



**City Council Work Session
Tuesday, December 7, 2021 at 6:00 PM
Public Meeting Room**

AGENDA

1. Call to Order/Roll Call

2. Items for Discussion

- A. Crandall Bequest Discussion
- B. Request from Kwik Trip to Purchase Drainage & Utility Easement From City at 107 20th Street NW
- C. 2022 Snow & Ice Control Guidelines Review
- D. Cellular Tower Lease Options
- E. Hometown Hero's Banners
- F. Review Proposed Precinct Boundary Revisions

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Delane James, Library and Communications Director
MEETING DATE: December 7, 2021
SUBJECT: Crandall Bequest Discussion

Discussion:

Since receiving the bequest from the Robert L. Crandall Estate, Library Director Delane James has consulted with several area library professionals with experience in managing large monetary gifts, library endowments and foundations. Also, Finance Director Jeanne Day has been working with the auditors on the safe keeping of the Crandall gift.

In order to ensure the best use of these funds, the Library Advisory Board, staff and the City Council will need ample time to plan for the best use of these funds in the near future and in years to come. The auditors recommended initially placing the Crandall Bequest funds into a Special Revenue fund. The Special Revenue Fund will allow for the safe keeping and the investment of the bequest funds during the planning process.

Attached is a tentative planning timeline which will allow 18 months to create an Investment and Spending policy, develop plans for the first project and establish a Permanent Fund for the bequest. Also attached is a draft resolution that has been reviewed by the auditing team for the formation of a Special Revenue Fund.

Staff are asking for feedback, discussion and guidance as we begin the planning process for the best use of the funds from the Robert L. Crandall estate.

Attachments:

1. Tentative Planning Timeline for Crandall Bequest
2. Draft Resolution - Library Special Revenue Fund

Tentative Planning Timeline for the Safe Keeping, Investing and Usage of the Crandall Bequest

December 2021	The City Council adopts a resolution to create a restricted Special Revenue Fund that will hold and invest the Crandall Bequest during an 18-month planning process.
January – June 2022	Staff and the Library Advisory Board, with assistance from the City Attorney, will work on developing an Investment and Spending policy for the bequest. The Board and staff will also begin to brainstorm ideas for projects.
June 2022	Staff and the Library Advisory Board will share a first draft of the Investment and Spending policy as well as the top project ideas during a work session for Council feedback.
July – December 2022	The Library Advisory Board and Staff will refine the Investment and Spending policy and further develop the top project idea.
December 2022	Staff and the Library Advisory Board will present a refined draft of the Investment and Spending policy and preliminary project proposal to Council at a work session for review and feedback.
January 2023	Staff will begin working with consultants, vendors and architects as needed to create initial plans for the first project.
May 2023	City Council will review project plans and approve going out for bid.
June 2023	City Council will award the project contract. Construction and implementation of the project will begin. The final draft of the Investment and Spending policy will be adopted and City Council will establish a Permanent Fund for the Crandall Bequest.

CITY OF FARIBAULT

RESOLUTION 2021-XXX

FORMATION OF THE FARIBAULT LIBRARY SPECIAL REVENUE FUND

WHEREAS, the City of Faribault received a donation from the Estate of Robert L. Crandall for the benefit of Buckham Memorial Library and the use of those funds are undesignated; and

WHEREAS, these funds were excepted via Resolution 2021-218 on October 12, 2021; and

WHEREAS, the Faribault City Council, the Library Advisory Board, and Staff will work together to ensure that these gift funds are used to make a positive and lasting impact for the citizens of Faribault; and

WHEREAS, a portion of these funds will be restricted to the extent that only earnings, and not principal, may be used for purposes that support the Buckham Memorial Library and the citizens of Faribault; and

WHEREAS, the City will establish a Special Revenue fund for reporting and safe keeping and this fund will not be part of the City of Faribault's pooled cash; and

WHEREAS, the Special Revenue fund will have designated investments specific to the funds available cash balances, investments of this fund will not be included in the City's pooled cash; and

WHEREAS, the Special Revenue fund will be 100% restricted for the next 18 months and new action will be taken thereafter.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorize the establishment of the account for which the funds are held and make investments accordingly.

Date Adopted:

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

DRAFT



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Mark DuChene, City Engineer
MEETING DATE: December 7, 2021
SUBJECT: Request from Kwik Trip to Purchase Drainage & Utility Easement From City at 107 20th Street NW

Discussion:

Kwik Trip is planning to construct a new convenience store at 1955 2nd Avenue NW. As part of their site development process and due to some site specific constraints, Kwik Trip is requesting to purchase a drainage and utility easement from the City of Faribault for their stormwater management facilities to be constructed on City-owned land at 107 20th Street NW which is immediately adjacent to the proposed Kwik Trip site. Kwik Trip has offered the City \$30,000 for the easement area (26,790 s.f.), which equates to an easement purchase price of approximately \$1.11/s.f. The easement area is currently vacant land and the City has no current plans or needs for it and the proposed easement location would still allow a 10-ft multi-use trail to be constructed from Two Rivers Park to 20th Street NW as shown on the City's draft comprehensive sidewalks and trails plan. If approved, Kwik Trip would be 100% responsible for the construction and long-term operations and maintenance of the proposed stormwater management facilities.

Staff is looking for feedback from the Council on whether the Council is interested in selling Kwik Trip the requested easement area. If Council is supportive, a formal easement document will be prepared and brought back for formal Council action at a later date.

Attachments:

1. KT Easement Map

Drainage Easement Sketch For: KWIK TRIP

PROPOSED DRAINAGE EASEMENT DESCRIPTION

A drainage easement over, under and across that part of the Northwest Quarter of the Northeast Quarter of Section 30, Township 110, Range 20, Rice County, Minnesota, described as commencing at the northwest corner of said Northeast Quarter; thence on an assumed bearing of South 89 degrees 52 minutes 06 seconds East along the north line of said Northeast Quarter 392.02 feet to a point on the easterly right of way line of the abandoned Chicago and Northwestern Transportation Co.; thence South 00 degrees 37 minutes 07 seconds West along said easterly right of way line 179.06 feet; thence southerly 317.02 feet along said easterly right of way line, being a tangential curve concave to the east, having a radius of 1398.07 feet and a central angle of 12 degrees 59 minutes 31 seconds to the point of beginning of the easement to be described; thence continuing southerly along said 1398.07 foot radius curve 139.80 feet, central angle of 5 degrees 43 minutes 46 seconds; thence South 89 degrees 52 minutes 04 seconds East 14.98 feet; thence South 00 degrees 07 minutes 56 seconds West 29.75 feet; thence North 89 degrees 52 minutes 04 seconds West 22.65 feet; thence North 51 degrees 42 minutes 00 seconds West 35.25 feet; thence North 89 degrees 23 minutes 11 seconds West 138.56 feet to the east line of Block 1, FWF ADDITION, according to the recorded plat thereof, Rice County, Minnesota; thence North 00 degrees 37 minutes 09 seconds East along said east line of Block 1 a distance of 198.67 feet; thence South 66 degrees 58 minutes 08 seconds East 146.79 feet to the point of beginning.

I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 26th day of October, 2021

SUNDE LAND SURVEYING, LLC.

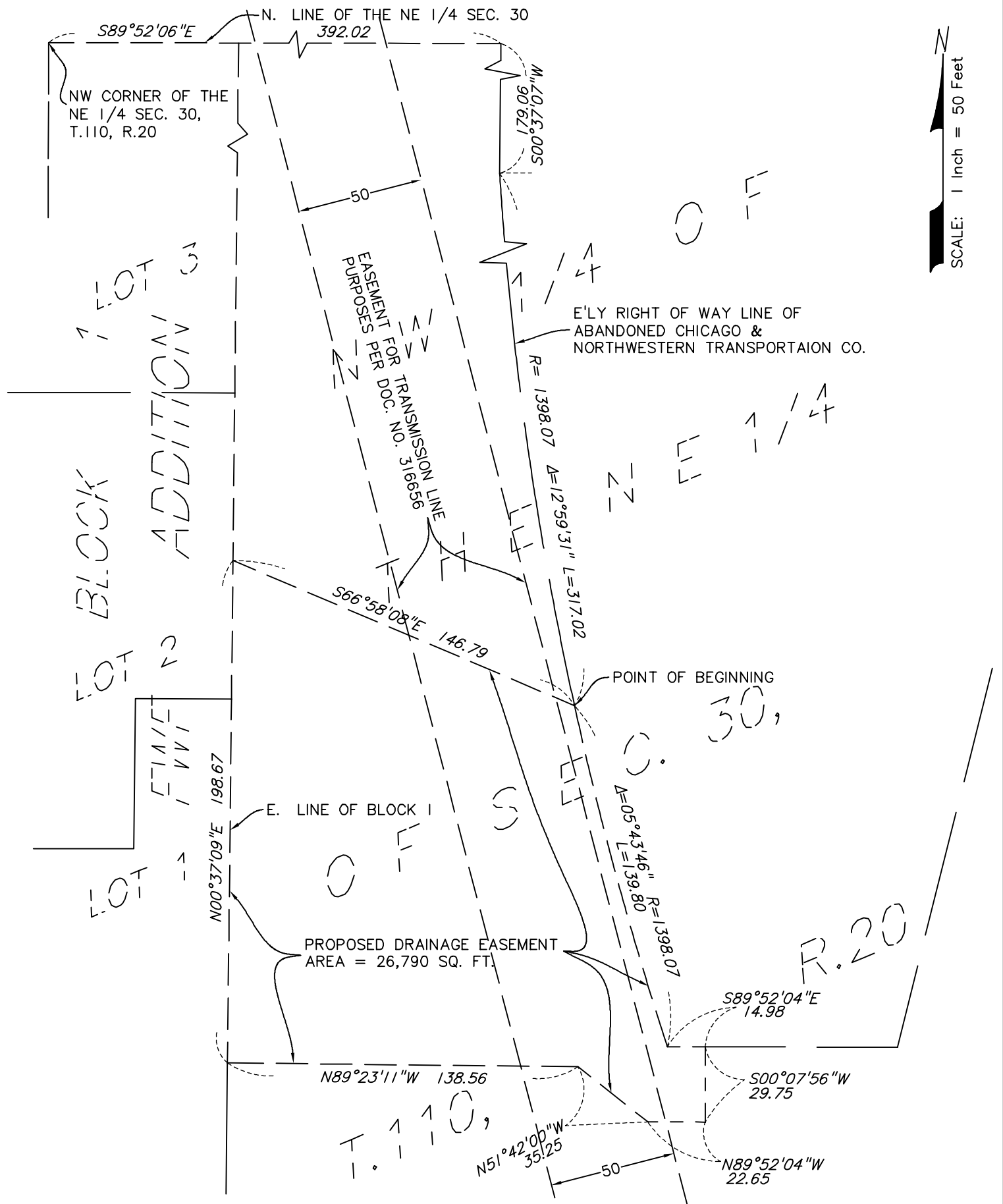
By: *Arlee J. Carlson*
Arlee J. Carlson, P.L.S. Minn. Lic. No. 44900

SHEET 1 OF 2

2019-029-B T.110, R.20, S.30
2019029B-ESMT.dwg NDN



9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)
www.sunde.com

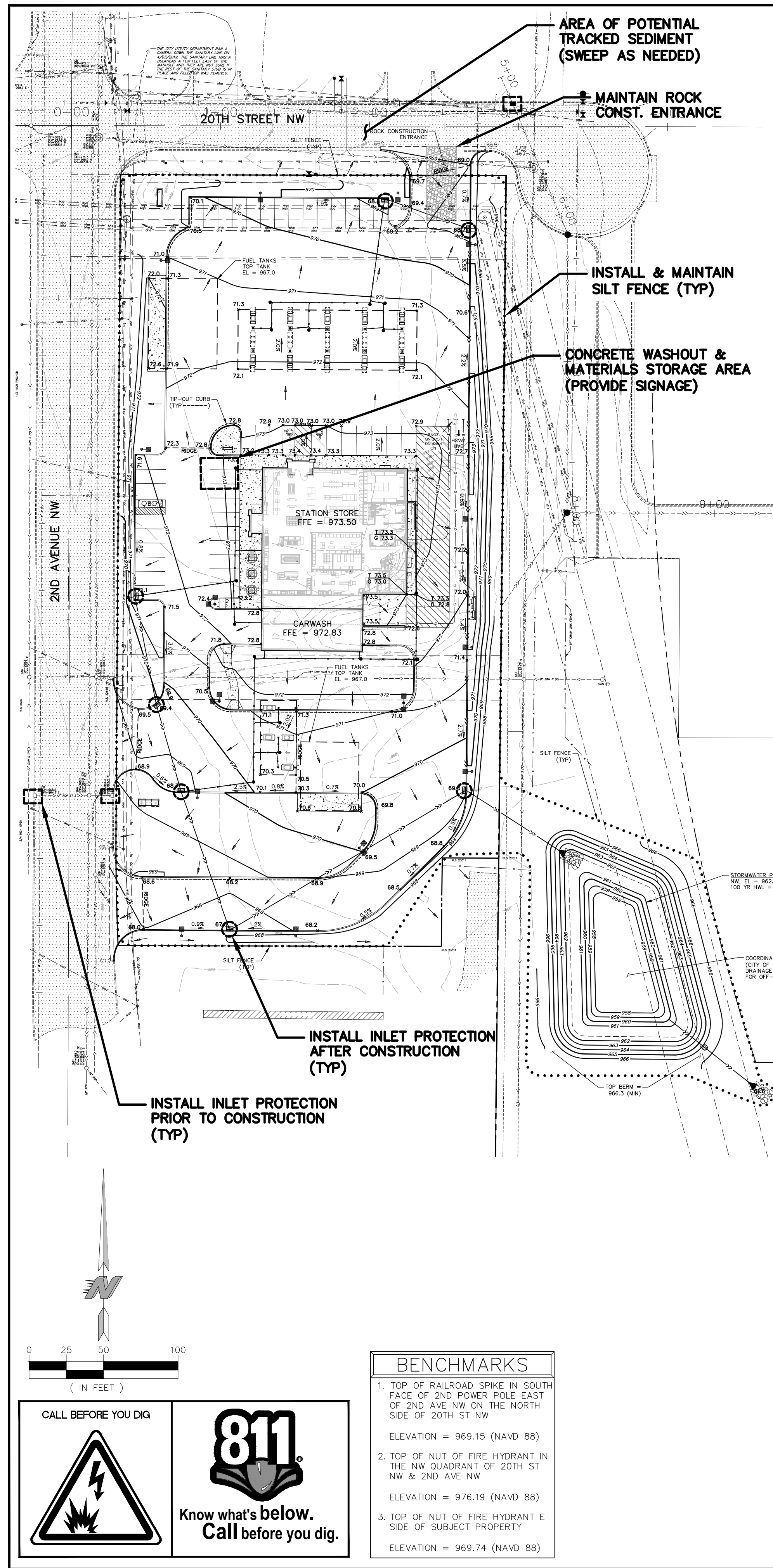


SHEET 2 OF 2

2019-029-B T.110, R.20, S.30
2019029B-ESMT.dwg NDN

SUNDE
LAND SURVEYING

9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)
www.sunde.com



GENERAL INFORMATION

MINNESOTA'S CONSTRUCTION STORMWATER PERMIT IS AN EXTENSION OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM STORMWATER PROGRAM, WHICH IS PART OF THE FEDERAL CLEAN WATER ACT. REGULATED PARTIES MUST DEVELOP A STORMWATER POLLUTION PREVENTION PLAN (SWPPP). THE SWPPP PROVIDES INFORMATION ON THE EXISTING AND PROPOSED CONSTRUCTION ACTIVITIES, MEASURES FOR STORMWATER POLLUTION PREVENTION BEFORE, DURING AND AFTER CONSTRUCTION, INSPECTION, MAINTENANCE AND INFORMATION RELATED TO THE PERMANENT STORMWATER MANAGEMENT SYSTEM. THE SWPPP SHALL BE KEPT ON SITE AT ALL TIMES DURING ACTIVE CONSTRUCTION.

PROJECT INFORMATION
PROJECT NAME: CONVENIENCE STORE 793 WITH SINGLE BAY CARWASH & SIDE DIESEL.
PROJECT LOCATION: FAIRBAULT, RICE COUNTY, MINNESOTA
PROJECT OWNER: KWIK TRIP, INC.

RESPONSIBLE PARTIES

THE OWNER MUST IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMP'S WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP, AND THE INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S.

SITE MANAGER: JEFF OSGOOD – KWIK TRIP INC.

TRAINING DOCUMENTATION: CONSTRUCTION SITE MANAGEMENT (5/31/20 EXPIRATION) –
UNIVERSITY OF MN

EXISTING SITE CONDITIONS
THE SITE IS LOCATED IN THE SOUTHEAST QUADRANT OF THE INTERSECTION OF 2ND AVENUE NW AND 20TH STREET NW IN FARIBAULT, RICE COUNTY, MINNESOTA. THE SITE IS BOUNDED ON THE NORTH BY 20TH STREET NW, ON THE WEST BY 2ND AVENUE NW, AND ON THE SOUTH AND EAST BY COMMERCIAL PROPERTY.

THE PROPOSED SITE BOUNDARY CONSISTS OF 3.011 ACRES. A DRAINAGE BOUNDARY OF 3.697 ACRES WILL BE CONSIDERED FOR THIS ANALYSIS, WHICH INCLUDES THE PONDING AREA EASEMENT OUTSIDE THE SITE BOUNDARY. THE EXISTING SITE CURRENTLY HAS APPROXIMATELY 1.256 ACRES OF IMPERVIOUS SURFACE ONSITE.

THE SITE HAS A GENERALLY FLAT TOPOGRAPHY GENERALLY SLOPING TO A STORMWATER POND AND A DEPRESSION LOCATED IN THE CENTER OF THE SITE OR EAST TO THE CANNON RIVER, WITH SLOPES GENERALLY RANGING FROM 0.5% TO 25% OVER THE DEVELOPED AREA. ELEVATIONS AT THE SITE RANGE FROM 972 IN THE CENTER OF THE SITE, DOWN TO ABOUT 966 IN THE EXISTING STORMWATER POND AND CENTER DEPRESSION. THE STORMWATER POND AND CENTER DEPRESSION OUTLET TO THE EAST TO THE CANNON RIVER. STORMWATER FROM THE REST OF THE SITE DRAINS OVERLAND TO THE EAST TO THE CANNON RIVER.

PROPOSED SITE CONDITIONS
KWIK TRIP, INC. PLANS ON DEVELOPING THE SITE INTO A CONVENIENCE STORE WITH A SINGLE BAY CARWASH, TWO FUELING CANOPIES, AND ASSOCIATED PARKING AND DRIVE AREAS. DURING CONSTRUCTION, APPROXIMATELY 3.5 ACRES WILL BE DISTURBED. AFTER THE SITE IS CONSTRUCTED, THE SITE WILL CONTAIN APPROXIMATELY 2.088 ACRES OF IMPERVIOUS SURFACE. THE PROPOSED CONSTRUCTION WILL RESULT IN A NET INCREASE IN IMPERVIOUS SURFACE OF APPROXIMATELY 0.831 ACRES.

STORMWATER FROM THE ENTIRE SITE, INCLUDING ALL FUELING AREAS, WILL BE COLLECTED IN STORM SEWER AND ROUTED TO THE PROPOSED WET DETENTION BASIN. THE BASIN WILL DISCHARGE TO THE EAST OF THE SITE TO THE CANNON RIVER. DRAINAGE THAT ISN'T COLLECTED IN STORM SEWER WILL EITHER FLOW TO THE WEST 2ND/ AVENUE NW OR TO THE EAST TO THE CANNON RIVER.

SOIL INFORMATION

IN MARCH OF 2021, BRAUN INTERTEC DRILLED SEVEN SOIL BORINGS TO APPROXIMATE NEAR SURFACE SOILS. THE BORINGS INDICATE THAT NEAR SURFACE SOILS CONSIST PRIMARILY OF SILTY SAND AND POORLY GRADED SAND MATERIALS. THESE SOILS GENERALLY FALL WITHIN THE HYDROLOGIC SOIL GROUP (HSG) "B". GROUNDWATER WAS FOUND TO BE PRESENT IN ALL BORINGS, AND WAS GENERALLY AT AN ELEVATION OF 957 TO 959.

WETLAND CONSIDERATIONS
THERE ARE NO KNOWN WETLANDS ONSITE.

STORMWATER RECEIVING WATERS
ALL STORMWATER FROM THE SITE ULTIMATELY DRAINS TO THE CANNON RIVER.

SPECIAL/IMPAIRED WATER CONSIDERATIONS
THE CANNON RIVER IS LOCATED APPROXIMATELY 0.1 MILES EAST OF THE SITE AND IS AN IMPAIRED WATER. ADDITIONAL BMPs INCLUDE: IMMEDIATE STABILIZATION OF EXPOSED SOIL AREAS, AND COMPLETE STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS AFTER CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE TEMPORARILY OR PERMANENTLY CEASES, AND TEMPORARY SEDIMENTATION BASINS FOR COMMON DRAINAGE AREAS OF FIVE (5) ACRES OR MORE.

STORMWATER MANAGEMENT PLAN
THE MPCA REQUIRES SITES TO PROVIDE A WATER QUALITY VOLUME OF ONE INCH OF RUNOFF FROM NEWLY CREATED IMPERVIOUS SURFACES. INFILTRATION IS PROHIBITED IN AREAS THAT RECEIVE RUNOFF FROM FUELING OPERATIONS AND SITE SOILS ARE PROHIBITIVE TO INFILTRATION. THEREFORE, A WET DETENTION BASIN WILL PROVIDE WATER QUALITY FOR THE ENTIRE SITE.

THE PROPOSED SITE WILL CONTAIN APPROXIMATELY 2.073 ACRES OF IMPERVIOUS SURFACE, WHICH IS AN INCREASE FROM EXISTING IMPERVIOUS SURFACE OF 0.831 ACRES. THE WATER QUALITY REQUIREMENT FOR THE IMPERVIOUS SURFACE AREA IS 0.069 ACRE FEET. THE STORMWATER CATCHMENT FLOWING TO THE BASIN CONTAINS 2.055 ACRES OF IMPERVIOUS SURFACE, WHICH REQUIRES A WATER QUALITY VOLUME OF 0.171 ACRE FEET. THE ONSITE WET DETENTION BASIN PROVIDES A WATER QUALITY TREATMENT FOR THE SITE.

THE WET DETENTION BASIN HAS BEEN DESIGNED TO MPCA WET SEDIMENTATION BASIN STANDARDS. THE PROPOSED WET DETENTION BASIN MEETS AND EXCEEDS THE REQUIREMENTS OF THE MPCA CONSTRUCTION STORMWATER PERMIT. PRETREATMENT FOR THE STORMWATER TREATMENT FACILITIES WILL BE PROVIDED BY SUMP MANHOLES EQUIPPED WITH SNOUT OIL/WATER/DEBRIS SEPARATORS.

PRIOR TO START OF CONSTRUCTION
THE FOLLOWING STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED
PRIOR TO CONSTRUCTION. REFER TO GRADING AND EROSION CONTROL PLANS FOR LOCATIONS.

1. SILT FENCE
SILT FENCE SHALL BE INSTALLED AT THE LIMIT OF GRADING ON ANY FILL SLOPE. SILT FENCE SHALL BE INSTALLED WHERE SLOPE CHANGES. SILT FENCE SHALL BE INSTALLED AROUND ANY INFILTRATION/FILTRATION PRACTICE.
2. ROCK CONSTRUCTION ENTRANCE
ROCK CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE FIELD ENTRANCES TO THE SITE.
3. CATCH BASINS
ALL CATCH BASINS SHALL BE PROTECTED WITH INLET PROTECTION DEVICES APPROVED BY THE LOCAL GOVERNING UNIT. THESE SHALL INCLUDE, BUT ARE NOT LIMITED TO, HYDRO PROTECTION DEVICES, INFRASAFE PROTECTION DEVICES, FILTER FABRIC, BIO ROLLS, AND STRAW BALES.

DURING CONSTRUCTION
THE FOLLOWING STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED DURING CONSTRUCTION. REFER TO GRADING AND EROSION CONTROL PLANS FOR LOCATIONS.

1. PHASED GRADING
TO THE EXTENT POSSIBLE, GRADING SHALL BE PHASED TO MINIMIZE THE AMOUNT OF DISTURBED AREAS DURING SITE CONSTRUCTION.
2. TRACKED SEDIMENT
ANY SEDIMENT TRACKED FROM THE SITE ONTO THE STREET SHALL BE REMOVED IMMEDIATELY UPON DETECTION. THE ROCK CONSTRUCTION ENTRANCE SHALL BE INSPECTED AND REPAIRED IF INUNDATED WITH SEDIMENT.
3. STOCKPILES
STOCKPILES SHALL BE PLACED IN AN AREA THAT WILL MINIMIZE THE NEED FOR RELOCATION. IF A STOCKPILE WILL REMAIN IN PLACE FOR AN EXTENDED PERIOD OF TIME, STABILIZATION MEASURES SHALL BE IMPLEMENTED, INCLUDING BUT NOT LIMITED TO, SEEDING AND SILT FENCING. TEMPORARY STOCKPILES MUST HAVE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AND CANNOT BE PLACED IN SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, CONDUITS OR DITCHES.
4. TOPSOIL
UPON GRADING COMPLETION, A MINIMUM OF 4 INCHES OF TOPSOIL SHALL BE PLACED OVER ALL DISTURBED AREAS, EXCLUDING PROPOSED STREETS AND PARKING AREAS.

- RESTORATION
ALL DISTURBED AREAS NOT ACTIVELY WORKED SHALL BE RESTORED WITH SEED AND MULCH, EROSION CONTROL BLANKET AND/OR SOD WITHIN 7 DAYS.
6. SLOPES
IN ORDER TO MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES, THERE SHALL BE NO UNBROKEN SLOPE LENGTH OF GREATER THAN 75 FEET FOR SLOPES WITH A GRADE OF 3:1 OR STEEPER.
7. DRAINAGE DITCHES
THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH THAT DRAINS WATER FROM THE SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE TO ANY SURFACE WATER. STABILIZATION MUST BE COMPLETED WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER.
8. PIPE OUTLETS
PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS OF CONNECTION TO A SURFACE WATER.
9. CATCH BASINS
ALL CATCH BASINS SHALL BE PROTECTED WITH INLET PROTECTION DEVICES APPROVED BY THE LOCAL GOVERNING UNIT. THESE SHALL INCLUDE, BUT ARE NOT LIMITED TO, WIMCO PROTECTION DEVICES, INFRASAFE PROTECTION DEVICES, FILTER FABRIC, BIO ROLLS AND STRAW BALES.
10. DUST
CONSTRUCTION DUST SHALL BE CONTAINED TO THE EXTENT POSSIBLE. IF THE SITE BECOMES EXCESSIVELY DUSTY, APPROPRIATE MEASURES SHALL BE TAKEN TO REDUCE DUST BEING TRANSPORTED FROM THE SITE. DUST CONTROL MEASURES INCLUDE, BUT ARE NOT LIMITED TO, WATERING AND CALCIUM CHLORIDE APPLICATION.
11. DEWATERING
DEWATERING ACTIVITIES SHALL BE CONDUCTED WITH AND APPROVED BY THE LOCAL GOVERNING UNIT. THERE WILL BE ANY DEWATERING OR BASIN DRAINING THAT MAY HAVE TURBID OR SEDIMENT LADEN DISCHARGE, THE WATER MUST BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE WHENEVER POSSIBLE. APPROPRIATE BMPs SHALL BE USED FOR EROSION AND SEDIMENT CONTROL AND ENERGY DISSIPATION.
12. CONSTRUCTION MATERIALS AND DEBRIS
CONSTRUCTION MATERIALS SHALL BE STORED IN AN ORDERLY MANNER AND IN AN AREA THAT WILL MINIMIZE CONFLICTS WITH OTHER CONSTRUCTION ACTIVITIES. CONSTRUCTION DEBRIS SHALL BE CONTAINED IN DUMPSTERS AND REMOVED FROM THE SITE AS NECESSARY.
13. CHEMICALS
CHEMICALS SHALL BE STORED IN A SAFE AREA IN SEALED CONTAINERS WITH THE ORIGINAL LABELING AND MATERIAL SAFETY DATA SHEETS AVAILABLE.
14. SPILLS AND CONTAMINATION
IF FUEL, OIL OR A HAZARDOUS CHEMICAL IS SPILLED OR DETECTED DURING CONSTRUCTION ACTIVITIES, ALL APPROPRIATE AGENCIES SHALL BE IMMEDIATELY NOTIFIED, INCLUDING, BUT NOT LIMITED TO, THE MINNESOTA DUTY OFFICER AT 800-422-0798.
15. CONCRETE WASHOUT AREA
PERMITTEES MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (E.G., CONCRETE, STUCCO, PAINT, FORM RELEASE OIL, ETC.) AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. PERMITTEES MUST PREVENT LIQUID AND SOLID WASHOUT WASTES FROM CONTACTING THE GROUND AND MUST DESIGN THE CONTAINMENT SO IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. PERMITTEES MUST PROPERLY DISPOSE LIQUID AND SOLID WASTES IN COMPLIANCE WITH MPCA RULES. PERMITTEES MUST INSTALL A SIGN INDICATING THE LOCATION OF THE WASHOUT FACILITY.

POST CONSTRUCTION
WHEN THE SITE HAS BEEN COMPLETELY CONSTRUCTED, THE SITE MUST UNDERGO FINAL STABILIZATION. FINAL STABILIZATION OCCURS WHEN ALL OF THE GRADING, INFRASTRUCTURE AND BUILDING ACTIVITIES HAVE BEEN COMPLETED. TO ACHIEVE FINAL STABILIZATION, THE FOLLOWING MEASURES SHALL BE COMPLETED.

1. ALL DISTURBED AREAS WITHOUT PERMANENT IMPROVEMENT SURFACES SHALL BE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER. AREAS NOT REQUIRING SOD OR EROSION CONTROL BLANKET SHALL BE SEEDED AND MULCHED.
2. SEDIMENT FROM CONVEYANCES AND TEMPORARY SEDIMENTATION BASINS THAT ARE TO BE USED AS PERMANENT WATER QUALITY MANAGEMENT BASINS SHALL BE CLEANED OUT. SEDIMENTATION BASINS SHALL BE SUFFICIENTLY CLEANED OUT TO RETURN THE BASIN TO DESIGN CAPACITY. SEDIMENT MUST BE STABILIZED TO PREVENT IT FROM BEING WASHED BACK INTO THE BASIN OR CONVEYANCES DISCHARGING OFF-SITE OR TO SURFACE WATERS.

3. WHEN STABILIZED VEGETATION HAS BEEN ESTABLISHED OVER 70 PERCENT OF THE PERVIOUS SURFACE AREA, ALL SYNTHETIC TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED. THIS INCLUDES, BUT IS NOT LIMITED TO, SILT FENCE, TREE FENCE AND CATCH BASIN INLET PROTECTION DEVICES.

INSPECTIONS & RECORD KEEPING

STORMWATER POLLUTION PREVENTION INSPECTIONS SHALL OCCUR ONCE EVERY SEVEN (7) HOURS AFTER THE RAINFALL EVENT BEGINS AND MUST CONTINUE FOR A MINIMUM OF 24 HOURS AFTER THE RAINFALL EVENT ENDS. IF THE RAINFALL RATE IS GREATER THAN 0.5 INCHES IN 24 HOURS, INSPECTIONS MAY BE CEASED DURING FROZEN GROUND CONDITIONS. IF WORK HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, INSPECTIONS SHOULD RESUME IMMEDIATELY UPON THAWING. INSPECTIONS SHOULD ALSO BE CONDUCTED AT LEAST 24 HOURS AFTER RUNOFF OCCURS AT THE SITE OR PRIOR TO RESUMING CONSTRUCTION, WHICHEVER COMES FIRST. DURING THE COURSE OF CONSTRUCTION, IT MAY BE DETERMINED THAT CERTAIN MEASURES ARE NOT PRACTICAL TO INSTALL. IN THESE CASES, AN AMENDMENT TO THE SWPPP SHALL BE MADE, AND SUPPORTING REASONS SHALL BE DOCUMENTED IN THE

1. THE EXCAVATOR IS RESPONSIBLE FOR ALL EROSION CONTROL INSPECTIONS.
2. RECORD NAME OF INSPECTOR AND DATE AND TIME OF INSPECTION.
3. RECORD RAINFALL AMOUNT SINCE MOST RECENT INSPECTION.
4. INSPECT ROCK CONSTRUCTION ENTRANCES FOR SEDIMENTATION. INSPECT ADJACENT STREETS FOR SEDIMENT TRACKING.
5. INSPECT SITE FOR EXCESSIVE EROSION AND SEDIMENT ACCUMULATION.
 - A. INSPECT SILT FENCE AND OTHER TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES FOR EROSION, SEDIMENTATION AND MALFUNCTIONING.
 - B. INSPECT FLARED END SECTIONS FOR EROSION AND SEDIMENTATION.
 - C. INSPECT PONDS, INFILTRATION BASINS, TEMPORARY SEDIMENTATION BASINS AND ALL OTHER BMP'S FOR EROSION AND SEDIMENTATION.
 - D. INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS FOR EVIDENCE OF SEDIMENT BEING DEPOSITED BY EROSION.
6. INSPECT SITE AND ADJACENT PROPERTIES FOR CONSTRUCTION DEBRIS, TRASH AND SPILLS.
7. INSPECT STABILIZED AREAS FOR EROSION.
8. RECORD RECOMMENDED REPAIRS, MAINTENANCE AND/OR REPLACEMENTS REQUIRED TO ENSURE EROSION AND SEDIMENTATION CONTROL MEASURES ARE SUFFICIENT.
9. RECORD RECOMMENDED AMENDMENTS TO THE SWPPP.
10. RECORD REPAIRS, MAINTENANCE AND/OR REPLACEMENTS THAT WERE COMPLETED SINCE THE LAST INSPECTION.

NOTE: FOR AREAS THAT HAVE UNDERGONE FINAL STABILIZATION, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH.

MAINTENANCE

THE OWNER/CONTRACTOR IS RESPONSIBLE FOR THE OPERATION, INSPECTION AND MAINTENANCE OF ALL STORMWATER POLLUTION PREVENTION MEASURES FOR THE DURATION OF THE PROJECT. THE FOLLOWING GUIDELINES SHALL BE USED TO DETERMINE NECESSARY REPAIRS, MAINTENANCE AND/OR REPLACEMENT OF THE EROSION AND SEDIMENTATION CONTROL MEASURES.

1. ROCK CONSTRUCTION ENTRANCES SHALL BE REPAIRED OR REPLACED IF THE ROCK BECOMES INUNDATED WITH SEDIMENT AND/OR EXCESSIVE SEDIMENT IS BEING TRACKED FROM THE SITE. SEDIMENT TRACKED ONTO ADJACENT STREETS SHALL BE REMOVED. MEASURES SHALL BE TAKEN IMMEDIATELY UPON DISCOVERY.

2. SILT FENCE SHALL BE REPAIRED OR REPLACED WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE SILT FENCE, THE SILT FENCE IS DAMAGED AND/OR THE SILT FENCE BECOMES NONFUNCTIONAL. MEASURES SHALL BE TAKEN WITHIN 24 HOURS OF DISCOVERY.
3. CATCH BASIN INLET PROTECTION DEVICES SHALL BE CLEANED WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE SEDIMENT TRAP AND/OR REPAIRED OR REPLACED IF THE DEVICE BECOMES NONFUNCTIONAL. MEASURES SHALL BE TAKEN WITHIN 72 HOURS OF DISCOVERY.
4. FLARED END SECTIONS SHALL BE CLEANED IF DEBRIS IS RESTRICTING FLOW OR IF SEDIMENT HAS ACCUMULATED AT THE OUTLET. IF A FLARED END SECTION BECOMES NONFUNCTIONAL OR DAMAGED, IT SHALL BE REPAIRED OR REPLACED. MEASURES SHALL BE TAKEN WITHIN 72 HOURS OF DISCOVERY.
5. IF SEDIMENT IS OBSERVED OFF-SITE OR NEAR SURFACE WATERS, THE SOURCE OF SEDIMENT SHALL BE DETECTED AND ADDITIONAL MEASURES SHALL BE IMPLEMENTED. THE PERMITEE(S) SHALL COORDINATE SEDIMENT RETRIEVAL FROM SURFACE WATERS WITH ALL APPROPRIATE AGENCIES. MEASURES SHALL BE TAKEN WITHIN 7 DAYS OF DISCOVERY.

NOTICE OF TERMINATION
THE PERMITEE(S) MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA WITHIN 30 DAYS AFTER FINAL STABILIZATION IS COMPLETE, OR ANOTHER OWNER/OPERATOR (PERMITEE) HAS ASSUMED CONTROL OVER ALL AREAS OF THE SITE THAT HAVE NOT UNDERGONE FINAL STABILIZATION.

QUANTITIES
THE FOLLOWING TABLE PROVIDES ESTIMATED QUANTITIES FOR STORMWATER POLLUTION PREVENTION THROUGHOUT THE PROJECT.

ITEM	UNIT	ESTIMATED QUANTITY
ROCK ENTRANCE	EA.	1
SILT FENCE	L.F.	2,100
INLET PROTECTION	EA.	10
TURF ESTABLISHMENT	AC.	1.4

The image displays two logos stacked vertically. The top logo is for 'Kwik Trip', featuring the word 'Kwik' in a large, bold, italicized sans-serif font, with 'TRIP' in a smaller, bold, italicized sans-serif font below it. The bottom logo is for 'Kwik Star', featuring the word 'Kwik' in the same large, bold, italicized sans-serif font, with 'STAR' in a bold, italicized sans-serif font below it. The 'A' in 'STAR' is replaced by a five-pointed star with a horizontal line passing through its center.

 **CARLSON
MCCAIN**
LLP

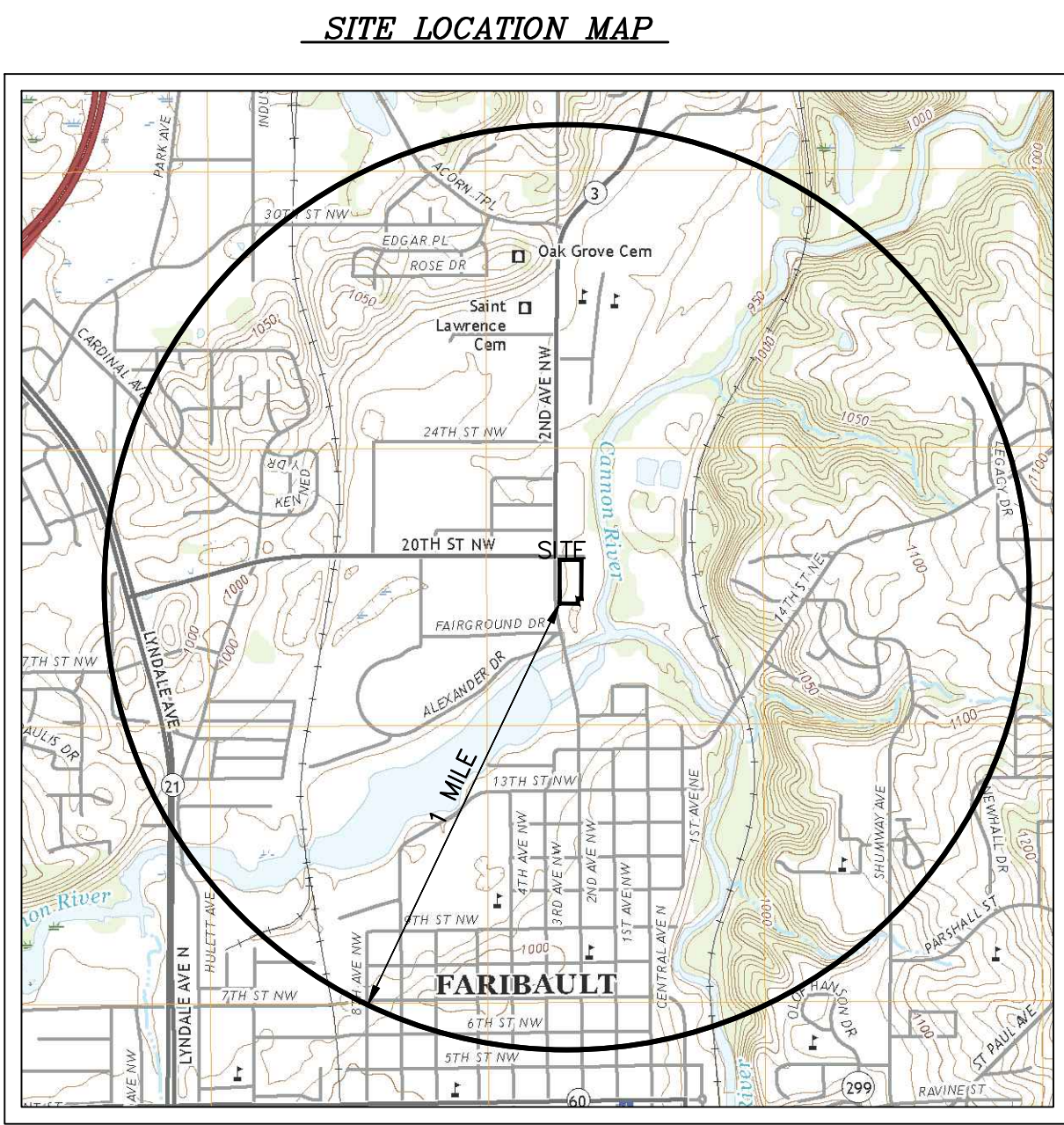
3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763-489-7950 | FAX 763-489-7959 | CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report
was prepared by me or under my direct supervision
and that I am a duly Licensed Professional Engineer
under the laws of the State of Minnesota.

Name: Joseph T. Radach, P.E.

Signature:  L. P.E.

Date: 10/22/21 License #: 45889

[illegible]



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: December 7, 2021
SUBJECT: 2022 Snow & Ice Control Guidelines Review

Discussion:

The City annually updates, reviews, and adopts Snow and Ice Control Guidelines. A draft copy of the guidelines for the 2022 snow season is attached for review and discussion. While there are no major changes proposed to the current guidelines, a few items of significance include the following:

- The average storm snowfall amount is defined as six (6) inches or less.
- Implementing “after-hours” maintenance of main-line routes.
- Hauling snow from the downtown area on the first night of a snow event when conditions allow.
- Continuing the transition from sand/salt mix to straight salt for deicing in certain zones.
- In 2021, the payment for a damaged mailbox was increased from \$50.00 to \$65.00 and payment of \$50.00 for a damaged post was added.

In addition to the draft guidelines, some of the relevant sections of the City Code and State Statutes that apply to snow removal are attached for reference.

Attachments:

1. 2022 Draft Snow & Ice Control Guidelines
2. Snow Related Ordinances



SNOW AND ICE CONTROL GUIDELINES 2022

I. PERSONNEL

All Department of Public Works and Parks and Recreation personnel shall be available for snow and ice control operations. The City may also utilize seasonal personnel and contract services to assist with the snow removal operations. City crews are responsible for snow and ice control operations on approximately 142 miles of roadways within the City, along with alleys, parking lots, and trails/sidewalks.

II. EQUIPMENT

The City of Faribault currently operates and maintains the following equipment for snow and ice control operations:

- 1 truck with reversible plow and sander
- 7 trucks with reversible plow, wing plow and sander
- 2 motor graders with snow-wing
- 4 front-end loaders with plows (includes airport)
- 1 front-end loader w/180hp diesel engine snow blower
- 2 one-ton trucks
- 5 pick-ups with plows
- 3 tractors w/plow and snow blower
- 2 ToolCat tractors w/snow blower
- 2 Skid loaders

When equipment is disabled, every attempt shall be made to get the equipment repaired and operational as soon possible. This may require the call back of one or both of the equipment services mechanics unless adequate back up equipment is available.

III. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Works Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures. After hours, on weekends, and during holidays the Police Department shall notify the Public Works Director or designee when snow and ice conditions warrant crew alert.

A call list is provided to the Police Department for general maintenance items such as sanding, street sign repair, and other minor maintenance activities.

B. Sanding and Salting

It shall be the policy of the City to consider cost, environmental impact of salt usage as well as safety of the motoring public when establishing application rates and locations for application.

Sand and/or salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the state of Minnesota during the snow and ice season. Certain portions of the City are salt only zones (downtown, east and southwest zones). It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country.

Pre-wetting of salt and sand/salt mixture will be utilized when temperature and conditions warrant its use. Pretreating of certain street surfaces (bridges, Highway 60, downtown, and hills) will occur when conditions allow. An average winter season uses approximately 500 tons of salt and 2,000 ton of sand.

Streets shall typically be spot sanded to provide skid resistance and traction consistent with area standards. Salt only zones are treated with salt on a calibrated lane mile application method. Sanding and salting occurs in accordance with the following priorities:

1. Hills, controlled intersections, bridges, and sharp curves.
2. Arterial and collector streets.
3. School zones.
4. Bus Routes.
5. Commercial and industrial roadways.
6. Residential areas - blanket sanding of general snow pack on residential streets will not be accomplished.

When practical, sanding will be accomplished concurrent with plowing operations, however, not all equipment used in snow removal is capable of sanding. In those cases or when conditions warrant the first priority shall be snow removal with sanding occurring as appropriate equipment becomes available.

- C. Snowplowing - Snowplowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Certain conditions shall warrant the plowing of arterial and collector “mainline” streets only in advance of the remaining areas. This shall be accomplished with the minimum of one plow truck. Plowing shall continue as long as visibility and operator safety is maintained. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1. Arterial and Collector Streets
2. School Zone Streets
3. Residential Streets and Alleys

4. City Parking Lots
5. Pedestrian Trails and Sidewalks
6. Skating Rink Facilities (3, all located at Jefferson School)

For an "average storm" (less than six (6) inches of snow), it shall be the policy of the City to have all streets plowed curb-to-curb within 24 hours after snowfall stops. A "non-average storm" (greater than six inches of snow) shall be plowed curb-to-curb within 24-36 hours based on when snowfall stops. The City is divided into 11 plowing districts. In each district the "main line" or heavily traveled streets are plowed first (Division Street, Willow Street, 2nd Avenue N.W., 7th Street N.W., 9th Avenue S.W., Prairie Avenue, etc.). Plows then disperse to the less traveled residential streets. Sanding at this time is kept to a minimum so plows can open the streets as soon as possible for residential and emergency access. Storms of larger magnitude will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes initially with full width plowing at a later time.

In the downtown area, the snow is windrowed then blown into trucks (rental trucks are typically used) and taken to the designated snow storage area(s). This activity may be completed on the first or second night of a snow event, depending on the timing and amount of the snow event. Clearing of handicapped curb cuts and pedestrian crosswalks shall be the responsibility of the City. The City plows twenty-seven parking lots, including the Fire Station, City Hall, Buckham Center, Community Center, River Bend Nature Center, and various City-owned parking lots. Upon completion of the downtown area, other City buildings are plowed, such as the Water Pumping Station, Water Reclamation Facility, and various City trails/sidewalks.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing walkways and sidewalks.

All plow routes are divided into relatively equal areas. After the plowing of collector and arterials, these areas shall be plowed on an alternating basis. Plowing continues until all streets have been plowed. The time to open all lanes takes a minimum of eight to eighteen hours depending on conditions. Plowing speeds shall adjust to match snow and road conditions and shall at all times be lower than the legal speed limits.

Snow removal in cul-de-sacs shall be placed in appropriate areas of the curb line. These piles shall be removed by the City crews when conditions warrant.

D. Snow Hauling

The City of Faribault routinely removes snow from the following streets (primarily the downtown area):

Central Avenue	-	Division Street to 7 th Street N.W.
1 st Avenue N.E.	-	Division Street to 5 th Street N.E.
1 st Avenue N.W.	-	1 st Street N.W. to 7 th Street N.W.
2 nd Avenue N.W.	-	2 nd Street N.W. to 7 th Street N.W.

Division Street	-	3 rd Avenue W. to 1 st Avenue E.
2 nd Street N.W./N.E.	-	3 rd Avenue N.W. to 1 st Avenue N.E.
3 rd Street N.W./N.E.	-	4 th Avenue N.W. to 3 rd Avenue N.E.
Ravine Street	-	3 rd Avenue N.E. to 6 th Avenue N.E.
4 th Street N.W./N.E.	-	Railroad tracks to Heritage Place
5 th Street N.W./N.E.	-	3 rd Avenue N.W. to 1 st Avenue N.E.
6 th Street N.W.	-	2 nd Avenue N.W. to Central Avenue
1 st Street N.W./N.E.	-	1 st Avenue N.W. to 1 st Avenue N.E.
1 st Street S.E.	-	100 Block (behind Buckham Center)
Park Place S.E.	-	Division Street to Willow Street
Glynview Trail	-	Willow Street to Buckingham Path
T.H. 60/Viaduct Bridge		

The Public Works Director or designee shall be responsible for contacting the Police Department in order to coordinate snow removal and hauling operations with law enforcement's tagging and towing duties.

Late spring and early fall snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collectors, arterials and near schools. Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. Depending upon the volume of snow, storage within right-of-way could create sight obstruction at intersections, because it is impossible financially and practically to remove all snow from intersection corners.

Rental trucks are seasonally bid and utilized for snow hauling operations. The City is responsible for truck loading equipment and snow dumping sites. Four to eight rented trucks are used to haul snow from downtown.

Snow hauling shall begin at 2:00 a.m. or 1 hour following the beginning of snow removal operations starting on the first or second night following plowing operations. Hauling will continue for as many nights as is necessary.

In the downtown, snow shall be pulled off the sidewalk and away from the curb and placed in windrows near the center of the street. From this point, the windrows will be picked up and hauled away.

Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. The Public Works Director, Chief of Police, or their designees, may restrict traffic and parking as emergency conditions may dictate.

E. Snowplowing Alleys

It shall be the policy of the City that all alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Vehicles Parked on Streets (“Snowbirds”)

The City Code of Ordinances prohibits parking on any City street between November 1st and April 1st, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been announced and before the street has been cleared curb-to-curb, whichever is later. Vehicles parked in violation of the ordinance between 1:00 a.m. and 8:00 a.m. are subject to a citation and may be towed. Tagging/towing is most often administered in the downtown area, but is applicable city wide. Snow emergencies are announced on KDHL, FCTV, Faribault Daily News, the City web page, Notify Me, Everbridge, Snow Emergency Hotline and social media (and other notification methods as are available). Additionally, the City has two blue lights installed in the downtown area, one at Central Avenue and Division Street, and the other at Central Avenue and 4th Street N. These blue lights flash when activated, indicating a snow emergency has been announced for that evening. The Faribault Police Department may ticket and/or tow any vehicles in violation during this time.

G. Sidewalk Snow Removal

It is the responsibility of property owners to clean and maintain public sidewalks adjacent to their property in accordance with City Code Section 25-41. The City of Faribault is responsible for those sidewalks adjacent to City-owned properties, and along roadways where the City has accepted maintenance responsibility (typically where sidewalk is located along the back of curb or has been designated a “trail” for maintenance purposes, such as along Western Avenue/17th Street N.W.).

The City of Faribault shall also assist business owners located on Central Avenue by cleaning intersection pedestrian ramps after completion of the snow plowing and/or removal operations. It is the intent of this section to provide multiple responsibilities of maintenance in order to provide safe and convenient access to Central Avenue businesses after periods of snowfall. In event citizens observe sidewalks, for which the City is not responsible, that are not being maintained in a timely manner, complaints should be filed with the Faribault Police Department for follow-up and remedy.

H. Trail Snow Removal

The following standards are adopted for providing winter maintenance to designated city trails. The City maintains approximately 6.7 miles of trails.

1. The designated trails are normally plowed when there is measurable snowfall.
2. Snow removal should commence approximately 18 hours from the end of any snowfall with an accumulated depth exceeding two inches. The designated trails should be cleared approximately 48 hours after the commencement of snow removal.
3. The designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained to bare pavement.
4. Chemical agents and sand might be used in the snow removal process.
5. Snow removal should normally be done by park maintenance employees.
6. Snow removal may be conducted on a 24-hour a day basis, which may result

in snow removal equipment being operated in residential areas during the evening and early morning hours.

7. In the event of equipment failure, extreme snowfall, or other unanticipated events, such as park maintenance employees assisting street employees in snow removal from streets, deviation from these standards may be appropriate.

I. Fire Hydrants

Fire hydrants are critical to minimize the potential losses involved in any fire. After major snow build-up in boulevards, the Public Works Department and Fire Department will attempt to maintain clear access to critical hydrants as personnel availability allows. Residents are encouraged to assist the City by clearing hydrants near their property. If possible, they should be cleared five (5) feet on each side to allow Fire Department access.

J. Complaints

It shall be the policy of the City that complaints concerning snow and ice removal be handled in the following manner:

1. Public Works office staff shall receive and record complaints.
2. Slippery street complaints are immediately phoned or radioed to the Street Superintendent (or designee) for possible action.
3. All other complaints shall be recorded and work orders given to the Street Superintendent and/or Foreperson for investigation and action.
4. The Department of Public Works shall investigate all complaints, respond to caller, and record action on work order.

K. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens it shall be the policy of the City to handle damages in the following manner:

1. Mailboxes - Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to the mailbox occurs, the Street Superintendent (or designee) shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will provide a payment of \$65.00 to the property owner for repair or replacement. Where evidence indicates that physical contact between the plow and the post occurred, the City will provide a payment of \$50.00 for a damaged post. Failure of the property owner to upgrade the mailbox to City standards shall relieve the City from

any future liability for damage to the property owners' mailbox resulting from snow removal operations.

2. Boulevard Sod - It shall be the policy of the City that sod damaged during snow removal operations, in locations where curb and gutter is in place, will be repaired the following spring by the Public Works and/or Parks Department using black dirt and grass seed.
3. Curbs - Concrete curbs will not be replaced unless the curb back is broken.
4. Driveway Ramps - Damage caused by the City to driveway ramps/fillets installed in the gutter section of curbing, unless authorized by the Public Works Director, will not be repaired by the City (typically where mountable curb is in place). Such ramps/fillets are generally prohibited due to the obstruction of drainage flow within the curb and gutter, addressed under Section 25-27 of the City Code of Ordinances.
5. Boulevard Intrusions – City Code prohibits intrusions in boulevards on public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other substantial objects or loose materials within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.
6. Garbage/Recycling Containers – Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the street or sidewalk snowplow and is also in a spot accessible to the garbage and recycling truck(s).

IV. ADMINISTRATION

1. Applicable Ordinances and Statutes

City Code of Ordinances

- Section 15-43 Authority to install temporary traffic restrictions.
- Section 15-44 Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.
- Section 25-27 Obstructing water and drainage flow within curb and gutter sections.
- Section 25-41 Occupant's, owner's duty to keep abutting sidewalk clean; penalties.
- Section 25-42 Removing snow from private property to certain streets, parking lots prohibited.

State Statutes

- MS 160.21
- MS 160.215
- MS 160.2715
- MS 162-17
- MS 169.42

Snow Removal

Snow Removal; Salt and Chemicals Restricted

Right-of-Way Use; Misdemeanors

Agreements Between County and City

Littering; Dropping Object on Vehicle; Misdemeanor

2. Council Review

The City Council shall annually review and adopt by resolution the City's Snow and Ice Control Guidelines.

DRAFT

Sec. 15-44. - Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.

- (a) No person shall park or leave standing unattended any vehicle upon any street between November 1 and April 1, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been declared, and before the street has been plowed curb to curb, whichever occurs later.
- (b) Vehicles parked in violation of this section shall be cited and may be removed to the nearest city impound lot, if the vehicle is a hazard to the safe removal of snow. If the vehicle is removed the expense of such removal and storage shall be paid by the owner, before the vehicle is released to the owner.
- (c) No person shall park or leave standing unattended any vehicle upon Central Avenue, between Fifth Street Northwest and First Street Northwest, between the hours of 2:00 a.m. and 5:00 a.m. This prohibition shall be applied twelve (12) months of the year.

(Code 1971, § 16-40; Ord. No. 82-01, § 1, 1-26-82; Ord. No. 83-16, § 1, 9-27-83; Ord. No. 2002-28, § 1, 11-26-02; Ord. No. 2003-27, § 1, 10-25-03)

Cross reference— Snow removal, § 25-41 et seq.

State law reference— Snow removal, Minn. Stats. § 160.21.

Sec. 25-41. - Occupant's, owner's duty to keep abutting sidewalk clean; penalties.

- (a) The occupant of each tenement or building in the city fronting upon any street, and the owner of any unoccupied lot or building fronting as aforesaid, shall clean the sidewalk in front of such tenement, building or unoccupied lot, as the case may be, of snow and ice each day, and cause the same to be kept clear of snow and ice.
- (b) If such occupant or owner fails or refuses to remove the snow and ice within twenty-four (24) hours after being notified by the city, the occupant or owner shall be guilty of a misdemeanor.

(Code 1971, § 25-49)

State law reference— Authority of city council in statutory city to require the owners or occupants of buildings and the owners of vacant lots to remove any snow, ice, dirt or rubbish from the sidewalks adjacent thereto, M.S. § 412.221, subd. 6.

Sec. 25-42. - Removing snow from private property to certain streets, parking lots prohibited.

- (a) No person or corporation shall cause snow to be removed from private property and deposited on a public street or parking lot from which the street department customarily hauls snow to other areas, or shall deposit such snow from private property on any such street or lot in a manner which obstructs or interferes with traffic.
- (b) No property owner shall deposit snow from his premises anywhere on a public street or municipal parking lot except:
 - (1) On the boulevard area between the curb and the sidewalk, or
 - (2) If there is no curb, between the travelled road and the sidewalk, or
 - (3) If there is no curb or sidewalk, on the boulevard area of the owner's property, but not encroaching on the travelled area, or
 - (4) If there is curb but no sidewalk, then on the boulevard area of the owner's property.

It is the intention of this section to prohibit, and it does prohibit, depositing snow from the property owner's premises on a parking lot, or across the street from his premises, or in front of the premises of other property owners in the city, rather than in the boulevard area in front of his own property. Where a common driveway serves more than one property, it shall be lawful to deposit snow therefrom in front of any one or more of the properties so sharing, under the above limitations.

- (c) The term "property owner" as used in this section shall include tenants or other occupants of a particular piece of land who have the responsibility or part of the responsibility for removal of snow therefrom and also shall include corporations and associations.

(Code 1971, § 25-50; Ord. No. 2010-12, § 1, 7-27-10)

MINNESOTA STATUTES 2018

160.2715

160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

(1) obstruct any highway or deposit snow or ice thereon;

(2) plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetative cover or as authorized under section 160.232;



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: December 7, 2021
SUBJECT: Cellular Tower Lease Options

Discussion:

American Tower Corporation manages a radio tower for Verizon Wireless on City property at 1225 Parshall St. (water tower site) under a lease agreement that expires in 2025. The site currently generates a rent of \$694.40/month or \$8,332.80/year. The tower houses Verizon cellular equipment and radio equipment that is used by Public Safety, Emergency Services and Public Works. American Tower is looking to extend its current lease to improve the marketability of the site.

Lease renewal options were last discussed by Council on November 4, 2020, when at the time, American Tower had proposed multiple lease extension options. Council direction at that time was to continue to work with American Tower on an extension option while comparing renewal offers to those in the surrounding area.

American Tower has submitted the following proposal options for consideration:

Proposal #1 – Lease Extension:

- Rent increased to \$1,000/month.
- \$10,000 one-time signing bonus.
- Rent to escalate by 2% per year.
- \$150.00 per month Future Revenue Share payment for each and any Cell Carrier Tenant co-locator added after execution.
- Seven (7) additional lease periods of five (5) years each, commencing August 31, 2025.

Proposal #2 – Perpetual Easement:

- One (1) lump sum payment of \$144,000.
- Grant of a perpetual easement over the existing leased area.

Staff has worked with American Tower since November 2020 to negotiate an offer. Through these negotiations, an increase in the signing bonus (+\$5,000.00) and an increase in the monthly rent (+\$100/month) over

the previous offer has been agreed to by American Tower. Staff recommends executing a lease extension and is looking for Council direction on accepting the extension being offered. If the Council chooses to proceed, American Tower will work with their legal counsel to draft a lease extension that would then be reviewed by the City Attorney, before being brought to Council for approval.

Attachments:

1. Tower Lease Options



November 23, 2021

Re: Tower Site No. 417497
City Of Faribault
1225 Parshall St.

Dear Travis,

This is an updated offer.

We appreciate the relationship we have with you and want to remain your tenant for as long as possible. With that in mind, American Tower would like to extend the terms of this lease by adding seven (7) additional five (5) year renewal terms to the back end of your current term. The extension provides the current tenant with security and affords us the ability to market the site to new tenants.

Below is a summary of the offer to extend the current lease pending formal approval from our finance team:

- Current Final Term Expiration: **8/31/2025** - New Expiration Date with Amendment **8/31/2057**
- Above Extension Options if exercised: seven (7) additional five (5) year renewals.
- Rent increase to \$1000.00 per month (approximately \$250.00 per month increase)
- Escalation at 2% per year: Fixed as opposed to CPI
- Signing Bonus of **\$10,000** paid on execution of the amendment.
- \$150.00 per month Future Revenue Share payment for each and any Cell Carrier Tenant co-locator added after execution. (This applies to space available for Cell Carrier/Dish Tenant not the City Emergency and Service tenants)
- Other terms of the existing lease would remain in place with some updates to language.

If a **Lease Buyout** is preferable, we can offer a onetime payment of **\$144,550** for either a perpetual or 60-year term Easement. These agreements are considered Capital Gains for Tax purposes and are also 1031 exchange eligible. We also have installment options for payments up to 10 years. These are customized to the landowner needs. If this is an option that you would like to explore, I will be happy to provide further information.

Once the City has approved terms, American Tower Legal prepares the documents for your review and approval. I will be available throughout the process to assist and answer any questions. We'd like to address this as soon as possible.

Best Regards,

Laurene Franklin
Senior Lease Consultant,
Tower Alliance LLC (An Authorized Vendor of American Tower)
Phone: 479-981-2155
email: lfranklin@toweralliancellc.com

****PLEASE NOTE:** This Letter is not intended to create, nor does it create any legally binding obligations on the part of you or American Tower, or any of their respective affiliates, and no such obligations will exist unless and until a definitive agreement with respect to a transaction is executed and delivered by the parties or their affiliates in their sole discretion, and then only as and to the extent provided in such definitive agreement. All offers subject to approval by American Tower Finance



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: December 7, 2021
SUBJECT: Hometown Hero's Banners

Discussion:

At the October 5 Council Work Session, we brought forward the idea of Hometown Hero Banners. The idea received overwhelming support from Council and also from the community. This is where we would like some discussion on the future of these banners. Currently, we have placed 20 banners on every other pole on Fourth Street going west from Second Avenue. From the response we are receiving, Virginia van Sluis believes she may have as many as 40 banners for our next exchange. We only agreed on the 20 banners at the October 5th meeting. Discussion needs to take place on how many should be allowed to be installed.

The next installation will happen in May but we need to begin planning as that is a very busy time for the Parks Department. We are seeking clarification on how many banners can go up and where we would like to have them placed.

Attachments:



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: December 7, 2021
SUBJECT: Review Proposed Precinct Boundary Revisions

Discussion:

As a follow-up to the receipt of the final 2020 Census data, staff has looked at possible changes to our precinct boundaries. Cities must reestablish all precincts after state redistricting. It is the intent of the legislature to complete congressional and legislative redistricting no later than February 15, 2022. Staff met with Rice County Property Tax and Elections on November 23, 2021 to discuss preliminary precincts. While Rice County suggested the City look to add one or two more precincts, City Staff believes four are adequate to serve our voters.

Precinct boundaries are not tied to population size. However, staff worked to keep the size of each precinct somewhat similar. Another consideration taken into account was polling locations. Polling places must be fully accessible, large enough to accommodate election activities, free from other non-election activities, as well as smoke and liquor free. The current polling locations meet all requirements, and staff felt that the set-up of the polling locations allowed for easy voter access, with limited wait times. Attached is the current precinct map along with the proposed precinct map that shows the associated population figures from the 2020 Census.

Also attached are the statutory redistricting timelines (there are two, dependent upon when the state redistricting plan is adopted). Our deadline for changing the precinct boundaries will be either 3/4/2022 or 4/29/2022 (we are anticipating the later date). Following the approval of our changes, Rice County will be required to modify the commissioner districts, given the fact the the city precincts are split between two commissioner districts.

Attachments:

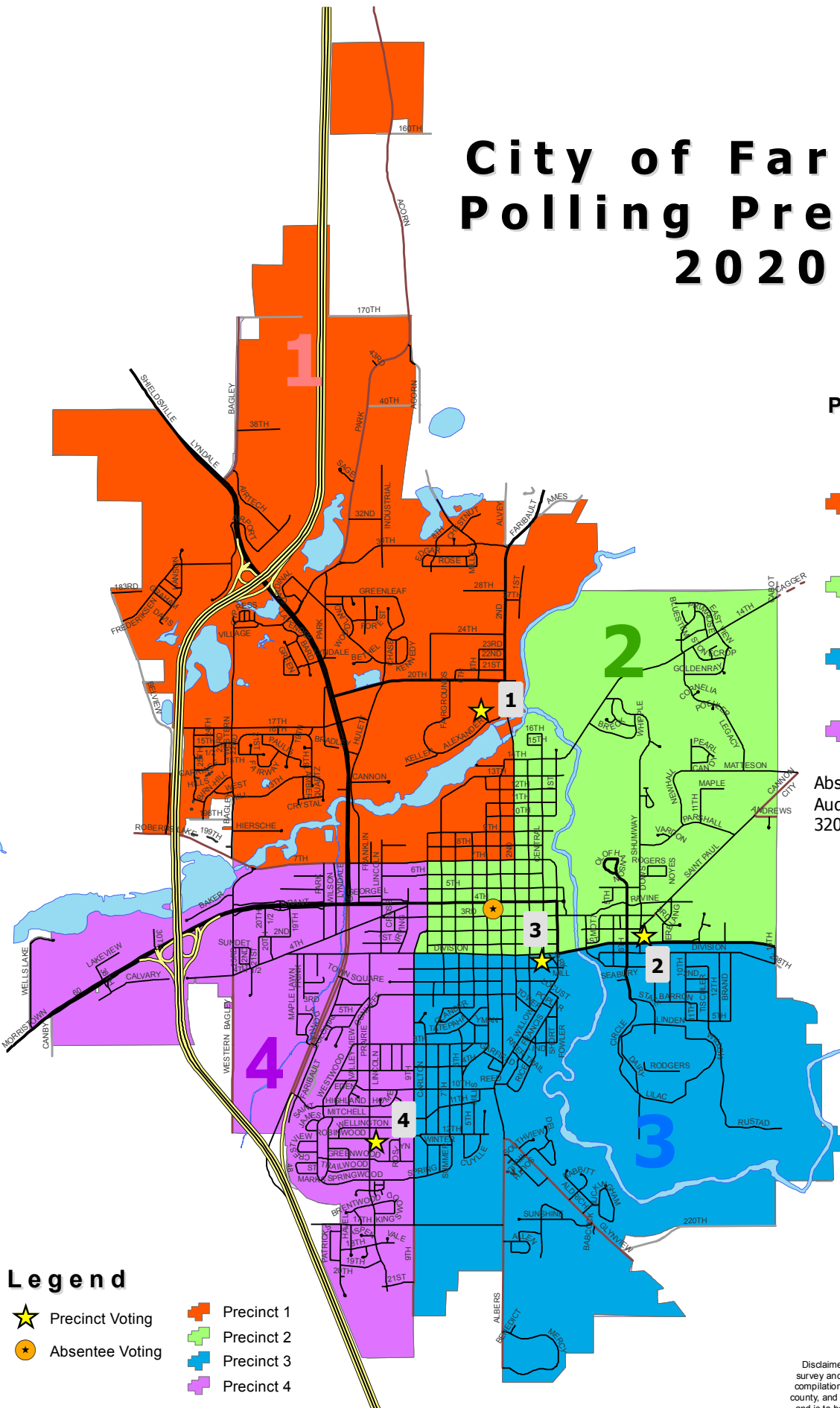
1. Existing Precincts and Polling Places
2. Existing Precinct Boundaries with Populations
3. Recommended Precinct Boundaries 2021-12-07
4. Redistricting Timelines

City of Faribault Polling Precincts 2020

Precinct Poll Locations

-  #1 Fairgrounds
Building #17 (4-H
Building); 1900
-  #2 Washington
Center; 117
-  #3 Buckham
Community Center;
-  #4 Our Savior's
Lutheran Church;

Absentee Voting: Rice County
Auditor/Treasurer's Office
320 3rd St NW



Legend

-  Precinct Voting
-  Absentee Voting
-  Precinct 1
-  Precinct 2
-  Precinct 3
-  Precinct 4

0 0.25 0.5 1 1.5
Miles

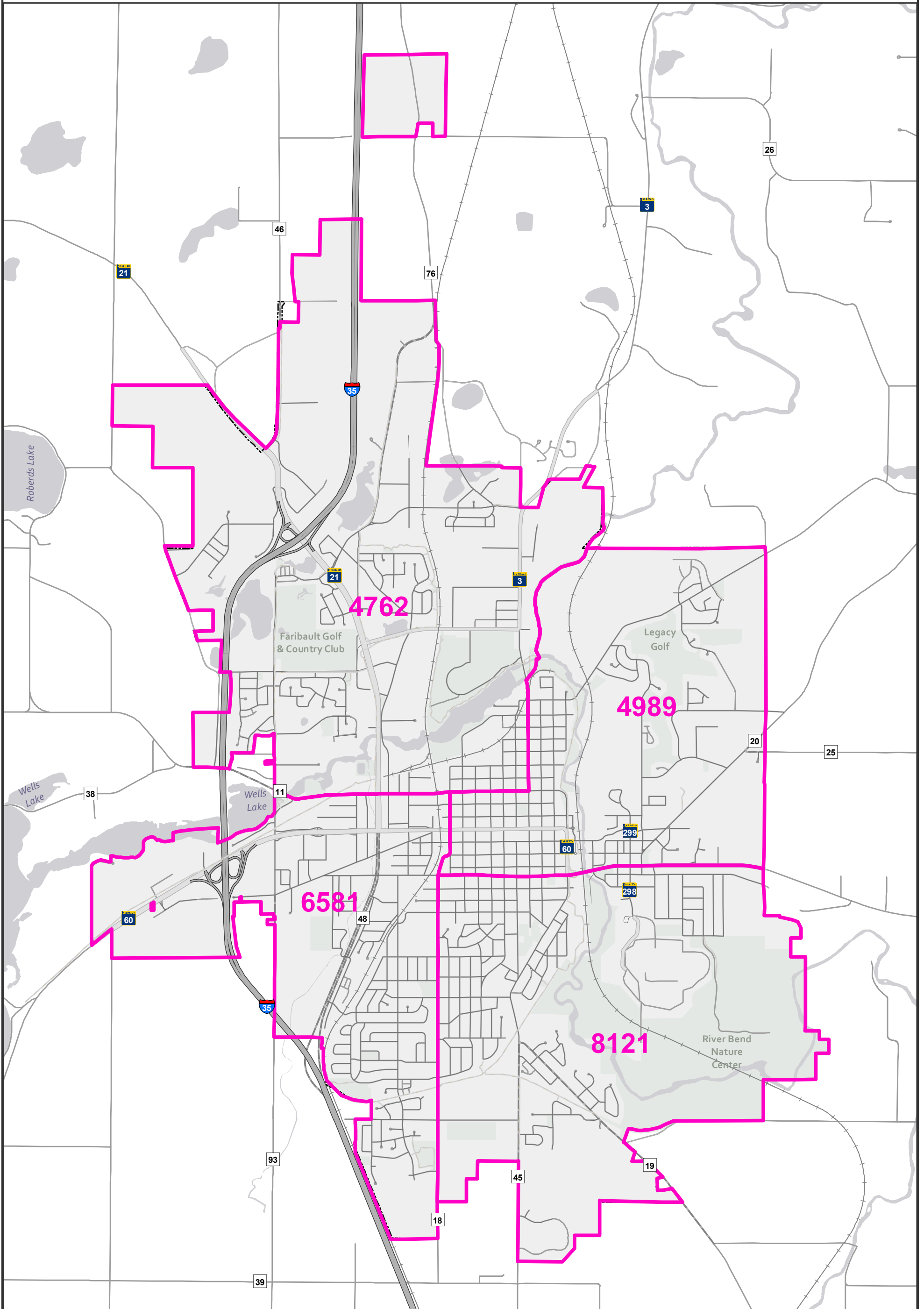


2/19/2020

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This information is a compilation of records, information, and data located in various city, county, and state offices and other sources, affecting the area shown, and is to be used for reference purposes only. The City of Faribault is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact the Engineering Division.

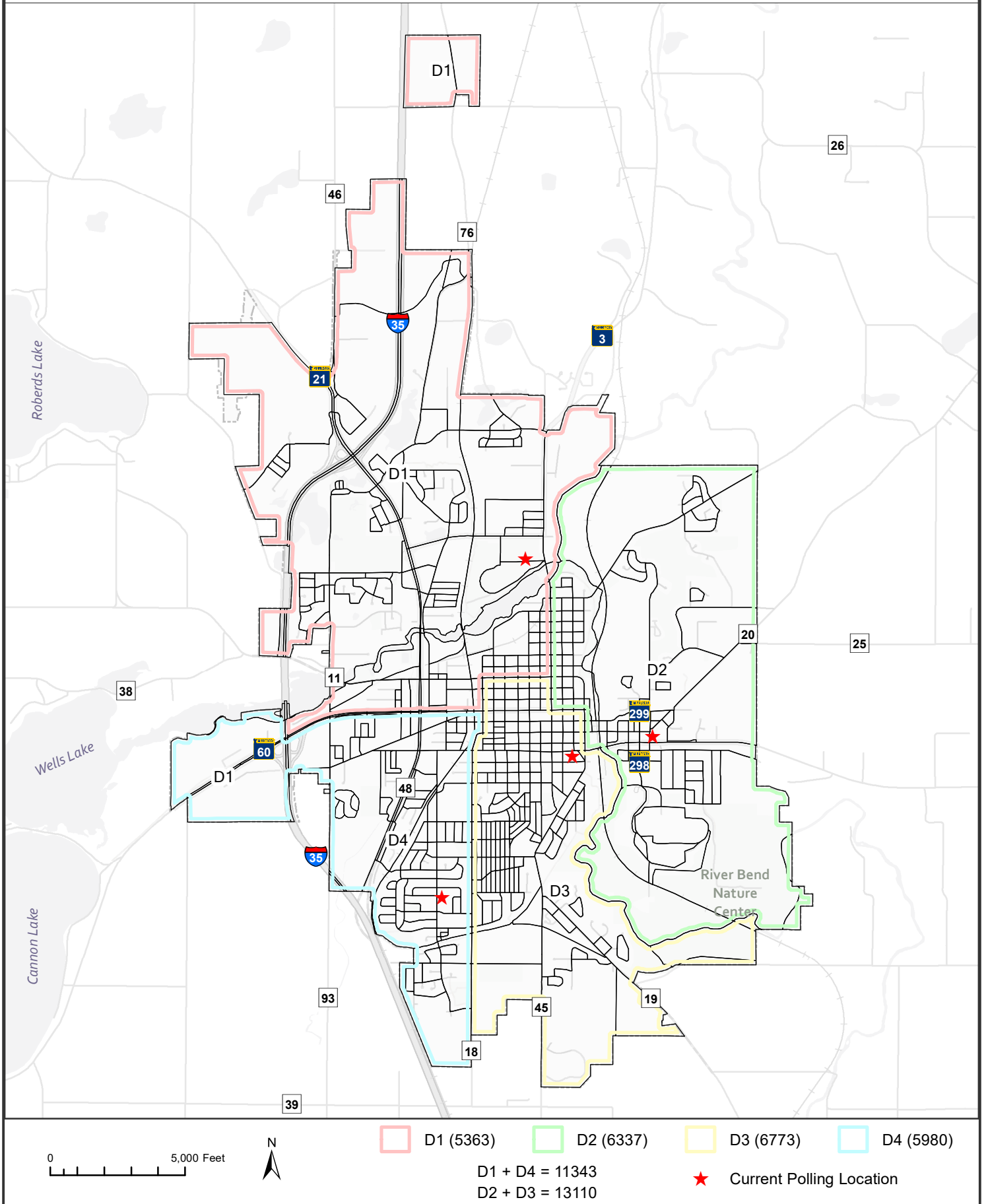
Population per Precinct
2020 Census Population within Old Precinct Boundaries
Total 2020 Census Pop: 24453

This map is neither a legally recorded map nor a survey.
This map is a compilation data affecting the area shown;
and is for reference purposes only. In using the map, you
assume responsibility for the correctness all information
extracted from this map.



Redistricting Potential Plan

This map is neither a legally recorded map nor a survey. This map is a compilation data affecting the area shown; and is for reference purposes only. In using the map, you assume responsibility for the correctness all information extracted from this map.



Statutory Redistricting Timeline (Early)

These dates only in effect if state redistricting plan adopted before 1/28/2022

# Days from Plan Approval	Sample Dates	Action	Citation
0	1/3/2022	Approval of state redistricting plan	M.S. 204B.14, subd. 1a
21	1/24/2022	Deadline for municipalities to acquire maps of school districts located within the municipality (within 21 days of completion of legislative redistricting)	M.R. 8255.0015
(80) - 21	3/3/2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
60	3/4/2022	Deadline for municipal redistricting (within 60 days after legislative redistricting)	M.S. 204B.14, subd. 3(c), M.S. 204B.135, subd. 1
60	3/4/2022	Deadline for cities that redistricted wards in 2021 to finish any modifications to conform with new legislative and congressional districts	M.S. 204B.135, subd. 1
60	3/4/2022	Immediately notify secretary of state and county auditor of any precinct boundary changes.	M.S. 204B.14, subd. 5
(80) - 7	3/17/2022	Deadline for publishing notice of hearing for redistricting school board member districts (one week prior to scheduled meeting)	M.S. 205A.12, subd. 6
80	3/24/2022	Deadline for all other redistricting (county, school district, SWCD, park) (within 80 days after legislative redistricting)	M.S. 204B.135, subd. 2
(60) + 21	3/25/2022	Voters have at least three weeks to apply for revisions to ward redistricting plan (within 3 weeks of adoption of ward redistricting plan)	M.S. 204B.135, subd. 3(b)
(60) + 30	4/3/2022	Deadline for filing base map with secretary of state and county auditor after precinct boundary changes (within 30 days after change is made).	M.S. 204B.14, subd. 5
(80) + 21	4/14/2022	Voters have at least one week and up to three weeks to file to compel redistricting or to apply for revisions to school district, SWCD, park district redistricting plans (14 weeks before primary)	M.S. 204B.135, subd. 3(c)

Office of the Minnesota Secretary of State
2021 Redistricting Guide

Statutory Redistricting Timeline (Late)

These dates only in effect if state redistricting plan adopted after 3/29/2022

# Days from Plan Approval	Sample Dates	Action	Citation
0	4/1/2022	Approval of state redistricting plan	
21	4/22/2022	Deadline for municipalities to acquire maps of school districts located within the municipality (within 21 days of completion of legislative redistricting)	M.R. 8255.0015
(42) - 21	4/22/2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
28	4/29/2022	Deadline for municipal redistricting (no later than 28 days after legislative redistricting)	M.R. 8255.0010
28	4/29/2022	Deadline for cities that redistricted wards in 2021 to finish any modifications to conform with new legislative and congressional districts	M.R. 8255.0010
28	4/29/2022	Deadline for notification to secretary of state and county auditor of precinct boundary changes (immediately when change is made)	M.R. 8255.0010
(28) + 7	5/16/2022	Voters have one week to apply for revisions to ward redistricting plan (within 1 week of adoption of ward redistricting plan)	M.S. 204B.135, subd. 3(b)
(42) - 7	5/6/2022	Deadline for publishing notice of hearing for redistricting school board member districts (one week prior to scheduled meeting)	M.S. 205A.12, subd. 6
42	5/13/2022	Deadline for all other redistricting (county, school district, SWCD, park) (within 80 days after legislative redistricting)	M.R. 8255.0010
	5/17/2022	Candidate filing opens (84 days before primary)	M.S. 204B.09, subd. 1
(42) + 7	5/20/2022	Voters have one week to file to compel redistricting or to apply for revisions to "other" redistricting plans (1 week after adoption of local redistricting plan)	M.S. 204B.135, subd. 3(c); 375.025, subd. 2

Office of the Minnesota Secretary of State
2021 Redistricting Guide