



CITY COUNCIL AGENDA

COUNCIL CHAMBERS

TUESDAY, MAY 23, 2023

6:00 PM

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

2. Presentations/Introductions

- A. Safe Summer Kickoff Proclamation

3. Approve minutes of the May 9, 2023 City Council Meeting

- A. May 9, 2023 City Council Meeting Minutes

4. Consent Agenda

- A. List of Claims for Release
- B. Resolution 2023-102 Approve Credit Card Use Policy
- C. Resolution 2023-103 Approve 2023-2024 Garbage and Refuse Hauler Licenses
- D. Resolution 2023-104 Approve Hiring Public Works Superintendent
- E. Resolution 2023-105 Approve Permanent Right of Way Easement for 1415 7th Street NW
- F. Resolution 2023-107 Approve Bureau of Justice Assistance (BJA) Rural and Small Department Violent Crime Reduction Program Grant Application
- G. Approve Professional Services Agreement with WSB for MS4 Permit Services - Pond Sediment Program
- H. Approve 2023 CIP Purchase- Replacement of Sanitary Sewer Service Truck
- I. Approve 2023 CIP Purchase - Replacement of Stormwater Service Truck
- J. Approve Letter of Support for USDA Forest Service Urban and Community Forestry Grant
- K. Resolution 2023-110 Approve Hiring Light Duty Custodian
- L. Resolution 2023-111 Approve Hiring Library Receptionist
- M. Resolution 2023-112 Approve Hiring Records Specialist
- N. Resolution 2023-113 Adopting the Amended 2022-2024 Non-Union Compensation Plan
- O. Approve Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Rice County Fair

5. Requests to be Heard

6. Public Hearings

- A. City Council Support of Financial Incentive Applications to the Minnesota Department of Employment and Economic Development related to Faribault Mill's Proposed Improvements
 - 1. Resolution 2023-108 Support of a Minnesota Investment Fund Program Application in Connection with FaribaultMill LLC
 - 2. Resolution 2023-109 Support of a Job Creation Fund Application in Connection with FaribaultMill LLC

7. Items for Discussion

- A. Resolution 2023-114 Approve Early Start Agreement for Vetrotech Expansion Project

8. Bids

- A. Resolution 2023-106 Accept Bids for 2023 Lyndale Avenue Trail Project - Contract 2021-05

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.

Office of the Mayor City of Faribault Proclamation

WHEREAS, the Faribault Police Department is sponsoring a community event and engagement opportunity at North Alexander Park called the “Safe Summer Kickoff” on June 1st, 2023; and

WHEREAS, Safe Summer Kickoff coincides with the last day of the school year for Faribault Public Schools and is focused on students, their families, and having a safe summer; and

WHEREAS, all members of the community are invited to attend this event, engage with the police department, participate in interactive activities, interact with department equipment, and observe police led demonstrations; and

WHEREAS, numerous local businesses and individuals have donated money, materials, and time to provide Safe Summer Kickoff attendees with free food, entertainment, and 100 bicycles and safety equipment to be given away; and

WHEREAS, we encourage all citizens to attend and celebrate the end of the school year and onset of a safe summer; and

NOW, THEREFORE, I, Kevin Voracek, Mayor of the City of Faribault, do hereby proclaim Thursday, June 1st, 2023, as:

Safe Summer Kickoff Day in the City of Faribault

*In witness whereof I have hereunto
Set my hand and cause the seal to
be affixed*

Mayor

Date

May 23, 2023



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, MAY 9, 2023

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 p.m. Councilors Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis, Tom Spooner, and Chuck Thiele were in attendance. Also in attendance were City Administrator Tim Murray, City Clerk Heather Slechta, Parks and Recreation Director Paul Peanasky, City Engineer Mark DuChene, Fire Chief Dustin Dienst and Police Chief John Sherwin.

Presentations/Introductions

2023 Police Officer's Memorial Day and Police Week Proclamation

Mayor Voracek presented the Police Officer's Memorial Day and Police Week Proclamation to Police Chief John Sherwin.

Approve minutes of the April 25, 2023 City Council Meeting and the May 2, 2023 Special City Council Meeting

Motion by Ross, seconded by Spooner to approve the Minutes of the April 25, 2023 City Council Meeting and the May 2, 2023 Special City Council Meeting and carried unanimously.

Consent Agenda

- A. List of Claims for Release
- B. Resolution 2023-091 Approve Street Closures and Use of North Alexander Park for Run Baby Race
- C. Approve LG220 Application for Exempt Permit for Rice County Pheasants Forever Chapter 0821
- D. Resolution 2023-093 Accept Donations Made to the City of Faribault
- E. Resolution 2023-096 Approve Street Closure for DMCS Touch-A-Truck Event and Bike Rodeo
- F. Approve Quote to Replace Flooring at City Hall
- G. Resolution 2023-098 Approve Acquisition of 422 Park Avenue (PID 18.36.2.01.041) and Authorize the Execution of the Purchase Agreement
- H. Resolution 2023-099 Approve Revised 2023 Fees, Charges and Utility Rates
- I. Resolution 2023-100 Approve Hiring Library Technician
- J. Resolution 2023-101 Approve Hiring Wastewater Treatment Plant Operator
- K. Resolution 2023-095 Approve Hiring Property Maintenance and Fire Code Inspector
- L. Approve CIP Purchase - Pickup Truck
- M. Resolution 2023-094 Accept Southeastern Minnesota Arts Council Grant
- N. Approve LG220 Application for Exempt Permit for Catholic United Financial Council 13SS Lawrence/Anne

Motion by van Sluis, seconded by Doumbouya to approve Consent Agenda items A-N and carried unanimously.

Requests to be Heard – None

Public Hearings – None

Items for Discussion

Resolution 2023-097 Approve Plans and Specifications and Establish Bid Date for 2023 MSA Street Overlay Improvements - Contract 2023-03

City Engineer Mark DuChene explained that Resolution 2023-097 approves the construction plans and specifications for the proposed 2023 MSA Street Overlay improvements project (Contract 2023-03) by curb and gutter replacement, concrete sidewalk replacement, storm sewer repair, casting adjustment/replacement, pavement milling, bituminous paving, pavement markings, and related improvements on the following streets:

14th Street NW (2nd Avenue NW to Central Avenue)
2nd Avenue NW (4th Street NW to 14th Street NW)

The improvements were formally ordered by the City Council on April 11, 2023, upon the passage of Resolution 2023-075, following the Public Hearing. After the improvements were ordered, the Engineering Department finalized the plans and specifications in preparation of bidding for the improvements.

It is estimated that the total cost of the improvements will be \$1,520,000.00 including engineering fees and contingencies. The City was also awarded \$600,000 from the LRIP for the 2nd Avenue NW portion of the project.

MSA Funds	\$ 861,000.00	56.6%
LRIP Grant	\$ 600,000.00	39.5%
Water Utility Fund	\$ 21,000.00	1.4%
Sanitary Sewer Utility Fund	\$ 38,000.00	2.5%
Total	\$ 1,520,000.00	

The resolution also establishes a bid date of May 31, 2023 for the project. Construction is scheduled to begin in July, after Heritage Days, with substantial completion by the end of August 2023.

Councilor Ross asked what the traffic plans would be during the project, DuChene explained that the roads would remain open to traffic, with one intersection at a time being closed, there would be some interruption in traffic. Mayor Voracek requested that construction signs be placed in smart places to allow for vehicles to reroute themselves prior to getting into the construction zone.

Motion by Ross, seconded by van Sluis to approve Resolution 2023-097 Approve Plans and Specifications and Establish Bid Date for 2023 MSA Street Overlay Improvements - Contract 2023-03 and carried unanimously.

Ordinance 2023-8 Amending Chapter 19 of the City Code of Ordinances regarding Mobile Food Units (Food Trucks) (Second Reading) and Approve Summary Publication of Ordinance 2023-8

City Administrator Tim Murray stated that the City Council discussed the development of regulations for mobile food units (food trucks), which were not specifically addressed in our current Code of Ordinances. Food trucks are licensed by the State of Minnesota, but cities do have the authority to regulate them locally as well.

Ordinance 2023-8 amends Chapter 19 - PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS, adding a new section that outlines the operation of food trucks was reviewed at the Council Work Session on April 18, 2023 and was approved on first reading on April 25, 2023.

Since its first reading staff was contact by vendors requesting that the 21-day limit to operate in the City be changed to follow state statute that does not allow a vendor to be in the same spot for 21-days. The other change since first reading was to the clarify that licensing is not required "by the City".

Councilor Ross asked if the ordinance should include language stating that you can not be on the same PID for more than 21-days should be added, however, Staff did not think that would be necessary at this time.

Motion by Ross, seconded by Spooner to approve Ordinance 2023-8 Amending Chapter 19 of the City Code of Ordinances regarding Mobile Food Units (Food Trucks) (Second Reading)

Roll Call Vote:

Aye: Councilor Caron, Doumbouya, Ross, van Sluis, Spooner, Thiele and Mayor Voracek

Nay:

Motion carried 7:0

Motion by van Sluis, seconded by Thiele to Approve Summary Publication of Ordinance 2023-8 and carried unanimously.

Bids - None

Boards and Commissions Reports, Announcements and Project Updates

Councilor Ross informed the Council that an open house for Carol Pearson, the newly hired Senior Center Director will be on May 19 at 9:30 a.m. at Buckham West.

Mayor Voracek stated that he met a few new Sage employees that moved here from Washington.

City Administrator Murray informed the Council that there will be a joint Rice County Commissioner/City Council Work Session next week to discuss a tax abatement request.

Adjournment

Motion by Ross, seconded by Doumbouya to adjourn the City Council meeting and carried unanimously.

Meeting adjourned at 6:19 p.m.

Respectfully Submitted,

Heather Slechta
City Clerk



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: May 23, 2023
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 \$1,109,837.20, which includes check numbers 177981 to 178074 and automatic clearing house payments.

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. 05-23-2023 Council AP List

AP
AP Council Approval 05-23-2023



User: astadler
Printed: 5/18/2023 12:45:08 PM

Check Num	Last Name	Acct 1	Amount	Description
0	Adolph Kiefer & Associates LLC	101-45125-450-42110	744.00	Aquatic Center Umbrellas
0	Adolph Kiefer & Associates LLC	101-45122-450-42110	943.56	Whistles/Lanyards/Life Vests/Rescue Tubes
	Adolph Kiefer & Associates LLC		1,687.56	
0	Ag Partners Coop	602-49480-000-42160	62.25	Weed Spray
	Ag Partners Coop		62.25	
177993	Amazon Capital Services	101-41580-410-42110	37.99	Badge
177993	Amazon Capital Services	101-45500-450-42410	179.96	Stainless Steel Water Hose
177993	Amazon Capital Services	101-45140-450-42110	149.00	Connect Four Fun Center
177993	Amazon Capital Services	101-45500-450-42190	38.97	Books
177993	Amazon Capital Services	101-45500-450-42010	21.58	Label Maker Tape
177993	Amazon Capital Services	101-45500-450-42410	29.88	Water Hose
177993	Amazon Capital Services	101-45500-450-42190	122.80	Books
177993	Amazon Capital Services	101-45500-450-42192	59.96	Audio/Visual
177993	Amazon Capital Services	101-45140-450-42110	25.98	Little Champs Equipment
177993	Amazon Capital Services	101-42124-420-42020	113.40	Ultra Slim USB Port
177993	Amazon Capital Services	101-45122-450-42194	129.95	Catchers Gear for Teepee Tonka Baseball
177993	Amazon Capital Services	101-45140-450-42110	51.96	Little Champs Equipment
177993	Amazon Capital Services	101-45140-450-42110	54.97	Sports Camp Supplies
177993	Amazon Capital Services	101-41580-410-42020	255.01	Cables and Cable Adapters
177993	Amazon Capital Services	101-45500-450-42190	57.93	Books
177993	Amazon Capital Services	101-45140-450-42110	137.01	Washington Camp Supplies
177993	Amazon Capital Services	101-45500-450-43130	16.99	Cups for Programming
177993	Amazon Capital Services	101-41580-410-42110	19.98	Batteries For IT
177993	Amazon Capital Services	101-42220-420-42210	12.99	Chainsaw Control Switch
177993	Amazon Capital Services	601-49430-000-42110	52.95	Windsock - Water Treatment Plant
177993	Amazon Capital Services	101-42124-420-42020	22.48	4 Port USB / J Bestul
177993	Amazon Capital Services	101-45500-450-42190	9.99	Books
177993	Amazon Capital Services	602-49480-000-42170	47.99	Gloves
177993	Amazon Capital Services	101-45130-450-43131	116.85	American Sign Language Text Books

Check Numb	Last Name	Acct 1	Amount	Description
177993	Amazon Capital Services	101-45500-450-42190	92.69	Books
177993	Amazon Capital Services	101-45500-450-43130	67.61	Adventure Kit
	Amazon Capital Services		1,926.87	
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	132.53	Legal Notices-Agendas & Ordinances
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	87.21	Meeting Notice
	APG Media of Southern Minnesota LLC		219.74	
0	Arens Bradley	101-42123-420-43310	15.00	Per Diem / Pursuit Refresher
	Arens Bradley		15.00	
0	Arrow Electric LLC	601-49430-000-42210	249.28	Generator Plug
0	Arrow Electric LLC	601-49430-000-44040	280.00	Install Generator Plug
0	Arrow Electric LLC	101-45200-450-44010	191.32	Security Light Repairs-Alexander So Shelter #1
	Arrow Electric LLC		720.60	
177994	Aspen Mills	101-42123-420-42180	155.88	Cargo Pants / J Gramling
	Aspen Mills		155.88	
0	Auto Value Parts Store	101-43121-430-42210	2.49	Oil Drain Pan Plug - Street #419
0	Auto Value Parts Store	101-43126-430-42410	32.99	Straight Die Grinder
0	Auto Value Parts Store	601-49430-000-42210	144.99	Truck Battery
	Auto Value Parts Store		180.47	
177995	Baker & Taylor Entertainment	101-45500-450-42190	155.05	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	136.48	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	218.35	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	107.20	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	129.05	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	20.72	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	3.66	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	506.89	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	52.87	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	733.83	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	10.68	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	230.12	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	22.57	Books

Check Numb	Last Name	Acct 1	Amount	Description
177995	Baker & Taylor Entertainment	101-45500-450-42190	136.78	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	618.40	Books
177995	Baker & Taylor Entertainment	101-45500-450-42190	36.80	Books
	Baker & Taylor Entertainment		3,119.45	
0	BHE Renewables	602-49480-000-43810	11,319.41	Solar Energy - March
	BHE Renewables		11,319.41	
177996	Bock Stephen & Alissa	601-00000-000-20200	81.89	Refund Check 024105-000, 735 Division St W
	Bock Stephen & Alissa		81.89	
0	Border States Industries Inc	101-45200-450-42110	361.91	Ballfield Lights
0	Border States Industries Inc	101-45200-450-42110	263.25	Ballfield Light Bulbs
	Border States Industries Inc		625.16	
0	Burand Inc	602-49480-000-42210	1,033.31	Sludge Pump Parts
	Burand Inc		1,033.31	
177981	c/o Teledoc Inc Healthiest You	101-00000-000-21707	880.00	Healthiest You - May 2023
	c/o Teledoc Inc Healthiest You		880.00	
177997	Canon Financial Services Inc	101-43121-430-44160	110.14	PW Copier Rent 5-1-23 - 5-31-2023
177997	Canon Financial Services Inc	602-49450-000-44160	11.46	PW Copier Rent 5-1-23 - 5-31-2023
177997	Canon Financial Services Inc	101-42210-420-44160	68.46	Copier Charge 05/01/2023 to 05/31/2023
177997	Canon Financial Services Inc	601-49430-000-44160	11.46	PW Copier Rent 5-1-23 - 5-31-2023
177997	Canon Financial Services Inc	603-49500-000-44160	1.63	PW Copier Rent 5-1-23 - 5-31-2023
177997	Canon Financial Services Inc	101-42124-420-44160	201.90	Copier Leases
177997	Canon Financial Services Inc	101-42400-420-44160	167.08	Copier Charges 05/02/23-05/31/23
177997	Canon Financial Services Inc	101-41940-410-44160	224.41	Copier Lease
177997	Canon Financial Services Inc	240-46210-460-44160	224.41	Cannon Copier Lease for 3rd Floor Copier
	Canon Financial Services Inc		1,020.95	
177990	CenturyLink	101-41940-410-43210	61.88	507-334-8409 948
177990	CenturyLink	101-42210-420-43210	132.76	507-334-0486 496
177998	CenturyLink	101-41940-410-43210	12.60	Monthly Phone Bill - April
177990	CenturyLink	902-00000-000-23935	367.33	507 Z01-0018 863 Monthly Phone Bill

Check Numb	Last Name	Acct 1	Amount	Description
177990	CenturyLink	101-41940-410-43210	325.00	507-F17-0266 725 City Hall - May
177990	CenturyLink	225-49810-430-43210	110.81	507-334-7494 946 Airport
177990	CenturyLink	902-00000-000-23935	-367.33	507 Z01-0018 863 Monthly Phone Bill
177990	CenturyLink	225-49810-430-43210	61.88	507-334-3495 952 Airport
	CenturyLink		704.93	
177999	Charlie Victor Construction	101-00000-000-22000	1,000.00	Release Escrow 3201 8th Ave NW Permit #2022-00441
	Charlie Victor Construction		1,000.00	
0	Cintas Corporation	603-49500-000-44060	6.43	Uniform Cleaning Storm
0	Cintas Corporation	602-49450-000-44060	13.87	Uniform Cleaning Sewer
0	Cintas Corporation	601-49430-000-44060	52.21	Uniform Cleaning Water
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels
0	Cintas Corporation	101-43121-430-44060	26.55	Uniform Cleaning Streets
0	Cintas Corporation	603-49500-000-44060	6.43	Uniform Cleaning Storm
0	Cintas Corporation	602-49480-000-44060	32.68	Uniform Laundry
0	Cintas Corporation	101-43126-430-44060	10.24	Uniform Cleaning Mechanics
0	Cintas Corporation	101-45200-450-44060	32.74	Laundry
0	Cintas Corporation	602-49480-000-44060	6.43	Floor Mats
0	Cintas Corporation	601-49430-000-44060	25.86	Uniform Cleaning Water
0	Cintas Corporation	101-43121-430-42110	62.28	Mops and Disposable Towels
0	Cintas Corporation	602-49450-000-44060	12.72	Uniform Cleaning Sewer
0	Cintas Corporation	602-49480-000-44060	32.68	Uniform Laundry
0	Cintas Corporation	101-45200-450-44060	32.74	Laundry
0	Cintas Corporation	602-49480-000-44060	48.44	Lab Towels Floor Mats
0	Cintas Corporation	602-49450-000-44060	12.72	Uniform Cleaning Sewer
0	Cintas Corporation	101-43126-430-44060	10.24	Uniform Cleaning Mechanics
0	Cintas Corporation	101-43126-430-44060	24.40	Laundry Shop Towels
0	Cintas Corporation	101-43121-430-44060	26.55	Uniform Cleaning Streets
0	Cintas Corporation	603-49500-000-44060	6.43	Uniform Cleaning Storm
0	Cintas Corporation	601-49430-000-44060	25.86	Uniform Cleaning Water
	Cintas Corporation		532.90	
178000	City of Faribault	601-49430-000-43850	33.14	005003-032 812 8 Ave NW (New Water Plant)
177982	City of Faribault	101-00000-000-11500	41.67	PR Batch 00509.05.2023 Miscellaneous
178000	City of Faribault	902-00000-000-23935	4,828.09	Water/Sewer - April
178000	City of Faribault	602-49480-000-43820	13.81	005003-022 214 14 St NE
178000	City of Faribault	101-45127-450-43820	28.31	005003-030 705 17 St SW-Irrigation
178000	City of Faribault	225-49810-430-43860	311.77	005003-004 3401 Hwy 21 W
178000	City of Faribault	211-46310-460-43820	30.46	005003-000 16 1 St SE

Check Numb	Last Name	Acct 1	Amount	Description
178000	City of Faribault	225-49810-430-43850	14.86	005003-004 3401 Hwy 21 W
178000	City of Faribault	101-45127-450-43850	10.85	005003-043 705 17 St SW
178000	City of Faribault	225-49810-430-43820	13.81	005003-005 Airport Terminal
178000	City of Faribault	602-49480-000-43860	256.94	005003-019 214 14 St NE
178000	City of Faribault	101-45127-450-43820	25.31	005003-043 705 17 St SW
178000	City of Faribault	211-46310-460-43860	7.48	005003-000 16 1 St SE
178000	City of Faribault	101-45127-450-43860	41.36	005003-043 705 17 St SW
178000	City of Faribault	225-49810-430-43850	10.00	005003-005 Airport Terminal
178000	City of Faribault	602-49480-000-43820	1,673.48	005003-019 214 14 St NE
178000	City of Faribault	225-49810-430-43820	17.91	005003-004 3401 Hwy 21 W
178000	City of Faribault	211-46310-460-43850	40.51	005003-000 16 1 St SE
178000	City of Faribault	902-00000-000-23935	-4,828.09	Water/Sewer - April
178000	City of Faribault	602-49480-000-43820	2,298.09	005003-023 214 14 St NE
178000	City of Faribault	873-49499-000-43850	3,935.44	Roberds Lake SIU Bill - April
178000	City of Faribault	873-49499-000-43090	594.00	Roberds Lake Billing Fee - April
	City of Faribault		9,399.20	
178001	CivicPlus	101-41110-410-43090	15.94	Closed Captioning - April City Council Meetings
	CivicPlus		15.94	
0	CL Bensen Company Inc	101-45122-450-42230	447.48	HVAC Unit Filters
	CL Bensen Company Inc		447.48	
0	Clean River Partners	603-49500-000-43090	3,476.40	SWPPP Education 1st Quarter
	Clean River Partners		3,476.40	
178002	Cochran Ben	601-00000-000-20200	44.25	Refund Check 022267-000, 221 Irving Ave
	Cochran Ben		44.25	
177983	Colonial Life	101-00000-000-21711	80.00	PR Batch 00509.05.2023 Short Term Disability
	Colonial Life		80.00	
178003	Community Co-op Oil Assn	101-43121-430-42120	4.10	Gas
178003	Community Co-op Oil Assn	101-43121-430-42120	-0.73	Credit for Federal Tax Charged on Fuel at C-Store
178003	Community Co-op Oil Assn	101-42220-420-42120	-9.24	Credit for Federal Tax Charged on Fuel at C-Store
178003	Community Co-op Oil Assn	101-45200-450-42120	-2.75	Credit for Federal Tax Charged on Fuel at C-Store
178003	Community Co-op Oil Assn	603-49500-000-42120	-0.93	Credit for Federal Tax Charged on Fuel at C-Store

Check Numb	Last Name	Acct 1	Amount	Description
178003	Community Co-op Oil Assn	101-43121-430-42120	8.00	Gas
178003	Community Co-op Oil Assn	603-49500-000-42120	32.00	Non Oxy Fuel
178003	Community Co-op Oil Assn	101-45200-450-44040	12.00	Tire Repair
178003	Community Co-op Oil Assn	101-43126-430-42110	28.50	Propane Cylinder Refill - Shop
178003	Community Co-op Oil Assn	101-43121-430-42120	4.00	Gas
178003	Community Co-op Oil Assn	101-42220-420-42120	50.00	Fuel
178003	Community Co-op Oil Assn	101-45200-450-44040	68.95	Tire Repairs
178003	Community Co-op Oil Assn	101-42210-420-42120	80.00	Fuel
178003	Community Co-op Oil Assn	101-45122-450-42120	51.71	Gasoline
	Community Co-op Oil Assn		325.61	
178004	Continental Carbon Group	602-49480-000-42160	67,300.00	Carbon Odor Control
	Continental Carbon Group		67,300.00	
178005	Cook Jake	101-00000-450-34700	435.00	Refund - Volleyball Registration
	Cook Jake		435.00	
0	Crane Creek Asphalt	101-43121-430-42240	500.00	Tack
	Crane Creek Asphalt		500.00	
0	CRI Environmental Solutions	603-49500-000-43090	172.80	Emergency Spill Absorbent Service
	CRI Environmental Solutions		172.80	
0	Culligan	101-45500-450-44160	40.50	Drinking Water Equip Rental
0	Culligan	101-45500-450-44010	61.25	Solar Salt
0	Culligan	602-49480-000-44160	49.25	Softener Rental
	Culligan		151.00	
178006	Dahle Sod Farms LLC	101-43121-430-43090	4,644.00	Seeding & Straw Mulch Open Area by City Shop
178006	Dahle Sod Farms LLC	101-43110-430-42110	150.00	Grass Seed
178006	Dahle Sod Farms LLC	101-43121-430-42110	150.00	Grass Seed
	Dahle Sod Farms LLC		4,944.00	
0	Dakota Supply Group	601-49430-000-42110	1,825.19	Meter Supplies

Check Numb	Last Name	Acct 1	Amount	Description
	Dakota Supply Group		1,825.19	
178007	DeZURIK Inc	602-49480-000-42210	116.71	Valve Parts
178007	DeZURIK Inc	602-49480-000-42210	109.71	Valve Replacement Parts
	DeZURIK Inc		226.42	
178008	DJ Medin Architects Inc	437-45500-450-45300	750.00	Architect for 2023 Exterior Project
178008	DJ Medin Architects Inc	437-45500-450-45300	737.50	Architect for 2023 Exterior Project
	DJ Medin Architects Inc		1,487.50	
178009	Donohue & Associates Inc	602-49480-000-43030	5,485.00	Engineering Services WWTP Master Plan
	Donohue & Associates Inc		5,485.00	
0	E O Johnson Company Inc-Dallas	101-45110-450-44160	275.05	Copier Lease
	E O Johnson Company Inc-Dallas		275.05	
0	Eckberg Lammers PC	101-41610-410-43045	13,034.00	Monthly Retainer Fee
	Eckberg Lammers PC		13,034.00	
178010	Ehlers & Associates Inc	101-00000-000-22000	1,050.00	Sage Tax Abatement Discussion
	Ehlers & Associates Inc		1,050.00	
0	Electric Pump Inc	602-49450-000-44040	5,058.75	Hwy 60 Liftstation Repairs
	Electric Pump Inc		5,058.75	
0	Empower Retirement-HCSP	101-00000-000-21720	1,581.42	PR Batch 00509.05.2023 Health Care Savings Plan 357
	Empower Retirement-HCSP		1,581.42	
0	Enterprise FM Trust	101-42700-420-44160	805.29	Lease / #8 (2023 Dodge Ram)
0	Enterprise FM Trust	101-42700-420-44160	-805.29	Lease / #8 Deducted From Sale of Vehicles
0	Enterprise FM Trust	101-42700-420-44160	750.29	Lease Payment / #8
	Enterprise FM Trust		750.29	

Check Numb	Last Name	Acct 1	Amount	Description
0	Evergreen Land Services	401-43121-430-45300	180.00	2021-05 Lyndale Avenue Trail
	Evergreen Land Services		180.00	
178011	Fareway Stores Inc #126	101-41800-410-44382	39.95	Walk for Wellness Luncheon-Bottled Water
178011	Fareway Stores Inc #126	101-41940-410-42115	39.61	Coffee and Water
178011	Fareway Stores Inc #126	101-42220-420-42115	20.88	Water for Fire Dept Rehab
178011	Fareway Stores Inc #126	101-45122-450-42110	15.41	Dish Soap and Bags
178011	Fareway Stores Inc #126	101-42123-420-42115	13.99	Treats for Drug Burn
	Fareway Stores Inc #126		129.84	
178012	Faribault Ace Hardware	101-45200-450-42110	24.09	Plexi Glass
178012	Faribault Ace Hardware	101-45200-450-42110	83.11	Faucet & Soap
178012	Faribault Ace Hardware	101-42110-420-42110	13.30	Epoxy Syringe - Scouring Stick
178012	Faribault Ace Hardware	101-45200-450-42110	17.99	Reciprocal Saw Blades
178012	Faribault Ace Hardware	601-49430-000-42110	55.17	Plumbing Fittings
178012	Faribault Ace Hardware	602-49480-000-42110	129.96	Stainless Steel Bolts/Air Scrubber
178012	Faribault Ace Hardware	101-45125-450-42110	48.36	Thread Tape/Caulk/Wire Brush
178012	Faribault Ace Hardware	101-45200-450-42110	1.38	Fasteners
178012	Faribault Ace Hardware	101-42210-420-42110	35.97	Polish/Contractors Bags/Paint
178012	Faribault Ace Hardware	101-41940-410-42110	17.98	Coffee Filters
178012	Faribault Ace Hardware	101-45140-450-42110	3.85	Plumbing Parts
178012	Faribault Ace Hardware	101-42110-420-42110	15.28	Gorilla Spray Adhesive
178012	Faribault Ace Hardware	602-49480-000-42160	104.38	Herbicide/Degreaser
178012	Faribault Ace Hardware	101-42110-420-42110	6.29	Grommet 1/2" Refill
178012	Faribault Ace Hardware	601-49430-000-42110	22.30	Bolts and Tape
178012	Faribault Ace Hardware	101-41940-410-42230	7.16	Corner Brace and Fasteners
	Faribault Ace Hardware		586.57	
0	Faribault Fleet Supply Inc	101-43160-430-42110	17.76	Bolts For Street Light
0	Faribault Fleet Supply Inc	101-45200-450-42110	51.98	Hand Soap
0	Faribault Fleet Supply Inc	101-45200-450-42110	16.25	Zawzall Blades/Hardware
0	Faribault Fleet Supply Inc	601-49430-000-42110	16.77	Nuts and Bolts
0	Faribault Fleet Supply Inc	101-45200-450-42110	23.94	Brown Mulch
0	Faribault Fleet Supply Inc	101-43121-430-42210	0.76	Starter Cord
0	Faribault Fleet Supply Inc	101-43121-430-42210	6.32	Hardware
0	Faribault Fleet Supply Inc	101-43121-430-42210	96.19	Coupler for Pipe
0	Faribault Fleet Supply Inc	101-45200-450-42110	11.98	Bolts
0	Faribault Fleet Supply Inc	601-49430-000-42110	70.97	Lawn Starter and Oats
0	Faribault Fleet Supply Inc	101-45200-450-42110	95.96	Trash Cans-White Sands
0	Faribault Fleet Supply Inc	101-45200-450-42110	71.99	Bellfield Diesel Can

Check Numb	Last Name	Acct 1	Amount	Description
0	Faribault Fleet Supply Inc	101-45127-450-42110	37.18	Zip Ties for Soccer Nets
	Faribault Fleet Supply Inc		518.05	
178013	Faribault Post Office	602-49480-000-43220	1,170.84	Utility Bills - May
178013	Faribault Post Office	601-49430-000-43220	1,170.84	Utility Bills - May
178013	Faribault Post Office	603-49500-000-43220	1,170.83	Utility Bills - May
	Faribault Post Office		3,512.51	
0	Faribo Plumbing & Heating Inc	601-49430-000-42110	170.46	Plumbing Supplies
	Faribo Plumbing & Heating Inc		170.46	
0	Farm and Home Publishers Ltd	101-45500-450-42190	67.25	Book
	Farm and Home Publishers Ltd		67.25	
0	Fastenal Company	602-49480-000-42170	40.68	Ear Plugs
	Fastenal Company		40.68	
0	Federal Signal Corporation	431-42500-420-45400	16,525.00	Northern Industrial Emergency Warning Siren
	Federal Signal Corporation		16,525.00	
178014	Ferguson Waterworks #2516	602-49450-000-42110	1,941.32	Valves For Willow Sanitary Liftstation
	Ferguson Waterworks #2516		1,941.32	
178015	Ferris Jodi	401-43121-430-45300	3,600.00	2021-05 Easement - 1415 7th St NW
	Ferris Jodi		3,600.00	
178016	Ferris Todd	401-43121-430-45300	3,600.00	2021-05 Easement - 1415 7th St NW
	Ferris Todd		3,600.00	
178017	Garrick Roni	601-00000-000-20200	103.68	Refund Check 019070-000, 227 2 St NW
	Garrick Roni		103.68	
178018	Glenn's Service LLC	101-42123-420-43090	87.53	Towed Stolen Car Trailer 9th St to FPD Storage #23-1

Check Numb	Last Name	Acct 1	Amount	Description
178018	Glenn's Service LLC	101-42123-420-43090	87.53	Towed Stolen '07 Tahoe 9th St to FPD Storage #23-1206
	Glenn's Service LLC		175.06	
0	Gopher State One Call	602-49450-000-43090	90.90	One Call Locate Tickets for April 2023
0	Gopher State One Call	603-49500-000-43090	90.90	One Call Locate Tickets for April 2023
0	Gopher State One Call	601-49430-000-43090	90.90	One Call Locate Tickets for April 2023
	Gopher State One Call		272.70	
178019	Grainger Inc	602-49480-000-42210	36.68	Thermostat
	Grainger Inc		36.68	
0	Great Northern Environmental LLC	602-49480-000-42210	1,927.50	UV Parts
	Great Northern Environmental LLC		1,927.50	
178020	GS Direct Inc	101-43121-430-42020	227.58	Toner Cartridges
178020	GS Direct Inc	602-49450-000-42020	23.69	Toner Cartridges
178020	GS Direct Inc	601-49430-000-42020	23.69	Toner Cartridges
178020	GS Direct Inc	603-49500-000-42020	3.36	Toner Cartridges
	GS Direct Inc		278.32	
0	Harry Brown's LLC	101-42121-420-42210	440.00	Front and Rear Floor Mats (2 Sets)
0	Harry Brown's LLC	101-42700-420-42210	220.00	Front and Rear Floor Mats (1 Set)
	Harry Brown's LLC		660.00	
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	2,380.00	Chlorine
0	Hawkins Inc	101-45122-450-42160	682.97	Pool Chemicals
0	Hawkins Inc	601-49430-000-42160	4,319.32	Ammonia and Sodium Silicate
0	Hawkins Inc	602-49480-000-42160	11,174.80	Ferric Phos Removal
0	Hawkins Inc	601-49430-000-42160	3,955.49	Sodium Silicate and Sodium Permanganate
	Hawkins Inc		22,512.58	
178021	Healy Construction Company Inc	603-49500-000-44050	16,647.00	Storm Repair Division St

Check Numb	Last Name	Acct 1	Amount	Description
	Healy Construction Company Inc		16,647.00	
178022	Heartland Animal Hospital	101-42700-420-43090	201.29	Care of Stray
178022	Heartland Animal Hospital	101-42700-420-43090	2,266.21	Care of Multiple Strays
	Heartland Animal Hospital		2,467.50	
178023	Heselton Construction LLC	601-49430-000-44050	3,205.00	Replace Water Gate Valve
178023	Heselton Construction LLC	602-49450-000-44050	19,100.00	Sewer Repairs - 3 St NE/Westwood Dr/Mitchell Dr
178023	Heselton Construction LLC	603-49500-000-44050	51,743.00	Division/Prairie Storm Manhole Replacement
	Heselton Construction LLC		74,048.00	
178024	Hillyard Hutchinson	101-45122-450-42410	775.67	Floor Scrubber Batteries
	Hillyard Hutchinson		775.67	
0	Holm Jacob	101-42123-420-43310	15.00	Per Diem / Pursuit Refresher
	Holm Jacob		15.00	
178025	House of Print	101-45110-450-42030	2,951.32	Buckham Bulletin Printing
	House of Print		2,951.32	
178026	Hy-Vee - Accounts Receivable	101-41800-410-44382	166.43	Walk for Wellness Luncheon Fruit/Lettuce Etc
	Hy-Vee - Accounts Receivable		166.43	
0	I & S Group Inc	437-41940-410-45300	5,200.00	Professional Fees-City Hall Remodel
	I & S Group Inc		5,200.00	
177984	IAFF Local 665	101-00000-000-21708	720.00	PR Batch 00509.05.2023 IAFF Local 665
	IAFF Local 665		720.00	
0	Innovative Office Solutions LLC	101-45110-450-42010	42.96	Sharpie Pens
0	Innovative Office Solutions LLC	101-45110-450-42010	12.42	Sharpie Pens
0	Innovative Office Solutions LLC	101-45110-450-42010	47.18	Clipboards
0	Innovative Office Solutions LLC	101-45110-450-42010	22.84	Card Stock
0	Innovative Office Solutions LLC	101-45500-450-42010	1.78	Index Card Box

Check Numb	Last Name	Acct 1	Amount	Description
0	Innovative Office Solutions LLC	101-45500-450-42010	57.09	Book Tape-Shipping Tape-Markers-Pencils-Pens
0	Innovative Office Solutions LLC	101-45122-450-42110	51.72	Facial Tissues
0	Innovative Office Solutions LLC	101-41320-410-42010	31.38	Labels and Envelope Sealer
0	Innovative Office Solutions LLC	101-45122-450-42410	481.95	Office Chair
0	Innovative Office Solutions LLC	101-45500-450-42010	2.72	Pens
0	Innovative Office Solutions LLC	101-42124-420-42010	431.68	Correction Tape/Scissors/Post-It Notes/Folders/Paper
0	Innovative Office Solutions LLC	101-45500-450-42410	327.45	Task Stool for Circulation Desk
	Innovative Office Solutions LLC		1,511.17	
0	Insty-Prints	240-46210-460-42030	76.44	Business Cards for Ian Luker
	Insty-Prints		76.44	
0	Internal Revenue Service	101-00000-000-21704	5,936.94	PR Batch 00509.05.2023 Medicare Employee
0	Internal Revenue Service	101-00000-000-21703	16,144.14	PR Batch 00509.05.2023 FICA Employer
0	Internal Revenue Service	101-00000-000-21701	37,005.80	PR Batch 00509.05.2023 Federal Income Tax
0	Internal Revenue Service	101-00000-000-21703	16,144.14	PR Batch 00509.05.2023 FICA Employee
0	Internal Revenue Service	101-00000-000-21704	5,936.94	PR Batch 00509.05.2023 Medicare Employer
	Internal Revenue Service		81,167.96	
0	Interstate Power Systems Inc	101-42110-420-44010	1,144.00	Generator Inspection
	Interstate Power Systems Inc		1,144.00	
0	Iowa Pump Works Inc	602-49450-000-45300	1,336.25	7th St Lift Station Panel Upgrade
	Iowa Pump Works Inc		1,336.25	
177985	IUOE Local 70	101-00000-000-21708	2,027.00	PR Batch 00509.05.2023 Local 70 Union Dues
	IUOE Local 70		2,027.00	
0	Jefferson Fire & Safety Inc	101-42220-420-42110	1,500.00	10-Class A/B Foam
	Jefferson Fire & Safety Inc		1,500.00	
178027	Kielmeyer Doug	601-00000-000-20200	223.07	Refund Check 013659-000, 921 Newhall Dr
	Kielmeyer Doug		223.07	
0	Kline Distributing LLC	101-41800-410-44382	196.80	Walk for Wellness Luncheon Pork Chops

Check Numb	Last Name	Acct 1	Amount	Description
	Kline Distributing LLC		196.80	
0	Kremer Services LLC	101-43121-430-42210	1,618.02	Rear Leaf Springs/U-Bolts/Washers/Nuts - Street #413
	Kremer Services LLC		1,618.02	
178028	Larson Milo	101-42110-420-42030	810.70	Yard Signs - Safe Summer Kickoff
	Larson Milo		810.70	
177986	Law Enforcement Labor Services Inc	101-00000-000-21708	1,552.50	PR Batch 00509.05.2023 LELS 357 Union Dues
	Law Enforcement Labor Services Inc		1,552.50	
178029	Lawson Alicia	601-00000-000-20200	87.11	Refund Check 020142-001, 1206 19 St SW
	Lawson Alicia		87.11	
177991	League of Minnesota Cities Ins Trust	101-42123-420-44450	261.24	Work Comp Deductible Claim #00450662 LP
	League of Minnesota Cities Ins Trust		261.24	
178030	Loffler Companies Inc	240-46210-460-44160	182.68	3rd Floor Copier Lease
178030	Loffler Companies Inc	601-49430-000-44160	5.56	Copies April 2023 PWP
178030	Loffler Companies Inc	602-49450-000-44160	5.56	Copies April 2023 PWP
178030	Loffler Companies Inc	101-43110-430-44160	53.38	Copies April 2023 PWP
178030	Loffler Companies Inc	101-42400-420-44160	34.27	Copier Charges 4/1/2023-4/30/2023
178030	Loffler Companies Inc	603-49500-000-44160	0.78	Copies April 2023 PWP
	Loffler Companies Inc		282.23	
178031	LTJ Investment LLC	601-00000-000-20200	115.32	Refund Check 021301-000, 829 Reed Ave
	LTJ Investment LLC		115.32	
178032	Lube-Tech ESI	101-43121-430-42130	610.02	Bulk 15W40 Oil for Stock
178032	Lube-Tech ESI	602-49450-000-42130	228.76	Bulk 15W40 Oil for Stock
178032	Lube-Tech ESI	101-42123-420-42130	152.51	Bulk 15W40 Oil for Stock
178032	Lube-Tech ESI	601-49430-000-42130	228.76	Bulk 15W40 Oil for Stock
178032	Lube-Tech ESI	101-45200-450-42130	305.00	Bulk 15W40 Oil for Stock

Check Numb	Last Name	Acct 1	Amount	Description
	Lube-Tech ESI		1,525.05	
0	MacQueen Equipment LLC	603-49500-000-42210	2,615.68	Camera Control Board
0	MacQueen Equipment LLC	601-49430-000-42210	-2,615.68	Camera Control Board Credit
0	MacQueen Equipment LLC	101-42220-420-42210	31.46	Parts for SCBA
0	MacQueen Equipment LLC	603-49500-000-42210	2,615.68	Camera Control Board
0	MacQueen Equipment LLC	603-49500-000-42210	-2,749.41	Camera Control Board Credit on Prior Year Invoice
0	MacQueen Equipment LLC	101-43121-430-42210	330.48	Dirt Deflector Baffles/Dirt Shoe Runner - Street #115
0	MacQueen Equipment LLC	101-43121-430-42210	2,745.89	Suspension Bellows/Window Seals/Accelerator Sensor
0	MacQueen Equipment LLC	101-43121-430-42210	324.66	Left Dirt Shoe Weldment - Street #115
	MacQueen Equipment LLC		3,298.76	
178033	Martin A Windows LLC	101-45200-450-43090	1,500.00	Landscaping Maintenance
178033	Martin A Windows LLC	101-43121-430-43090	1,500.00	Landscape Maintenance
	Martin A Windows LLC		3,000.00	
0	McDowell Steven	602-49480-000-43140	20.00	MWOA Section Meeting
	McDowell Steven		20.00	
177992	Menards	101-45200-450-42410	554.17	New Push Mowers
	Menards		554.17	
0	Mensing Matthew	602-49480-000-43140	20.00	MWOA Section Meeting
	Mensing Matthew		20.00	
0	Midwest Tape LLC	101-45500-450-42192	86.22	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	85.75	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	14.99	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	693.83	Audio/Visual
0	Midwest Tape LLC	101-45500-450-43096	374.32	Hoopla Online Resources
0	Midwest Tape LLC	101-45500-450-42192	18.74	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	189.95	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	14.99	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	22.49	Audio/Visual
	Midwest Tape LLC		1,501.28	

Check Numb	Last Name	Acct 1	Amount	Description
178034	Midwest Tree LLC	101-45200-450-43090	800.00	Tree Removal
	Midwest Tree LLC		800.00	
178035	Minnesota Ag Power Inc	101-43121-430-42210	-1.72	Credit For Sales Tax Charged in Error
178035	Minnesota Ag Power Inc	101-43121-430-42210	279.86	Fuel/Oil Filter Stock - Street #217
178035	Minnesota Ag Power Inc	101-43121-430-42210	-299.80	Fuel/Oil Filter Credit - Street #217
178035	Minnesota Ag Power Inc	101-43121-430-42210	78.36	Oil Dipstick/Cap - Street #317
178035	Minnesota Ag Power Inc	101-43121-430-42210	299.80	Oil/Fuel Filter Stock - Street #217
178035	Minnesota Ag Power Inc	101-43121-430-42210	-54.73	Oil Filter Credit - Street #217
	Minnesota Ag Power Inc		301.77	
0	Minnesota Child Support Payment Center	101-00000-000-21716	711.11	PR Batch 00509.05.2023 Child Support
	Minnesota Child Support Payment Center		711.11	
178036	Minnesota Department of Health	601-49430-000-44330	23.00	Mike Glende Water Supply System Operator Renewal
	Minnesota Department of Health		23.00	
178037	Minnesota Department of Labor & Industry	101-00000-420-36260	-25.00	February 2023 Surcharges Retained
178037	Minnesota Department of Labor & Industry	101-00000-000-20820	1,072.57	February 2023 Surcharges
	Minnesota Department of Labor & Industry		1,047.57	
0	Minnesota Department of Revenue	101-00000-000-21702	16,711.50	PR Batch 00509.05.2023 State Income Tax
	Minnesota Department of Revenue		16,711.50	
178038	Minnesota Department of Transportation	101-43190-430-43090	2,489.55	Annual Bridge Inspections
	Minnesota Department of Transportation		2,489.55	
178039	Minnesota Pollution Control Agency	602-49480-000-44390	23.00	Wastewater Certification Renewal-Morgan
	Minnesota Pollution Control Agency		23.00	
177987	Minnesota Public Employees Association	101-00000-000-21708	76.00	PR Batch 00509.05.2023 Police Support Services
	Minnesota Public Employees Association		76.00	
177988	Minnesota Teamsters Local 320	101-00000-000-21708	718.20	PR Batch 00509.05.2023 Teamsters 320 Union Dues

Check Numb	Last Name	Acct 1	Amount	Description
	Minnesota Teamsters Local 320		718.20	
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	223.30	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	495.66	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	301.62	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	378.62	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	340.78	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	744.48	Biosolids Sampling
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	456.50	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	223.30	SIU Lab Testing
	Minnesota Valley Testing Labs Inc		3,164.26	
177989	Mission Square 303492	101-00000-000-21706	50.00	PR Batch 00509.05.2023 Mission Square
	Mission Square 303492		50.00	
0	Mississippi Welders Supply Inc	101-43126-430-42110	123.49	Acetylene Torch Oxygen Tank Delivery
0	Mississippi Welders Supply Inc	101-43126-430-44160	250.00	Large Oxygen Tank Lease - Shop
	Mississippi Welders Supply Inc		373.49	
178040	MLEEA	101-42123-420-43130	150.00	Association Dues 2023
	MLEEA		150.00	
0	Money Movers Inc	101-45110-450-43090	12.50	Insurance Reimbursement Fees
	Money Movers Inc		12.50	
0	Motor Parts & Equipment Corp	101-43121-430-42410	153.42	Tool Replacement-Sockets/Pliers/Screwdrivers
0	Motor Parts & Equipment Corp	101-45200-450-42210	47.85	Battery
0	Motor Parts & Equipment Corp	101-43121-430-42210	20.89	Carburetor Rebuild Kit - Street #103
0	Motor Parts & Equipment Corp	101-43126-430-42410	125.99	Cordless Drill Kit - Shop
0	Motor Parts & Equipment Corp	101-45200-450-42110	8.29	Breakaway Cable Pin
0	Motor Parts & Equipment Corp	101-42220-420-42210	29.30	Air Filter
0	Motor Parts & Equipment Corp	101-43121-430-42210	117.07	Inner/Outer Air Filter - Street #317
0	Motor Parts & Equipment Corp	101-43121-430-42210	9.80	License Plate Lamps - Street #123
0	Motor Parts & Equipment Corp	101-45200-450-42110	20.98	Primer/Paint
0	Motor Parts & Equipment Corp	101-43121-430-42210	17.20	Fuel Filters
0	Motor Parts & Equipment Corp	101-42123-420-42210	28.64	Cable Ties-Oil Filters-Hydraulic Filters for Stock
0	Motor Parts & Equipment Corp	601-49430-000-42210	2.35	Oil Filter for Stock

Check Numb	Last Name	Acct 1	Amount	Description
0	Motor Parts & Equipment Corp	101-45200-450-42210	3.12	Oil Filter for Stock
0	Motor Parts & Equipment Corp	101-43126-430-42110	4.14	Tubing For Oil Samples - Shop
0	Motor Parts & Equipment Corp	602-49450-000-42210	42.95	Cable Ties-Oil Filters-Hydraulic Filters for Stock
0	Motor Parts & Equipment Corp	101-43121-430-42210	6.26	Oil Filter for Stock
0	Motor Parts & Equipment Corp	101-43126-430-42110	18.78	Tubing for Oil Samples - Shop
0	Motor Parts & Equipment Corp	601-49430-000-42210	42.95	Cable Ties-Oil Filters-Hydraulic Filters for Stock
0	Motor Parts & Equipment Corp	602-49450-000-42210	2.35	Oil Filter for Stock
0	Motor Parts & Equipment Corp	101-43121-430-42210	114.54	Cable Ties-Oil Filters-Hydraulic Filters for Stock
0	Motor Parts & Equipment Corp	101-45200-450-42210	57.27	Cable Ties-Oil Filters-Hydraulic Filters for Stock
0	Motor Parts & Equipment Corp	101-42123-420-42210	1.57	Oil Filter for Stock
0	Motor Parts & Equipment Corp	101-42220-420-42130	47.97	Oil for Air Compressor
0	Motor Parts & Equipment Corp	601-49430-000-42210	436.49	Fuel Module
0	Motor Parts & Equipment Corp	101-43121-430-42110	109.20	Floor Dry
0	Motor Parts & Equipment Corp	101-42123-420-42210	23.78	Self Etching Primer / #31
Motor Parts & Equipment Corp			1,493.15	
0	MTI Distributing Inc	101-45200-450-42210	1,564.85	Mower Parts/Drive Unit
0	MTI Distributing Inc	101-45200-450-42210	15.11	Snap Rings
0	MTI Distributing Inc	101-45200-450-42210	227.87	Mower Parts
0	MTI Distributing Inc	101-45200-450-42210	776.06	Hydraulic Ram
MTI Distributing Inc			2,583.89	
178041	Muddy Paws LLC	101-42700-420-43090	1,440.00	Impounds for Strays / Jan 2023
178041	Muddy Paws LLC	101-42700-420-43090	1,485.00	Impounds for Strays / Feb 2023
178041	Muddy Paws LLC	101-42700-420-43090	671.00	Impounds for Strays / Mar 2023
178041	Muddy Paws LLC	101-42700-420-43090	495.00	April Impounds
Muddy Paws LLC			4,091.00	
178042	Neo Electrical Solutions LLC	225-49810-430-45200	75,305.13	Airfield Lighting Pay Request No 3
Neo Electrical Solutions LLC			75,305.13	
178043	Northstar Title Group	601-00000-000-20200	5.20	Refund Check 025715-000, 1481 South Trail Cir
Northstar Title Group			5.20	
178044	OPG-3 Inc	240-46210-460-43095	874.68	2023 Laserfiche License Renewal-CED
178044	OPG-3 Inc	101-45125-450-43095	246.56	2023 Laserfiche License Renewal-Parks and Recreation
178044	OPG-3 Inc	601-49430-000-43095	246.54	2023 Laserfiche License Renewal-Water
178044	OPG-3 Inc	101-41510-410-43095	1,704.36	2023 Laserfiche License Renewal-Finance

Check Numb	Last Name	Acct 1	Amount	Description
178044	OPG-3 Inc	280-46310-461-43095	583.12	2023 Laserfiche License Renewal-HRA
178044	OPG-3 Inc	101-41350-410-43095	246.56	2023 Laserfiche License Renewal-Communications
178044	OPG-3 Inc	101-41580-410-43095	583.12	2023 Laserfiche License Renewal-IT
178044	OPG-3 Inc	101-45110-450-43095	1,524.36	2023 Laserfiche License Renewal-Parks and Recreation
178044	OPG-3 Inc	101-41320-410-43095	1,031.34	2023 Laserfiche License Renewal-Extra Licenses
178044	OPG-3 Inc	101-45500-450-43095	583.12	2023 Laserfiche License Renewal-Library
178044	OPG-3 Inc	101-43110-430-43095	538.12	2023 Laserfiche License Renewal-PW Admin
178044	OPG-3 Inc	602-49480-000-43095	246.56	2023 Laserfiche License Renewal-Sewer
178044	OPG-3 Inc	101-41910-410-43095	291.56	2023 Laserfiche License Renewal-Planning
178044	OPG-3 Inc	101-43121-430-43095	246.56	2023 Laserfiche License Renewal-PW - Shop
178044	OPG-3 Inc	290-46500-462-43095	246.56	2023 Laserfiche License Renewal-EDA
178044	OPG-3 Inc	101-43190-430-43095	1,277.80	2023 Laserfiche License Renewal-Engineering
178044	OPG-3 Inc	101-42124-420-43095	1,121.24	2023 Laserfiche License Renewal-Police Records
178044	OPG-3 Inc	101-41800-410-43095	538.12	2023 Laserfiche License Renewal-HR
178044	OPG-3 Inc	101-42400-420-43095	1,166.24	2023 Laserfiche License Renewal-Building Codes
178044	OPG-3 Inc	101-43126-430-43095	246.56	2023 Laserfiche License Renewal-PW-Maint.
178044	OPG-3 Inc	101-41320-410-43095	583.12	2023 Laserfiche License Renewal-Administration
178044	OPG-3 Inc	602-49450-000-43095	246.56	2023 Laserfiche License Renewal-Sewer
178044	OPG-3 Inc	101-42110-420-43095	538.12	2023 Laserfiche License Renewal-Police Admin
178044	OPG-3 Inc	101-42210-420-43095	538.12	2023 Laserfiche License Renewal-Fire
	OPG-3 Inc		15,449.00	
0	Orchard Trust Company	101-00000-000-21706	2,632.00	PR Batch 00509.05.2023 Roth Deferred Compensation
0	Orchard Trust Company	101-00000-000-21706	10,421.00	PR Batch 00509.05.2023 MN Deferred Comp
	Orchard Trust Company		13,053.00	
0	Papenfus Ronnie	101-45200-450-42110	927.18	Stock Steel/Shop
0	Papenfus Ronnie	101-43121-430-42210	1,694.35	Iron Stock
	Papenfus Ronnie		2,621.53	
178045	Petty Cash	101-00000-000-10300	1,000.00	Start Up Change Fund - Aquatic Center
	Petty Cash		1,000.00	
178046	PH Investments LLC	601-00000-000-20200	38.97	Refund Check 024582-003, 117 3 Ave NW
	PH Investments LLC		38.97	
0	Plunkett's Pest Control	101-41940-410-44010	100.00	Pest Control at City Hall
0	Plunkett's Pest Control	101-43121-430-44010	131.77	Pest Control

Check Numb	Last Name	Acct 1	Amount	Description
0	Plunkett's Pest Control	101-41940-410-44010	100.00	Pest Control-City Hall
0	Plunkett's Pest Control	602-49450-000-44010	13.71	Pest Control
0	Plunkett's Pest Control	601-49430-000-44010	13.71	Pest Control
0	Plunkett's Pest Control	603-49500-000-44010	1.96	Pest Control
0	Plunkett's Pest Control	101-45126-450-44010	60.09	Pest Control
	Plunkett's Pest Control		421.24	
0	Public Employees Retirement Association	101-00000-000-21705	18,619.96	PR Batch 00509.05.2023 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	19,543.34	PR Batch 00509.05.2023 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	16,937.57	PR Batch 00509.05.2023 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	27,929.90	PR Batch 00509.05.2023 PERA Police & Fire
	Public Employees Retirement Association		83,030.77	
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	
178047	Ramy Turf Products LLC	601-49430-000-42110	290.00	Turf Mix
	Ramy Turf Products LLC		290.00	
178048	Restoration Services, Inc	602-49450-000-44010	358.27	Replace Broken Block/Tuckpoint/Painting Front Entrance
178048	Restoration Services, Inc	603-49500-000-44010	50.94	Replace Broken Block/Tuckpoint/Painting Front Entrance
178048	Restoration Services, Inc	601-49430-000-44010	358.27	Replace Broken Block/Tuckpoint/Painting Front Entrance
178048	Restoration Services, Inc	101-43121-430-44010	3,442.52	Replace Broken Block/Tuckpoint/Painting Front Entrance
	Restoration Services, Inc		4,210.00	
178049	Rice County	873-49499-000-44371	4,485.68	Roberds Lake Sewer Collected - April
	Rice County		4,485.68	
178050	Rice County Environmental Services - Solid Waste	101-42700-420-43090	396.54	Garbage Removal at Home Place / #23-778
	Rice County Environmental Services - Solid Waste		396.54	
178051	Rice/Steele 911 Center	101-42123-420-43090	4,999.80	Everbridge Smart Weather Alerting - Mass Notification
	Rice/Steele 911 Center		4,999.80	

Check Numb	Last Name	Acct 1	Amount	Description
0	Sanco Equipment LLC	101-45200-450-42210	366.14	Wiring/Connector Harness
	Sanco Equipment LLC		366.14	
0	Sanity Solutions Inc	101-41580-410-42420	3,499.56	Nutanix Server Upgrade
0	Sanity Solutions Inc	101-41580-410-42420	673.05	Nutanix Memory Upgrade
	Sanity Solutions Inc		4,172.61	
0	Schirmer Walter D	101-45500-450-44010	425.00	Janitorial Services - April
0	Schirmer Walter D	101-45500-450-44010	395.00	Carpet Maintenance
	Schirmer Walter D		820.00	
0	Schroht Chas	602-49480-000-43140	20.00	MWOA Section Meeting
	Schroht Chas		20.00	
178052	Schulz Electric Inc	101-00000-420-32220	1.00	Refund of Electrical Permit #2023-00443
178052	Schulz Electric Inc	101-00000-000-20820	1.00	Refund of Electrical Permit #2023-00443 Surcharge
	Schulz Electric Inc		2.00	
0	Selco	101-45500-450-43250	3,304.35	Basic Service Fees and Value Added Support
	Selco		3,304.35	
0	Share Corporation	602-49450-000-42160	595.99	Sanitary Liftstation Chemicals
0	Share Corporation	101-45200-450-42170	639.00	Sun Screen
0	Share Corporation	101-45200-450-42110	353.77	Cleaning Supplies
	Share Corporation		1,588.76	
178053	Shattuck-St Mary's	101-41110-410-44160	450.00	The Inn at Shattuck-St. Mary's - Council Retreat Rental
178053	Shattuck-St Mary's	101-41110-410-42115	1,019.30	The Inn at Shattuck-St. Mary's - Council Retreat Catering
	Shattuck-St Mary's		1,469.30	
0	SHI International Corp	101-45110-450-42420	350.00	Monitors - Jill
0	SHI International Corp	101-45122-450-42420	142.00	Wi Fi Hardware
0	SHI International Corp	101-41580-410-42020	81.70	Mounts for APs

Check Numb	Last Name	Acct 1	Amount	Description
	SHI International Corp		573.70	
178054	Sioux Sales Company	101-42123-420-42410	2,165.95	Trigger Assembly (7)
178054	Sioux Sales Company	101-42123-420-42410	11,985.00	Barrel Assembly (7)
	Sioux Sales Company		14,150.95	
178055	Snap-On Incorporated	101-43126-430-43095	1,070.40	Diagnostic Scan Tool Software Upgrade
	Snap-On Incorporated		1,070.40	
0	Sophos Payment Resources	101-41580-410-43095	960.00	Sophos Subscription
	Sophos Payment Resources		960.00	
178056	Star Sports & Apparel LLC	101-45122-450-42194	69.98	Two Batting Tees for Teepee Baseball
	Star Sports & Apparel LLC		69.98	
178057	Steele Waseca Coop Electric	225-49810-430-43810	292.41	41875-Airport S Hangars
178057	Steele Waseca Coop Electric	225-49810-430-43810	7.97	1077021-Security Hangar 2
178057	Steele Waseca Coop Electric	602-49480-000-43810	62.28	23271-Sludge Farm
178057	Steele Waseca Coop Electric	225-49810-430-43810	7.97	41926-Airport
178057	Steele Waseca Coop Electric	225-49810-430-43810	45.31	32094-Airport
178057	Steele Waseca Coop Electric	225-49810-430-43810	208.48	1018611-Hangar 910K
178057	Steele Waseca Coop Electric	225-49810-430-43810	32.00	1017445-2011 T-Hangar
178057	Steele Waseca Coop Electric	902-00000-000-23935	-1,876.79	Monthly Charges-April
178057	Steele Waseca Coop Electric	225-49810-430-43810	41.09	1018624-Hangar 910J
178057	Steele Waseca Coop Electric	602-49450-000-43810	86.52	1089247-Lift Station-15625 Acorn Trl
178057	Steele Waseca Coop Electric	902-00000-000-23935	1,876.79	Monthly Charges-April
178057	Steele Waseca Coop Electric	225-49810-430-43810	59.88	41901-Airport
178057	Steele Waseca Coop Electric	225-49810-430-43810	46.38	20891-Airport New Hangar
178057	Steele Waseca Coop Electric	225-49810-430-43810	7.97	41927-Airport
178057	Steele Waseca Coop Electric	225-49810-430-43810	612.61	23947-Airport 10
178057	Steele Waseca Coop Electric	101-43160-430-43810	52.10	32089-Highway 21 Lights
178057	Steele Waseca Coop Electric	101-43160-430-43810	99.42	27205-Airtech Park
178057	Steele Waseca Coop Electric	602-49450-000-43810	214.40	30493-Lift Station
	Steele Waseca Coop Electric		1,876.79	
0	Temple Electric Motor Service	602-49480-000-42130	54.00	Electric Motor Grease

Check Numb	Last Name	Acct 1	Amount	Description
	Temple Electric Motor Service		54.00	
0	The Certif-A-Gift Company	101-41800-410-44382	692.36	Retirement Award - L Reuvers
	The Certif-A-Gift Company		692.36	
178058	The Joseph Company, Inc.	601-00000-000-20610	26,717.16	Pay App #11 Final Well 5 - Retainage
178058	The Joseph Company, Inc.	601-49430-000-45300	21,238.00	Pay App #11 Final Well 5
	The Joseph Company, Inc.		47,955.16	
178059	The UPS Store	602-49480-000-43250	47.80	Mercury Water Sample Shipping
	The UPS Store		47.80	
178060	Thomson Reuters - West	101-42121-420-43090	446.44	Clear Database
	Thomson Reuters - West		446.44	
0	Timm's Trucking Inc	601-49430-000-42240	1,804.28	Top Soil
	Timm's Trucking Inc		1,804.28	
178061	TK Elevator Corp	437-42110-420-45200	58,608.50	Elevator Modernization-Police
	TK Elevator Corp		58,608.50	
178062	T-Mobile	101-45500-450-43096	254.00	Hot Spots - Library
	T-Mobile		254.00	
178063	Tom's Lock & Key, LLC	101-45122-450-42110	77.00	Keys
	Tom's Lock & Key, LLC		77.00	
178064	Truck Center Companies East LLC	101-43121-430-42210	145.97	Exhaust Flex Pipe/Stainless Pipe/Exhaust Clamp #123
178064	Truck Center Companies East LLC	101-43121-430-42210	7.55	Exhaust U-Bolt - Street #123
178064	Truck Center Companies East LLC	101-43121-430-42210	-45.76	Exhaust Step Clamp/Flex Pipe Credit - Street #123
178064	Truck Center Companies East LLC	101-43121-430-42210	17.44	Short Antennas - Street #123
178064	Truck Center Companies East LLC	101-43121-430-42110	225.93	Transmission Dipstick Tube Seals/Air Brake Relay Valve
178064	Truck Center Companies East LLC	101-43121-430-42210	75.92	Air Brake Fittings - Street #118

Check Numb	Last Name	Acct 1	Amount	Description
	Truck Center Companies East LLC		427.05	
178065	Twin City Container, Inc	101-45200-450-42110	2,047.46	Garbage Barrels
	Twin City Container, Inc		2,047.46	
178066	Ulvi Ryan	601-00000-000-20200	22.27	Refund Check 024168-001, 603 Francis St
	Ulvi Ryan		22.27	
178067	Universal Truck Equipment Inc.	431-43121-430-45400	170,089.00	Freightliner VIN#6509 Plow/Wing/Sander/Underbody/Etc
	Universal Truck Equipment Inc.		170,089.00	
178068	Valentyn Builders LLC	101-00000-420-32220	80.00	Refund Building Permit
178068	Valentyn Builders LLC	101-00000-000-20820	1.00	Refund Building Permit Surcharge
	Valentyn Builders LLC		81.00	
178069	Verizon Wireless	101-41940-410-43210	82.22	Cell Phone Service - Building Maintenance
178069	Verizon Wireless	101-42121-420-43210	287.77	Cell Phone Service - Investigations
178069	Verizon Wireless	902-00000-000-23935	-3,481.97	Monthly Phone Bill-April
178069	Verizon Wireless	101-43110-430-43210	88.88	Cell Phone Service - PW Admin
178069	Verizon Wireless	101-42220-420-43210	123.33	Cell Phone Service - Fire Suppression
178069	Verizon Wireless	602-49450-000-43210	177.76	Cell Phone Service - Sewer Collection
178069	Verizon Wireless	602-49480-000-43210	66.90	WWTP Phones
178069	Verizon Wireless	101-42400-420-43210	40.01	Data-Building Codes
178069	Verizon Wireless	101-42220-420-43210	120.03	Data Fire Ipads (In Fire Trucks)
178069	Verizon Wireless	101-42110-420-43210	35.01	Data/Admin Ipad
178069	Verizon Wireless	601-49430-000-43210	241.88	Data Air Cards- Water
178069	Verizon Wireless	101-42210-420-43210	35.01	Data Fire Chief
178069	Verizon Wireless	101-42123-420-43210	855.66	Data Air Cards - MDC
178069	Verizon Wireless	101-43121-430-43210	35.01	Data Sign Shop
178069	Verizon Wireless	902-00000-000-23935	1,736.22	Data Charges 03/29/2023-04/28/2023
178069	Verizon Wireless	101-41580-410-43210	40.01	Data -IT
178069	Verizon Wireless	101-41350-410-43210	40.01	Jetpack Brad
178069	Verizon Wireless	603-49500-000-43210	140.04	Data Air Cards- Storm
178069	Verizon Wireless	902-00000-000-23935	-1,736.22	Data Charges 03/29/2023-04/28/2023
178069	Verizon Wireless	602-49450-000-43210	25.98	Data Air Cards- Sewer
178069	Verizon Wireless	101-42121-420-43210	60.67	Drone Jetpack
178069	Verizon Wireless	101-41580-410-43210	82.22	Cell Phone Service - IT
178069	Verizon Wireless	603-49500-000-43210	88.88	Cell Phone Service - Storm Water Utility

Check Numb	Last Name	Acct 1	Amount	Description
178069	Verizon Wireless	101-45500-450-43210	41.11	Cell Phone Service - Library
178069	Verizon Wireless	101-42400-420-43210	251.79	Cell Phone Service - Building Codes
178069	Verizon Wireless	101-42110-420-43210	164.44	Cell Phone Service - Police Administration
178069	Verizon Wireless	101-42123-420-43210	1,107.77	Cell Phone Service - Patrol
178069	Verizon Wireless	601-49430-000-43210	403.29	Cell Phone Service - Water Distribution
178069	Verizon Wireless	240-46210-460-43210	123.33	Cell Phone Service - Community Development
178069	Verizon Wireless	101-42700-420-43210	164.44	Cell Phone Service - Special Services
178069	Verizon Wireless	902-00000-000-23935	3,481.97	Monthly Phone Bill-April
178069	Verizon Wireless	101-45110-450-43210	130.30	Cell Phone Service - Parks & Rec
178069	Verizon Wireless	101-41510-410-43210	82.22	Cell Phone Service - Finance
178069	Verizon Wireless	101-42210-420-43210	41.11	Cell Phone Service - Fire Administration
178069	Verizon Wireless	101-43190-430-43210	41.11	Cell Phone Service - Engineering
	Verizon Wireless		5,218.19	
0	Walburn Jamie	101-41510-410-43150	1,321.39	Principles of Accounting II & Books
	Walburn Jamie		1,321.39	
178070	Walker Kirk	101-00000-410-34103	396.00	Refund of Application Fees - 1008 Division Street Variance
	Walker Kirk		396.00	
178071	Wal-Mart	101-45500-450-43130	20.42	Programming Snacks
178071	Wal-Mart	101-45500-450-42110	27.24	Poster Frame/91% Alcohol/Napkins/Plates
178071	Wal-Mart	101-45122-450-42115	43.60	Candy/Coffee/Creamer-Meeting Supplies
178071	Wal-Mart	101-45500-450-43130	128.38	Gardening Program
178071	Wal-Mart	101-45500-450-42110	117.54	Paper Towels-Plates-Napkins-Forks-Band-Aids-Etc
178071	Wal-Mart	101-45500-450-43130	14.39	Tablecloths-Coffee-Contact Film
178071	Wal-Mart	101-45130-450-42410	87.72	Group Fitness Fans
	Wal-Mart		439.29	
178072	Waste Management of WI-MN	101-45500-450-43840	108.68	Buckham Center 11 Division St E
178072	Waste Management of WI-MN	101-41940-410-43840	107.75	City Hall 208 1st Ave NW
178072	Waste Management of WI-MN	602-49480-000-43840	1,444.37	Wastewater Facility 214 14th St NE
178072	Waste Management of WI-MN	603-49500-000-43840	10.42	PW Facility 1200 Belview Trl
178072	Waste Management of WI-MN	902-00000-000-23935	4,062.35	Service 04/01/2023-04/30/2023
178072	Waste Management of WI-MN	602-49450-000-43840	73.30	PW Facility 1200 Belview Trl
178072	Waste Management of WI-MN	101-45200-450-43840	105.30	Dog Park 900 Lyndale Ave
178072	Waste Management of WI-MN	101-45122-450-43840	108.68	Community Center 15 Division St W
178072	Waste Management of WI-MN	601-49430-000-43840	73.30	PW Facility 1200 Belview Trl
178072	Waste Management of WI-MN	101-45200-450-43840	84.82	TeePee Tonka 10 3rd St NE

Check Numb	Last Name	Acct 1	Amount	Description
178072	Waste Management of WI-MN	101-43121-430-43840	704.32	PW Facility 1200 Belview Trl
178072	Waste Management of WI-MN	101-45200-450-43840	379.20	Central Avenue 4/1/23 to 4/30/23
178072	Waste Management of WI-MN	101-45127-450-43840	43.87	Soccer Field 704 17th St SW
178072	Waste Management of WI-MN	101-45126-450-43840	49.25	Washington Rec Center 117 Shumway
178072	Waste Management of WI-MN	101-42110-420-43840	112.75	Police 25 4th St NW
178072	Waste Management of WI-MN	225-49810-430-43840	117.75	Aiport 3401 Hwy 21 W
178072	Waste Management of WI-MN	101-45200-450-43840	769.08	North Alexander Park 1810 2nd Ave NW
178072	Waste Management of WI-MN	902-00000-000-23935	-4,062.35	Service 04/01/2023-04/30/2023
178072	Waste Management of WI-MN	101-42210-420-43840	107.75	Fire 122 2nd St NW
178072	Waste Management of WI-MN	101-45200-450-43840	40.96	Parking Lot Behind Post Office 26 3rd St NE
	Waste Management of WI-MN		4,441.55	
178073	Wholesale Tire & Wheel	101-43121-430-42210	69.90	Tarp Exhaust Pipe - Street #118
	Wholesale Tire & Wheel		69.90	
0	WSB & Associates Inc	601-49430-000-45300	23,283.00	Professional Services 3/1-3/31/23
	WSB & Associates Inc		23,283.00	
178074	Xcel Energy	101-43160-430-43810	20,575.96	51-4930975-3 Street Lighting
178074	Xcel Energy	101-43160-430-43810	20.32	51-5358630-4 45 State Ave Lighting
178074	Xcel Energy	601-49430-000-43810	6,228.94	302568990 410 Alexander Park Well #5
178074	Xcel Energy	101-43160-430-43810	29.07	304116510 1904 Grant St NW
178074	Xcel Energy	602-49480-000-43830	2,888.79	302858086 214 14 St NE
178074	Xcel Energy	101-43160-430-43810	151.60	304850220 720 4 St NW Street Light Feed Point
178074	Xcel Energy	101-45200-450-43810	27.64	304850239 TeePee Tonka Park Tunnel
178074	Xcel Energy	101-41940-410-43810	1,997.87	303683323 208 1 Ave NW
178074	Xcel Energy	101-42500-420-43810	8.69	164184 930 4th CD Siren
178074	Xcel Energy	101-43160-430-43810	35.17	303328788 1600 30 St NW
178074	Xcel Energy	101-43160-430-43810	-99.57	303661815 495 Heritage Pl
178074	Xcel Energy	101-43160-430-43810	35.17	304087990 510 2 Ave NW Carnival
178074	Xcel Energy	902-00000-000-23935	74,354.32	Electricity Bill-April
178074	Xcel Energy	101-43170-430-43810	136.87	302531059 103 3 St NE Signal Light
178074	Xcel Energy	101-43160-430-43810	79.46	304850221 419 8 Ave NW-8 Ave Signal System
178074	Xcel Energy	101-45200-450-43830	76.16	304017445 900 Lyndale Ave N
178074	Xcel Energy	101-45200-450-43810	35.17	303920032 540 2nd Ave NW
178074	Xcel Energy	101-43160-430-43810	29.93	304116511 800 Lyndale Ave S
178074	Xcel Energy	101-42500-420-43810	4.18	154013 1851 220 St E CD Siren
178074	Xcel Energy	225-49810-430-43830	46.54	304268056 Hangar 910G - Rental
178074	Xcel Energy	602-49450-000-43810	414.10	304051816 1200 Belview Trl
178074	Xcel Energy	101-45126-450-43830	798.79	302971175 117 Shumway Washington Center

Check Numb	Last Name	Acct 1	Amount	Description
178074	Xcel Energy	602-49480-000-43810	35.17	302940983 502 3rd Ave NW
178074	Xcel Energy	101-43160-430-43810	92.65	304886692 1190 60 W Street Light
178074	Xcel Energy	101-43160-430-43810	-73.76	304157632 1602 2nd Ave NW
178074	Xcel Energy	101-42500-420-43810	38.28	304214955 930 4th Ave NW Siren
178074	Xcel Energy	601-49430-000-43810	414.10	304051816 1200 Belview Trl
178074	Xcel Energy	602-49450-000-43810	64.04	302976387 1301 Willow St Lift Station
178074	Xcel Energy	101-45500-450-43830	2,204.17	302342287 11 Division St E 70%
178074	Xcel Energy	101-43170-430-43810	-49.08	303453265 1500 7 St NW Signal Light
178074	Xcel Energy	225-49810-430-43830	28.49	302414965 3401 Hwy 21 W
178074	Xcel Energy	602-49450-000-43810	23.51	303333605 410 Frink Ave Lift Station
178074	Xcel Energy	101-45200-450-43810	551.43	302576466 1815 Alexander Dr
178074	Xcel Energy	101-42110-420-43810	263.87	303877775 11 20th St NW Evidence Garage
178074	Xcel Energy	101-42210-420-43830	621.34	302350193 122 2 St NW Fire Hall
178074	Xcel Energy	101-45200-450-43810	50.59	303683055 100 Tee Pee Tonka Park
178074	Xcel Energy	101-45126-450-43810	134.09	303373970 117 Shumway Load Profile
178074	Xcel Energy	101-43160-430-43810	41.77	305051521 New Bridge Lights 2nd Ave Bridge
178074	Xcel Energy	101-43160-430-43810	79.07	304850223 415/430 2 Ave NW-2 Ave Signal System
178074	Xcel Energy	101-45200-450-43810	26.35	175957 500 Maple Lawn Cartway
178074	Xcel Energy	101-42500-420-43810	8.69	146104 920 9 Ave SW CD Siren
178074	Xcel Energy	101-42500-420-43810	4.18	178539 2613A Hulett Court
178074	Xcel Energy	101-43160-430-43810	-72.81	304157645 3305 Highway 60
178074	Xcel Energy	101-45126-450-43810	19.18	171746 117 Shumway Lighting
178074	Xcel Energy	101-41940-410-43830	350.61	303640982 208 1 Ave NW City Hall
178074	Xcel Energy	601-49430-000-43810	1,156.91	302814303 1217 Parshall Reservoir #2
178074	Xcel Energy	101-42110-420-43830	774.60	303688424 25 4th St NW
178074	Xcel Energy	101-45200-450-43810	51.62	302165394 415 2nd Ave SW Wapacuta Pk
178074	Xcel Energy	101-45122-450-43810	35.05	154794 16 Central Ave
178074	Xcel Energy	225-49810-430-43830	55.15	304268037 Hangar 910A - City
178074	Xcel Energy	101-45122-450-43810	4,674.46	303273787 15 Central Ave Load Profile
178074	Xcel Energy	602-49450-000-43810	21.31	302794134 98 3 Ave NW Viaduct Lift Stati
178074	Xcel Energy	601-49430-000-43810	3,702.58	303929972 1904 Fairground Dr
178074	Xcel Energy	101-45122-450-43830	511.32	303402179 16 Central Ave
178074	Xcel Energy	101-43160-430-43810	64.40	304850224 402 Central-Central Ave Signal System
178074	Xcel Energy	101-42500-420-43810	47.79	303930334 Fairgrounds/300 Western
178074	Xcel Energy	602-49450-000-43810	14.76	302772185 1150 Willow Lift Station
178074	Xcel Energy	601-49430-000-43830	101.47	302971552 824 7th St NW Water Works
178074	Xcel Energy	603-49500-000-43810	58.88	304051816 1200 Belview Trl
178074	Xcel Energy	602-49450-000-43810	52.94	302346525 3030 Hwy 60 W Lift Station
178074	Xcel Energy	101-43160-430-43810	198.30	304850219 218 3 St NW/129 4 St NW Street Light
178074	Xcel Energy	601-49430-000-43830	75.68	304051816 1200 Belview Trl
178074	Xcel Energy	101-42500-420-43810	4.18	167157 1203 Parshall St
178074	Xcel Energy	101-43160-430-43810	77.20	304882766 17 3rd St NE Unit Street Light
178074	Xcel Energy	601-49430-000-43810	306.69	304872579 812 8 Ave NW-WTP

Check Numb	Last Name	Acct 1	Amount	Description
178074	Xcel Energy	602-49450-000-43810	36.05	303203605 319 Lind St Lift Station
178074	Xcel Energy	101-45200-450-43810	35.17	303659432 618 9 Ave SW Sledding Hill
178074	Xcel Energy	101-45200-450-43810	19.25	303683055 100 TP Tonka Security
178074	Xcel Energy	602-49450-000-43810	46.94	303670994 1090 Cannon Circle Lift Station
178074	Xcel Energy	602-49450-000-43830	75.68	304051816 1200 Belview Trl
178074	Xcel Energy	101-43170-430-43810	96.26	303446090 1418 Division St W Signal Light
178074	Xcel Energy	602-49450-000-43810	46.18	304801551 1321 Matteson St-Lift Station
178074	Xcel Energy	101-43170-430-43810	-72.10	303691980 2219 Grant St Lift Station
178074	Xcel Energy	101-45127-450-43810	-29.32	304160080 705 17th St SW
178074	Xcel Energy	225-49810-430-43830	373.01	304924581 3401 Hwy 21 W
178074	Xcel Energy	101-43121-430-43810	3,979.00	304051816 1200 Belview Trl
178074	Xcel Energy	101-43170-430-43810	-86.10	302525247 4050 Hwy 60 W
178074	Xcel Energy	602-49480-000-43810	20,372.60	304239286 214 14th St NE
178074	Xcel Energy	101-45122-450-43830	944.65	302342287 Boiler Heat Line 30%
178074	Xcel Energy	101-43170-430-43810	29.74	304131503 2200 30th St NW
178074	Xcel Energy	902-00000-000-23935	-74,354.32	Electricity Bill-April
178074	Xcel Energy	101-45125-450-43810	585.16	303727721 1830 2 Ave NW Aquatic Center
178074	Xcel Energy	101-43170-430-43810	243.95	303396625 27 Division St E Signal Light
178074	Xcel Energy	101-42210-420-43810	-11.51	302527702 122 2 St NW-Fire Hall
178074	Xcel Energy	101-45200-450-43810	80.50	303239611 Sr High Tennis Courts
178074	Xcel Energy	101-45200-450-43810	23.19	302321102 1000 7 Ave SW-S Alex Sec
178074	Xcel Energy	101-43160-430-43810	78.88	304850222 328 4 St NW-4 Ave NW Signal System
178074	Xcel Energy	225-49810-430-43830	75.35	304268058 Hangar 910B - City
178074	Xcel Energy	601-49430-000-43830	530.74	304914908 812 8 Ave NW Bldg B-WTP
178074	Xcel Energy	101-45200-450-43830	29.21	302627100 Jefferson Warming House
178074	Xcel Energy	101-45500-450-43810	20.23	302342287 11 Division St E Security
178074	Xcel Energy	101-45200-450-43810	237.93	304428352 601 1st Ave NE Fleckenstein Bluffs Park
178074	Xcel Energy	101-45126-450-43810	45.89	302492805 117 Shumway-Washington Center
178074	Xcel Energy	602-49450-000-43810	41.55	302412146 1901 7 St NW Lift Station
178074	Xcel Energy	101-45200-450-43810	41.55	304915622 705 3 Ave NW-Wapacuta Park Shelter
178074	Xcel Energy	101-45500-450-43810	131.79	302342287 11 Division St E
178074	Xcel Energy	101-45200-450-43810	-127.64	304017445 900 Lyndale Ave N
178074	Xcel Energy	101-45122-450-43810	1,599.30	302825421 19 Division St W
178074	Xcel Energy	101-45200-450-43810	-2.19	303510224 Central Park Band Stand
178074	Xcel Energy	601-49430-000-43810	95.74	302969048 350 Alexander Park Well #6
178074	Xcel Energy	101-43160-430-43810	7.81	304116512 1000 Lyndale Ave S
178074	Xcel Energy	101-45500-450-43810	237.36	302342287 11 Division St E
178074	Xcel Energy	101-43121-430-43830	727.18	304051816 1200 Belview Trl
178074	Xcel Energy	101-42110-420-43830	309.85	303877775 11 20th St NW Evidence Garage
178074	Xcel Energy	101-42110-420-43810	4,827.20	303688424 25 4th St NW
178074	Xcel Energy	602-49450-000-43830	28.49	302458578 828 8 Ave NW Park Shop
178074	Xcel Energy	101-45200-450-43810	-24.47	302261595 920 9 Ave SW
178074	Xcel Energy	601-49430-000-43810	9,061.05	303329691 824 7 St NW Pump Water

Check Numb	Last Name	Acct 1	Amount	Description
178074	Xcel Energy	101-45125-450-43820	55.01	303727721 1830 2 Ave NW Aquatic Center
178074	Xcel Energy	101-43170-430-43810	8.69	156258 117 Shumway CD Siren
178074	Xcel Energy	101-43160-430-43810	-247.03	302767481 210 3 St NE St Light HP
178074	Xcel Energy	603-49500-000-43830	10.76	304051816 1200 Belview Trl
	Xcel Energy		94,950.60	
0	Zarnoth Brush Works Inc	101-43121-430-42110	608.00	Broom Refill
	Zarnoth Brush Works Inc		608.00	
0	Ziegler Inc	602-49480-000-44040	15,215.78	Breaker Repair
0	Ziegler Inc	101-43121-430-42210	205.49	Transmission Shift Solenoid - Street #208
	Ziegler Inc		15,421.27	
			1,109,837.20	



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: May 23, 2023
SUBJECT: Resolution 2023-102 Approve Credit Card Use Policy

Background:

The City began utilizing credit cards as a means of making certain public purpose purchases as Resolution 2001-079 authorized the use of a corporate credit account. The City approved the Credit Card Use Policy on November 23, 2021 through Resolution 2021-247. Brad Phenow has been promoted to a new position of Communications Manager and it has been requested by City Administrator Murray that he be authorized to utilize a credit card due to the nature of his duties. The revised Credit Card Use Policy attached reflects adding the position of Communications Manager under the Department of Administration.

Recommendation:

Approve Credit Card Use Policy Resolution 2023-102

Attachments:

1. Resolution 2023-102 Approve Credit Card Use Policy
2. Credit Card Use Policy-2023

CITY OF FARIBAULT

RESOLUTION #2023-102

APPROVE CREDIT CARD USE POLICY

WHEREAS, the city council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city as provided under Minnesota Statutes 471.382; and

WHEREAS, Resolution 2021-247 adopting the City of Faribault Credit Card Use Policy, authorized the use of a corporate credit accounts by departments with a combined credit limit and authorized positions; and

WHEREAS, a credit card use policy has been written, which complies with the recommendations of the Minnesota Office of the State Auditor and the League of Minnesota Cities.

NOW, THEREFORE BE IT RESOLVED, that the attached Credit Card Use Policy dated May 23, 2023 is hereby adopted as written.

Date Adopted: May 23, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator



Credit Card Use Policy

Purpose: To establish a policy for the use of credit cards by City officers or employees. This policy is designed to provide guidance, procedures, and regulations for officers or employees with the authority and responsibility for purchasing and safeguarding a City credit card.

1. GUIDELINES

The City is authorized to enter into a credit card account relationship with a bank offering a nationally recognized credit card. The cards are issued to departments to provide ease and efficiency when purchasing items through the internet, when a card is the only acceptable means to make a purchase; for purchases of goods, where a charge account cannot be established and no other method of payment is available; and for securing hotel and airline travel arrangements. Credit cards are not to be used for routine purchases of supplies or materials.

2. PROCEDURES

A. Authorization

The City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City as provided under Minnesota Statutes 471.382. An officer or employee who makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or City policy applicable to City purchases.

B. Responsibility and Accountability

1. All card holders must safeguard the credit card and credit card number at all times.
2. Card holders must keep the credit card in a secure location at all times.
3. Card holders may not allow anyone to use the credit card and/or credit card account number who is not authorized to do so, with the exception of certain permissible use authorized directly by the card holder.
4. Use of the credit card for personal purchases is strictly prohibited.
5. The card holder may be personally liable for any unapproved purchases.
6. Lost or stolen credit cards must be reported immediately to the credit card agency and the Finance Department.

C. Process for Card Use

1. State law requires that claims presented to the City for payment must be in writing and itemized. Card holders must obtain and retain original itemized receipts or

invoices for all purchases made with the credit card. The original documentation for the purchase, along with the monthly statement, must be submitted in a timely manner to the Finance Department for processing of payment.

2. All credit card purchases must have the approval of the authorizing Department Director.
3. The card holder must review and process the monthly statement promptly upon receipt for approval and account coding.
4. The credit card accounts are not to be used for carrying debt and the entire balance on the account must be paid promptly on a monthly basis, unless there are disputed charges, in order to avoid interest charges and late fees.
5. It is the responsibility of the card holder to dispute any incorrect charges made to the account for which he/she is responsible. If there are disputed charges, the card holder must notify the credit card agency and the Finance Department as soon as the disputed item is discovered.
6. All fees charged against the account are the responsibility of the individual department.

D. Credit Card Use Acknowledgement

1. When authority to hold a credit card is issued to an officer or employee of the City, they shall complete the acknowledgement form, Attachment A, to this policy. The form will verify that the employee has read and understands the policy and accepts the responsibilities associated with use of the credit card.
2. The employees holding the following authorized positions will be provided with credit cards with a credit limit per card holder as listed.

Department	Cards Issued	Authorized Users	Credit Limit
Administration	1 card	City Administrator	\$5,000
	1 card	Communications Manager	\$2,500
Human Resources	1 card	Human Resources Director	\$5,000
Finance	2 cards	Finance Director	\$5,000
		Assistant Finance Director	\$2,500
Police	3 cards	Police Chief	\$5,000
		Police Captain (1)	\$2,500
		Police Captain (2)	\$2,500
Public Works	2 cards	Public Works Director	\$5,000
		PW Administrative Coordinator	\$2,500
Fire	1 card	Director of Fire & Code Services (Fire Chief)	\$5,000
Parks & Recreation	2 cards	Parks & Recreation Director	\$5,000
		Parks Superintendent	\$2,500
Community & Economic Development	1 card	Community & Economic Development Director	\$5,000
Engineering Services	1 card	City Engineer	\$5,000
Library Services	1 card	Library Services Director	\$5,000

E. Card Access

1. Any card holder that violates the policy may have their credit card access revoked. The Department Director shall monitor credit card use and act promptly to stop any misuse or abuse and notify the Administrator and Finance Director.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES OR PROCEDURES RELATIVE TO CREDIT CARD USE.

Approved:

Kevin F. Voracek, Mayor

Timothy C. Murray, City Administrator

May 23, 2023

Attachment A
Credit Card Holder Acknowledgement

As the _____ of the City of Faribault, I accept responsibility for use of the City credit card, actions while using the credit card, and strict and diligent adherence to the Credit Card Policy and procedures.

It is understood that the credit card authorization may be revoked for violation of the policy or if the card is misused or abused in any manner. I accept responsibility for monitoring the charges made on this card and agree to inform the credit card agency and Finance Department immediately of any fraudulent charges, loss, or theft of the card. I understand that I will be held personally responsible for any unauthorized purchases and will adhere to the monthly credit limit.

I hereby acknowledge receipt and acceptance of the City of Faribault Credit Card Use Policy.

Officer or Employee Signature Date

Officer or Employee Name Department



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: May 23, 2023
SUBJECT: Resolution 2023-103 Approve 2023-2024 Garbage and Refuse Hauler Licenses

Background:

The City Administrator's Office has received applications for the renewal of Garbage and Refuse Hauler Licenses issued in the City. The licenses would be effective from June 1, 2023 to May 31, 2024.

All of the current licensees have submitted their required applications and various licensing forms. All background check information has been submitted to the Police Department for review. All insurance information has been submitted to the City Attorney for review. Truck inspections are currently in process.

Recommendation:

Approve Resolution 2023-103

Attachments:

1. Resolution 2023-103 Garbage and Refuse Haulers License Renewals

CITY OF FARIBAULT

RESOLUTION #2023-103

APPROVE 2023-2024 GARBAGE AND REFUSE HAULER LICENSES

WHEREAS,

Archambault Bros. Disposal Inc.	LJP Enterprises, LLC
Flom Disposal Inc.	City & Lakes Disposal, Inc.
Waste Management of Southern MN	Green RU, LLC
Curbside Compost Cooperative, Inc.	Rojas All Pros Companies, LLC

have each presented to the City of Faribault Administration Office their applications for renewal of their Garbage/Refuse Hauler Licenses; and

WHEREAS, the companies listed above have paid the proper fees and have submitted the required Certificate of Insurance; provided proof of Certification of Compliance with the Minnesota Workers Compensation Insurance; and provided the necessary Tax Information Form; and

WHEREAS, pending a required background investigation by the Police Department and approval of the Chief of Police and pending a successful vehicle inspection by City Staff;

NOW, THEREFORE BE IT RESOLVED, that the applicants listed above be granted renewals of their Garbage/Refuse Haulers License with the City of Faribault for the term of June 1, 2023 to May 31, 2024.

Date Adopted: May 23, 2023

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 Director
MEETING DATE: May 23, 2023
SUBJECT: Resolution 2023-104 Approve Hiring Public Works Superintendent

Background:

Due to a retirement, there is a need to fill a Public Works Superintendent position within the streets division. The position was posted from March 31, 2023 to April 21, 2023.

Eleven applications were received, reviewed and scored for the position. Seven applicants were selected for interviews. The interview panel consisted of Mike Glende, Public Works Superintendent (Utilities), Travis Block, Public Works Director, and Kevin Bushard, Human Resources Director. The panel selected Kyle Kobe as the recommendation for hire.

Resolution 2023-104 recommends hiring Kyle Kobe as the Public Works Superintendent. Kyle would be hired at Grade M, Step 3 as per the Non-Union Compensation Plan 2022-2024. His hire date would be June 12, 2023.

Recommendation:

Approve Resolution 2023-104, approving the hiring of Kyle Kobe as Public Works Superintendent.

Attachments:

1. Resolution 2023-104 Approve Hiring Public Works Superintendent

CITY OF FARIBAULT

RESOLUTION #2023-104

APPROVE HIRING PUBLIC WORKS SUPERINTENDENT

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

WHEREAS, the City has advertised and interviewed for the Public Works Superintendent position with the City; and

WHEREAS, the City Council desires to fill the vacant Public Works Superintendent position.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Kyle Kobe shall be extended an offer of employment to fill the vacant Public Works Superintendent position.

Date Adopted: May 23, 2023

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: Mark DuChene, City Engineer
MEETING DATE: May 23, 2023
SUBJECT: Resolution 2023-105 Approve Permanent Right of Way Easement for 1415 7th Street NW

Background:

During the design phase of the 2023 Lyndale Avenue Trail Project, City Contract 2021-05, it was determined that additional right of way was needed from the property at 1415 7th Street NW, Faribault, MN, in order to construct the trail. The City followed applicable statutory provisions and prepared said Easement attached as Exhibit A to the Resolution. The City has negotiated said Easement with the Owner and the Owner has accepted said Easement.

The attached resolution approves the Easement in Exhibit A of this Resolution and authorizes City Staff and the City's Consultants to make limited revisions to the Easement as may be necessary to finalize the Easement and authorizes the Mayor and City Administrator to execute and record said final Easement.

Recommendation:

Approve Resolution 2023-105

Attachments:

1. Resolution 2023-105 Approve Permanent Right of Way Easement for 1415 7th Street NW
2. 1415 7th Street NW Permanent ROW Easement - Owner Signed

CITY OF FARIBAULT

RESOLUTION #2023-105

APPROVE PERMANENT RIGHT OF WAY EASEMENT FOR 1415 7TH STREET NW

WHEREAS, during the design phase of the 2023 Lyndale Avenue Trail Project, City Contract 2021-05 it was determined that additional right of way was needed from the property at 1415 7th Street NW, Faribault, MN, in order to construct the trail; and

WHEREAS, the City of Faribault (the "City") desires to acquire a permanent right of way easement (the "Easement") from DECO, LLC (the "Owners") of the property at 1415 7th Street NW; and

WHEREAS, the City has followed applicable statutory provisions and the City finds that the purchase of the Easement will fulfill the objectives, goals and mission of the City as the City has previously identified the construction of a multi-use trail adjacent to the property as part of the City's Capital Improvement Plan and Comprehensive Sidewalk and Trail plan; and

WHEREAS, the City prepared said Easement attached as Exhibit A; and

WHEREAS, the City has presented said Easement to the Owner and the Owner has accepted said Easement.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council hereby approves the Easement in Exhibit A of this Resolution and hereby authorizes City Staff and the City's Consultants to make limited revisions to the Easement as may be necessary to finalize the Easement.

ALSO, BE IT RESOLVED, that the Faribault City Council hereby authorizes the Mayor and City Administrator to execute and record said final Easement.

Date Adopted: May 23, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

EXHIBIT A

PERMANENT RIGHT OF WAY EASEMENT

THIS EASEMENT given this _____ day of _____, 2023, by DECO, LLC, a Minnesota Limited Liability Company, ("Owner") to the City of Faribault, a Minnesota municipal corporation, Grantee ("City"):

Recitals

- A. The Owner is the fee owner of certain real estate (the "Property") in Rice County, Minnesota:

See Exhibit "A"

- B. In furtherance of a road improvement project, the City desires to obtain from the Owner, and the Owner desires to convey to the City:

1. Permanent Right of Way Easement;

as described on the attached **Exhibit "B"** (the "Easement") and depicted on the attached **Exhibit "C"** (the Easement Depiction").

Easements

Grant of Easements. For good and valuable consideration, the receipt of which is acknowledged by the Owner, the Owner hereby grants and conveys to the City, its successors and assigns, the following easements:

- A. A permanent easement for right of way purposes over, under, across and through that part of the Property as described and shown on the attached **Exhibit "A"**. This Permanent Right-of-Way Easement shall give the City

the right to construct, use and maintain a roadway, trail and sidewalk, traffic signal system and underground utilities as well as grading and drainage as if said easement were deeded right of way to the City as well as to permit and regulate its use by private utilities.

The Easements shall be granted subject to the following conditions:

1. The Property shall remain subject to sale or lease; such sale or lease shall not serve to revoke the Easement.
2. The City shall comply with all applicable local, state, and federal laws, rules, or regulations affecting said Easement.
3. The Easement shall not be assignable by the City except to the Minnesota Department of Transportation or upon written consent of the Owner, except that the City is granted the right and authority to permit and regulate the use of the permanent easement areas by private utilities in accordance with City regulations.
4. The Owner reserves the right to occupy and use said Property for all purposes not inconsistent with the rights herein granted.
5. The City and its authorized agents, including contractor personnel and equipment, are granted reasonable access over other areas of the Property as may be needed to construct the improvements within the Easements.
6. Upon completion of construction, the City shall restore the easement areas pursuant to the City of Faribault's standard specifications for construction.
7. The City and the Owner agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for acts of any others and the results thereof.
8. The permanent right-of-way easement shall run with the land unless vacated by majority vote of the City Council for the City of Faribault.

Nothing contained in here shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by the Landowner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the liability limits provided by Minnesota Statutes Chapter 466. The Owner warrants to the City, its successors and assigns, that the Owner is well seized in fee of the Property and has good right to grant and convey the Easements and good right to make this grant to the City.

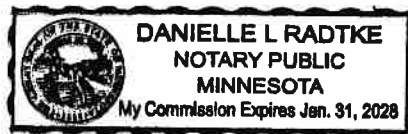
Dated: May, 9th, 2023.

DECO, LLC

By: Jodi A. Ferris
Its: Manager

STATE OF MINNESOTA)
) SS.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this 9th day of May, 2023, by Jodi A. Ferris, Manager of DECO, LLC, Grantor.



Danielle Radtke
Notary Public

CITY OF FARIBAULT,
A MINNESOTA MUNICIPAL
CORPORATION

By: _____	By: _____
Kevin F. Voracek	Timothy C. Murray
Its: Mayor	Its: City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Kevin F. Voracek and Timothy C. Murray, Mayor and City Administrator, respectively, of the City of Faribault, a municipal corporation organized under the laws of the State of Minnesota, on behalf of the City of Faribault, Grantee.

Notary Public

This instrument was drafted by:
City of Faribault Engineering Dept.
208 1st Avenue NW
Faribault, MN 55021

EXHIBIT A

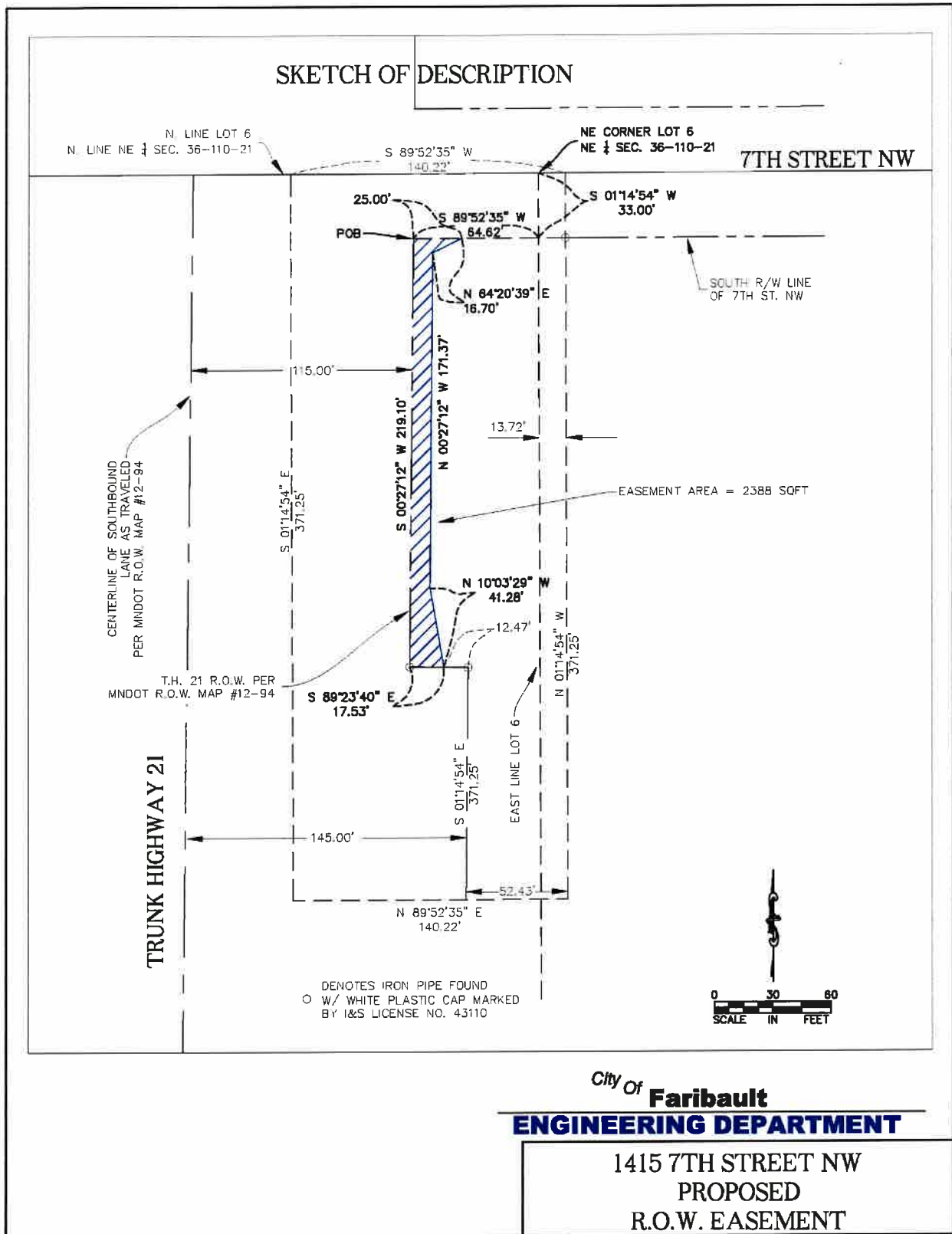
EXHIBIT A

Beginning at a point on the North line of Lot Six (6) of the State Subdivision of the Northeast Quarter (NE $\frac{1}{4}$) of Section Thirty-six (36), Township One Hundred and Ten (110) North, Range Twenty-One (21) West of the Fifth Principal Meridian One Hundred Ninety-One and Two Thirds ($191 \frac{2}{3}$) links West of the Northeast corner of said Lot Six (6); thence South parallel with the East line of said Lot Six (6) Three Hundred and Seventy-One and Twenty Five Hundredths (371.25) feet; thence East parallel with the North lines of said Lot Six (6) and Lot Five (5) of said State Subdivision of the Northeast Quarter of Section Thirty-Six (36) a distance of One Hundred and Forty and Twenty-Two Hundreths (140.22) feet to the West line of Lincoln Addition, Faribault, Minnesota; thence North along the said West line of Lincoln Addition, which West line is Thirteen and Seventy-Two Hundredths (13.72) feet East of and parallel to the said East line of Lot Six (6) a distance of Three Hundred and Seventy-One and Twenty-Five Hundredths (371.25) feet to the North line of said Lot Five (5); thence West along the North lines of said Lots Five (5) and Six (6) One Hundred and Forty and Twenty-Two Hundredths (140.22) feet to the point of beginning, Rice County, Minnesota., containing about 1.20 acres, including that portion subject to State and Highway easements, lying and being within the Corporate limits of the City of Faribault, Rice County; the above described property however being subject to a Street Easement to the City of Faribault and a Highway Easement to the State of Minnesota, containing .60 acres, more or less.

EXHIBIT B

Commencing at the Northeast corner of Lot Six (6) of the State Subdivision of the Northeast Quarter (NE $\frac{1}{4}$) of Section Thirty-six (36), Township One Hundred and Ten (110) North, Range Twenty-One (21) West of the Fifth Principal Meridian; thence South 01 Degrees 14 Minutes 54 Seconds West, along the east line of Lot 6, a distance of 33.00 feet; thence South 89 Degrees 52 Minutes 35 Seconds West, along the south Right Of Way line of 7th Street NW, a distance of 64.62 feet to the east Right Of Way line of T.H. 21 and the Point Of Beginning (POB) for the easement to be described; thence South 00 Degrees 27 Minutes 12 Seconds West, along east Right Of Way line of T.H. 21, a distance of 219.10 feet; thence South 89 Degrees 23 Minutes 40" East a distance of 17.53 feet; thence North 10 Degrees 03 Minutes 29 Seconds West a distance of 41.28 feet; thence North 00 Degrees 27 Minutes 12 Seconds West a distance of 171.37 feet; thence North 64 Degrees 20 Minutes 39 seconds East a distance of 16.70 feet to the south R.O.W. line of 7th Street NW; thence South 89 Degrees 52 Minutes 35 Seconds West, along south R.O.W. line of 7th Street NW, a distance of 25.00 feet to the Point Of Beginning and there terminating. Said Easement containing 2,388 square feet, more or less.

EXHIBIT C





Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: John Sherwin, Chief of Police
MEETING DATE: May 23, 2023
SUBJECT: Resolution 2023-107 Approve Bureau of Justice Assistance (BJA) Rural and Small Department Violent Crime Reduction Program Grant Application

Background:

The Bureau of Justice Assistance (BJA) is the leading source of federal justice related funding for states, tribes, and local governments. A strategic focus area of the BJA is reducing violent crime, improving community safety, and providing support for public safety officers.

In reviewing available BJA funding grants, the Faribault Police Department is requesting pre-application authorization to seek up to \$300,000 in available funding through the "Rural and Small Department Violent Crime Reduction Program". Faribault qualifies under the definition of "Rural" as we are not considered part of a standard metropolitan area as defined by the Office of Management and Budget, and "Small" as we have less than 250 sworn officers. The grant application is due to the BJA on June 13, 2023 with a funding start date of October 1, 2023. This is a highly competitive grant, but it is anticipated that 36 awards will be issued nationally.

We anticipate establishing a violence reduction program that focuses on a statistical analysis of crime hot spots within the community, such as the Central Avenue corridor, while leveraging new technology including: public-facing surveillance cameras, fixed license plate readers, enhanced GIS/Crime mapping abilities, and alarm-related technology to reduce victimization. Priorities within the violence reduction program will be focused on firearms related offenses and protecting those most at risk from domestic violence. We will also partner with identified organizations and community groups who serve our most vulnerable populations in an effort to prevent individuals from becoming victims of crimes of violence.

Recommendation:

Authorize BJA Grant application.

Attachments:

1. Resolution 2023-107 Bureau of Justice Assistance Rural and Small Department Violent Crime Reduction Program
2. BJA Rural and Small Dept Violent Crime Reduction Grant Info

CITY OF FARIBAULT

RESOLUTION #2023-107

APPROVE BUREAU OF JUSTICE ASSISTANCE (BJA) RURAL AND SMALL DEPARTMENT VIOLENT CRIME REDUCTION PROGRAM GRANT APPLICATION

WHEREAS, the Faribault Police Department strives to increase safety by reducing incidents of violent crime; and

WHEREAS, the Bureau of Justice Assistance (BJA) has identified violent crime reduction and improving community safety as a strategic focus through the allocation of grant funds; and

WHEREAS, the Faribault Police Department qualifies for up to \$300,000 in funding consideration under the Rural and Small Department Violent Crime Reduction Program.

NOW, THEREFORE BE IT RESOLVED, that the Faribault Police Department wishes to apply for up to \$300,000 in grant funding from the BJA to assist in the implementation of a violent crime reduction strategy that leverages the use of technology and community-based partnerships to reduce victimization.

Date Adopted: May 23, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator



BJA FY 23 Rural and Small Department Violent Crime Reduction Program

Assistance Listing Number # 16.039

Assistance Listing Number # 16.738

Grants.gov Opportunity Number: O-BJA-2023-171729

Solicitation Release Date: April 17, 2023 5:00 PM ET

Step 1: Application Grants.gov Deadline: June 13, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: June 20, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding under the Rural and Small Department Violent Crime Reduction Program. This program furthers the DOJ's mission by providing resources to rural and small departments to combat violent crime.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized)

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as

subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov,

JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to support small and rural agencies in their efforts to combat violent crime.

Statutory Authority

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C and Consolidated Appropriations Act, 2023, Public Law 117-328.

Specific Information

Reducing violent crime requires a multifaceted, collaborative, evidence-informed, innovative strategy, and there are a wide variety of tools and subject matter experts available to help law enforcement perform this important work. However, all jurisdictions have their own challenges, stakeholders, and resources. Consequently, there is no singular or static solution to reducing violent crime.

Several years ago, the Bureau of Justice Assistance, in partnership with Major Cities Chiefs Association, developed and released the *Violent Crime Reduction Operations Guide* to assist jurisdictions in their efforts to combat violent crime. The *Violent Crime Reduction Operations Guide* outlines actions and activities that can adapt to any agency. This guide and its principles have contributed to the development and implementation of successful crime-fighting strategies throughout the country.

The guide outlines “Critical Elements,” which are essential components of crime-fighting strategies. Each element is described in a format that can assist agency executives to conduct assessments of their agency’s capacity in each respective area. An executive uses the guide to determine the level at which their agency is working in a particular area.

BJA later partnered with AEquitas to develop a companion tool, the *Prosecutors’ Guide to Reducing Violence and Building Safer Communities*, which also outlines critical crime reduction strategic principles for prosecutors’ offices through a continuum of crime reduction capacities.

This program will provide funding to small and/or rural agencies and/or to prosecutors who are interested in implementing or improving the capacity of their organization around one or more critical elements found in the *Violent Crime Reductions Operations Guide* or the *Prosecutors’ Guide to Reducing Violence and Building Safer Communities*. Applicants are also encouraged to review the resources available on the Public Safety Clearinghouse for strategic solutions.

Goals, Objectives, and Deliverables

Goals

The goal of this program is to increase the capacity of police departments or prosecutors' offices to fully implement the critical elements found in the guides to build capacity to combat violent crime.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

To provide funding to strengthen the capacity of a rural or small jurisdiction to combat violent crime through enhanced implementation of critical elements.

To provide tools and resources need to implement critical elements.

Deliverables

1. Complete the Violent Crime Reduction Operations Guide online assessment tool provided to successful applicants.

2. Select one or more of the critical elements within the guide to improve capacity as part of an overall violent crime reduction strategy. The strategy should incorporate the key concepts:

A. Community collaboration

B. Criminal justice partner cooperation

C. Victim-centered approaches

D. Evidence-based strategies

E. Commitment to measuring crime reduction outcomes in meaningful terms, commensurate with the scope of the violence problem and funding amount requested

3. Partner with a researcher or subject matter expert to plan, execute, and monitor the capacity-enhancement activities selected to ensure organizational growth within the capacity area and a direct link to the crime reduction strategy. Strategies may necessitate the purchase of technology. This should be part of a comprehensive plan and should be adequately justified in the implementation stage. Submit this plan to BJA prior to implementation.

4. Implement programming and activities that reflect an enhanced capacity in these areas, per the guide. Deploy agency resources such as personnel, services, or analytical tools that meet the capacity enhancement goal.

5. Document the development and implementation of strategies to reduce the violent crime problem or problems identified in their applications. These program descriptions should be memorialized in official agency documents and in a manner consistent with professional standards. Relevant agency policies and procedural manuals should be developed and/or

updated as necessary.

6. Track progress and outcomes, making adjustments as needed.
7. Participate and/or host a regional “crime fighters conference” in collaboration with BJA.
8. Provide a final report of activities and outcomes to BJA.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this

requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

2. Priority Considerations Supporting Executive Order 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment; (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for training and technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP and COPS will provide priority consideration for the following items, for which the DOJ has already issued policies, guidance, and/or best practices:

1. participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody;
2. participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted;
3. restrictions on unannounced entries and neck/carotid restraints; and,
4. restrictions on the possession and use of militarized equipment.

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas or how the proposed project(s) will address one or more of the identified policy areas.

Note: Addressing these priority areas is one of many factors that OJP considers in making

funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

36

Anticipated Maximum Dollar Amount of Awards

\$300,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$10,800,000

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

This solicitation is limited to small law enforcement agencies, to include prosecutors, and agencies serving rural communities to include prosecutors serving rural communities or small departments. The following entities are eligible to apply for this funding opportunity:

- (1) A small agency is any law enforcement agency with 250 or fewer sworn officers.
- (2) A “rural agency,” as defined under this initiative, is (a) an agency serving any area or community, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget or (b) any agency serving one or more rural census tracts.

(3) A tribal agency is any federally recognized tribe with a designated law enforcement agency.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/>

[2020/04/SPOC-4-13-20.pdf](#). If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information regarding the violent crime problem. Applicants must describe in detail how they meet the criteria for small, rural, or tribal agencies as outlined in the Eligibility section.

b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue, consistent with the goal and objectives outlined in the solicitation. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

Describe the capabilities and competencies required to accomplish the goals and objectives of the project. Applicants must include a description of the qualifications of the researcher or subject matter expert partnering on the project as described under the Deliverables section.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into

JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 13, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by June 20, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - evaluate for completeness, cost effectiveness, and allowability (e.g.,

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reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important Note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found [here](#).

Application Checklist

BJA FY 2023 Rural and Small Department Violent Crime Reduction Program

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedojoji-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$300,000

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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### Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

## Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

## Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

## Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Mark DuChene, City Engineer  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Approve Professional Services Agreement with WSB for MS4 Permit Services - Pond Sediment Program

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### Background:

As part of the City's Municipal Separate Storm Sewer System (MS4) permit, Minimum Control Measures 5 and 6 of the MS4 permit require the City to complete the following:

- Standard operating procedure for inspections and maintenance of their MS4 owned and operated facilities (BMPs). (Complete)
- Pond assessments to determine the treatment effectiveness of stormwater basins within the City. (Needs to be done)
- Annual inspections of all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices. (Conducted by existing City Staff)
- Inspections of all MS4 outfalls, sediment basins, and ponds at a minimum once every permit cycle. (Conducted by existing City Staff)

City Staff has solicited a proposal for professional services from WSB, a consulting engineering firm who assisted the City with the most recent MS4 Permit as well as developed a city-wide model for the City's storm sewer system, renewal to help complete the task associated with bullet point two above as outlined in the attached letter proposal. The attached proposal is within the budgeted expense in the 2023 approved budget and will be funded from the Stormwater Utility Fund (603).

### Recommendation:

Approve Professional Services Agreement with WSB for MS4 Permit Services - Pond Sediment Program

### Attachments:

1. WSB Pond Survey Proposal

May 4, 2023

Mr. Mark DuChene  
Director of Engineering  
City of Faribault  
1200 Belview Trail  
Faribault, MN 55021

Re: Proposal to Provide a Storm Water Asset Management Program (SWAMP) and Pond Surveys

Dear Mr. DuChene:

We are pleased to present this work plan to develop and implement a Storm Water Asset Management Program (SWAMP) for the City of Faribault. The SWAMP will be a valuable asset in helping the City manage its storm water infrastructure.

#### **BACKGROUND INFORMATION**

Minimum Control Measures 5 and 6 of the MS4 permit require the City to complete the following:

- Standard operating procedure for inspections and maintenance of their MS4 owned and operated facilities (BMPs).
- Pond assessments to determine the treatment effectiveness of stormwater basins within the City.
- Annual inspections of all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.
- Inspections of all MS4 outfalls, sediment basins, and ponds at a minimum once every permit cycle.

WSB has met with the MPCA to review our approach (outlined below) to verify that it will meet the MPCA's requirements outlined in the NPDES permit. MPCA staff has indicated that the SWAMP will satisfy the requirements listed above.

The City contains numerous storm water BMPs and storm sewer infrastructure. The task of inspecting and maintaining these items, as well as tracking the treatment efficiency of these BMPs, is a significant commitment of staff time and a financially daunting task. To allow the City to manage its storm water system, annually allocate budget, and meet MS4 requirements, WSB proposes to develop a SWAMP by completing the following scope of services.

#### **Task 1 – Organize and Format Input Parameters for SWAMP**

WSB will use the drainage areas and pond inventory from the City-wide XPSWMM model as a basis for developing the SWAMP program. Any basins constructed in the City since the development of the XPSWMM model (including those in Stoneridge Second Addition) will also be incorporated. WSB will work with City staff to complete the following additional steps needed for the SWAMP:

- Identify any other basins or BMPs present in the City for incorporation into the SWAMP.



- Develop and define attributes for each basin which include:
  - Facility type (pond, infiltration basin, storm water wetland, etc.)
  - Storage volume of facility
  - Treatment expectations
  - Size of drainage area
  - Imperviousness of drainage area
  - BMP age and historic maintenance activities completed
  - Ownership (private vs. public)
- Small BMP type (sumps, structural treatment devices, rain gardens, etc.)
  - Maintenance cost
  - Sediment capacity
  - Inspection interval
- Gather any pond or BMP inspection or assessment data which has been collected to date. This data will need to be formatted to meet the programming needs of the SWAMP.
- Identify the MS4 inlets and outlets (including outfalls) to be included in the SWAMP.

### **Task 2 – Develop and Launch a Customized Version of SWAMP**

WSB will utilize the information collected during Task 1 to develop an individually tailored SWAMP using ArcGIS Server. This web application will be hosted by WSB. The web-based SWAMP program will allow City employees to easily access information related to the City's storm water basins, complete and store survey and inspection records, and update information as needed.

Using the information stored in the database, SWAMP will allow the user to:

- Create a composite SWAMP score for each storm water basin. Composite scores can be used by City staff to prioritize and budget inspection and maintenance activities.
- Calculate estimated annual treatment efficiencies and annual load reduction provided by each stormwater basin for Total Phosphorus and Total Suspended Solids.
- Calculate the life cycle cost-benefit to help the City determine the value of performing maintenance or improvement activities on any given storm water basin.
- Provide calculated responses regarding storm water basin maintenance activities (similar to a pavement management program).
- Meet MS4 requirements for storm water basin management.
- Track, schedule, and budget small BMP inspection and maintenance.
- Track, schedule, and record MS4 inlet and outlet inspections and visual pond inspections.

### **Software Cost and Annual Subscription Fee**

The SWAMP annual software subscription is \$1,500 beginning in September 2023. This subscription includes access to the web application, cloud server storage of the City's program, application maintenance, and future software updates. WSB intends to keep the SWAMP current and relevant by providing program updates as necessary. WSB will notify you when updates are available.

### **Task 3 – Detailed Pond Surveys**

This task consists of inspecting/surveying 15 ponds. The newly developed SWAMP program as well as discussions with City staff will be used to prioritize and select basins to be surveyed.

Bathymetric survey will include:

- GPS recorded pond edge shots to delineate pond footprint.

- GPS recorded depths to estimate the bathymetric contour data. Depth shots will be taken using a grid pattern with approximate cross section spacing of 25 feet (or as appropriate based on the size of the pond).
- Inlet/outlet evaluation to assess condition.
- Photos of any issues noted during inspection (sediment deltas, vegetation, erosion, etc.).

WSB will generate bathymetric maps of the surveyed ponds. The SWAMP application will be updated to reflect the inspection/survey results. Findings from the inspections will be used in developing the pond review memos and maintenance recommendations.

Note: this scope does not include any sediment sampling or analysis. This would need to be done prior to completing maintenance to determine proper sediment disposal methods. This is not recommended to be completed until maintenance is determined to be necessary.

***Deliverables:*** Bathymetric Maps (15) and updated SWAMP based on the pond surveys.

#### **Task 4 – Pond Memos and Pond Maintenance Prioritization Report**

Following the pond inspections, pond design memos will be developed for the top 5 highest priority ponds based on SWAMP score and/or maintenance concerns. The pond memos will include results of the survey as well as a cost benefit analysis to help determine the desired amount of maintenance to be completed. A maintenance recommendation will be provided for each of the five basins.

A pond maintenance prioritization report will be developed outlining a 10-year plan for completing pond assessments, surveys, and maintenance to help budget for future survey activities and pond maintenance projects.

***Deliverables:*** Five pond review memos, 10-year pond maintenance prioritization report.

#### **SUMMARY**

Tasks 1-4 will be billed at an hourly not to exceed cost of **\$31,300**. The Web Application Software will have an annual subscription cost of **\$1,500** that will be billed at a lump sum cost annually starting in September 2023.

Thank you for this opportunity to develop a SWAMP Web Application for the City of Faribault. WSB is confident this assessment tool and inspection and maintenance prioritization program will help guide City staff on the best use of funds to achieve the desired storm water benefits. If you agree with the scope of services outlined above, please sign where indicated below and return one copy to our office. If you should have any questions regarding this proposal, please contact Jake at 612-990-3576.

Sincerely,  
WSB



Jacob Newhall, PE  
Director of Water Resources



Laura Rescorla, PE  
Project Engineer

**ACCEPTED BY:**

**City of Faribault**

**I hereby authorize an hourly not to exceed cost of \$31,300 to set up the SWAMP Web Application. In addition, I authorize an annual subscription fee of \$1,500.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Travis Block, Public Works Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Approve 2023 CIP Purchase- Replacement of Sanitary Sewer Service Truck

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### Background:

The 2023 Capital Improvement Plan (CIP) and budget have approved \$49,000.00 for the purchase of a sanitary sewer service truck used by the Utilities Department. The truck is scheduled to replace a 2012 F-250. A 2013 F-250 with 80,152 miles will be traded-in due to it having higher maintenance costs than the 2012 F-250.

Staff solicited quotes from two local dealers. R.C. Bliss Ford submitted a quote for an F-350 chassis cab for \$41,850.00. Harry Brown's was unable to provide a quote due to supply chain issues. A utility box will be presented for Council approval at a future meeting. Funding will be provided by the Sanitary Sewer Fund (602).

### Recommendation:

Approve 2023 CIP Purchase – Replacement of Sanitary Sewer Service Truck from R.C. Bliss Ford, Faribault, MN

### Attachments:

1. Sanitary Sewer Truck CIP Sheet
2. Sanitary Sewer Truck Quote

|              |                                 |
|--------------|---------------------------------|
| Project #    | SWR E 23-01                     |
| Project Name | Replacement - 2012 Ford F250 #3 |

Capital Asset # 22296

Unit # 3

Department Sewer Collection  
 Contact Public Works Director  
 Type Vehicle  
 Useful Life 10 years  
 Category Equipment-Machinery/Vehicle  
 Priority 2 Medium

Description

Replace 2012 Ford F250 - Unit #3  
 Acquisition Date: 5/22/2012  
 Mileage: 67,711 as of 7/12/2022

Justification

2012 Ford F250 is used for sewer cleaning and maintenance.

| Expenditures | 2023   | 2024 | 2025 | 2026 | 2027 | Total  |
|--------------|--------|------|------|------|------|--------|
| Vehicle      | 49,000 |      |      |      |      | 49,000 |
| Total        | 49,000 |      |      |      |      | 49,000 |

| Funding Sources           | 2023   | 2024 | 2025 | 2026 | 2027 | Total  |
|---------------------------|--------|------|------|------|------|--------|
| Sanitary Sewer Fund (602) | 49,000 |      |      |      |      | 49,000 |
| Total                     | 49,000 |      |      |      |      | 49,000 |

# R.C. BLISS

## F A R I B A U L T



901 Lyndale Ave N • Box 425 • Telephone 507-334-6478

FARIBAULT, MINNESOTA 55021

[www.blissford.com](http://www.blissford.com)

City of Faribault Sewer Department 04/21/2023

Bid on 2023 Ford F-350 Chassis Cab, we are pleased to offer the following bid for you as follows:

\$50,957 Base Price

-\$11,500 Trade 2013 Ford F-250

\$39,457

-\$300 Concession

\$39,157

+\$2,693 Tax, Title and License

\$41,850

A handwritten signature in blue ink that appears to read "Jeff Bliss".

Jeff Bliss

R.C Bliss Inc



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Travis Block, Public Works Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Approve 2023 CIP Purchase - Replacement of Stormwater Service Truck

---

### Background:

The 2023 Capital Improvement Plan (CIP) and budget have approved \$80,000.00 for the purchase of a stormwater service truck used by the Utilities Department. The truck is scheduled to replace a 2011 F-550 with 42,101 miles. The truck is a diesel which we are seeing increased maintenance issues with and will be replaced with a gas model that is better suited for municipal operations. The 2011 F-550 will be traded-in.

Staff solicited quotes from two local dealers. R.C. Bliss Ford submitted a quote for an F-550 chassis cab for \$28,418.00. Harry Brown's was unable to provide a quote due to supply chain issues. A utility box for the truck will be presented to Council for approval at a future meeting. Funding will be provided by the Stormwater Fund (603).

### Recommendation:

Approve 2023 CIP Purchase – Replacement of Stormwater Service Truck from R.C. Bliss Ford, Faribault, MN

### Attachments:

1. Storm Sewer Truck CIP Sheet
2. Storm Sewer Truck Quote

|              |                                 |
|--------------|---------------------------------|
| Project #    | STW E 23-01                     |
| Project Name | Replacement - 2011 Ford F550 #5 |

|                 |       |
|-----------------|-------|
| Capital Asset # | 21948 |
| Unit #          | 5     |

|             |                             |
|-------------|-----------------------------|
| Department  | Storm Water                 |
| Contact     | Public Works Director       |
| Type        | Vehicle                     |
| Useful Life | 12                          |
| Category    | Equipment-Machinery/Vehicle |
| Priority    | 1 High                      |

|             |
|-------------|
| Description |
|-------------|

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| Replace 2011 Ford F550 - Unit #5<br><br>Acquisition Date: 2003<br><br>Mileage: 39,986 as of 7/12/2022 |
|-------------------------------------------------------------------------------------------------------|

|               |
|---------------|
| Justification |
|---------------|

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| 2011 Ford F550 - Truck is used for pulling skid loader trailer and storm sewer maintenance equipment. |
|-------------------------------------------------------------------------------------------------------|

| Expenditures | 2023   | 2024 | 2025 | 2026 | 2027 | Total  |
|--------------|--------|------|------|------|------|--------|
| Vehicle      | 80,000 |      |      |      |      | 80,000 |
| Total        | 80,000 |      |      |      |      | 80,000 |

| Funding Sources        | 2023   | 2024 | 2025 | 2026 | 2027 | Total  |
|------------------------|--------|------|------|------|------|--------|
| Storm Water Fund (603) | 80,000 |      |      |      |      | 80,000 |
| Total                  | 80,000 |      |      |      |      | 80,000 |



# R.C. BLISS

## F A R I B A U L T



901 Lyndale Ave N • Box 425 • Telephone 507-334-6478

FARIBAULT, MINNESOTA 55021

[www.blissford.com](http://www.blissford.com)

City of Faribault Storm Water 04/21/2023

Bid on 2023 Ford F-550 Chassis Cab, we are pleased to offer the following bid for you as follows:

\$54,844 Base Price

-\$28,000 Trade 2011 Ford F-550

\$26,844

-\$300 Concession

\$26,544

+\$1,874 Tax, Title and License

\$28,418

A handwritten signature in blue ink that appears to read "Jeff Bliss".

Jeff Bliss

R.C Bliss Inc



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Paul J. Peanasky, Parks and Recreation Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Approve Letter of Support for USDA Forest Service Urban and Community Forestry Grant

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### Background:

Staff were recently contacted regarding the Great River Greening's proposal to the USDA regarding a collaborative partnership to remove ash trees and plant and maintain resilient urban tree species that benefit communities.

The qualifying area in communities is determined based on income levels. Faribault qualifies for the western two-thirds of town. Should Great River Greening receive this grant, they will remove, replant and water the new trees for two years. The grant itself is a five-year grant, so work would begin in 2024 and run through 2028. There is no financial commitment from the City. Great River Greening will either remove the trees themselves or work with a contractor of our preference.

The Parks Department will continue to remove dangerous trees or trees not in the location covered by the grant.

### Recommendation:

Approve letter of support with Great River Greening for USDA Forest Service Urban and Community Forestry Grant.

### Attachments:

1. GRG Partner Support Letter 2023
2. Map

May 23, 2023

USDA Forest Service Urban & Community Forestry  
Inflation Reduction Act

RE: Letter of support for USDA Forest Service Urban and Community Forestry Grant  
USDA-FS-2023-UCF-IRA-01

Dear USDA Forest Service,

The City of Faribault extends our support of Great River Greening's (GRG) proposal to the USDA-FS-2023-UCF-IRA-01 through the USDA Forest Service for the project: Cooling Minnesota Communities (CMC): Expanding Tree Canopies, Empowering Communities, and Increasing Access.

We support this request for collaborative partnership to remove ash trees and to plant and maintain resilient urban tree species that benefit communities in the City of Faribault. We also support Great River Greening's efforts to diversify our urban forest with resilient trees to ensure a healthy, robust urban ecosystem ahead of climate change and in support of the communities that enjoy these green spaces. The effort will help the City of Faribault expedite or achieve its own goals towards replanting the urban forest in lieu of the devastation from emerald ash borer and other tree mortality, as well as enhancing areas that simply lack healthy tree canopies.

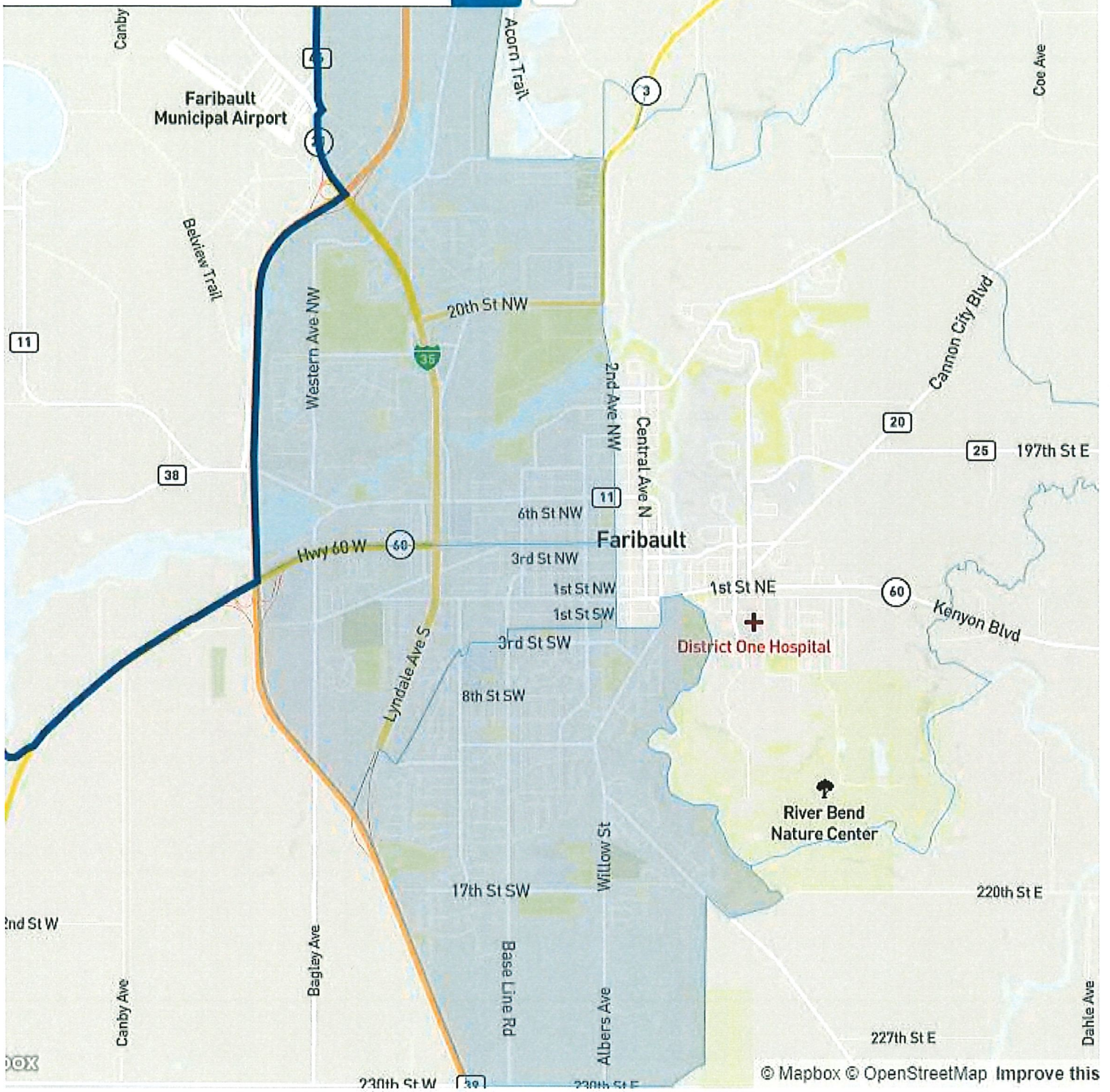
The City of Faribault has similar goals to be a leader in conservation of the urban forest throughout the city. The project outlined in this proposal is a great example of this work, and our municipality is an eager and willing partner in these efforts.

Sincerely,

Kevin Voracek, Mayor  
City of Faribault  
208 1<sup>st</sup> Street SW  
Faribault MN 55021

Creek WMA

for an address, city, state or ZIP







## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Kevin Bushard, Human Resources Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-110 Approve Hiring Light Duty Custodian

---

### Background:

Due to a resignation, there is a need to fill a Light Duty Custodian position. The position has been posted several times in the past year, but most recently, from May 8, 2023 to May 15, 2023.

Four applications were received for the position. One applicant was selected for an interview. The interview panel consisted of Paul Peanasky, Parks and Recreation Director, and Kevin Bushard, Human Resources Director. The panel selected Jon Myrick as the recommendation for hire.

Resolution 2023-110 approves the hiring of Jon Myrick as Light Duty Custodian. Jon will be hired at Grade C Step 3 as per the Local 70 CBA 2022-2024. Jon would begin employment on May 30, 2023.

### Recommendation:

Approve Resolution 2023-110, approving the hiring of Jon Myrick as Light Duty Custodian.

### Attachments:

1. Resolution 2023-110 Approve Hiring Light Duty Custodian

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-110**

#### **APPROVE HIRING LIGHT DUTY CUSTODIAN**

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

**WHEREAS**, the City has advertised and interviewed for the Light Duty Custodian position with the City; and

**WHEREAS**, the City Council desires to fill the vacant Light Duty Custodian position.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Faribault, Minnesota, that Jon Myrick shall be extended an offer of employment to fill the vacant Light Duty Custodian position.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Kevin Bushard, Human Resources Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-111 Approve Hiring Library Receptionist

---

### Background:

Due to a promotion, there is a need to fill a Library Receptionist position. The position was posted from May 3, 2023 to May 12, 2023.

Four applications were received, reviewed and scored for the position. Two applicants were selected for an interview. The interview panel consisted of Allyn McColley, Librarian, Deni Buendorf, Librarian and Delane James, Library Director. The panel selected Kayla Finne as the recommendation for hire.

Resolution 2023-111 recommends hiring Kayla Finne as the Library Receptionist. Kayla will be hired at Grade B Step 1 as per the Local 70 CBA 2022-2024. Her hire date is May 30, 2023.

### Recommendation:

Approve Resolution 2023-111, approving the hiring of Kayla Finne as Library Receptionist.

### Attachments:

1. Resolution 2023-111 Approve Hiring Library Receptionist

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-111**

#### **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 Kayla Finne shall be extended an offer of employment to fill the vacant Library Receptionist position.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**





## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Kevin Bushard, Human Resources Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-112 Approve Hiring Records Specialist

---

### Background:

Due to a resignation there is a need to fill a Records Specialist position. The position was posted from April 4, 2023 to April 28, 2023.

Twenty-three applications were received, reviewed and scored. Six applicants were selected for first round interviews. From those interviews, two were selected for a final interview. The interview panel consisted of Ellie Glende, Records Specialist, Connie Holm, Administrative Assistant II, Janice Bestul, Records Supervisor, Jason Severson, Police Captain, and Kevin Bushard, Human Resources Director. The panel selected Emily Braun as the recommendation for hire.

Resolution 2023-112 recommends hiring Emily Braun as Records Specialist. Emily would be hired at Grade E Step 1 of the MNPEA CBA 2022-2024. Her hire date would be June 12, 2023.

### Recommendation:

Approve Resolution 2023-112, approving the hiring of Emily Braun as Records Specialist.

### Attachments:

1. Resolution 2023-112 Approve Hiring Records Specialist

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-112**

#### **APPROVE HIRING RECORDS SPECIALIST**

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

**WHEREAS**, the City has advertised and interviewed for the Records Specialist position with the City; and

**WHEREAS**, the City Council desires to fill the vacant Records Specialist position.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Faribault, Minnesota, that Emily Braun shall be extended an offer of employment to fill the vacant Records Specialist position.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Kevin Bushard, Human Resources Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-113 Adopting the Amended 2022-2024 Non-Union Compensation Plan

---

### Background:

Within the 2022-2024 Non-Union Compensation Plan, there are several positions that were created and updated in 2023. There were reclassifications, new positions, and title changes that require an amendment to Appendix A of the Non-Union Compensation Plan for years 2023 and 2024.

Resolution 2023-113 adopts the amended 2022-2024 Non-Union Compensation Plan.

### Recommendation:

Adopt Resolution 2023-113, adopting the amended 2022-2024 Non-Union Compensation Plan.

### Attachments:

1. Resolution 2023-113 Adopting the Amended 2022-2024 Non-Union Compensation Plan

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-113**

#### **ADOPTING THE AMENDED 2022-2024 NON-UNION COMPENSATION PLAN**

**WHEREAS**, the City Council establishes an annual Compensation Plan consisting of policy directives and compensation for all non-union City of Faribault employees in various positions; and

**WHEREAS**, the Compensation Plan should be adjusted from time to time in consideration of the changes in the cost of living, market conditions, and position evaluations.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Faribault, Minnesota:

- 0.1 The following Compensation Plan, including all Exhibits, is hereby adopted for the positions listed.

#### **SECTION 1 - EFFECTIVE DATE**

##### **1.1 Duration**

This Resolution shall remain in effect until December 31, 2024 or until otherwise amended or repealed.

#### **SECTION 2 - COMPENSATION PROVISIONS**

##### **2.1 Compensation Ranges**

Compensation (wage) ranges are assigned to non-union positions through grades and steps as outlined in Exhibit A. The number of steps in the wage schedule is being reduced from sixteen (16) to thirteen (13) for 2022 and beyond, requiring employees to be transitioned from their current step in the existing 2021 schedule to a revised 2021 schedule.

All current employees in steps 1 through 5 will be placed in the revised 2021 wage schedule at their current step and continue to progress based on their time in their position. Any employee in step 6 or greater before the end of 2021 will be placed in the revised 2021 wage schedule at the

step with a wage that is closest to, but equal to or greater than, the employee's current wage. Employees will advance one step effective January 1, 2022 or based on their anniversary date of employment if hired after January 1, 2018 (if meeting the requirements of their position or not at the revised step 12 and received a step increase in 2021) and receive the COLA increase reflected in the wage structure shown in Exhibit A for 2022.

Factors used for establishing the appropriate grade and step within the compensation range for new or existing employees shall include the following factors:

- a) The external or market compensation paid to similar positions outside of the city organization; and
- b) The internal compensation paid to positions within the city organization with similar job responsibilities and difficulty; and
- c) The past and current job performance of the individual employee; and
- d) The experience and knowledge of the individual employee.

## 2.2 Employee Progression

- a) The City Administrator shall recommend to the City Council non-union employee's starting grade and step within the Compensation Plan.
- b) All non-union employees shall be subject to a written and documented performance evaluation by their immediate supervisor and Department Director. The performance evaluation shall be completed on the employee's initial six-month anniversary date and on future dates as listed in their offer letter of employment. The evaluation shall be discussed with the City Administrator prior to being discussed with the employee.
- c) With the City Administrator's approval, an annual performance evaluation that results in a satisfactory performance report will entitle the employee to progress to the next step in their grade. A less than satisfactory performance will result no increase until their performance improves.
- d) With the City Administrator's approval, employees can progress through Steps 1-5 on a semi-annual basis one step at a time;

through Steps 5-12 on an annual basis one step at a time; and from Step 12 to Step 13 on a biannual basis, thereby reaching the maximum step.

### 2.3 Additional Compensation

The City Administrator and/or City Council shall have the authority to additionally compensate employees whose work performance is determined to be exceptional. The compensation may be distributed in one or more of the following forms:

- a) Lump sum merit pay not to exceed five (5) percent of the employee's annual wage rate or \$5,000, whichever is less.
- b) Larger than normal increase (permanent or temporary) within the employee's wage range.
- c) The award of additional day(s) of administrative leave beyond that allowed by Section 4.4 of this resolution.

### 2.4 Referral Bonus Program

The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee within this compensation plan, who brings new talent to the City by referring applicants who are subsequently selected and successfully employed in a position within this non-union compensation plan (Appendix A positions only). Compensation will be distributed as follows:

- a) After three (3) months of employment, the referring employee would receive \$250.00.
- b) Should either the hired/referring employee leave employment prior to 3 months, the incentive would be nullified.

## **SECTION 3 - MISCELLANEOUS PAY PROVISIONS**

### 3.1 Transportation Expenses

Any employee who is required to use their personal automobile for City business shall be reimbursed at the rate that is currently paid by the Federal Government, if they do not receive a vehicle allowance.

The City Administrator may establish a vehicle allowance of up to \$375.00 per month for department heads/management-level staff based upon travel requirements, provision/availability of City-owned vehicles, and related factors. Vehicle allowance will be treated as compensation for purposes of state and federal income reporting.

### 3.2 Uniform Allowance

A payment of \$45.00 per month shall be made to individuals serving in the positions of Police Chief, Police Captain, Community Services Officer Supervisor and Director of Fire and Emergency Management. This payment shall be for the purpose of compensating these individuals for the furnishing, cleaning, and maintenance of a required uniform—any other uniform related expenses shall be the responsibility of the employee. The supervisor of any personnel who receive a clothing allowance or receive clothing pursuant to a collective bargaining agreement may be provided the same clothing allowance provision if it is determined work necessary.

### 3.3 Conference per Diem

The City shall provide a per diem as a meal allowance in the event of overnight travel as outlined in the adopted City's Personnel Policies. The employee shall be paid in advance of the meeting or conference. Each year, the Finance Department typically provides a memorandum detailing the mileage and per diem rates to be used for that year. Conference attendance must be approved by the City Administrator. Travel outside the state of Minnesota shall be subject to approval as outlined in the City's Personnel Policies.

## **SECTION 4 - LEAVE BENEFITS**

### 4.1 Holidays

Non-union employees shall have the following holidays enumerated:

|                        |                        |
|------------------------|------------------------|
| New Year's Day         | Labor Day              |
| Martin Luther King Day | Veterans Day           |
| President's Day        | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Independence Day       | Christmas Day          |

"Juneteenth" shall be added as a recognized holiday after such time that the Minnesota State Legislature approves it as an official holiday.

Employees shall be granted the holiday off without loss of pay. Any

employee that is required to work on a holiday, outside of his/her standard work week, shall receive an additional floating holiday. When a holiday falls on a Saturday, the holiday shall be considered to have occurred on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be celebrated on the following Monday. If a non-union employee is required to work one of the above stated holidays, the City Administrator shall have the authority to provide an additional floating holiday to be taken or used in accordance with the rules governing the same.

Effective January 1, 2023, all employees shall also receive two (2) floating holidays at time of hire and at the beginning each year to be taken in accordance with the rules governing vacation days. Floating holiday hours are banked the first pay period of the year based on full-time equivalency.

#### 4.2 Vacation

The vacation schedule is based on full-time equivalency.

Employees who have been employed uninterruptedly with no breaks in employment except for brief layoffs which are directed by management shall be eligible for a paid vacation at their regular rate of pay pursuant to the following schedule: vacation will be earned at the rate of 80 hours per year for the first five (5) years of employment; at the rate of 120 hours per year for 6-10 years of employment; and at the rate of 160 hours per year thereafter.

Unless other terms or conditions are specified under an accepted offer of employment, newly hired employees shall be credited with 40 hours of vacation and accrue at the rate of 1.54 hours per pay period for the first year (totaling 80 hours vacation accrual for year 1). After year 1, vacation will be earned at the monthly rate of 3.08 hours per pay period for years 2 through 5, and thereafter on the rates outlined above.

Employees will earn additional vacation day(s) per the total years of service with the City of Faribault. Accrual day(s) will commence on the employees anniversary date of hire per the chart below:

| Years of service | Extra day(s) of vacation |
|------------------|--------------------------|
| 10-14 years      | 1 day                    |
| 15-19 years      | 3 days                   |
| 20+ years        | 5 days                   |

A newly hired employee may be limited on the use of vacation leave in their first six months of employment, unless agreed to at the time of hire or approved by the employee's supervisor and Department Head, so as to



progress through initial job training. At any time during the calendar year, the employee may be compensated at a rate of one day's pay for each vacation day accumulated, not to exceed a total of 25% of an employee's annual vacation accrual in that year or forty (40) hours, whichever is less, provided that the employee has taken at least ten (10) days (eighty (80) hours) of vacation and/or administrative leave.

Employees earning vacation at a rate of 80 hours per year may not accumulate more than 140 hours. Employees earning vacation at the rate of 120 hours per year may not accumulate more than 200 hours. Employees earning vacation at the rate of 160 hours per year may not accumulate more than 260 hours.

Vacation must be taken so as not to jeopardize sufficient municipal operations at any time by written request from the employee to the Department Director or City Administrator. Employees will not be allowed to accumulate vacation in excess of the maximum amounts previously specified unless they were specifically asked to forego a portion of their vacation in writing by the City Administrator. If it is necessary for the City Administrator to request that an employee forego a portion of his/her vacation time, the employee will be entitled to use that portion previously accumulated during the next succeeding six months.

#### 4.3 Sick Leave

Sick leave shall be compensated for at the regular rate of pay. Sick leave may be legitimately used for personal injury, illness or appointments.

Employees must use sick leave in increments of a minimum of one (1) hour increments with supervisor approval. Employees shall be allowed to use sick leave for their own personal injury or illness as needed, except that in order to qualify for sick leave, an employee must report that he/she is sick no later than one hour before the time for which he/she is scheduled to report to work. This one hour restriction shall not apply to employees who become sick while at work. Employees on sick leave for their own personal injury or illness for more than three consecutive days may be required to submit a physician's statement of illness. Employees may be required to submit a physician's statement of illness after one day, if that day is immediately before or after a holiday or regularly scheduled day off. Any employee who has exhausted his/her sick leave and requires additional sick leave may substitute vacation for the same.

Sick leave is accrued based on full-time equivalency. Employees shall accrue 168 hours per year except employees hired after December 31, 1998 shall accrue at 120 hours per year.

Employees shall be compensated through a Health Care Savings Plan, at a rate of eight (8) hours of pay for each twenty-four (24) hours of unused sick leave in excess of a maximum accumulation of 500 hours. Employees having more than 480 hours accumulation on January 1, 1980, who elected to retain an accrual cap of 1440 hours shall retain such accumulation for sick leave usage and termination consideration. Sick leave compensation shall occur the first pay period of December of each year.

When an employee is eligible for Worker's Compensation payments, he/she may supplement these payments with a prorated portion of any accumulated sick leave so that the combination of the two benefits will equal his/her net pay. Net pay is defined for these purposes as regular pay received from a standard work week less mandatory deductions which include federal and state taxes, social security, Medicare, PERA and wage garnishments. If he/she should exhaust his/her accumulated sick leave, he/she will receive Worker's Compensation payments only.

An employee may use personal sick leave benefits for absences due to an illness of or injury to the employee's child, as defined in Minnesota Statute 181.940, Subd. 4, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

An employee may use sick leave for safety leave for such reasonable periods of time as may be necessary for the purpose of providing assistance to the employee or assistance to the relatives, because of sexual assault, domestic abuse, or stalking.

The use of sick leave for safety leave or for absences due to the illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent is limited to up to 160 hours in any 12-month period. This does not apply to absences due to the illness or injury of a child, as defined in Minnesota Statute 181.940, Subd. 4.

#### 4.4 Administrative Leave

City Administrator and/or City Council may compensate an employee up to five (5) days of administrative leave. Said leave may be carried over from year to year. Employees may not accumulate more than 120 hours. At any time during the calendar year, the employee may be compensated at a rate of one day's pay for each administrative leave day accumulated.

#### 4.5 Emergency Leave

Emergency Leave may be granted to an employee in the event of serious illness or other emergency in the family of said employee. Employees in need of such leave shall make application to the City Administrator. Such time as is granted shall be charged against the employee's sick leave account. The rate of charge against the sick leave account shall be that of the actual time absent from work. The granting of such emergency leave shall not be unreasonable or arbitrarily withheld.

#### 4.6 Jury Duty

All employees will receive a leave of absence when called for jury duty. The employee will be paid at their regular rate of pay by the City. The employee shall in turn submit to the City the amount of jury duty pay received, minus mileage reimbursements. Jury duty notices shall be reported to an employee's supervisor on the first working day following the receipt of the jury summons.

#### 4.7 Funeral Leave

Employees are allowed to use up three (3) days for the death of an immediate family member, with pay, as funeral leave upon the death of an immediate family member. One (1) day of paid funeral leave is provided to an Employee in the event of the death of any another family member. Immediate family members include an Employee's spouse, parents, children, siblings, grandparents, grandchildren, similarly-related step relationships, in-laws, and domestic partners. Other family members include aunts, uncles, nieces, nephews, and similarly related in-laws. Funeral leave will not be deducted from the Employee's vacation or sick leave balances. Employees may request additional time off for a longer leave or to attend the funeral of a more distant relative or friend. Prior approval of the applicable Department Director and City Administrator is required, and if allowed, such leave actually used by the Employee will be charged against the Employee's sick leave account if they have exhausted all other leave balances.

#### 4.8 Personal Leave of Absence

An employee may request a personal leave of absence without pay. All requests for personal leaves of absence shall state the reason for which the request is made in writing to the City Administrator. The City Administrator may grant personal leaves of absence up to two (2) weeks in duration.

Leaves of absence for more than two (2) weeks shall be presented to the City Council. While on a personal leave of absence without pay, an employee shall retain seniority; however, they will not accrue any sick or vacation leave. If the leave exceeds two (2) weeks, the employee may maintain health insurance coverage under the City's policy at their own expense.

## **SECTION 5 - INSURANCE BENEFITS**

### **5.1 Health Insurance**

Health insurance premiums will be shared by Employer and Employee using fixed percentages, varying by plan and coverage, as follows:

| <u>Plan</u>         | <u>Coverage</u> |          |        |
|---------------------|-----------------|----------|--------|
| \$2800 Deductible   | Single          | Single+1 | Family |
| Employer Percentage | 92%             | 87%      | 82%    |
| Employee Percentage | 8%              | 13%      | 18%    |
| \$1400 Deductible   | Single          | Single+1 | Family |
| Employer Percentage | 82%             | 77%      | 72%    |
| Employee Percentage | 18%             | 23%      | 28%    |

The City will match an Employee's contribution to their Health Savings Account (H.S.A.) under the City H.S.A. plan up to \$55.00/month for 2022, \$56.10/month for 2023, and \$57.36/month for 2024. Employer contributions into the H.S.A. plan will be made on a pro-rata basis twice monthly.

If any other group or individual employed by the City receives contribution levels for insurance exceeding the negotiated contributions stated in this Agreement, this group would also receive those increased contributions. The employee's portion of the premium cost shall be paid through payroll deduction.

### **5.2 Retired Health Insurance**

The City will allow retired employees to continue on as members in the health insurance program, provided insurance is not available due to other employment. The retired employee shall reimburse the City for the entire cost of the health insurance program.

### **5.3 Life Insurance**

The City will provide at no cost to the employee a term life insurance policy in the amount of twice the employee's annual salary. The City will provide double indemnity life insurance in the event of an accidental death.

#### 5.4 Long Term Disability

The City will provide, without cost to the employee, long term disability insurance, which will provide 66.6% of normal compensation to a maximum per month payable to the age of 65 and commencing on the 91st day of disability.

An employee once disabled and collecting long term disability benefits on the 91st day shall not accrue vacation, holiday time or sick leave and accrual of said benefits shall not begin until such time the disability stops and the employee returns to permanent duty.

### **SECTION 6 - MISCELLANEOUS BENEFITS**

#### 6.1 Tuition Reimbursement

The City shall reimburse tuition and book expenses to the employee upon satisfactory completion of a recognized course of job related instruction. Such job related instruction must be reviewed and approved by the City Administrator prior to the initiation of cost in order to be eligible for reimbursement. Job related instruction does not include mandatory training necessary to maintain minimum licensing requirements. The City may require a partial or full repayment agreement to be executed between the employee and the City. A repayment agreement must be executed if the continuing education program is determined to be in excess of the tuition cost which could be incurred in a state supported entity; is a graduate program committed to over a period of two or three years; is a technical specialty in excess of the minimum requirements of the position. Such repayment agreement shall consider the total amount to be repaid on a pro-rata basis and shall be effective if an employee terminates his/her employment at any time during a three year period after receiving reimbursement or upon completion of the program.

#### 6.2 Pension

The City will pay the established percentage rate of wages to the Public Employees Retirement Association (PERA) plan which applies to the employee.

#### 6.3 Retirement

Retirement age will be in accordance with applicable state and federal laws.

Any “early” retirement incentive program benefits received for insurance premiums will be paid into a Health Care Savings Plan (HCSP) at 100%. Also, all severance received at time of retirement for all early retirement incentive program eligible employees would be deposited into the HCSP at 100%.

#### 6.4 Deferred Compensation and Health Care Savings Plan (HCSP)

The City shall make available a program of deferred compensation. Participation in such a program is at the option of each employee and does not include any contribution by the City.

As part of deferred compensation, and as noted here in the Non-Union Compensation Plan, the City will offer a Health Care Savings Plan (HCSP). The HCSP is a benefit available to all regular full-time and part-time employees who meet the criteria established in the group benefits listed here. Mandatory participation is required of an employee who meets the criteria established in the applicable group benefits.

#### 6.5 Termination Consideration

When an employee leaves the employment of the City in good standing (has given proper termination notice, has turned in all City equipment and is not being terminated for cause) they shall receive, through the HCSP, all accrued vacation, floating holidays and administrative leave. Additionally, employees with at least three (3) years of service shall receive one-half (1/2) of their accumulated sick leave (maximum accumulation of 500 hours), through their HCSP. Balances in excess of 500 hours will be paid at one-third, through their HCSP. Employees hired before January 1, 1980, will receive in salary equivalent, one-half of their maximum accumulated sick leave (maximum accumulation of 1,440 hours), into their HCSP. Balances in excess of 1,440 hours will be paid at one-third, into their HCSP. An employee, who is obligated to make a repayment to the City for continuing education benefits, shall have said repayment deducted from their termination compensation pay or benefits. The repayment shall be deducted at the time the employee provides notice to the City and the amount of the deduction shall be in accordance with the terms and conditions set forth in the signed City of Faribault Agreement with regards to continuing education placed in employee’s personnel file.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**

## Exhibit A

| 2021 Wages (/hr.) - Revised Step Structure |       |      |       |          |          |          |          |           |           |           |           |           |           |           |           |  |
|--------------------------------------------|-------|------|-------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Non-Union                                  |       | Step | 1     | 2        | 3        | 4        | 5        | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        |  |
| Job Title                                  | Grade |      | Start | 6 months | 6 months | 6 months | 6 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 24 months |  |
| City Administrator                         | V     |      | 64.91 | 66.77    | 68.62    | 70.48    | 72.33    | 74.23     | 76.18     | 78.19     | 80.24     | 82.36     | 84.52     | 86.74     | 89.02     |  |
| Finance Director                           | S     |      | 53.95 | 55.49    | 57.03    | 58.57    | 60.11    | 61.69     | 63.31     | 64.98     | 66.69     | 68.44     | 70.24     | 72.09     | 73.98     |  |
| Director of Engineering                    | S     |      | 53.95 | 55.49    | 57.03    | 58.57    | 60.11    | 61.69     | 63.31     | 64.98     | 66.69     | 68.44     | 70.24     | 72.09     | 73.98     |  |
| Chief of Police                            | S     |      | 53.95 | 55.49    | 57.03    | 58.57    | 60.11    | 61.69     | 63.31     | 64.98     | 66.69     | 68.44     | 70.24     | 72.09     | 73.98     |  |
| Director of Public Works                   | S     |      | 53.95 | 55.49    | 57.03    | 58.57    | 60.11    | 61.69     | 63.31     | 64.98     | 66.69     | 68.44     | 70.24     | 72.09     | 73.98     |  |
| Community & Economic Dev Director          | S     |      | 53.95 | 55.49    | 57.03    | 58.57    | 60.11    | 61.69     | 63.31     | 64.98     | 66.69     | 68.44     | 70.24     | 72.09     | 73.98     |  |
| Parks and Recreation Director              | R     |      | 50.91 | 52.36    | 53.82    | 55.27    | 56.72    | 58.21     | 59.74     | 61.31     | 62.93     | 64.58     | 66.28     | 68.02     | 69.81     |  |
| Fire Chief                                 | R     |      | 50.91 | 52.36    | 53.82    | 55.27    | 56.72    | 58.21     | 59.74     | 61.31     | 62.93     | 64.58     | 66.28     | 68.02     | 69.81     |  |
| Library Director                           | R     |      | 50.91 | 52.36    | 53.82    | 55.27    | 56.72    | 58.21     | 59.74     | 61.31     | 62.93     | 64.58     | 66.28     | 68.02     | 69.81     |  |
| Human Resources Manager                    | Q     |      | 48.46 | 49.85    | 51.24    | 52.63    | 54.00    | 55.42     | 56.88     | 58.37     | 59.91     | 61.48     | 63.10     | 64.76     | 66.47     |  |
| Police Captain                             | O     |      | 43.59 | 44.83    | 46.08    | 47.33    | 48.57    | 49.85     | 51.16     | 52.50     | 53.88     | 55.30     | 56.76     | 58.25     | 59.78     |  |
| Engineering Supervisor                     | M     |      | 38.72 | 39.82    | 40.92    | 42.04    | 43.14    | 44.27     | 45.44     | 46.63     | 47.86     | 49.12     | 50.41     | 51.74     | 53.10     |  |
| PW Superintendent                          | M     |      | 38.72 | 39.82    | 40.92    | 42.04    | 43.14    | 44.27     | 45.44     | 46.63     | 47.86     | 49.12     | 50.41     | 51.74     | 53.10     |  |
| Building Official                          | M     |      | 38.72 | 39.82    | 40.92    | 42.04    | 43.14    | 44.27     | 45.44     | 46.63     | 47.86     | 49.12     | 50.41     | 51.74     | 53.10     |  |
| Assistant Finance Director                 | M     |      | 38.72 | 39.82    | 40.92    | 42.04    | 43.14    | 44.27     | 45.44     | 46.63     | 47.86     | 49.12     | 50.41     | 51.74     | 53.10     |  |
| City Planner                               | M     |      | 38.72 | 39.82    | 40.92    | 42.04    | 43.14    | 44.27     | 45.44     | 46.63     | 47.86     | 49.12     | 50.41     | 51.74     | 53.10     |  |
| Librarian                                  | L     |      | 36.28 | 37.32    | 38.34    | 39.38    | 40.42    | 41.48     | 42.57     | 43.69     | 44.84     | 46.02     | 47.23     | 48.47     | 49.75     |  |
| IT Coordinator                             | L     |      | 36.28 | 37.32    | 38.34    | 39.38    | 40.42    | 41.48     | 42.57     | 43.69     | 44.84     | 46.02     | 47.23     | 48.47     | 49.75     |  |
| Building Inspector II                      | K     |      | 33.85 | 34.81    | 35.79    | 36.75    | 37.72    | 38.71     | 39.73     | 40.78     | 41.85     | 42.95     | 44.08     | 45.24     | 46.42     |  |
| Economic Development Coordinator           | K     |      | 33.85 | 34.81    | 35.79    | 36.75    | 37.72    | 38.71     | 39.73     | 40.78     | 41.85     | 42.95     | 44.08     | 45.24     | 46.42     |  |
| City Clerk                                 | K     |      | 33.85 | 34.81    | 35.79    | 36.75    | 37.72    | 38.71     | 39.73     | 40.78     | 41.85     | 42.95     | 44.08     | 45.24     | 46.42     |  |
| GIS Coordinator                            | K     |      | 33.85 | 34.81    | 35.79    | 36.75    | 37.72    | 38.71     | 39.73     | 40.78     | 41.85     | 42.95     | 44.08     | 45.24     | 46.42     |  |
| Senior Accountant                          | J     |      | 31.40 | 32.31    | 33.21    | 34.10    | 35.00    | 35.92     | 36.87     | 37.83     | 38.83     | 39.85     | 40.90     | 41.97     | 43.08     |  |
| Housing Coordinator                        | J     |      | 31.40 | 32.31    | 33.21    | 34.10    | 35.00    | 35.92     | 36.87     | 37.83     | 38.83     | 39.85     | 40.90     | 41.97     | 43.08     |  |
| Planning Coordinator                       | J     |      | 31.40 | 32.31    | 33.21    | 34.10    | 35.00    | 35.92     | 36.87     | 37.83     | 38.83     | 39.85     | 40.90     | 41.97     | 43.08     |  |
| Building Inspector                         | J     |      | 31.40 | 32.31    | 33.21    | 34.10    | 35.00    | 35.92     | 36.87     | 37.83     | 38.83     | 39.85     | 40.90     | 41.97     | 43.08     |  |
| Community Services Officer Supervisor      | I     |      | 28.97 | 29.80    | 30.63    | 31.46    | 32.28    | 33.13     | 34.00     | 34.89     | 35.81     | 36.75     | 37.72     | 38.71     | 39.73     |  |
| Recreation Program Coordinator             | I     |      | 28.97 | 29.80    | 30.63    | 31.46    | 32.28    | 33.13     | 34.00     | 34.89     | 35.81     | 36.75     | 37.72     | 38.71     | 39.73     |  |
| Records Supervisor                         | H     |      | 26.53 | 27.30    | 28.05    | 28.80    | 29.57    | 30.35     | 31.15     | 31.96     | 32.81     | 33.67     | 34.55     | 35.46     | 36.39     |  |
| Payroll Benefits Specialist                | H     |      | 26.53 | 27.30    | 28.05    | 28.80    | 29.57    | 30.35     | 31.15     | 31.96     | 32.81     | 33.67     | 34.55     | 35.46     | 36.39     |  |
| Community Development Coordinator          | H     |      | 26.53 | 27.30    | 28.05    | 28.80    | 29.57    | 30.35     | 31.15     | 31.96     | 32.81     | 33.67     | 34.55     | 35.46     | 36.39     |  |
| Communications Coordinator                 | H     |      | 26.53 | 27.30    | 28.05    | 28.80    | 29.57    | 30.35     | 31.15     | 31.96     | 32.81     | 33.67     | 34.55     | 35.46     | 36.39     |  |
| IT Technician                              | H     |      | 26.53 | 27.30    | 28.05    | 28.80    | 29.57    | 30.35     | 31.15     | 31.96     | 32.81     | 33.67     | 34.55     | 35.46     | 36.39     |  |



## Exhibit A (Continued)

| 2022 Wages (/hr.) - 1.50% COLA        |       |      |       |          |          |          |          |           |           |           |           |           |           |           |           |
|---------------------------------------|-------|------|-------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Non-Union                             |       | Step | 1     | 2        | 3        | 4        | 5        | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        |
| Job Title                             | Grade |      | Start | 6 months | 6 months | 6 months | 6 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 24 months |
| City Administrator                    | V     |      | 65.88 | 67.77    | 69.65    | 71.54    | 73.41    | 75.35     | 77.33     | 79.36     | 81.45     | 83.59     | 85.79     | 88.05     | 90.36     |
| Finance Director                      | S     |      | 54.76 | 56.32    | 57.89    | 59.45    | 61.01    | 62.62     | 64.26     | 65.95     | 67.69     | 69.47     | 71.29     | 73.17     | 75.09     |
| Director of Engineering               | S     |      | 54.76 | 56.32    | 57.89    | 59.45    | 61.01    | 62.62     | 64.26     | 65.95     | 67.69     | 69.47     | 71.29     | 73.17     | 75.09     |
| Chief of Police                       | S     |      | 54.76 | 56.32    | 57.89    | 59.45    | 61.01    | 62.62     | 64.26     | 65.95     | 67.69     | 69.47     | 71.29     | 73.17     | 75.09     |
| Director of Public Works              | S     |      | 54.76 | 56.32    | 57.89    | 59.45    | 61.01    | 62.62     | 64.26     | 65.95     | 67.69     | 69.47     | 71.29     | 73.17     | 75.09     |
| Community & Economic Dev Director     | S     |      | 54.76 | 56.32    | 57.89    | 59.45    | 61.01    | 62.62     | 64.26     | 65.95     | 67.69     | 69.47     | 71.29     | 73.17     | 75.09     |
| Parks and Recreation Director         | R     |      | 51.67 | 53.15    | 54.63    | 56.10    | 57.57    | 59.08     | 60.64     | 62.23     | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     |
| Fire Chief                            | R     |      | 51.67 | 53.15    | 54.63    | 56.10    | 57.57    | 59.08     | 60.64     | 62.23     | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     |
| Library Director                      | R     |      | 51.67 | 53.15    | 54.63    | 56.10    | 57.57    | 59.08     | 60.64     | 62.23     | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     |
| Human Resources Manager               | Q     |      | 49.19 | 50.60    | 52.01    | 53.42    | 54.81    | 56.25     | 57.73     | 59.25     | 60.81     | 62.41     | 64.05     | 65.73     | 67.47     |
| Police Captain                        | O     |      | 44.24 | 45.50    | 46.77    | 48.04    | 49.30    | 50.60     | 51.93     | 53.29     | 54.69     | 56.13     | 57.61     | 59.12     | 60.68     |
| Engineering Supervisor                | M     |      | 39.30 | 40.42    | 41.53    | 42.67    | 43.79    | 44.94     | 46.12     | 47.33     | 48.58     | 49.86     | 51.17     | 52.51     | 53.90     |
| PW Superintendent                     | M     |      | 39.30 | 40.42    | 41.53    | 42.67    | 43.79    | 44.94     | 46.12     | 47.33     | 48.58     | 49.86     | 51.17     | 52.51     | 53.90     |
| Building Official                     | M     |      | 39.30 | 40.42    | 41.53    | 42.67    | 43.79    | 44.94     | 46.12     | 47.33     | 48.58     | 49.86     | 51.17     | 52.51     | 53.90     |
| Assistant Finance Director            | M     |      | 39.30 | 40.42    | 41.53    | 42.67    | 43.79    | 44.94     | 46.12     | 47.33     | 48.58     | 49.86     | 51.17     | 52.51     | 53.90     |
| City Planner                          | M     |      | 39.30 | 40.42    | 41.53    | 42.67    | 43.79    | 44.94     | 46.12     | 47.33     | 48.58     | 49.86     | 51.17     | 52.51     | 53.90     |
| Librarian                             | L     |      | 36.82 | 37.88    | 38.92    | 39.97    | 41.03    | 42.11     | 43.21     | 44.35     | 45.52     | 46.71     | 47.94     | 49.20     | 50.50     |
| IT Coordinator                        | L     |      | 36.82 | 37.88    | 38.92    | 39.97    | 41.03    | 42.11     | 43.21     | 44.35     | 45.52     | 46.71     | 47.94     | 49.20     | 50.50     |
| Building Inspector II                 | K     |      | 34.36 | 35.33    | 36.33    | 37.30    | 38.29    | 39.29     | 40.33     | 41.39     | 42.48     | 43.59     | 44.74     | 45.92     | 47.12     |
| City Clerk                            | K     |      | 34.36 | 35.33    | 36.33    | 37.30    | 38.29    | 39.29     | 40.33     | 41.39     | 42.48     | 43.59     | 44.74     | 45.92     | 47.12     |
| Economic Development Coordinator      | K     |      | 34.36 | 35.33    | 36.33    | 37.30    | 38.29    | 39.29     | 40.33     | 41.39     | 42.48     | 43.59     | 44.74     | 45.92     | 47.12     |
| GIS Coordinator                       | K     |      | 34.36 | 35.33    | 36.33    | 37.30    | 38.29    | 39.29     | 40.33     | 41.39     | 42.48     | 43.59     | 44.74     | 45.92     | 47.12     |
| Senior Accountant                     | J     |      | 31.87 | 32.79    | 33.71    | 34.61    | 35.53    | 36.46     | 37.42     | 38.40     | 39.41     | 40.45     | 41.51     | 42.60     | 43.73     |
| Housing Coordinator                   | J     |      | 31.87 | 32.79    | 33.71    | 34.61    | 35.53    | 36.46     | 37.42     | 38.40     | 39.41     | 40.45     | 41.51     | 42.60     | 43.73     |
| Planning Coordinator                  | J     |      | 31.87 | 32.79    | 33.71    | 34.61    | 35.53    | 36.46     | 37.42     | 38.40     | 39.41     | 40.45     | 41.51     | 42.60     | 43.73     |
| Building Inspector                    | J     |      | 31.87 | 32.79    | 33.71    | 34.61    | 35.53    | 36.46     | 37.42     | 38.40     | 39.41     | 40.45     | 41.51     | 42.60     | 43.73     |
| Community Services Officer Supervisor | I     |      | 29.40 | 30.25    | 31.09    | 31.93    | 32.76    | 33.63     | 34.51     | 35.42     | 36.35     | 37.31     | 38.29     | 39.29     | 40.33     |
| Recreation Program Coordinator        | I     |      | 29.40 | 30.25    | 31.09    | 31.93    | 32.76    | 33.63     | 34.51     | 35.42     | 36.35     | 37.31     | 38.29     | 39.29     | 40.33     |
| Records Supervisor                    | H     |      | 26.93 | 27.71    | 28.47    | 29.23    | 30.01    | 30.80     | 31.61     | 32.44     | 33.30     | 34.17     | 35.07     | 35.99     | 36.94     |
| Community Development Coordinator     | H     |      | 26.93 | 27.71    | 28.47    | 29.23    | 30.01    | 30.80     | 31.61     | 32.44     | 33.30     | 34.17     | 35.07     | 35.99     | 36.94     |
| Payroll Benefits Specialist           | H     |      | 26.93 | 27.71    | 28.47    | 29.23    | 30.01    | 30.80     | 31.61     | 32.44     | 33.30     | 34.17     | 35.07     | 35.99     | 36.94     |
| Communications Coordinator            | H     |      | 26.93 | 27.71    | 28.47    | 29.23    | 30.01    | 30.80     | 31.61     | 32.44     | 33.30     | 34.17     | 35.07     | 35.99     | 36.94     |
| IT Technician                         | H     |      | 26.93 | 27.71    | 28.47    | 29.23    | 30.01    | 30.80     | 31.61     | 32.44     | 33.30     | 34.17     | 35.07     | 35.99     | 36.94     |

## Exhibit A (Continued)

| 2023 Wages (/hr.) - 2.00% COLA         |       |      |       |          |          |          |          |           |           |           |           |           |           |           |           |  |
|----------------------------------------|-------|------|-------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Non-Union                              |       | Step | 1     | 2        | 3        | 4        | 5        | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        |  |
| Job Title                              | Grade |      | Start | 6 months | 6 months | 6 months | 6 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 24 months |  |
| City Administrator                     | V     |      | 67.20 | 69.13    | 71.04    | 72.97    | 74.88    | 76.85     | 78.87     | 80.95     | 83.08     | 85.26     | 87.50     | 89.81     | 92.17     |  |
| Finance Director                       | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Director of Engineering                | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Chief of Police                        | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Director of Public Works               | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Community & Economic Dev Director      | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Director of Fire & Code Services       | S     |      | 55.85 | 57.45    | 59.04    | 60.64    | 62.23    | 63.87     | 65.55     | 67.27     | 69.04     | 70.86     | 72.72     | 74.63     | 76.59     |  |
| Parks and Recreation Director          | R     |      | 52.71 | 54.21    | 55.72    | 57.22    | 58.72    | 60.27     | 61.85     | 63.48     | 65.15     | 66.86     | 68.62     | 70.42     | 72.28     |  |
| Library Director                       | R     |      | 52.71 | 54.21    | 55.72    | 57.22    | 58.72    | 60.27     | 61.85     | 63.48     | 65.15     | 66.86     | 68.62     | 70.42     | 72.28     |  |
| Human Resources Director               | R     |      | 52.71 | 54.21    | 55.72    | 57.22    | 58.72    | 60.27     | 61.85     | 63.48     | 65.15     | 66.86     | 68.62     | 70.42     | 72.28     |  |
| Police Captain                         | O     |      | 45.13 | 46.41    | 47.71    | 49.00    | 50.28    | 51.61     | 52.96     | 54.36     | 55.79     | 57.25     | 58.76     | 60.31     | 61.90     |  |
| Engineering Supervisor                 | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| PW Superintendent                      | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| Parks Superintendent                   | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| Recreation Superintendent              | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| Building Official                      | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| Assistant Finance Director             | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| City Planner                           | M     |      | 40.09 | 41.23    | 42.36    | 43.52    | 44.66    | 45.84     | 47.04     | 48.28     | 49.55     | 50.85     | 52.19     | 53.56     | 54.98     |  |
| Librarian                              | L     |      | 37.56 | 38.64    | 39.69    | 40.77    | 41.85    | 42.95     | 44.08     | 45.24     | 46.43     | 47.65     | 48.90     | 50.19     | 51.51     |  |
| IT Coordinator                         | L     |      | 37.56 | 38.64    | 39.69    | 40.77    | 41.85    | 42.95     | 44.08     | 45.24     | 46.43     | 47.65     | 48.90     | 50.19     | 51.51     |  |
| Building Inspector II                  | K     |      | 35.04 | 36.04    | 37.05    | 38.05    | 39.05    | 40.08     | 41.13     | 42.21     | 43.32     | 44.46     | 45.63     | 46.83     | 48.07     |  |
| Communications Manager                 | K     |      | 35.04 | 36.04    | 37.05    | 38.05    | 39.05    | 40.08     | 41.13     | 42.21     | 43.32     | 44.46     | 45.63     | 46.83     | 48.07     |  |
| City Clerk                             | K     |      | 35.04 | 36.04    | 37.05    | 38.05    | 39.05    | 40.08     | 41.13     | 42.21     | 43.32     | 44.46     | 45.63     | 46.83     | 48.07     |  |
| Economic Development Coordinator       | K     |      | 35.04 | 36.04    | 37.05    | 38.05    | 39.05    | 40.08     | 41.13     | 42.21     | 43.32     | 44.46     | 45.63     | 46.83     | 48.07     |  |
| GIS Coordinator                        | K     |      | 35.04 | 36.04    | 37.05    | 38.05    | 39.05    | 40.08     | 41.13     | 42.21     | 43.32     | 44.46     | 45.63     | 46.83     | 48.07     |  |
| Senior Accountant                      | J     |      | 32.51 | 33.45    | 34.38    | 35.30    | 36.24    | 37.19     | 38.17     | 39.17     | 40.20     | 41.26     | 42.34     | 43.46     | 44.60     |  |
| Housing Coordinator                    | J     |      | 32.51 | 33.45    | 34.38    | 35.30    | 36.24    | 37.19     | 38.17     | 39.17     | 40.20     | 41.26     | 42.34     | 43.46     | 44.60     |  |
| Planning and Zoning Coordinator        | J     |      | 32.51 | 33.45    | 34.38    | 35.30    | 36.24    | 37.19     | 38.17     | 39.17     | 40.20     | 41.26     | 42.34     | 43.46     | 44.60     |  |
| Building Inspector I                   | J     |      | 32.51 | 33.45    | 34.38    | 35.30    | 36.24    | 37.19     | 38.17     | 39.17     | 40.20     | 41.26     | 42.34     | 43.46     | 44.60     |  |
| Community Services Officer Supervisor  | I     |      | 29.99 | 30.85    | 31.71    | 32.57    | 33.42    | 34.30     | 35.20     | 36.13     | 37.08     | 38.05     | 39.05     | 40.08     | 41.14     |  |
| Recreation Program Coordinator         | I     |      | 29.99 | 30.85    | 31.71    | 32.57    | 33.42    | 34.30     | 35.20     | 36.13     | 37.08     | 38.05     | 39.05     | 40.08     | 41.14     |  |
| Property Maintenance & Fire Code Insp. | I     |      | 29.99 | 30.85    | 31.71    | 32.57    | 33.42    | 34.30     | 35.20     | 36.13     | 37.08     | 38.05     | 39.05     | 40.08     | 41.14     |  |
| Human Resources Assistant              | I     |      | 29.99 | 30.85    | 31.71    | 32.57    | 33.42    | 34.30     | 35.20     | 36.13     | 37.08     | 38.05     | 39.05     | 40.08     | 41.14     |  |
| Records Supervisor                     | H     |      | 27.47 | 28.26    | 29.04    | 29.82    | 30.61    | 31.42     | 32.25     | 33.09     | 33.96     | 34.86     | 35.77     | 36.71     | 37.68     |  |
| IT Technician                          | H     |      | 27.47 | 28.26    | 29.04    | 29.82    | 30.61    | 31.42     | 32.25     | 33.09     | 33.96     | 34.86     | 35.77     | 36.71     | 37.68     |  |
| Community Development Coordinator      | H     |      | 27.47 | 28.26    | 29.04    | 29.82    | 30.61    | 31.42     | 32.25     | 33.09     | 33.96     | 34.86     | 35.77     | 36.71     | 37.68     |  |
| Administrative Coordinator             | H     |      | 27.47 | 28.26    | 29.04    | 29.82    | 30.61    | 31.42     | 32.25     | 33.09     | 33.96     | 34.86     | 35.77     | 36.71     | 37.68     |  |

## Exhibit A (Continued)

| 2024 Wages (/hr.) - 2.25% COLA        |       |      |       |          |          |          |          |           |           |           |           |           |           |           |           |
|---------------------------------------|-------|------|-------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Non-Union                             |       | Step | 1     | 2        | 3        | 4        | 5        | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        |
| Job Title                             | Grade |      | Start | 6 months | 6 months | 6 months | 6 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 12 months | 24 months |
| City Administrator                    | V     |      | 68.71 | 70.68    | 72.64    | 74.61    | 76.57    | 78.58     | 80.65     | 82.77     | 84.95     | 87.18     | 89.47     | 91.83     | 94.24     |
| Finance Director                      | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Director of Engineering               | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Chief of Police                       | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Director of Public Works              | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Community & Economic Dev Director     | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Director of Fire & Code Services      | S     |      | 57.11 | 58.74    | 60.37    | 62.00    | 63.63    | 65.31     | 67.02     | 68.79     | 70.59     | 72.45     | 74.36     | 76.31     | 78.31     |
| Parks and Recreation Director         | R     |      | 53.89 | 55.43    | 56.97    | 58.51    | 60.04    | 61.62     | 63.24     | 64.91     | 66.61     | 68.37     | 70.16     | 72.01     | 73.90     |
| Library Director                      | R     |      | 53.89 | 55.43    | 56.97    | 58.51    | 60.04    | 61.62     | 63.24     | 64.91     | 66.61     | 68.37     | 70.16     | 72.01     | 73.90     |
| Human Resources Director              | R     |      | 53.89 | 55.43    | 56.97    | 58.51    | 60.04    | 61.62     | 63.24     | 64.91     | 66.61     | 68.37     | 70.16     | 72.01     | 73.90     |
| Police Captain                        | O     |      | 46.14 | 47.46    | 48.78    | 50.10    | 51.42    | 52.77     | 54.16     | 55.58     | 57.04     | 58.54     | 60.08     | 61.66     | 63.29     |
| Engineering Supervisor                | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| PW Superintendent                     | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| Parks Superintendent                  | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| Recreation Superintendent             | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| Building Official                     | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| Assistant Finance Director            | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| City Planner                          | M     |      | 40.99 | 42.15    | 43.32    | 44.50    | 45.67    | 46.87     | 48.10     | 49.37     | 50.66     | 52.00     | 53.36     | 54.77     | 56.21     |
| Librarian                             | L     |      | 38.41 | 39.51    | 40.59    | 41.69    | 42.79    | 43.91     | 45.07     | 46.25     | 47.47     | 48.72     | 50.00     | 51.32     | 52.67     |
| IT Coordinator                        | L     |      | 38.41 | 39.51    | 40.59    | 41.69    | 42.79    | 43.91     | 45.07     | 46.25     | 47.47     | 48.72     | 50.00     | 51.32     | 52.67     |
| Building Inspector II                 | K     |      | 35.83 | 36.85    | 37.89    | 38.90    | 39.93    | 40.98     | 42.06     | 43.16     | 44.30     | 45.46     | 46.66     | 47.89     | 49.15     |
| Communications Manager                | K     |      | 35.83 | 36.85    | 37.89    | 38.90    | 39.93    | 40.98     | 42.06     | 43.16     | 44.30     | 45.46     | 46.66     | 47.89     | 49.15     |
| City Clerk                            | K     |      | 35.83 | 36.85    | 37.89    | 38.90    | 39.93    | 40.98     | 42.06     | 43.16     | 44.30     | 45.46     | 46.66     | 47.89     | 49.15     |
| Economic Development Coordinator      | K     |      | 35.83 | 36.85    | 37.89    | 38.90    | 39.93    | 40.98     | 42.06     | 43.16     | 44.30     | 45.46     | 46.66     | 47.89     | 49.15     |
| GIS Coordinator                       | K     |      | 35.83 | 36.85    | 37.89    | 38.90    | 39.93    | 40.98     | 42.06     | 43.16     | 44.30     | 45.46     | 46.66     | 47.89     | 49.15     |
| Senior Accountant                     | J     |      | 33.24 | 34.20    | 35.16    | 36.10    | 37.05    | 38.03     | 39.03     | 40.05     | 41.11     | 42.19     | 43.30     | 44.43     | 45.61     |
| Housing Coordinator                   | J     |      | 33.24 | 34.20    | 35.16    | 36.10    | 37.05    | 38.03     | 39.03     | 40.05     | 41.11     | 42.19     | 43.30     | 44.43     | 45.61     |
| Planning and Zoning Coordinator       | J     |      | 33.24 | 34.20    | 35.16    | 36.10    | 37.05    | 38.03     | 39.03     | 40.05     | 41.11     | 42.19     | 43.30     | 44.43     | 45.61     |
| Building Inspector I                  | J     |      | 33.24 | 34.20    | 35.16    | 36.10    | 37.05    | 38.03     | 39.03     | 40.05     | 41.11     | 42.19     | 43.30     | 44.43     | 45.61     |
| Community Services Officer Supervisor | I     |      | 30.67 | 31.55    | 32.42    | 33.30    | 34.17    | 35.07     | 35.99     | 36.94     | 37.91     | 38.91     | 39.93     | 40.98     | 42.06     |
| Recreation Program Coordinator        | I     |      | 30.67 | 31.55    | 32.42    | 33.30    | 34.17    | 35.07     | 35.99     | 36.94     | 37.91     | 38.91     | 39.93     | 40.98     | 42.06     |
| Property Maintenance & Fire Code insp | I     |      | 30.67 | 31.55    | 32.42    | 33.30    | 34.17    | 35.07     | 35.99     | 36.94     | 37.91     | 38.91     | 39.93     | 40.98     | 42.06     |
| Human Resources Assistant             | I     |      | 30.67 | 31.55    | 32.42    | 33.30    | 34.17    | 35.07     | 35.99     | 36.94     | 37.91     | 38.91     | 39.93     | 40.98     | 42.06     |
| Records Supervisor                    | H     |      | 28.08 | 28.90    | 29.69    | 30.49    | 31.30    | 32.13     | 32.97     | 33.84     | 34.73     | 35.64     | 36.58     | 37.54     | 38.53     |
| IT Technician                         | H     |      | 28.08 | 28.90    | 29.69    | 30.49    | 31.30    | 32.13     | 32.97     | 33.84     | 34.73     | 35.64     | 36.58     | 37.54     | 38.53     |
| Community Development Coordinator     | H     |      | 28.08 | 28.90    | 29.69    | 30.49    | 31.30    | 32.13     | 32.97     | 33.84     | 34.73     | 35.64     | 36.58     | 37.54     | 38.53     |
| Administrative Coordinator            | H     |      | 28.08 | 28.90    | 29.69    | 30.49    | 31.30    | 32.13     | 32.97     | 33.84     | 34.73     | 35.64     | 36.58     | 37.54     | 38.53     |

## **Exhibit B**

### **CITY OF FARIBAULT**

#### **ESTABLISHING COMPENSATION FOR PAID ON-CALL FIREFIGHTERS FOR 2022 - 2024**

The compensation package for Paid On-Call Firefighters that are employed by the City of Faribault is as follows:

Section 1: The hourly compensation for a probationary Paid On-Call Firefighter is \$15.13 per hour effective January 1, 2022, \$15.44 per hour effective January 1, 2023 and \$15.78 per hour effective January 1, 2024.

Section 2: The hourly compensation for a Paid On-Call Firefighter is \$20.83 per hour effective January 1, 2022, \$21.24 per hour effective January 1, 2023 and \$21.72 per hour effective January 1, 2024.

Section 3: A Paid On-Call Firefighter will receive \$200.00 per twelve months from December 1, 2021 to November 30, 2024 with an active EMT certification.

Section 4: A Paid On-Call Firefighter will receive annual years of service awards, as follows, if performance standards as set forth in Fire Department Policy AP-023 are met:

- 1-5 years of service: \$1,000
- 6-10 years of service: \$1,500
- 11-15 years of service: \$2,000
- 16+ years of service: \$2,500

Section 5: A Paid On-Call Firefighter will receive a two-hour minimum for all paged events.

Section 6: Each Paid On-Call Firefighter will be covered by a \$25,000 life insurance policy obtained by the City of Faribault.

## Exhibit C

| <b>CITY OF FARIBAULT</b>                                                                                                                                      |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>POSITION CLASSIFICATION AND WAGE PLAN FOR 2022, 2023 &amp; 2024</b>                                                                                        |                      |
| <b>SEASONAL/TEMPORARY/PART-TIME/NON-BENEFITTED EMPLOYEES</b>                                                                                                  |                      |
| <b><u>Group 1</u></b>                                                                                                                                         |                      |
| Concessions and Front Desk                                                                                                                                    | \$12.50 - 15.50      |
| Library Mending Aide                                                                                                                                          | \$11.00 - 14.00      |
| Library Page                                                                                                                                                  | \$11.00 - 14.00      |
| Youth Staff                                                                                                                                                   | \$12.50 - 15.50      |
| Circulation Desk Aide                                                                                                                                         | \$13.00 - 16.00      |
| Youth Leaders                                                                                                                                                 | \$12.75 - 17.00      |
| Lifeguard and Swim Instructor                                                                                                                                 | \$12.75 - 16.00      |
| Building Supervisor                                                                                                                                           | \$12.75 - 17.00      |
| Recreation Supervisor                                                                                                                                         | \$13.00 - 17.00      |
| Parks Seasonal                                                                                                                                                | \$13.00 - 17.00      |
| Pool Manager                                                                                                                                                  | \$13.00 - 17.00      |
| Public Works Streets/Utilities/Wastewater Seasonal                                                                                                            | \$13.00 - 17.00      |
| Interns - All Departments                                                                                                                                     | \$12.00 - 17.00      |
| Water Fitness Instructor                                                                                                                                      | \$13.00 - 17.00      |
| Aquatics Assistant                                                                                                                                            | \$13.00 - 17.00      |
| Pool Maintenance                                                                                                                                              | \$13.00 - 17.00      |
| Engineering Seasonal                                                                                                                                          | \$13.00 - 17.00      |
| <b><u>Skilled Instructors/Assistant/Official</u></b>                                                                                                          |                      |
| Election Judges                                                                                                                                               | \$13.00              |
| Head Election Judges                                                                                                                                          | \$15.00              |
| Youth Officials (All Sports 4th - 5th grades)                                                                                                                 | \$12.50 - 16.00      |
| Youth Officials (All Sports 6th - 7th grades)                                                                                                                 | \$12.50 - 19.00      |
| Aquatics Instructor/Trainer                                                                                                                                   | \$12.50 - 18.00      |
| Swim Lesson Coordinator                                                                                                                                       | \$12.50 - 18.00      |
| Group Exercise Instructor                                                                                                                                     | \$12.50 - 18.00      |
| Taekwondo Instructor                                                                                                                                          | \$13.00 - 20.00      |
| Volleyball Official (1 hr or 45 minute matches)                                                                                                               | \$14.00 - 25.00      |
| Cub Football Official                                                                                                                                         | \$14.00 - 26.00/game |
| Athletic Officials/ Umpires (Certified)                                                                                                                       | \$20.00 - 26.00/game |
| Enrichment                                                                                                                                                    | Negotiable           |
| Music in the Park Coordinator                                                                                                                                 | Negotiable           |
| Youth Sports Director (All Sports)                                                                                                                            | Negotiable           |
| At any time the Minnesota State minimum wage requirements are increased, any position that falls below the new minimum wage will be adjusted to the new rate. |                      |



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Heather Slechta, City Clerk  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Approve Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for the Rice County Fair

---

### Background:

The Rice County Fair has applied for a 1-4 Day Temporary On-Sale Liquor License for July 19-23, 2023. The event will take place at the Rice County Fair Grounds, 1814 2nd Ave NW. If approved by the City Council, Staff will forward the application to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division for review and final approval.

### Recommendation:

Approve Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

### Attachments:

1. 1-4 Day Application - Rice County Fair



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

**APPLICANT INFORMATION**

Applicant Name: John Dvorak Today's Date: May 19 2023

**ORGANIZATION INFORMATION**

☒ Temp. On-Sale License (1-4 Day) ☒ Club ☐ Religious ☐ Other non-profit  
☐ Temp. Consumption and Display (1 Day) ☐ Charitable ☐ Small Brewer ☐ Microdistillery  
Name of Organization: Rice County Fair  
Organization Address: P.O. Box #93 City: Faribault State: MN Zip: 55021  
Organization Phone: 507 332-2470 Email Address: jdvorak.ricecountyfair@gmail.com

**EVENT INFORMATION**

Event Location/Address: 1814 2nd Ave NW Faribault MN 55021

Event Date: July 19th -22 2023

**APPLICANT SIGNATURE**

By signing this application, I hereby certify the information provided in this application is complete and correct to the best of my knowledge, and hereby agree to the release of this information to law enforcement for a criminal background check.

Failure to provide truthful and complete information as requested in this application and/or failure to pay the required fee at the time of application is submitted, will result in denying of a license.

John Dvorak May 19 2023  
Signature of Applicant Date

**REPORT ON APPLICANT OR APPLICANTS BY POLICE DEPARTMENT**

This is to certify, to the best of my knowledge, the applicant has not been convicted within the past 5 years of any violation of the laws of the State of Minnesota, or Municipal Ordinances relating to the sale of beer or liquor except hereinafter noted.

\_\_\_\_\_  
Signature of Police Chief Date

**LICENSING DEPARTMENT (OFFICE USE ONLY)**

Date Received/Paid: \_\_\_\_\_ Council Action Date: \_\_\_\_\_  
☐ Approved ☐ Denied  
If Denied, Reason:





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

**APPLICANT INFORMATION**

Applicant Name: John Dvorak

Today's Date: May 19 2023

**ORGANIZATION INFORMATION**

☒ Temp. On-Sale License (1-4 Day)

☒ Club

☐ Religious

☐ Other non-profit

☐ Temp. Consumption and Display (1 Day)

☐ Charitable

☐ Small Brewer

☐ Microdistillery

Name of Organization: Rice County Fair

Organization Address: P.O. Box #93

City: Faribault

State: MN

Zip: 55021

Organization Phone: 507 332-2470

Email Address: jdvorak.ricecountyfair@gmail.com

**EVENT INFORMATION**

Event Location/Address: 1814 2nd Ave NW Faribault MN 55021

Event Date: July 23rd 2023

**APPLICANT SIGNATURE**

By signing this application, I hereby certify the information provided in this application is complete and correct to the best of my knowledge, and hereby agree to the release of this information to law enforcement for a criminal background check.

Failure to provide truthful and complete information as requested in this application and/or failure to pay the required fee at the time of application is submitted, will result in denying of a license.

John Dvorak  
Signature of Applicant

May 19 2023  
Date

**REPORT ON APPLICANT OR APPLICANTS BY POLICE DEPARTMENT**

This is to certify, to the best of my knowledge, the applicant has not been convicted within the past 5 years of any violation of the laws of the State of Minnesota, or Municipal Ordinances relating to the sale of beer or liquor except hereinafter noted.

\_\_\_\_\_  
Signature of Police Chief

\_\_\_\_\_  
Date

**LICENSING DEPARTMENT (OFFICE USE ONLY)**

Date Received/Paid: \_\_\_\_\_

Council Action Date: \_\_\_\_\_

☐ Approved

☐ Denied

If Denied, Reason:







## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** David Wanberg, Community and Economic Development Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** City Council Support of Financial Incentive Applications to the Minnesota Department of Employment and Economic Development related to Faribault Mill's Proposed Improvements

---

### Background:

Faribault Mill (FaribaultMill LLC) is an iconic business with a 157-year-old history in Faribault that brings widespread notoriety and tourism to Faribault. Faribault Mill is growing and wishes to solidify its presence in Faribault. It proposes investing \$2.25 million in equipment upgrades, building a 12,000 square foot, \$1.9 million addition, and creating ten new jobs based in Faribault. Refer to the attached overview for additional information.

Faribault Mill intends this to be a multi-year project. It has not yet finalized its phasing plan. Nevertheless, this proposed investment expresses the company's long-term commitment to Faribault. However, the proposed project has a financial gap. Consequently, Faribault Mill is requesting Minnesota Investment Fund (MIF) and Job Creation Fund (JCF) funding through the Department of Employment and Economic Development. Faribault Mill also intends to request funding through the EDA's Economic Development Investment Fund.

The City is required to submit the MIF application, which requests a \$290,000 MIF loan at zero-percent interest (see Item 6.A.1). The JCF application requires a City Council resolution in support of Faribault Mill's application (see Item 6.A.2).

The City is waiting for additional due diligence information from Faribault Mill. Once we have received that information, we will continue processing the applications, assuming there are no issues. Ross Widmoyer, President and CEO of Faribault Mill, will present the Council with an overview of the project and the MIF and JCF applications.

**Recommendation:**

Conduct a public hearing and approve Resolution 2023-108 and Resolution 2023-109 as outlined in Items 6.A.1 and 6.A.2.

**Attachments:**

1. Faribault Mill Project Overview



Today, in a historic mill nestled along the Cannon River in Minnesota, a 157-year-old story is still being woven. Faribault Mill endures as one of the last vertical woolen mills in America. Here, fifth generation craftspeople take raw wool and create blankets, throws, scarves, and accessories of remarkable comfort and quality. Irreplaceable century-old machinery stands side by side with modern technology in our “new” mill, which was built in 1892. In 2022, they joined forces with another iconic American mill based in Maine that specializes in cotton – Brahms Mount. Together, we are devoted to upholding tradition and classic craftsmanship with our 100% Made in USA products designed to last for generations.

Faribault Mill is a living testament to American craftsmanship. Our products are renowned for their comfort and quality and have been loved for generations. From providing woolen blankets for pioneers heading west to comforting our troops through two world wars, Faribault Mill is woven into American history.

The company has a wide variety of handmade woolen products including blankets, shawls and accessories; since 2019, we have expanded to over 100 SKU's/product offerings. Product examples can be found online at: [www.faribaultmill.com](http://www.faribaultmill.com)

To continue this growth trajectory, we need to modernize some of our antiquated equipment and increase production capacity. Several options have been reviewed, but we would like to continue our commitment to being a Faribault-based brand and thus are seeking financial assistance to make this expansion financially viable.

Our proposed project would include a 12,000 sq ft, \$1.9 million expansion of our facility, \$2.25 million of capital equipment and the addition of 10 new jobs, all based out of our Faribault location, with an average wage of \$26/hour plus benefits.

We want to emphasize two key points with this potential expansion. First, above all we want to underscore our commitment to keeping Faribault our headquarters by making long term investments in the community, including growing Faribault-based headcount. Second, this expansion would be a multi-year expansion over a sequence of steps and thus we want to temper expectations in terms of how quickly this will take place. As we're committed to long term investment in Faribault, this is a multi-year expansion which will develop over time.

We appreciate the support given to our project by the City Council for consideration of passing resolutions of support for two Department of Employment and Economic Development incentive programs; the Minnesota Investment Fund (MIF) and the Job Creation Fund (JCF) in addition to proposed financial support from the city in the form of a \$100,000 forgivable loan.



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** David Wanberg, Community and Economic Development Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-108 Support of a Minnesota Investment Fund Program Application in Connection with FaribaultMill LLC

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### Background:

Faribault Mill (FaribaultMill LLC) requires state financial assistance through the Minnesota Investment Fund (MIF) to grow and solidify its operation in Faribault. The proposed project includes the following:

- \$2.25 million of capital equipment;
- ten new jobs based in Faribault; and a
- 12,000-square foot, \$1.9 million expansion.

The City of Faribault is responsible for reviewing and submitting the MIF application to the state. Staff feels the proposed project will benefit Faribault and, therefore, supports the MIF application.

### Recommendation:

Approve Resolution 2023-108.

### Attachments:

1. Resolution 2023-108

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-108**

#### **SUPPORT OF A MINNESOTA INVESTMENT FUND PROGRAM APPLICATION IN CONNECTION WITH FARIBAULTMILL LLC**

**WHEREAS**, the City of Faribault, Minnesota (the "City"), will act as the legal sponsor for the project contained in the Minnesota Investment Fund Application to be submitted on or about May 24, 2023, and that the City Council of the City of Faribault, Minnesota is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City; and

**WHEREAS**, the City has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to administer the proposed project; and

**WHEREAS**, the City has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

**WHEREAS**, that upon approval of its application by the State, the City may enter into a Grant Contract with the State of Minnesota for the approved project, and that the City certifies that it will comply with all applicable laws, statutes, regulations and rules as stated in the Grant Contract and described in the Project Compliance Certification of the Application; and

**WHEREAS**, the City has obtained credit reports and credit information on FaribaultMill LLC. Upon review by the City and City's Legal Counsel, no adverse findings or concerns regarding, but not limited to, tax liens, judgments, court actions, and filing with state, federal, and other regulatory agencies were identified. Failure to disclose any such adverse information could result in revocation or other legal action.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Faribault, Minnesota is hereby authorized to execute the Grant Contract and amendments, thereto, as are necessary to implement the project on behalf of the City.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** David Wanberg, Community and Economic Development Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-109 Support of a Job Creation Fund Application in Connection with FaribaultMill LLC

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### Background:

Faribault Mill (FaribaultMill LLC) requires state financial assistance through the Job Creation Fund (JCF) to expand and improve their business in Faribault. Faribault Mill reports that it will hire roughly ten new jobs, all based in Faribault, with an average wage of \$26/hour plus benefits. The submittal of the JCF application requires a City Council resolution supporting Faribault Mill's application.

### Recommendation:

Approve Resolution 2023-109.

### Attachments:

1. Resolution 2023-109

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-109**

#### **SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH FARIBAULTMILL LLC**

**WHEREAS**, the City of Faribault, Minnesota (the "City"), desires to assist FaribaultMill LLC, which is proposing to expand and improve a facility in the City; and

**WHEREAS**, the City of Faribault understands that FaribaultMill LLC, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development, an application for an award and/or rebate from the Job Creation Fund Program; and

**WHEREAS**, the City of Faribault held a city council meeting on May 23, 2023, to consider this matter.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Faribault, Minnesota, that, after due consideration, the Mayor and City Council of the City of Faribault, Minnesota, hereby adopts the following findings of fact related to the project proposed by FaribaultMill LLC and its application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The Mayor and City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base.

*This project supports a plan that will result in the retention, expansion, and improvement of an iconic business in Faribault, Minnesota. It will create approximately ten new well-paying jobs with benefits for the region.*



2. Finding that the proposed project, in the opinion of the City Council, would not reasonably expect to occur solely through private investment within the reasonably foreseeable future.

*FaribaultMill LLC has explored options outside of Faribault to accommodate its growth needs. However, Faribault is its historic home, and with the help of the state incentive package that includes the Job Creation Fund, Faribault is its choice to grow and improve its business. With a projected project cost of a \$1.9 million building addition and \$2.25 million of capital equipment, there is a gap in funding that the Job Creation Fund program will help bridge.*

3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole.

*FaribaultMill LLC is an iconic business with a 157-year-old history in Faribault. FaribaultMill LLC and the City of Faribault want FaribaultMill LLC to grow in Faribault. FaribaultMill LLC has indicated it will use local contractors for its building expansion and has projected to provide ten new jobs in the city. This project will be an asset to the local tax base.*

4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise.

*FaribaultMill LLC is an iconic industry with a 157-year-old history in Faribault. The City values the notoriety and the tourism draw that FaribaultMill LLC brings to Faribault. This project will allow this important business to expand and thrive in Faribault, create high-quality jobs, and continue contributing to the local tax and diverse industry bases in Faribault.*

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** David Wanberg, Community and Economic Development Director  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-114 Approve Early Start Agreement for Vetrotech Expansion Project

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### Background:

Vetrotech Saint-Gobain is relocating its North American headquarters to the SageGlass Campus at 1 Sage Way. The relocation requires expansion of an existing manufacturing building owned by MDC Development II LLC. The building expansion requires a variance from wetland buffer and setback requirements of the Unified Development Ordinance.

Due to unforeseen scheduling issues, the property owners are seeking to start construction prior to completing the variance approvals. To address this issue, an early construction start agreement between the City and the property owners is proposed.

A resolution has been prepared by the City Staff to authorize the proposed agreement.

### Recommendation:

Approve Resolution 2023-114

### Attachments:

1. Resolution 2023-114

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-114**

#### **APPROVE EARLY START AGREEMENT FOR VETROTECH EXPANSION PROJECT**

**WHEREAS**, Vetrotech Saint-Gobain is relocating its North American headquarters to the SageGlass Campus at 1 Sage Way; and

**WHEREAS**, the relocation requires a 10,000 square foot expansion of an existing manufacturing building leased from MDC Development II LLC. (Owners); and

**WHEREAS**, the needed building expansion will require a variance from the wetland buffer and building setback requirements of the Unified Development Ordinance to allow the construction of the building addition at seventeen (17) feet from the wetland boundary where thirty (30) feet is required; and

**WHEREAS**, due to unique construction scheduling issues, the Owners desire to start limited construction before the variance approval is completed; and

**WHEREAS**, the City, in consultation with the Owners will prepare a standard early start construction agreement; and

**WHEREAS**, the City Council finds that it may issue permits for early construction if the early construction otherwise conforms to the current zoning requirements and the provisions of the Early Construction Agreement; and

**WHEREAS**, the Owners are ready and able to proceed with Early Construction at the Owners sole risk.

**NOW, THEREFORE BE IT RESOLVED**, that the Faribault City Council hereby approves the drafting of an Early Construction Agreement and hereby authorizes City Staff and the City's Consultants to make limited revisions to the standard early start construction agreement as may be necessary to finalize the agreement.

**ALSO, BE IT RESOLVED**, that the Faribault City Council hereby authorizes

the Mayor and City Administrator to sign the Early Construction Agreement.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Mark DuChene, City Engineer  
**MEETING DATE:** May 23, 2023  
**SUBJECT:** Resolution 2023-106 Accept Bids for 2023 Lyndale Avenue Trail Project - Contract 2021-05

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### Background:

On Wednesday, May 17, 2023, bids were received for the proposed 2023 Lyndale Avenue Trail Project, Contract 2021-05, including removals, grading, aggregate base, bituminous trail paving, turf restoration and related improvements on the following streets:

Lyndale Avenue (Town Square Lane to 7th Street NW)

The bids are tabulated as follows:

|                                       |                     |
|---------------------------------------|---------------------|
| RAW Construction, LLC., Faribault, MN | \$360,343.80        |
| BCM Construction, Inc., Faribault, MN | \$384,685.00        |
| Heselton Construction, Faribault, MN  | \$397,737.00        |
| <i>Engineer's Estimate</i>            | <i>\$345,262.72</i> |

Based on the low bidder's prices, the estimated funding for the project is as follows (includes 5% contingencies, right of way, and engineering fees):

|                                 |                     |             |
|---------------------------------|---------------------|-------------|
| Municipal State Aid (MSAS) Fund | <u>\$450,115.00</u> | <u>100%</u> |
|---------------------------------|---------------------|-------------|

While the lowest bid is above the engineer estimate for construction, the total project costs are within the budget presented to the Council and it is recommended to award to the low bidder, RAW Construction, LLC. Construction on the project is scheduled to begin in June and be substantially completed by the end of August, 2023.

### Recommendation:

Approve Resolution 2023-106

### Attachments:

**Agenda Item: 8.A**

1. Resolution 2023-106 Accept Bids for 2023 Lyndale Avenue Trail Project-Contract 2021-05
2. 2021-05 Title Sheet

## **CITY OF FARIBAULT**

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### **RESOLUTION #2023-106**

#### **ACCEPT BIDS FOR 2023 LYNDALE AVENUE TRAIL PROJECT - CONTRACT 2021-05**

**WHEREAS**, pursuant to the advertisement for bids for the 2023 Lyndale Avenue Trail Project (Contract 2021-05), bids were received, opened, and tabulated according to law and the following bids were received complying with the advertisement for bids:

|                                       |              |
|---------------------------------------|--------------|
| RAW Construction LLC, Faribault, MN   | \$360,343.80 |
| BCM Construction, Inc., Faribault, MN | \$384,685.00 |
| Heselton Construction, Faribault, MN  | \$397,737.00 |

and;

**WHEREAS**, it appears that RAW Construction, LLC of Faribault, MN is the lowest responsible bidder.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Administrator are hereby authorized and directed to enter into contract with RAW Construction, LLC in the name of the City of Faribault for 2023 Lyndale Avenue Trail Project (Contract 2021-05) in the amount of \$360,343.80 according to the Plans and Specifications prepared and on file in the office of the City Engineer.

**ALSO, BE IT RESOLVED**, that the City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

**Date Adopted:** May 23, 2023

**Faribault City Council**

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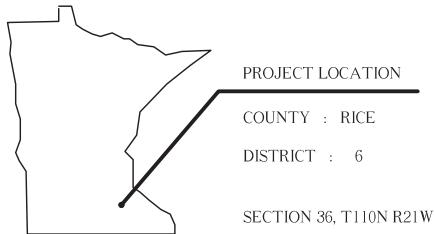
**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**





CITY OF FARIBAUT, MINNESOTA

CONSTRUCTION PLAN FOR CONCRETE CURB AND GUTTER REPLACEMENT, BITUMINOUS PAVING, AND CONCRETE SIDEWALK REPLACEMENT.

2023 LYNDALE AVENUE TRAIL PROJECT  
CITY CONTRACT NO. 2021-05  
S.A.P. 125-090-004

LYNDALE AVENUE TRAIL FROM TOWN SQUARE LANE TO 7TH STREET NW

|                      |                      |
|----------------------|----------------------|
| LYNDALE AVENUE TRAIL |                      |
| GROSS LENGTH         | 3340.50' / 0.633 mi. |
| BRIDGES LENGTH       | NA                   |
| EXCEPTIONS LENGTH    | NA                   |
| NET LENGTH           | 3340.50' / 0.633 mi. |

DESIGN SPEED 20 MPH  
4.5' HEIGHT OF EYE, 0.0' HEIGHT OF OBJECT

INDEX OF SHEETS

|                 |                                               |
|-----------------|-----------------------------------------------|
| SHEET NO. 1     | TITLE SHEET & LOCATION MAP                    |
| SHEET NO. 2     | STATEMENT OF ESTIMATED QUANTITIES             |
| SHEET NO. 3     | TYPICAL SECTIONS / CONSTRUCTION DETAILS       |
| SHEET NO. 4-11  | LYNDALE TRAIL - PLAN & PROFILE SHEETS         |
| SHEET NO. 12-13 | LYNDALE TRAIL - CROSS SECTION SHEETS          |
| SHEET NO. 14-19 | PEDESTRIAN CURB RAMP DETAIL SHEETS            |
| SHEET NO. 20-26 | STORM WATER POLLUTION PREVENTION PLAN/DETAILS |

THIS PLAN CONTAINS 26 SHEETS

GOVERNING SPECIFICATIONS

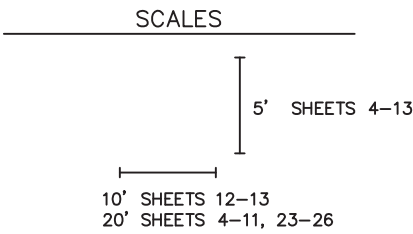
ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION - 2020 EDITION AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 22, THE CITY ENGINEERS ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS - 2018 EDITION, AND THE SPECIAL PROVISIONS.  
ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

*Mark W. Duchene*  
CITY ENGINEER

MARK W. DUCHENE, P.E.  
DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN 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.  
DATE: 3-28-2023  
Fausto Cabral  
2023.04.20 07:50:05 -05'00'  
LICENSE NO. 46594  
DATE: \_\_\_\_\_  
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE-AID RULES/POLICY  
Fausto Cabral  
2023.04.20 07:50:29 -05'00'  
DATE: \_\_\_\_\_  
STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING  
For

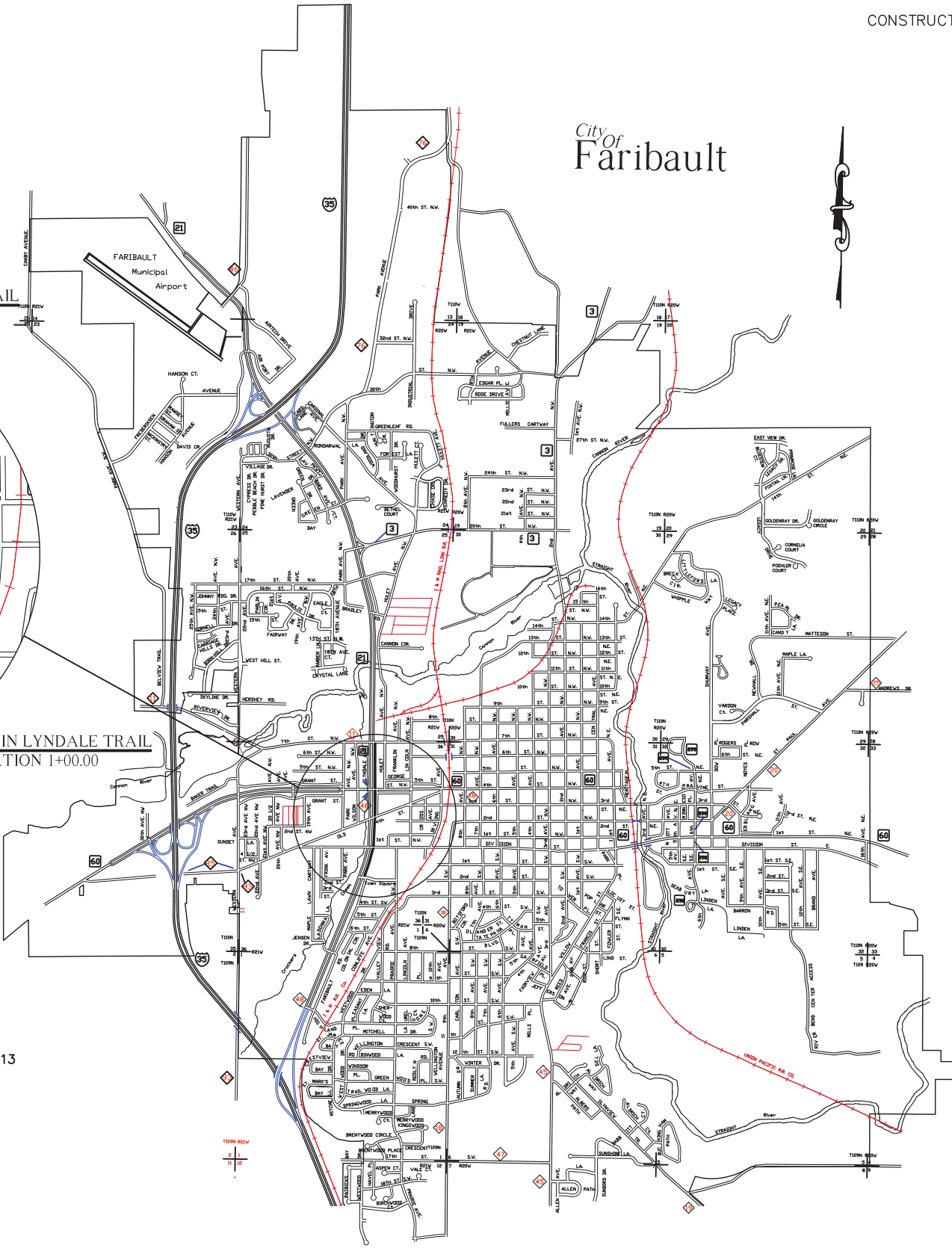
S.A.P. 125-090-004  
CITY CONTRACT NO. 2021-05

PROJECT LOCATION



ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MMUTCD, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL UTILITY INFORMATION SHOWN IN THIS PLAN IS UTILITY QUALITY LEVEL "D".  
THIS QUALITY LEVEL HAS BEEN DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-.2 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".



**CITY OF FARIBAULT**  
**MAJOR FUND FINANCIAL SUMMARY REPORT**  
**4 MONTHS ENDING April 30, 2023**  
**33.33%**



**GENERAL FUND**

|                                      | Actual<br>FY 2022 | Annual Budget<br>FY 2023 | Actual to Date<br>FY 2023 | YTD %<br>Collected |
|--------------------------------------|-------------------|--------------------------|---------------------------|--------------------|
| <b>Revenues</b>                      |                   |                          |                           |                    |
| Taxes                                | \$ 9,150,827      | \$ 9,656,552             | \$ 26,880                 | 0.28%              |
| Permit & Licenses                    | 694,627           | 730,281                  | 251,957                   | 34.50%             |
| Intergovernmental Revenue            | 8,606,802         | 7,311,762                | 328,821                   | 4.50%              |
| Charges for Services                 | 1,632,119         | 1,601,335                | 222,326                   | 13.88%             |
| Fines & Forfeits                     | 131,353           | 128,000                  | 48,053                    | 37.54%             |
| Miscellaneous Revenue                | (155,102)         | 179,290                  | 249,948                   | 139.41%            |
| Other Sources                        | (0)               | -                        | -                         | 0.00%              |
| Total                                | \$ 20,060,625     | \$ 19,607,220            | \$ 1,127,985              | 5.75%              |
| <b>Expenditures</b>                  |                   |                          |                           |                    |
| Council                              | \$ 455,856        | \$ 408,342               | \$ 144,438                | 35.37%             |
| City Administration                  | 293,500           | 312,160                  | 94,764                    | 30.36%             |
| Communications                       | -                 | -                        | 23,585                    | 0.00%              |
| Elections                            | 38,080            | 1,810                    | 1,841                     | 101.72%            |
| Finance Administration               | 438,440           | 475,645                  | 158,384                   | 33.30%             |
| Information Services                 | 219,920           | 234,864                  | 72,060                    | 30.68%             |
| Legal Services                       | 242,618           | 277,230                  | 77,633                    | 28.00%             |
| Personnel Administration             | 319,286           | 350,251                  | 105,552                   | 30.14%             |
| Planning & Zoning                    | 455,005           | 502,987                  | 106,972                   | 21.27%             |
| City Hall Maintenance                | 171,165           | 170,882                  | 60,095                    | 35.17%             |
| Police Administration                | 1,125,372         | 1,156,523                | 352,943                   | 30.52%             |
| Criminal Investigation               | 1,063,811         | 1,144,780                | 314,311                   | 27.46%             |
| Uniform Patrol                       | 3,277,805         | 3,571,124                | 1,191,158                 | 33.36%             |
| Police Records                       | 347,753           | 338,079                  | 89,318                    | 26.42%             |
| Fire Administration                  | 286,600           | 304,448                  | 96,860                    | 31.81%             |
| Fire Suppression                     | 1,470,568         | 1,487,043                | 446,722                   | 30.04%             |
| Code Enforcement -Inspection         | 569,660           | 593,686                  | 122,023                   | 20.55%             |
| Emergency Management                 | 5,678             | 6,050                    | 351                       | 5.79%              |
| Community Services                   | 246,791           | 324,106                  | 71,278                    | 21.99%             |
| Public Works Administration          | 105,223           | 119,778                  | 49,462                    | 41.29%             |
| Street Maintenance Projects          | 1,539,840         | 1,524,032                | 514,604                   | 33.77%             |
| Ice & Snow Removal                   | 142,688           | 125,000                  | 108,788                   | 87.03%             |
| Equipment Maintenance                | 317,087           | 285,430                  | 90,885                    | 31.84%             |
| Street Lighting                      | 301,624           | 314,500                  | 84,109                    | 26.74%             |
| Traffic Signs & Signals              | 46,090            | 44,410                   | 5,819                     | 13.10%             |
| Engineering                          | 588,030           | 632,817                  | 195,062                   | 30.82%             |
| Community Center Administration      | 655,472           | 689,631                  | 183,820                   | 26.65%             |
| Community Center Building            | 588,005           | 605,931                  | 190,803                   | 31.49%             |
| Aquatic Center                       | 369,672           | 362,922                  | 26,167                    | 7.21%              |
| Washington Center                    | 73,664            | 72,504                   | 23,540                    | 32.47%             |
| Soccer Complex                       | 35,468            | 31,681                   | 1,504                     | 4.75%              |
| Adult Programs                       | 160,860           | 165,484                  | 50,182                    | 30.32%             |
| Youth Programs                       | 121,068           | 151,161                  | 18,328                    | 12.12%             |
| Parks                                | 1,107,141         | 1,194,189                | 297,770                   | 24.93%             |
| Library                              | 1,170,396         | 1,315,842                | 393,954                   | 29.94%             |
| Miscellaneous Unallocated            | 201,631           | 303,208                  | -                         | 0.00%              |
| Mass Transit                         | -                 | 10,000                   | -                         | 0.00%              |
| Total                                | \$ 18,551,866     | \$ 19,608,530            | \$ 5,765,086              | 29.40%             |
| Lease Proceeds                       | 1,508,759         | (1,310)                  | (4,637,101)               |                    |
| * transfer to capital funds          | (748,159)         |                          |                           |                    |
| YTD Fund Balance Increase (Decrease) | 783,199           |                          |                           |                    |



| WATER FUND                                             |                   |                          |                           |                    |
|--------------------------------------------------------|-------------------|--------------------------|---------------------------|--------------------|
|                                                        | Actual<br>FY 2022 | Annual Budget<br>FY 2023 | Actual to Date<br>FY 2023 | YTD %<br>Collected |
| <b>Revenues</b>                                        |                   |                          |                           |                    |
| Charges for Services                                   | \$ 4,021,846      | \$ 4,034,661             | \$ 1,372,037              | 34.01%             |
| Miscellaneous Revenue                                  | (88,754)          | 117,700                  | 167,598                   | 142.39%            |
| Other Sources                                          | 1,263,230         | -                        | -                         |                    |
| Total                                                  | \$ 5,196,322      | \$ 4,152,361             | \$ 1,539,635              | 37.08%             |
| <b>Expenses</b>                                        |                   |                          |                           |                    |
| Personnel Services                                     | \$ 655,792        | \$ 576,707               | \$ 177,788                | 30.83%             |
| Supplies                                               | 416,614           | 376,750                  | 138,904                   | 36.87%             |
| Other Services & Charges                               | 1,086,218         | 717,718                  | 286,874                   | 39.97%             |
| Capital Outlay                                         | -                 | 5,890,089                | 11,465                    | 0.19%              |
| Debt Service                                           | 87,783            | 589,216                  | 42,291                    | 7.18%              |
| Other Uses                                             | 90,000            | 90,000                   | 30,000                    | 33.33%             |
| Total                                                  | \$ 2,336,406      | \$ 8,240,480             | \$ 687,322                | 8.34%              |
| YTD Fund Balance Increase (Decrease)                   | 2,859,916         | (4,088,119)              | 852,313                   |                    |
| Depreciation                                           | (701,453)         | (1,100,000)              | (366,667)                 |                    |
| YTD Fund Balance Increase (Decrease) with depreciation | 2,158,463         |                          | 485,646                   |                    |
| SEWER FUND                                             |                   |                          |                           |                    |
|                                                        | Actual<br>FY 2022 | Annual Budget<br>FY 2023 | Actual to Date<br>FY 2023 | YTD %<br>Collected |
| <b>Revenues</b>                                        |                   |                          |                           |                    |
| Charges for Services                                   | \$ 6,618,833      | \$ 6,653,691             | \$ 2,234,638              | 33.58%             |
| Fines & Forfeits                                       | -                 | -                        | 1,500                     |                    |
| Miscellaneous Revenue                                  | (518,431)         | 218,000                  | 316,699                   | 145.27%            |
| Other Sources                                          | 21,268            | -                        | -                         |                    |
| Total                                                  | \$ 6,121,671      | \$ 6,871,691             | \$ 2,552,837              | 37.15%             |
| <b>Expenses</b>                                        |                   |                          |                           |                    |
| Sewer Collection                                       |                   |                          |                           |                    |
| Personnel Services                                     | \$ 722,796        | \$ 533,411               | \$ 150,964                | 28.30%             |
| Supplies                                               | 70,837            | 70,775                   | 22,176                    | 31.33%             |
| Other Services & Charges                               | 272,974           | 302,509                  | 68,707                    | 22.71%             |
| Capital Outlay                                         | -                 | 3,488,206                | 37,128                    | 1.06%              |
| Other Uses                                             | 105,000           | 105,000                  | 35,000                    | 33.33%             |
| Water Reclamation Plant                                |                   |                          |                           |                    |
| Personnel Services                                     | 998,153           | 1,002,809                | 304,690                   | 30.38%             |
| Supplies                                               | 350,463           | 411,200                  | 163,812                   | 39.84%             |
| Other Services & Charges                               | 1,140,281         | 1,200,556                | 251,569                   | 20.95%             |
| Capital Outlay                                         | -                 | 387,429                  | 13,256                    | 3.42%              |
| Debt Service                                           | 261,899           | 1,496,944                | 120,972                   | 8.08%              |
| Other Uses                                             | 105,000           | 105,000                  | 35,000                    | 33.33%             |
| Total                                                  | \$ 4,027,404      | \$ 9,103,839             | \$ 1,203,274              | 13.22%             |
| YTD Fund Balance Increase (Decrease)                   | 2,094,267         | (2,232,148)              | 1,349,563                 |                    |
| Depreciation                                           | (1,728,670)       | (1,725,000)              | (575,000)                 |                    |
| YTD Fund Balance Increase (Decrease) with depreciation | 365,597           |                          | 774,563                   |                    |
| STORM WATER FUND                                       |                   |                          |                           |                    |
|                                                        | Actual<br>FY 2022 | Annual Budget<br>FY 2023 | Actual to Date<br>FY 2023 | YTD %<br>Collected |
| <b>Revenues</b>                                        |                   |                          |                           |                    |
| Charges for Services                                   | \$ 1,399,096      | \$ 1,467,909             | \$ 516,375                | 35.18%             |
| Miscellaneous Revenue                                  | 206,627           | 73,167                   | 86,104                    | 117.68%            |
| Intergovernmental                                      | -                 | -                        | -                         | 0.00%              |
| Total                                                  | \$ 1,605,723      | \$ 1,541,076             | \$ 602,479                | 39.09%             |
| <b>Expenses</b>                                        |                   |                          |                           |                    |
| Personnel Services                                     | \$ 271,004        | \$ 258,281               | \$ 73,658                 | 28.52%             |
| Supplies                                               | 26,378            | 37,400                   | 5,686                     | 15.20%             |
| Other Services & Charges                               | 167,898           | 211,738                  | 19,204                    | 9.07%              |
| Capital Outlay                                         | -                 | 3,116,200                | 8,326                     | 0.27%              |
| Other Uses                                             | -                 | -                        | -                         |                    |
| Total                                                  | \$ 465,279        | \$ 3,623,619             | \$ 106,874                | 2.95%              |
| YTD Fund Balance Increase (Decrease)                   | 1,140,444         | (2,082,543)              | 495,606                   |                    |
| Depreciation                                           | (328,265)         | (330,000)                | (110,000)                 |                    |
| YTD Fund Balance Increase (Decrease) with depreciation | 812,180           |                          | 385,606                   |                    |

**CITY OF FARIBAULT**  
**MAJOR FUND FINANCIAL SUMMARY REPORT**  
**4 MONTHS ENDING April 30, 2023**  
**33.33%**



| CASH AND INVESTMENTS |                                |                      |                            |                      |                       |
|----------------------|--------------------------------|----------------------|----------------------------|----------------------|-----------------------|
| 101                  | General Fund                   | 6,701,046            |                            |                      | Average interest Rate |
|                      | Fire Insurance Escrow          | 51,725               | Wells Fargo                | 528,142              | 0.00%                 |
| 210                  | Charitable Gambling Board      | 56,403               | 4M Fund                    | 319,138              | 4.69%                 |
| 211                  | City Rental Property Mgmt      | 97,214               | State Bank of Faribault    | 3,455,280            | 4.92%                 |
| 215                  | Public Safety Programs         | 39,895               | Citizens Community Federal | 2,510,160            | 2.99%                 |
| 217                  | Library Estate Donation        | 2,955,918            | RBC                        | 34,076,783           | 1.75%                 |
| 225                  | Airport                        | 366,207              | Oppenheimer                | 7,649,133            | 2.35%                 |
| 240                  | Community Development          | 434,215              |                            | <u>\$ 48,538,636</u> |                       |
| 241                  | Public Housing                 | 246,491              |                            |                      |                       |
|                      | Security Deposits Escrow       | 22,616               |                            |                      |                       |
| 243                  | Industrial Development Loan    | 263,680              |                            |                      |                       |
| 244                  | Rental Housing Rehabilitation  | 193,734              | Petty cash (on hand)       | 1,145                |                       |
| 247                  | SCDP Revolving Loans           | 371,820              | Escrow Accounts            | 88,998               | 4.96%                 |
| 248                  | Federal MIF Loans              | 642,044              |                            | <u>\$ 90,143</u>     |                       |
| 249                  | Minnesota Investment Fund      | 14,428               |                            |                      |                       |
| 254                  | CRV Rehabilitation Program     | 58,590               |                            |                      |                       |
| 263-272              | TIF Districts                  | 166,447              |                            |                      |                       |
| 280                  | Faribault HRA                  | 679,555              |                            |                      |                       |
| 290                  | Economic Development Authority | 812,904              | TOTAL CASH                 | <u>\$ 48,628,779</u> |                       |
| 292                  | EDA Revolving Fund             | 408,092              |                            |                      |                       |
| 344-349              | Debt Service Funds             | 1,963,468            |                            |                      |                       |
| 401                  | Street Improvement Projects    | 2,874,218            |                            |                      |                       |
| 404                  | Park Land Dedication           | 411,601              |                            |                      |                       |
| 431                  | Capital Replacement Fund       | 1,731,893            |                            |                      |                       |
| 437                  | Public Facility Projects       | 830,877              |                            |                      |                       |
| 601                  | Water Fund                     | 7,205,317            |                            |                      |                       |
| 602                  | Sewer Fund                     | 13,511,167           |                            |                      |                       |
| 603                  | Storm Water Fund               | 3,863,762            |                            |                      |                       |
| 704                  | Worker's Compensation          | 293,264              |                            |                      |                       |
| 705                  | Property Liability Reserve     | 151,134              |                            |                      |                       |
| 873                  | Roberds Lake Sewer District    | 9,015                |                            |                      |                       |
| 897                  | Elderly Housing Corporation    | 472,924              |                            |                      |                       |
| 898                  | Robinwood Manor                | 712,461              |                            |                      |                       |
|                      | Escrow Account                 | 14,657               |                            |                      |                       |
|                      | Total                          | <u>\$ 48,628,779</u> |                            |                      |                       |