the provisions of this agreement, the hangar will be made available for rent to interested parties on the waiting list maintained by the Airport Manager. No exceptions to this provision shall be permitted without prior written consent of the City. Failure to obtain prior written consent before assigning, subletting, or selling any interest in this agreement or in the improvements located on this property shall be sufficient grounds for terminating this agreement without obligation of the City to the occupant.
- 6.3 Use of Airport Facilities. The occupant has the privilege of using the public portions of the airport. Use of the airport is under the rules and conditions as now exist or may be enacted in the future by the City, the State of Minnesota, or the United State government. The occupant is subject to customary charges for such use as may be established from time to time by the City.
- 6.4 Compliance with Laws. The occupant agrees to abide by and conform to all laws, rules, and regulations, including future amendments, controlling or affecting the use or occupancy of the hangar.

6.5 Discrimination. The occupant, in the use of the Faribault Municipal Airport or any facilities, including the hangar, at the Airport, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color or national origin or in any manner prohibited by Part 21 of the Regulations of the Office of the United States Secretary of Transportation. The occupant further agrees to comply with any requirement made to enforce such regulation which may demanded of the City by the United States government under authority of said Part 21.

6.6 Civil Rights: Occupant agrees that it will comply with applicable laws, statutes and rules that are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision obligates occupant or its transferee for the period during which federal assistance is extended to the airport, except where federal assistance is to provide, or is in form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods: (1) the period during which the property is used by the sponsor or any transferee for a purpose for which federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (2) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

6.7 General Provisions:

a. Airport Access

Occupant has the privilege of using the public portions of the airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by City, and subject to charges for such use as may be established by City, by ordinance or agreement with occupant.

b. Waiver

The waiver by City or occupant of any breach of any term of this agreement shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this agreement.

c. Headings

The headings in this agreement are for convenience in reference and are not intended to define or limit the scope of any provision of this agreement.

d. Entire Agreement; Amendments

This agreement represents the entire agreement between the parties and supersedes any prior agreements regarding the premises. This agreement may only be amended or modified if done in writing and executed by all parties to this agreement.

e. Severability

If any part of this agreement shall be held invalid, it shall not affect the validity of the remaining parts of this agreement, provided that such invalidity does not materially prejudice either party under the remaining parts of this agreement.

f. Choice of Law and Venue

This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this agreement shall be heard in the state or federal courts of Minnesota, and all parties to this agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

g. Public Data

City shall use reasonable care to treat matters pertaining to occupant in a confidential manner to the extent permitted by law. This agreement, and the information related to it, are subject to the Minnesota Government Data Practices Act, which presumes that data collected by City is public data unless classified otherwise by law.

h. Commitments to Federal and State Agencies

Nothing in this agreement shall be construed to prevent City from making such commitments as it desires to the Federal Government or the State of Minnesota in order to qualify for the expenditure of Federal or State funds on the airport.

i. Successors

This agreement shall extend to bring the legal representatives, successors and assigns of the parties to this agreement.

j. Relationship of Parties

Nothing contained in this agreement shall be deemed to create a partnership, association or joint venture between City and occupant, or to create any other relationship between the parties other than that of landlord and occupant.

k. Multiple Parties

If more than one person or entity is named as the occupant, the obligations of the occupant shall be the joint and several responsibilities of all persons or entities named as occupant.

l. Consent and Approvals

Whenever in this agreement the consent or approval of City is required, such phrase means the formal approval or consent of City through a meeting of the Faribault City Council. When the consent or approval of City's staff is required, such phrase means the consent or approval from the appropriate employee or agent of City.

m. Notice

Any notice required under this agreement shall be in writing and delivered in person or by courier or mailed by certified mail, return receipt requested by United States Mail, postage prepaid addressed as follows:

If to the City: City of Faribault
 Department of Public Works
 208 NW 1st Avenue
 Faribault, MN 55021

If to the occupant: BRIAN P. BRISTOL
 4241 CHESTER CT
 WEBSTER, MN 55088

Notice is deemed given (i) two business days after being deposited in the mail, whether or not the notice is accepted by the named recipient, or (ii) if delivered by any other means, the date such notice is actually received by the named recipient. Either party may change the party's address for notice by providing written notice to the other party.

This agreement takes effect when it has been approved by the City Council of the City of Faribault or City Council's designated officer, is signed by occupant, and is accompanied by payment of one month's charges and other information, as provided in the agreement.

The term of this agreement begins on the date indicated: OCTOBER 07, 2022

CITY OF FARIBAULT:

Dated: _____

By: _____
Kevin F. Voracek
Mayor

Attest: _____
Timothy C. Murray
City Administrator

OCCUPANT:

Dated: OCTOBER 07, 2022

By: Brian P. Briel
Occupant

REGISTRATION NOT TRANSFERABLE

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AIRCRAFT REGISTRATION		This certificate must be in the aircraft when operated.
NATIONALITY AND REGISTRATION MARKS N 1737C	AIRCRAFT SERIAL NO. 30437	
MANUFACTURER AND MANUFACTURER'S DESIGNATION OF AIRCRAFT CESSNA 180		
ICAO Aircraft Address Code: 50223642		
I S U E D T O BRISTOL BRIAN P BRISTOL CHERYL M 4241 CHESTER CT WEBSTER MN 55088-2459		This certificate is issued for registration purposes only and is not a certificate of title. The Federal Aviation Administration does not determine rights of ownership as between private persons.
It is certified that the above described aircraft has been entered on the register of the Federal Aviation Administration, United States of America, in accordance with the Convention on International Civil Aviation dated December 7, 1944, and with Title 49, United States Code, and regulations issued thereunder.		 U.S. Department of Transportation Federal Aviation Administration
DATE OF ISSUE January 24, 2017 EXPIRATION DATE January 31, 2026	Co-owner ACTING ADMINISTRATOR <i>[Signature]</i>	

AC Form 8050-3 (10/2019) Supersedes previous editions

(CUT ON DOTTED LINE)

U.S. Department of Transportation Federal Aviation Administration

Civil Aviation Registry
P.O. Box 25504
Oklahoma City, OK 73125-0504

Official Business
Penalty for Private Use \$300

AC Form 8050-3 (10/2010) Supersedes previous edition

1737C

TO: **BRISTOL BRIAN P**
4241 CHESTER CT
WEBSTER MN 55088-2459

ZIP 73125 \$000.57
02 4M
0000276032 AUG 18 2022



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: John Sherwin, Chief of Police
MEETING DATE: October 25, 2022
SUBJECT: Approve Faribault City Policy and Procedure - Homeless Encampments

Background:

Homeless encampments on city property have caused concern for the health and welfare of camp inhabitants, the environment, and surrounding neighborhoods. In order to ensure individual and property rights of the homeless are upheld, and options for services are provided prior to encampment clean up, the attached policy has been drafted in consultation with the City Attorney.

Recommendation:

Approve the attached policy.

Attachments:

1. City of Faribault Homeless Encampment Policy and Procedure

1. INTRODUCTION AND PURPOSE

This policy establishes a standard procedure for clearing encampments on property being used unlawfully by encampment residents for shelter or temporary residence within the City of Faribault. This policy also outlines the procedures for managing and—when necessary—storing personal property discovered during an encampment closure.

This policy is intended to provide guidance and direction to Faribault governmental officials and employees in evaluating and closing areas of public space being used by people experiencing homelessness for shelter or temporary residence. Nothing in this policy is intended, or should be understood, as the City of Faribault criminalizing or punishing people experiencing homelessness. The City of Faribault recognizes people experiencing homelessness—like everyone—should be treated with dignity and respect.

2. DEFINITIONS

- A. Encampment.** A location where one or more tent, structure, or assembly of camping equipment or personal property has been erected within the City of Faribault, and which appears to a reasonable person as being used for camping or shelter.
- B. Personal property.** An item that can be reasonably recognized as belonging to a person; has apparent use in its present condition and circumstances; and is not hazardous or otherwise a danger to health or safety (for example, a needle-strewn tent), or is not reasonably expected to become a hazard during storage (for example, wet/soiled bedding materials or food capable of spoiling).

Examples of personal property include, but are not limited to, identification, personal papers and documents, tents, bicycles, radios and other electronic equipment, eyeglasses, prescription medications, photographs, jewelry, clothing, crutches, and wheelchairs. Personal property does not include building materials such as wood products, metal, pallets, or rigid plastic.

3. INITIATING AN ENCAMPMENT CLEARING

- A. Criteria to initiate an encampment clearing.** An encampment may be cleared if the encampment is a documented threat to the health, safety, or security of the encampment's residents, or to City residents neighboring the encampment. Documentation may include, but is not limited to, photographs of the encampment, police reports, fire department reports, calls for service, eyewitness statements, or reports from other City officials. Evidence of the condition of the encampment should be collected prior to clearing. Records of encampment conditions should be retained after the clearing is complete.
- B. Factors.** Risk factors will be considered in determining the urgency of encampment removal, including but not limited to:
- i.** Presence of especially vulnerable people within the encampment (children, youth, women seniors, people with disabilities, people with addiction).
 - ii.** Dangers posed by physical location (proximity to traffic, unsafe structures).
 - iii.** Environmental hazards (fires, used needles, dangerous weather, and other natural hazards).
 - iv.** Health hazards (disease, infestations).
 - v.** Extreme weather (precipitation, very high and low temperatures).

Faribault City Policy and Procedure – Homeless Encampments

- vi. Reports of violence, drug or sex trafficking and other criminal behavior.
- vii. Size and duration, including build-up of trash and waste.
- viii. Fire/asphyxiation risks (including flammable shelter materials, evidence of prior uncontrolled fires, layering of tents, generator use, dangerous heating agents near/within flammable materials).
- ix. Difficulty for first responders to reach the encampment in case of emergency or in a location that may create a notification delay

C. Approval for encampment clearing. The decision to initiate an encampment closure will be made by the Faribault Chief of Police. The Chief will consult with the Faribault Police Department; Faribault Fire Department; the Faribault City Attorney; and any other relevant department, governmental agency, or community partners before initiating an encampment cleanup.

D. No criminal penalties. If the city is unable to identify and document available alternative housing for the encampment residents, prior to the clearing of the encampment, then no criminal penalties shall be imposed on the encampment's residents.

E. Outreach to residents. Faribault officers will work with Rice County Community Based Coordinators to offer services, referrals, and alternative housing or shelter assistance to encampment residents prior to initiating an encampment clearing action.

4. NOTICE OF ENCAMPMENT SITE CLEARING

A. Timing of notice. Ideally 5 days, but no fewer than 72 hours before an encampment clearing, the City shall post conspicuous notices/signs (the "Clearing Notice") throughout the immediate area of an encampment site, which shall be visible to residents of the encampment site.

B. Contents of notice. The Clearing Notice shall contain the following information:

- i. The day the notice was posted.
- ii. The future date and time the encampment clearing is scheduled for.
- iii. An advisement that all residents of the encampment site should gather their personal property and leave the encampment site by the time of the scheduled encampment clearing.

C. Exceptions to Notice Requirement. The minimum 72-hour notice is not required if Faribault Police are currently performing law enforcement activities in response to credible information regarding a threat of imminent harm and complying with the minimum 72-hour notice requirement would undermine those ongoing police activities or in the event of an emergency when there is an immediate danger to human life or safety.

5. ENCAMPMENT CLEARING

A. Police Presence. The Faribault Police Department will be present at every encampment closure to ensure the safety of the occupants as well as city staff. If an officer cannot be present, the encampment closure will pause until an officer is available.

B. Personal property. Personal property shall be stored as provided for in Section 6 and may be recovered as provided for in Section 8.

Faribault City Policy and Procedure – Homeless Encampments

- C. **Disposal of non-personal property.** The City may remove and dispose of any non-personal property that is hazardous or otherwise a danger to health or safety or is reasonably expected to become a hazard during storage including, but not limited to garbage, debris, waste, a needle-strewn tent, wet bedding materials, perishable foods, or food contaminated property.
- D. **Determining personal property.** City staff member assisting in the encampment clearing will determine if an item is personal property based on the totality of circumstances. In cases when the status of an item cannot reasonably be determined in the staff member's judgment based on the totality of the circumstances, the staff member will treat the item as personal property.

6. PERSONAL PROPERTY STORAGE

- A. **Storing personal property.** The City shall store all safely storable personal property encountered when clearing an encampment.
- B. **Itemized-property procedure.** Personal property removed from a camp must be listed on an itemized inventory.
- C. **Storage location.** Personal property shall be stored at a location commonly used by the City for storing property.
- D. **Personal property deemed abandoned.** Any personal property that is collected and stored by the City, and which is not reclaimed by its owner within 60 days of its associated encampment clearing, shall be considered abandoned by the City per City policy.

7. POST ENCAMPMENT-CLEARING

- A. **Contents of notice.** After an encampment has been cleared where personal property has been stored, the City shall prominently post a notice/sign (the "Post Clearing Notice") at the encampment site. The Post Clearing Notice shall contain:
 - i. The date the encampment was cleared.
 - ii. The general location where any personal property was taken and is now being stored.
 - iii. How any personal property being stored by the City may be reclaimed by its owner.
 - iv. An advisement that personal property will be stored for 60 days following the encampment cleanup.
- B. **Timing.** The Post Clearing Notice shall not be removed by the City for a minimum of 10 days.

8. RECLAIMING PERSONAL PROPERTY

- A. A property owner claiming their personal property was removed from an encampment may contact the Faribault Police Department. The department will coordinate the recovery of personal property.
- B. The property owner shall identify themselves and describe the personal property with particularity. No proof of identification is required for an owner to recover the property. The City shall maintain a log of personal property that indicates who received the recovered property.

Faribault City Policy and Procedure – Homeless Encampments

- C.** Storage and recovery of personal property shall be at no cost to the individual that owns the property within the City of Faribault.

9. PROVIDING ALTERNATIVE SHELTER

- A.** As mentioned in section 3(E) of this policy, the City and any outreach partners, to the best of their abilities, will assist encampment residents in identifying available resources for alternative housing or other shelter.
- B.** While the City and any outreach partners will attempt to identify all alternative housing options, the City is not required to provide supplemental alternatives to individuals who have been previously or are currently excluded from available alternatives because of the individual's past behavior at these locations.



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: John Sherwin, Chief of Police
MEETING DATE: October 25, 2022
SUBJECT: Approve Police Department Policy 326 - Homeless Persons

Background:

Officers of the Faribault Police Department have daily contact with Faribault residents experiencing homelessness. In recognition that homelessness is not a crime, and members of the homeless community are often in need of special protection and services, the attached policy has been developed. The policy designates representatives of the police department as "Homeless Liaisons", and provides guidance for partnering with social services and local organizations serving the homeless community.

Recommendation:

Approve the attached policy.

Attachments:

1. 326 - Homeless Persons

Faribault Police Department

Policy #326	Subject: Homeless Persons
Issued by: Chief John Sherwin	
Personnel: All Personnel	Date Issued: October 13, 2022

Purpose

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Faribault Police Department recognizes that members of the homeless community are often in need of special protection and services. The Faribault Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy when serving the homeless community.

Policy

It is the policy of the Faribault Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

Homeless Community Liaison

The Chief of Police has designated representatives from the Patrol Division to act as Homeless Liaisons. The responsibilities of members acting as Homeless Liaisons include the following:

- (a) Meet with social services and representatives of other organizations that render assistance to the homeless.
- (b) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
 - 1. Proper posting of notices of trespass and clean-up operations.
 - 2. Proper retention of property after clean up, to include procedures for owners to reclaim their property in accordance with statute and department property/evidence procedures.
- (c) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (d) Assess training to assist officers in understanding current legal and social issues relating to the homeless.

Field Contacts

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However,

when encountering a homeless person who has committed a non-violent misdemeanor and on-going criminal conduct is unlikely, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

Personal Property

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the designated Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer. Any clean up must be conducted in accordance with City of Faribault policy and procedure.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint.

Special Consideration

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Factors to consider include documenting alternative contact information, arranging transportation, and ensuring access to resources within the criminal justice system.

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a 72-hour emergency medical hold unless facts and circumstances warrant such a detention.

Ecological and Health Issues

At times, homeless encampments can affect the ecology and natural resources of the community and the health of individuals residing within encampments. Issues within encampments may involve criminal offenses beyond public nuisance violations. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment or health is likely to occur. Significant impacts to the environment and health may warrant a crime report, investigation, supporting photographs and Homeless Liaison Officer/Supervisor notification.



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: October 25, 2022
SUBJECT: Resolution 2022-225 Approve Hiring Library Receptionist

Background:

Due to a resignation, there is a need to fill a Library Receptionist position for the City of Faribault. The position was posted from September 26, 2022 to October 14, 2022.

The City received and reviewed twenty-two applications. All applicants were interviewed. The interview panel consisted of Deni Buendorf, Librarian, Allyn McColley, Librarian, and Delane James, Library Director. From those interviews, the panel selected Austin Krippner as the recommendation for hire.

Resolution 2022-225, recommends hiring Austin Krippner as the new Library Receptionist. The Library Receptionist position is a part-time, union position within the Local 70 CBA, 2022-2024, and Austin would be hired at Grade "B" Step 1.

Recommendation:

Approve Resolution 2022-225, approving the hiring of Austin Krippner as Library Receptionist

Attachments:

1. Resolution 2022-225 Approve Hiring Library Receptionist

CITY OF FARIBAULT

RESOLUTION #2022-225

APPROVE HIRING LIBRARY RECEPTIONIST

WHEREAS, the City of Faribault (the "City") presently has a vacant Library Receptionist position that needs to be filled by a qualified candidate; and

WHEREAS, the City has advertised and interviewed for the Library Receptionist position with the City; and

WHEREAS, the City Council desires to fill the vacant Library Receptionist position.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Austin Krippner shall be extended an offer of employment to fill the vacant Library Receptionist position.

Date Adopted: October 25, 2022

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: October 25, 2022
SUBJECT: Ordinance 2022-33 Amending Chapter 2, Sec. 2-4 of the City Code of Ordinances regarding City Departments and Departmental Administrators

Background:

The Building Codes Division was part of the Fire and Code Services Department from the early 1990s until 2012, at which time it was transferred to the Community Development Department (now the Community and Economic Development (CED) Department.) With the resignation of the CED Department Director earlier this month, the organizational structure and operations were reviewed to determine if any changes should be considered. Based upon this review, I am recommending that the Building Codes Division be moved back within the Fire Department (to be renamed the Fire and Code Services Department).

This recommendation was reviewed at the October 18, 2022 Council Work Session, and the City Council was supportive of this organizational change. Section 2-4 of the City Code of Ordinances outlines the various departments of the City, and the functions contained under each. The attached ordinance moves the Building Codes Division operations from the CED Department to the Fire and Code Services Department. The organizational change will take effect on November 14, 2022.

Recommendation:

Approve Ordinance 2022-33 on First Reading

Attachments:

1. Ordinance 2022-33 Amending Sec2-4 City Depts and Dept Admins

**CITY OF FARIBAULT
ORDINANCE No. 2022-33**

**AMENDING CHAPTER 2, SEC. 2-4 OF THE CITY CODE OF ORDINANCES
REGARDING CITY DEPARTMENTS AND DEPARTMENTAL ADMINISTRATORS**

THE CITY OF FARIBAULT ORDAINS: The City Code of Ordinances shall be amended as follows:

Section 1. Chapter 2, Section 2-4 of the Code of Ordinances of the City of Faribault is hereby amended by deleting the ~~stricken~~ language and adding the underlined language as follows:

- **Sec. 2-4. City departments established; titles of departmental administrators; functions; other officers and employees; authority of city administrator to create divisions.**

- (a) The departments of the city, and the titles of their respective departmental administrators, are as follows:

Departments	Departmental administrators
Police	Chief of Police
Fire <u>and Code Services</u>	<u>Director (Fire Chief)</u>
Public Works	Director
Community and Economic Development	Director
Finance	Director
Engineering Services	Director (City Engineer)
Parks and Recreation	Director
Library Services	Director

- (b) The functions of the city departments established in subsection (a) of this section shall be as follows:

- (1) *Line service departments:* Defined as those departments organized to provide basic municipal services to the general public:

a. *Police department:*

1. Provides for police-related services, including: police patrol, criminal investigation, juvenile law enforcement programs, crime prevention programs, law enforcement records and communications and general enforcement of parking, traffic, criminal statutes and city ordinances.

b. *Fire and code services department:*

1. Provides for fire- and code-enforcement-related services, including: fire suppression, emergency medical response, fire prevention, and emergency and disaster management.
2. Provides for the administration of the building codes division including: building and property maintenance code programs, electrical inspection program, manufactured home point of sale inspection program, and rental registration program. The division is responsible for the enforcement of the Minnesota State Building Code and the Minnesota Electrical Code in the city. Programs are focused on building safety at all stages of construction and use.

c. *Public works department:*

1. Provides for street-maintenance-related services, including: repairs, street cleaning and sanitation, storm sewer maintenance and snow removal.
2. Provides for water, wastewater-treatment related services, and surface water including: maintenance and operation of the water distribution system, wastewater treatment plant, sludge disposal program, sewer collection system, and stormwater system.
3. Operation and maintenance of the airport.
4. Management of the vehicle fleet maintenance activities and planning.

d. *Community and economic development department:*

1. Provides for housing-related services, including: management of rental-assistance programs, management of elderly housing and family housing programs.
2. Provides for grant administration and related services, including: administration of commercial revitalization, historic preservation, housing rehabilitation, economic development and other human service or community improvement programs.
3. Provides for all functions related to the city's land use planning program including: long range and current planning; annexation; subdivision and development of land; environmental review; zoning; and administration of the unified development ordinance through the division of planning and zoning.
- ~~4. Provides for the administration of the building code division including: building and property maintenance code programs, electrical inspection program, manufactured home point of sale inspection program, and rental registration program. The division is responsible for the enforcement of the Minnesota State Building Code and the Minnesota Electrical Code in the city. Programs are focused on building safety at all stages of construction and use.~~

e. *Parks and recreation department:*

1. Provides for recreation services, parks and facilities maintenance, including: programming, scheduling and repair to the city parks and recreation facilities.

f. *Library services:*

1. Provides for library-related services, including: adult programming, children programming and reference/interlibrary loan activities.

(2) *Staff service departments:* Defined as departments organized to provide for the internal support necessary for the basic operation of city organization and the function of other city departments:

a. *Department of finance:*

1. Provides for financial-related services, including: accounting, treasury management, data processing and risk management, and financial planning and budgeting.

b. *Department of engineering services:*

1. Provides for civil-engineering-related services, including: design engineering and project management for the construction of public improvements.
2. Provides for the project-inspection-related services, including: field inspection of the construction of public improvements and maintenance of public works records for public facilities and infrastructure.
3. Long range transportation planning in conjunction with the community and economic development department.

- (c) There shall be such other officers and employees subordinate to the city administrator and the departmental administrators as designated by the city administrator.

- (d) The city administrator shall have the authority to divide the departments referred to in subsection (b) of this section into such administrative divisions as the city administrator shall deem appropriate or advisable, except as may be otherwise provided by ordinance.
- (e) The city administrator shall designate and assign appropriate city employees or city departments to serve as support for various boards, commissions, and committees which are established from time to time by the city council.
- (f) The supervision responsibilities of consultant services, contract employees or legal services shall be designated by the city administrator.

Section 2. This ordinance amendment shall take effect and be in force after its passage and publication in accordance with Section 3.05 of the City Charter.

First Reading: October 25, 2022

Second Reading:

Publication Date:

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT
MAJOR FUND FINANCIAL SUMMARY REPORT
9 MONTHS ENDING September 30, 2022
75.00%



GENERAL FUND

	Actual	Annual Budget	Actual to Date	YTD %
	FY 2021	FY 2022	FY 2022	Collected
Revenues				
Taxes	\$ 8,939,162	\$ 9,143,005	\$ 4,907,058	53.67%
Permit & Licenses	489,278	478,700	413,676	86.42%
Intergovernmental Revenue	8,498,397	7,201,403	5,375,487	74.64%
Charges for Services	1,174,927	1,404,234	749,797	53.40%
Fines & Forfeits	152,720	141,000	87,573	62.11%
Miscellaneous Revenue	89,673	167,320	(354,307)	-211.75%
Total	\$ 19,344,157	\$ 18,535,662	\$ 11,179,284	60.31%
Expenditures				
Council	\$ 644,599	\$ 448,946	\$ 351,595	78.32%
City Administration	281,772	299,358	211,202	70.55%
Elections	1,620	27,003	22,167	82.09%
Finance Administration	483,072	441,159	321,767	72.94%
Information Services	219,467	224,764	149,786	66.64%
Legal Services	231,411	282,650	200,565	70.96%
Personnel Administration	257,573	302,489	228,855	75.66%
Planning & Zoning	407,174	451,266	313,686	69.51%
City Hall Maintenance	182,791	199,412	135,323	67.86%
Police Administration	1,061,121	1,038,141	822,200	79.20%
Criminal Investigation	995,407	1,075,770	736,909	68.50%
Uniform Patrol	3,260,829	3,365,400	2,303,494	68.45%
Police Records	463,241	387,765	260,753	67.25%
Fire Administration	269,029	281,313	204,246	72.60%
Fire Suppression	1,370,315	1,447,113	999,586	69.07%
Code Enforcement -Inspection	510,522	550,579	342,192	62.15%
Emergency Management	3,537	6,500	4,744	72.98%
Community Services	249,595	289,116	174,066	60.21%
Public Works Administration	105,765	116,525	75,978	65.20%
Street Maintenance Projects	1,402,794	1,485,405	1,108,710	74.64%
Ice & Snow Removal	118,371	125,000	104,968	83.97%
Equipment Maintenance	294,804	296,069	241,947	81.72%
Street Lighting	251,087	290,500	185,729	63.93%
Traffic Signs & Signals	38,880	48,947	35,761	73.06%
Engineering	556,596	627,840	416,329	66.31%
Community Center Administration	660,334	681,588	471,393	69.16%
Community Center Building	492,656	561,988	406,669	72.36%
Aquatic Center	312,744	346,565	342,630	98.86%
Washington Center	47,100	65,438	48,955	74.81%
Soccer Complex	38,298	36,557	23,851	65.24%
Adult Programs	135,362	155,158	103,364	66.62%
Youth Programs	129,655	144,020	107,368	74.55%
Parks	1,078,050	1,128,480	794,127	70.37%
Library	1,135,629	1,217,621	832,327	68.36%
Miscellaneous Unallocated	395,427	89,674	46,969	52.38%
Mass Transit	-	19,600	-	0.00%
Total	\$ 18,086,625	\$ 18,555,719	\$ 13,130,212	70.76%
	1,257,532	(20,057)	(1,950,928)	
* transfer to capital funds	(1,715,848)			
YTD Fund Balance Increase (Decrease)	(458,316)			

WATER FUND

	Actual FY 2021	Annual Budget FY 2022	Actual to Date FY 2022	YTD % Collected
Revenues				
Charges for Services	\$ 3,722,553	\$ 3,902,687	\$ 3,099,783	79.43%
Miscellaneous Revenue	79,903	125,700	(193,260)	-153.75%
Other Sources	2,125	-	703,839	
Total	\$ 3,804,580	\$ 4,028,387	\$ 3,610,363	89.62%
Expenses				
Personnel Services	\$ 509,785	\$ 574,003	\$ 393,769	68.60%
Supplies	333,437	348,300	312,874	89.83%
Other Services & Charges	814,069	692,374	540,750	78.10%
Capital Outlay	-	1,978,312	1,590,895	80.42%
Debt Service	82,509	563,383	87,215	15.48%
Other Uses	678,499	90,000	67,500	75.00%
Total	\$ 2,418,299	\$ 4,246,372	\$ 2,993,002	70.48%
YTD Fund Balance Increase (Decrease)	1,386,281	(217,985)	617,361	
Depreciation	(676,870)	(1,100,000)	(825,000)	
YTD Fund Balance Increase (Decrease) with depreciation	709,408		(207,639)	

SEWER FUND

	Actual FY 2021	Annual Budget FY 2022	Actual to Date FY 2022	YTD % Collected
Revenues				
Charges for Services	\$ 6,295,466	\$ 5,385,000	\$ 4,974,112	92.37%
Fines & Forfeits	\$ 13,698	-	\$ 15,540	0%
Miscellaneous Revenue	57,954	205,000	(638,736)	-311.58%
Other Sources	1,723,878	-	-	0.00%
Total	\$ 8,090,996	\$ 5,590,000	\$ 4,350,916	77.83%
Expenses				
Sewer Collection				
Personnel Services	\$ 373,762	\$ 525,552	\$ 363,719	69.21%
Supplies	61,964	96,737	49,083	50.74%
Other Services & Charges	776,254	303,643	125,809	41.43%
Capital Outlay	-	1,085,385	127,326	11.73%
Other Uses	105,000	55,838	78,750	141.03%
Water Reclamation Plant				
Personnel Services	954,701	951,546	699,004	73.46%
Supplies	393,159	377,050	250,773	66.51%
Other Services & Charges	484,827	1,034,643	677,536	65.48%
Capital Outlay	-	272,899	141,444	51.83%
Debt Service	292,622	1,497,156	273,156	18.24%
Other Uses	105,000	105,000	78,750	75.00%
Total	\$ 3,547,290	\$ 6,305,449	\$ 2,865,350	45.44%
YTD Fund Balance Increase (Decrease)	4,543,706	(715,449)	1,485,566	
Depreciation	(1,697,010)	(1,905,000)	(1,428,750)	
YTD Fund Balance Increase (Decrease) with depreciation	2,846,698		56,816	

STORM WATER FUND

	Actual FY 2021	Annual Budget FY 2022	Actual to Date FY 2022	YTD % Collected
Revenues				
Charges for Services	\$ 1,138,076	\$ 1,282,004	\$ 1,050,383	81.93%
Miscellaneous Revenue	147,012	192,000	(210,218)	-109.49%
Intergovernmental	-	150,000	-	
Total	\$ 1,285,087	\$ 1,624,004	\$ 840,166	51.73%
Expenses				
Personnel Services	\$ 229,630	\$ 247,653	\$ 163,533	66.03%
Supplies	29,584	38,650	21,102	54.60%
Other Services & Charges	205,430	172,282	134,040	77.80%
Capital Outlay	-	1,795,000	3,264	0.18%
Other Uses	35,025	-	-	
Total	\$ 499,669	\$ 2,253,585	\$ 321,939	14.29%
YTD Fund Balance Increase (Decrease)	785,419	(629,581)	518,227	
Depreciation	(321,725)	(400,000)	(300,000)	
YTD Fund Balance Increase (Decrease) with depreciation	463,694		218,227	

CITY OF FARIBAULT
MAJOR FUND FINANCIAL SUMMARY REPORT
9 MONTHS ENDING September 30, 2022
75.00%



CASH AND INVESTMENTS					
101	General Fund	8,865,752		Average interest Rate	
	Fire Insurance Escrow	40,450	Wells Fargo	229,740	0.40%
210	Charitable Gambling Board	46,249	4M Fund	401,481	2.24%
211	City Rental Property Mgmt	89,549	State Bank of Faribault	3,375,370	2.26%
215	Public Safety Programs	42,712	Citizens Community Federal	4,526,854	2.40%
217	Library Estate Donation	2,944,961	RBC	34,565,883	1.76%
225	Airport	565,704	Oppenheimer	6,404,632	1.65%
240	Community Development	218,705		<u>\$ 49,503,960</u>	
241	Public Housing	182,024			
	Security Deposits Escrow	16,796			
243	Industrial Development Loan	256,721			
244	Rental Housing Rehabilitation	191,529	Petty cash (on hand)	1,202	
247	SCDP Revolving Loans	343,340	Escrow Accounts	73,465	2.41%
248	Federal MIF Loans	634,734		<u>\$ 74,667</u>	
249	Minnesota Investment Fund	14,263			
254	CRV Rehabilitation Program	57,923			
263-272	TIF Districts	143,498			
280	Faribault HRA	1,152,326			
290	Economic Development Authority	1,426,974	TOTAL CASH	<u>\$ 49,578,628</u>	
292	EDA Revolving Fund	398,247			
344-349	Debt Service Funds	2,533,286			
360	Equipment Certificates	239,424			
401	Street Improvement Projects	3,556,220			
404	Park Land Dedication	828,917			
431	Capital Replacement Fund	1,730,960			
437	Public Facility Projects	(409,989)			
469	2018 Construction Projects	766,333			
472	30th St NW & TH3	(141,602)			
473	2020 Construction Projects	(426,904)			
475	I-35/CSAH 9 Interchange	(2,148)			
476	2022 Construction Projects	(1,183,453)			
477	2023 Construction Projects	(460)			
478	2024 Construction Projects	(6,231)			
601	Water Fund	7,411,678			
602	Sewer Fund	11,835,879			
603	Storm Water Fund	3,653,815			
704	Worker's Compensation	287,917			
705	Property Liability Reserve	138,155			
873	Roberds Lake Sewer District	10,947			
897	Elderly Housing Corporation	468,084			
898	Robinwood Manor	639,124			
	Escrow Account	16,219			
	Total	<u>\$ 49,578,628</u>			