



**City Council Work Session
Tuesday, May 21, 2024 at 6:00 PM
Council Chambers**

AGENDA

1. Call to Order

2. Items for Discussion

A. Downtown/Viaduct Area Park Discussion

1. Downtown/Viaduct Area-Area Park Bid Package 1 and Bid Package 2 Updates
2. Financing/Funding of the Downtown/Viaduct-Area Park
3. Naming of Downtown/Viaduct-Area Park

B. Review Proposed Alcohol Ordinance in City Parks

C. Review of Updated Tree Ordinance

D. Cannabis Business Location Review

E. Proposed Policy Amendments

1. Proposed Amendments to the Public Purpose Expenditure/Purchasing Policy
2. Proposed Amendments to the Employee Handbook- Chapter 16 Employee Education and Training
3. Proposed Amendment to the Non-Union Compensation Plan

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

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



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: May 21, 2024
SUBJECT: Downtown/Viaduct Area-Area Park Bid Package 1 and Bid Package 2 Updates

Discussion:

Following the March 6, 2024, work session, Council directed staff to engage the apparent low bidders for Bid Packages 1 & 2 for the Downtown Area Park Project to develop cost-saving measures and other value engineering ideas to try and bring the total project costs down. This included directions to place Bid Package 3 (Skate Loop) on the shelf for at least now and remove all related components to the ice system. The City Council authorized a professional services contract with the architect of record to redesign a portion of the proposed structure to reduce the building footprint and remove the ice system refrigeration and resurfacing equipment rooms. The revised architectural drawings for Bid Package 1 (Building) as well as marked up drawings for Bid Package 2 (Site Work and Splash Pad) were shared with the apparent low bidders and revised pricing was submitted to the City.

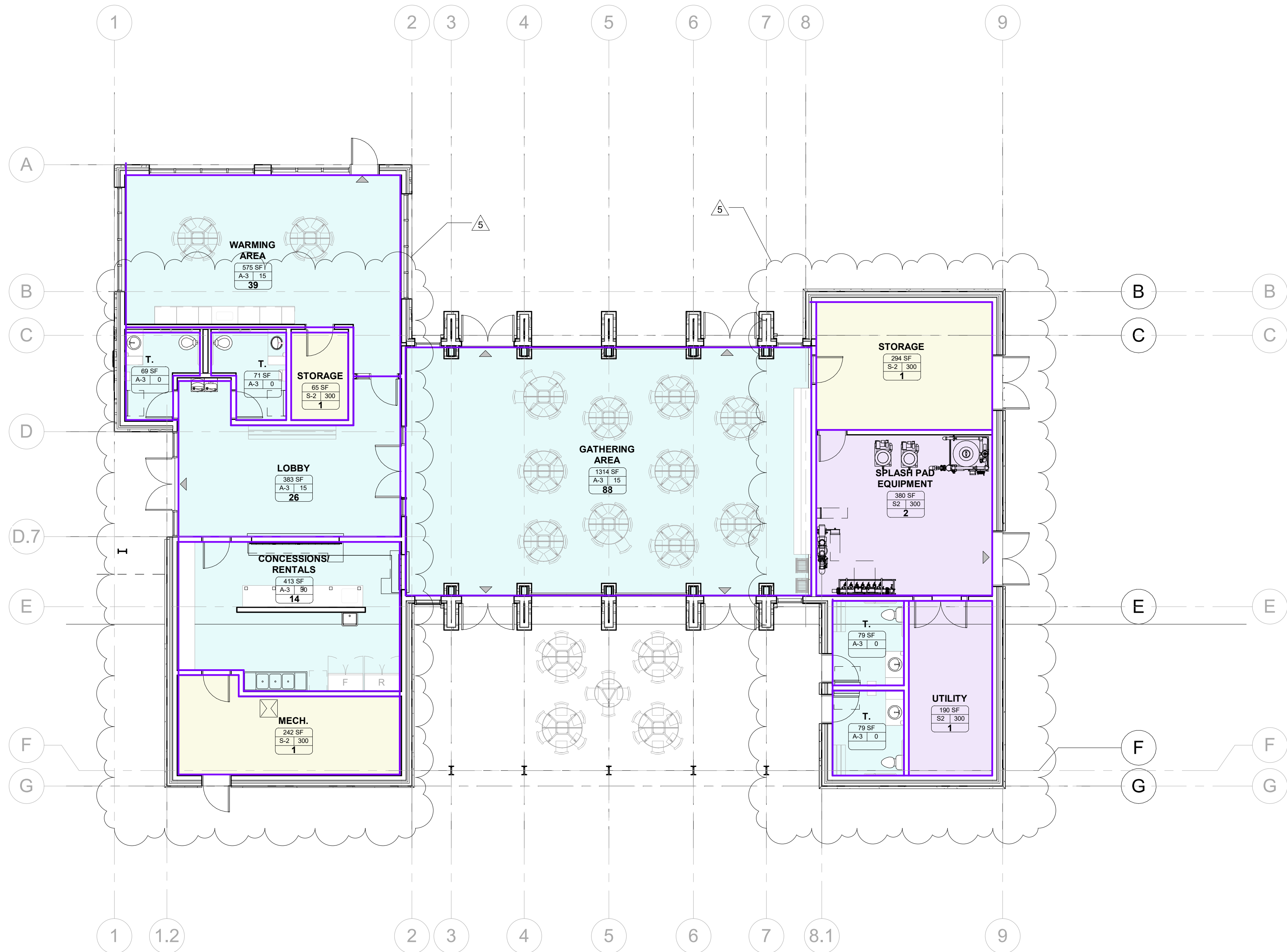
Bid Package	Apparent Low Bid	Revised Pricing	Diference	Potential Additional Savings
1 - Building	\$3,867,000	\$3,055,634.00 **	(\$ 811,366.00)	See attached RW Carlstrom Value Engineering Memo for up to \$65,750 in additional savings. (**Updated 5/21/24 to include HVAC reductions which weren't available on 5/15/24)
2 - Site Work/Splash Pad	\$3,272,272	\$2,331,006.50	(\$ 941,265.50)	Reduce more landscaping, consider swing bench, lighting and fire pit alternatives
3 - Ice Skate Loop	\$4,178,243	\$0	(\$4,178,243.00)	
Totals	\$11,317,515	\$5,386,640.50	(\$5,930,874.50)	

Staff will give an overview of the plan changes, discuss the additional potential cost savings and be looking for feedback and direction from the

Council on how they want to proceed. Staff will also present an updated funding plan for council to review and provide input on.

Attachments:

1. Bid Package 1 Select Plan Modifications
2. Bid Package 1 Cost Reductions
3. Bid Package 1 Additional Value Engineering Cost Reductions
4. Bid Package 2 Plan Modifications
5. Bid Package 2 Cost Reductions



1 CODE PLAN - LEVEL 1
1/8" = 1'-0"

OCCUPANCY TYPE / SPACE FUNCTION

- A-3 (ASSEMBLY)
- S2 (ACCESSORY SPACES TO ASSEMBLY)
- S-2 (LOW HAZARD STORAGE)

Zoning / Ordinance Review

A. Zoning District:
(CBD) Central Business District

Building Code Review

B. Applicable Codes
Minnesota State Building Code (MBC) - 2020
Minnesota State Accessibility Code - 2020
Minnesota Fire Code - 2020

C. Proposed Building

The project is to build a new multi-purpose building in the new Downtown Area Park in Faribault, MN. The Facility will consist of a Warming Space and Community Gathering Space with support spaces including Toilet Rooms, Servery, Lobby, Storage and Mechanical Equipment Spaces. The building is proposed to be 6,239 SF.

D. Occupancy Classifications

(2020 Minnesota Building Code, Ch. 3)

The proposed building will have the following Occupancy Groups:

- Group A-3 - Assembly
- Group A-3 (Accessory Spaces) - Storage, Servery, Toilet, and Mechanical Equipment Spaces
- Group S2 (Low Hazard Storage) - Equipment / Maintenance Spaces

E. Allowable Building Height & Area

(2020 Minnesota Building Code, Table 503, Section 503 & Section 504)

Occupancy Group A-3 (Type V-B) Sprinklered with One-story
24,000 SF allowable area
The proposed building complies within these limits. Building is 6,239 SF.

F. Occupancy Separation

(2020 Minnesota Building Code, Ch.5)
A-3 / S2 = NO RATING REQUIRED
1-HR Rating provided between Equipment / Maintenance Space

G. Building Construction Type (2020 Minnesota Building Code, Chapter 6)

Type V-B, Sprinkler System Provided

H. Construction Requirements (2020 Minnesota Building Code, Table 601)

Construction type V-B
Partitions - Permanent 0
Bearing walls 0
Structural frame 0
Floor construction 0
Roof construction 0

I. Exit Requirements

(2020 Minnesota Building Code, Table 1004.1, Section 1005)

AREA SCHEDULE					
Name	Area	Comments	Occupancy Type	SF/Occ.	Max Occupancy
EQUIPMENT/ MAINTENANCE	Not Placed		S2	300	
STORAGE	65 SF		S-2	300	1
T.	69 SF	ACCESSORY	A-3	0	
T.	71 SF	ACCESSORY	A-3	0	
T.	79 SF	ACCESSORY	A-3	0	
T.	79 SF	ACCESSORY	A-3	0	
UTILITY	190 SF		S2	300	1
MECH.	242 SF	ACCESSORY	S-2	300	1
STORAGE	294 SF		S-2	300	1
SPLASH PAD EQUIPMENT	380 SF		S2	300	2
LOBBY	383 SF		A-3	15	26
CONCESSIONS/ RENTALS	413 SF		A-3	30	14
WARMING AREA	575 SF		A-3	15	39
GATHERING AREA	1314 SF		A-3	15	88
Total	5,224 S.F.				173 Occupants

Totals: 173 X 0.2 = 34.6 Inches
Total Exit Width Required = 34.6 Inches
Width Provided = 396 Inches - Exiting Complies

J. Accessibility

All spaces shall comply with 2020 Minnesota Accessibility Code

K. Plumbing Fixture Requirements

(2020 Minnesota Building Code, Table 2902.1)

A-3 - Occupancy: 161 Occupants (81 Male / 81 Female)

Male (81 Occupants):

- Water Closet's Required (1 per 75)
- Lavatories Required (1 per 200)

Total Req'd / Total Provided = 2/2 - Complies

Total Req'd / Total Provided = 1/2 - Complies

Female (81 Occupants):

- Water Closet's Required (1 per 75)
- Lavatories Required (1 per 200)

Total Req'd / Total Provided = 2/2 - Complies

Total Req'd / Total Provided = 1/2 - Complies

Drinking Fountains:

- (1 per 500 occupants)

Total Req'd / Total Provided = 1/1 - Complies

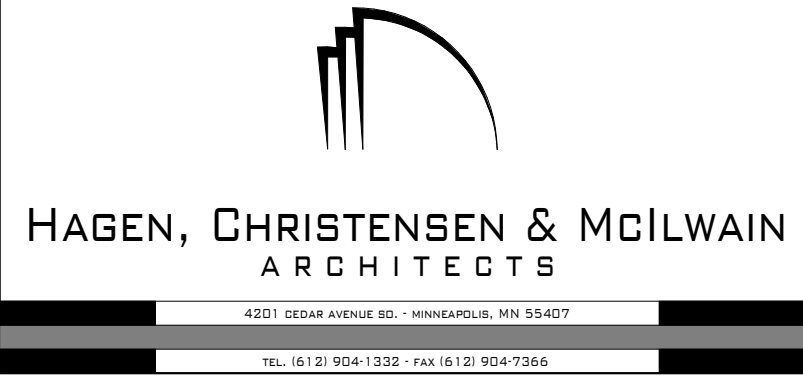
Service Sinks:

- (1 service sink)

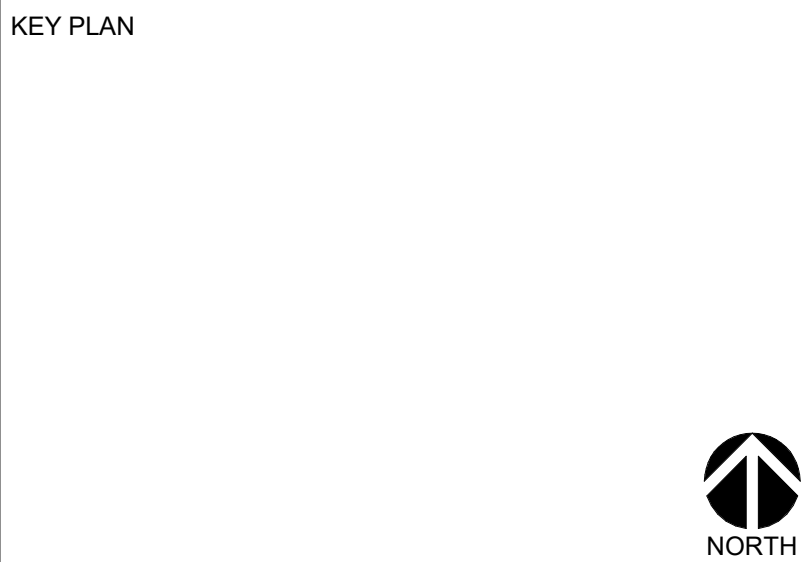
Total Req'd / Total Provided = 1/1 - Complies

CODE PLAN LEGEND

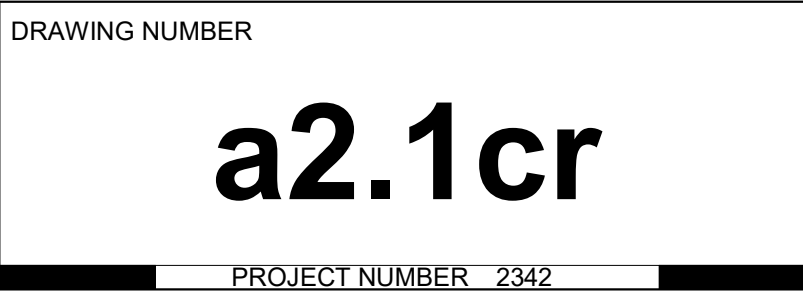
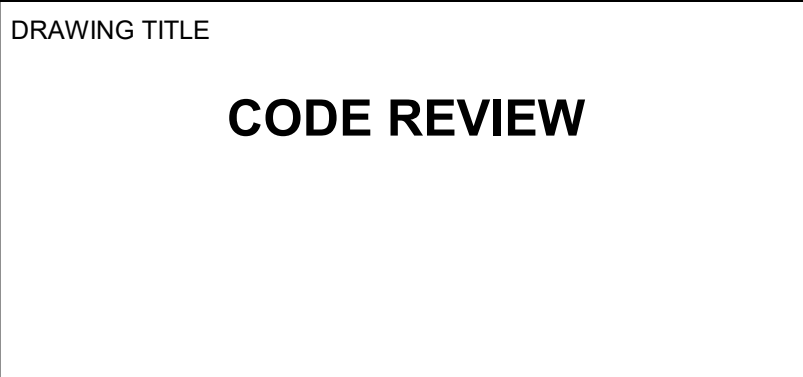
- 1 HR SEPARATION
- DENOTES OCCUPANCY TYPE BOUNDARY
- DENOTES EXIT
- AREA NAME
- AREA SQUARE FOOTAGE
- OCC. TYPE | SQUARE FEET PER OCCUPANT
- CALCULATED NUMBER OF OCCUPANTS

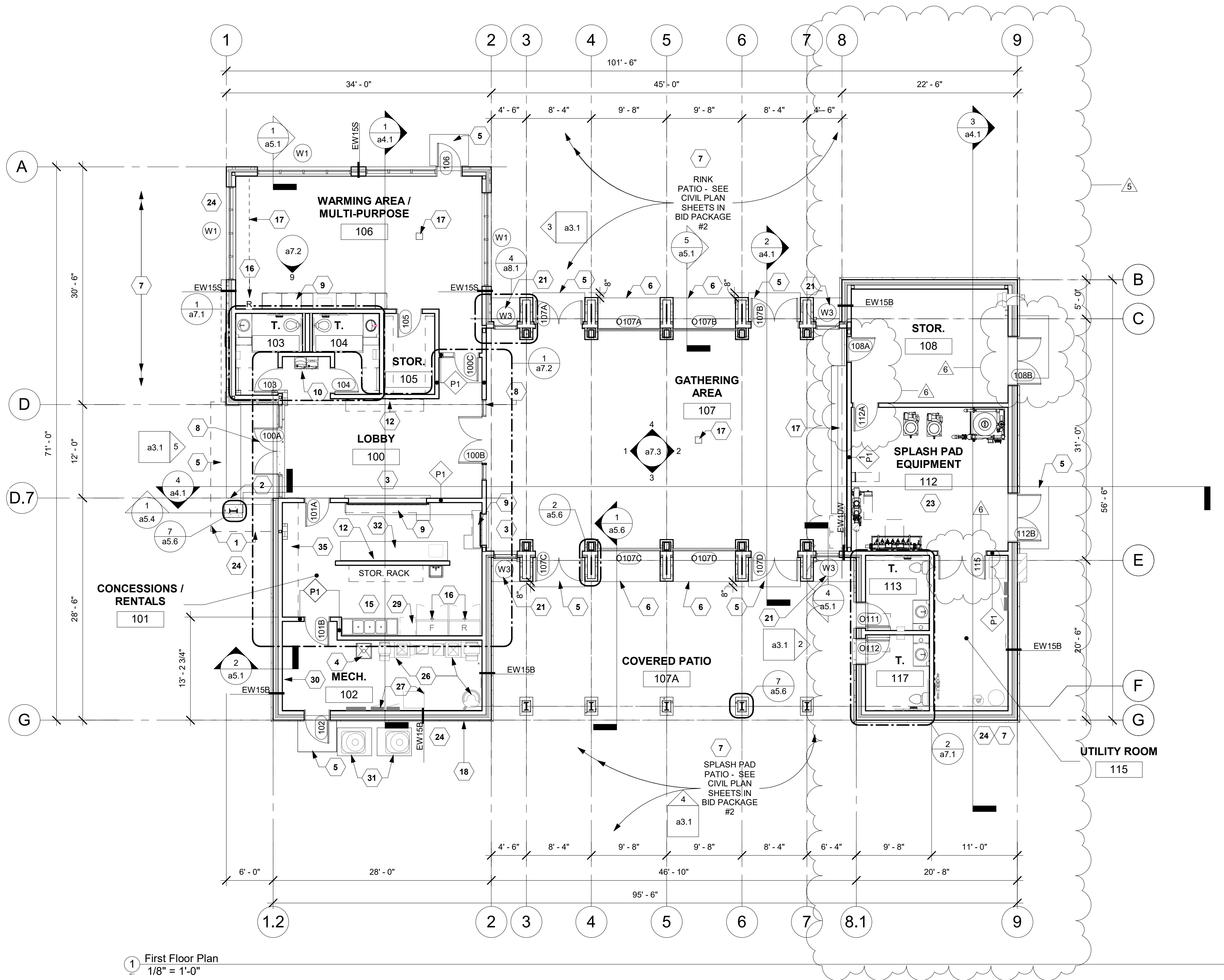


ARCHITECT
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
Signature: *Tim McIlwain*
Typed or Printed Name: Tim McIlwain
Date: 12/19/2023 License Number: 22541



REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
5	14/19/2024	PROPOSAL REQUEST 01





1 First Floor Plan
1/8" = 1'-0"

SITE IMPROVEMENTS: R.A.P. GENERAL NOTES

- SOIL STRENGTHENING (R.A.P. SYSTEM) UNDER BID PACKAGE #2 - FOR THE MULTI-PURPOSE BUILDING TO INCLUDE:
- ENGINEERED R.A.P. SOIL STRENGTHENING TO PROVIDE A UNIFORM BEARING CAPACITY OF 5,000 PSF.
 - R.A.P. SUBCONTRACTOR TO PROVIDE AN ENGINEERED SHOP DRAWING SUBMITTAL FOR REVIEW BY BUILDING DESIGN TEAM AND BID PACKAGE #1 CONTRACTOR.
 - SOIL STRENGTHENED BUILDING PAD TO BE BROUGHT UP TO 1'-0" BELOW FINISHED FLOOR.
 - BUILDING CONTRACTOR UNDER THIS CONTRACT (BID PACKAGE #1) TO RECOMPACT R.A.P. PIERS DISTURBED DURING FOUNDATION EXCAVATION TO MEET DESIGN BEARING CAPACITY.

FLOOR PLAN GENERAL NOTES

- SEE CIVIL PLAN SHEETS IN BID PACKAGE #2 DRAWINGS FOR FIRST FLOOR ELEVATION EQUIVALENT TO 100'-0" FOR LEVEL 1 IN ARCHITECTURAL DRAWINGS.
- ALL PENETRATIONS THROUGH NON-RATED FLOORS, WALLS AND OTHER ASSEMBLIES SHALL BE SEALED AT BOTH SIDES WITH MATERIALS APPROPRIATE TO THE ASSEMBLY CONSTRUCTION TO REDUCE SOUND TRANSMISSION.
- ALL PENETRATIONS THROUGH FIRE-RATED FLOORS, WALLS, AND OTHER ASSEMBLIES SHALL BE PROTECTED BY MATERIALS AND INSTALLATION DETAILS THAT CONFORM TO UL OR OTHER APPROVED LISTINGS AND MATCH THE RATING OF THE CONSTRUCTION BEING PENETRATED.
- PROVIDE BLOCKING AS REQUIRED TO SUPPORT ALL WALL MOUNTED ITEMS (INCLUDING, BUT NOT LIMITED TO, MAP RAILS, MARKER BOARDS, SIGNAGE, CASEWORK, MILLWORK, AND TOILET ACCESSORIES).
- VERIFY CLEARANCES REQUIRED FOR INSTALLATION OF ALL RECESSED OR SEMI-RECESSED EQUIPMENT AND FIXTURES (E.G. CABINETS, DISPENSERS, PANELS, ETC.). NOTIFY ARCHITECT IMMEDIATELY IF SPECIFIED WALL TYPES DO NOT PROVIDE ADEQUATE SPACE FOR PROPER INSTALLATION.
- FLOOR PLAN DIMENSIONS ARE LOCATED FROM THE CENTER LINE OF PARTITIONS, UNLESS NOTED OTHERWISE.
- ALL MASONRY DIMENSIONS ARE NOMINAL UNLESS NOTED OTHERWISE.
- DO NOT SCALE DRAWINGS; DIMENSIONS SHALL GOVERN.
- SLOPE EXTERIOR CONCRETE SLABS AWAY FROM BUILDINGS AT 1/4" PER FOOT U.N.O. - NO PONDING OF WATER ALLOWED - SEE CIVIL PLAN SHEETS IN BID PACKAGE #2 DRAWINGS.
- SLOPE INTERIOR SLAB TO FLOOR DRAINS FROM CORNERS OF ROOM AT 1/8" PER FOOT, SET DRAINS SO NO LIP OCCURS AT EDGE OF THE FLOOR TILE FINISH.
- ALL DOORS TO HAVE ADA COMPLIANT SIGNAGE.

FLOOR PLAN - SYMBOL KEY

- EXISTING PARTITIONS TO REMAIN
- NEW PARTITIONS, SEE PARTITION TYPES
- EXISTING DOOR TO REMAIN
- NEW DOOR
- DOOR NUMBER - SEE SCHEDULE ON SHEET a8.1
- NO WORK IN THIS AREA
- CR CARD READER
- FE FIRE EXTINGUISHER

INTERIOR PARTITION TYPE LEGEND

- P1 2"x6" STUD FRAMING @ 16" O.C. WITH 5/8" GYP. BD. EACH FACE OF WALL - FILL WALLS WITH SOUND INSULATION
- P2 SAME AS P1 EXCEPT PROVIDE 1/2" CEMENT BD. AT TILE FINISH

KEYNOTES - FLOOR PLANS

Number	Description
1	ROOF LINE ABOVE
2	GALVANIZED STEEL COLUMN, PAINT - SEE STRUCTURAL
3	SERVING WINDOW W/ COILING STAINLESS STEEL, OPEN-AIR GRATE SECURITY SHUTTER
4	MOP SINK - PROVIDE SST SHELF W/ INTEGRAL MOP HANGERS AND HOOKS
5	CONC. STOOP - SEE STRUCTURAL
6	CONC. APRON - SEE STRUCTURAL
7	EXTERIOR PAVING BY SITE CONTRACTOR (BID PACKAGE #2)
8	GLASS STOREFRONT ASSEMBLY - SEE SHEET a8.1
9	QUARTZ SERVERY COUNTERS
10	HIGH/LOW DRINKING FOUNTAIN W/ BOTTLE FILLER - SEE MECHANICAL
11	PROVIDE 1/2" AC PLYWOOD FROM SLAB TO CEILING IN LIEU OF GYP. BD. PROVIDE CONT. SEALANT AT ALL PANEL TO PANEL JOINTS AND TO CEILING, PAINT
12	WALL MOUNTED MENU BOARD BY OWNER - PROVIDE POWER & DATA FOR A/V - SEE ELECTRICAL & TECHNOLOGY DRAWINGS
13	EXTERIOR HOSE BIB - SEE MECHANICAL FOR EXACT LOCATION
14	2" DIAMETER HOSE BIB IN RECESSED CABINET FOR RINK FLOODING - SEE MECHANICAL FOR EXACT LOCATION
15	3-COMP SINK - SEE MECHANICAL
16	REFRIGERATOR / FREEZER (2 DOOR) BY OWNER
17	SCREEN - PROVIDE POWER & DATA FOR A/V - SEE ELECTRICAL & TECHNOLOGY DRAWINGS
18	TRENCH DRAIN - SEE MECHANICAL
21	GRATED DRAIN ASSEMBLY DOWNSPOUT COLLECTION UNDER BID PACKAGE #2. CONNECT TO STORM DRAIN SYSTEM COORDINATE W/ SITE CONTRACTOR (BID PACKAGE #2)
23	SPLASH PAD EQUIPMENT BY SITE CONTRACTOR (BID PACKAGE #2). COORDINATE UTILITY AND EQUIPMENT INSTALLATION WITH SITE CONTRACTOR. SEE MECHANICAL AND ELECTRICAL FOR ADDITIONAL INFORMATION
24	LANDSCAPING BY SITE CONTRACTOR (BID PACKAGE #2)
26	MECHANICAL EQUIPMENT - SEE MECHANICAL
27	ELECTRICAL PANELS & EQUIPMENT - SEE ELECTRICAL
28	NOT USED
29	ICE MACHINE - BY OWNER. POWER & WATER UNDER THIS CONTRACT
30	TECHNOLOGY/ SECURITY SYSTEM PANELS - SEE TECHNOLOGY DRAWINGS
31	GROUND MOUNTED CONDENSERS - SEE MECHANICAL. PROVIDE CONC. PAD FOR EACH UNIT
32	STAINLESS STEEL WORK COUNTER W/ SINK - SEE MECH.
35	RENTAL SKATE STORAGE RACKING - BY OWNER



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 160th AVENUE SE, MINNEAPOLIS, MN 55407
TEL: (612) 924-1332 • FAX: (612) 924-7366



emanuelson-podas
consulting engineers

INTERIOR DESIGN



STRUCTURAL ENGINEER

ERA
STRUCTURAL ENGINEERING

ARCHITECT

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

Signature: *Tim McIlwain*

Typed or Printed Name: Tim McIlwain

Date: 12/19/2023

License Number: 22541

KEY PLAN



REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
5	14/19/2024	PROPOSAL REQUEST 01
6	Date 10	Revision 10

CLIENT



101 1ST AVENUE NE, FARIBAULT, MN 55021

DOWNTOWN AREA PARK
Bid Package #1 –
Multi-Purpose Building

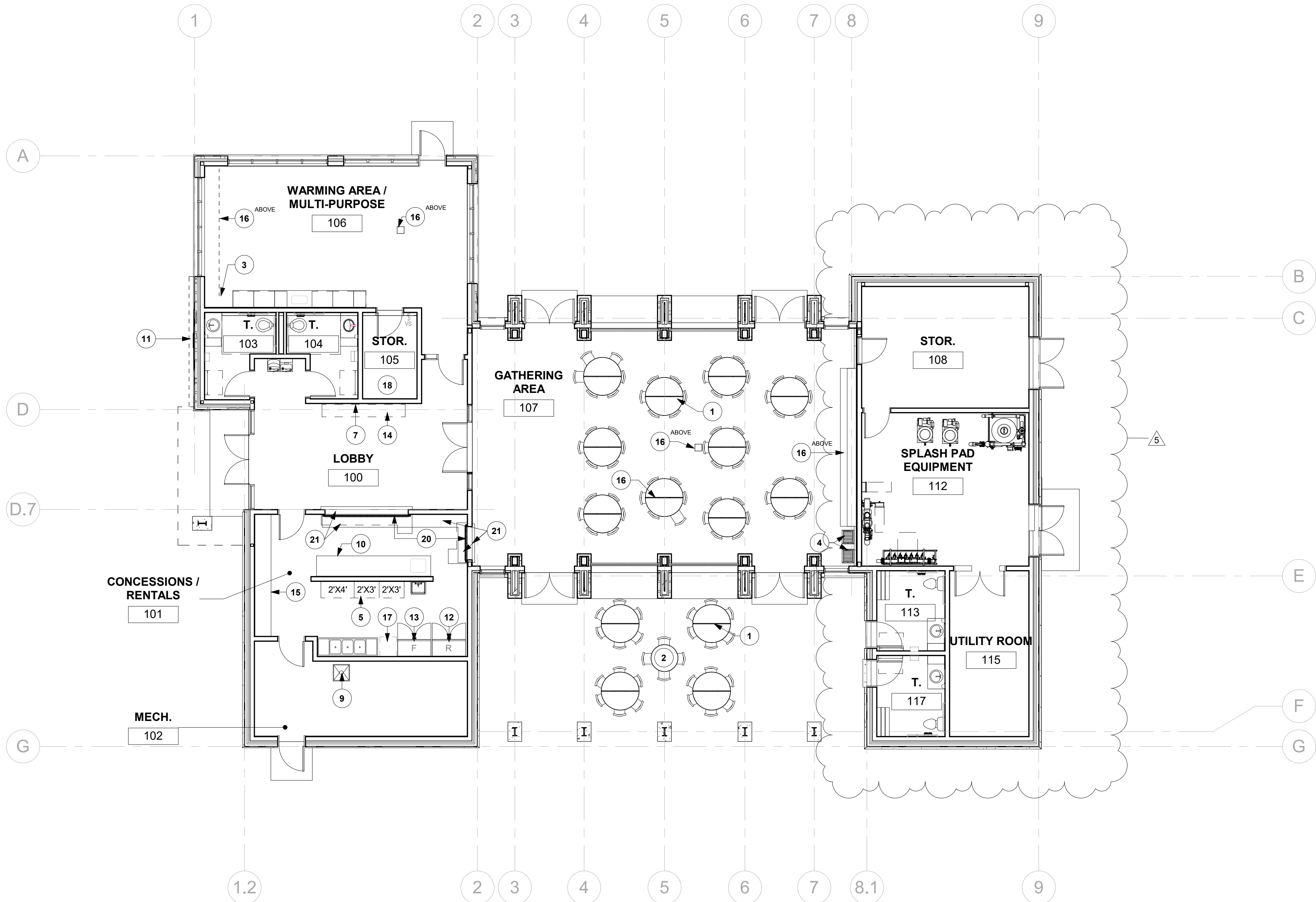
DRAWING TITLE

FIRST FLOOR PLAN

DRAWING NUMBER

a2.1

PROJECT NUMBER 2342



FURNITURE & EQUIPMENT GENERAL NOTES

1. ALL FURNITURE AS SHOWN AND NOTED BELOW TO BE PROVIDED AND INSTALLED BY OWNER U.N.O.
2. REFER TO MECHANICAL/ ELECTRICAL FOR SERVICES PROVIDED
3. G.C. TO PROVIDE POWER AND DATA ROUTING
4. G.C. TO PROVIDE BLOCKING AT LOCATIONS SCHEDULED TO RECEIVE WALL MOUNTED MILLWORK, COUNTERTOPS, SHELVING, EQUIPMENT, ETC.
5. REFER TO ELECTRICAL DRAWINGS FOR POWER AND DATA CONNECTIONS.
6. G.C. TO PROVIDE MILLWORK U.N.O. - SEE a2.1 AND INTERIOR ELEVATION FOR MILLWORK SCOPE.

FURNITURE & EQUIPMENT - SYMBOL KEY

- EXISTING PARTITIONS TO REMAIN
- NEW PARTITIONS, SEE PARTITION TYPES
- NO WORK IN THIS AREA

KEYNOTES - FURNITURE & EQUIPMENT	
Number	Description
1	6 - PERSON TABLE
2	4 - PERSON TABLE
3	SINGLE DOOR REFRIGERATOR UNIT
4	TRASH/ RECYCLE BINS
5	STORAGE RACKING - BY OWNER
6	36" X 72" SERVING TABLE
7	MONITOR ABOVE BY BUILDING CONTRACTOR UNDER THIS CONTRACT
8	WIRE STORAGE RACKING
9	MOP SINK UNDER THIS CONTRACT
10	SST WORK TABLE W/ BACKSPLASH AND SINK - UNDER THIS CONTRACT
11	BUILDING SIGNAGE - POWER CONNECTION UNDER THIS CONTRACT
12	DOUBLE-DOOR REFRIGERATOR - BY OWNER
13	DOUBLE-DOOR FREEZER - BY OWNER
14	BENCH
15	RENTAL SKATE STORAGE / CUBBIES - BY OWNER
16	PROJECTION SCREEN AND PROJECTOR - BY BUILDING CONTRACTOR UNDER THIS CONTRACT
17	ICE MACHINE - BY OWNER - CONTRACTOR TO INSTALL
18	RACKS FOR STACKABLE TABLE AND CHAIRS
20	SERVING WINDOW SECURITY GATE BY BUILDING CONTRACTOR UNDER THIS CONTRACT
21	SST SERVING COUNTER ASSEMBLY BY BUILDING CONTRACTOR UNDER THIS CONTRACT

1 First Floor Interior Furniture Plan
1/8" = 1'-0"



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 EDGAR AVENUE RD. - MINNEAPOLIS, MN 55407
TEL: (612) 924-1332 - FAX: (612) 924-7366



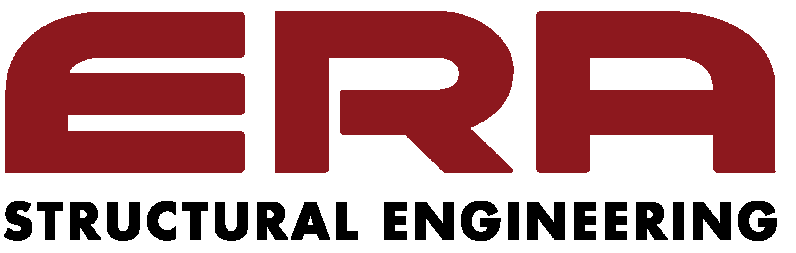
emanuelson-podas
consulting engineers

INTERIOR DESIGN



isola design

STRUCTURAL ENGINEER



ERA
STRUCTURAL ENGINEERING

ARCHITECT

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

Signature: 

Typed or Printed Name: Tim McIlwain
Date: 12/19/2023 License Number: 22541

KEY PLAN



NORTH

REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
5	14/19/2024	PROPOSAL REQUEST 01

CLIENT



101 1ST AVENUE NE, FARIBAULT, MN 55021
DOWNTOWN AREA PARK
Bid Package #1 –
Multi-Purpose Building

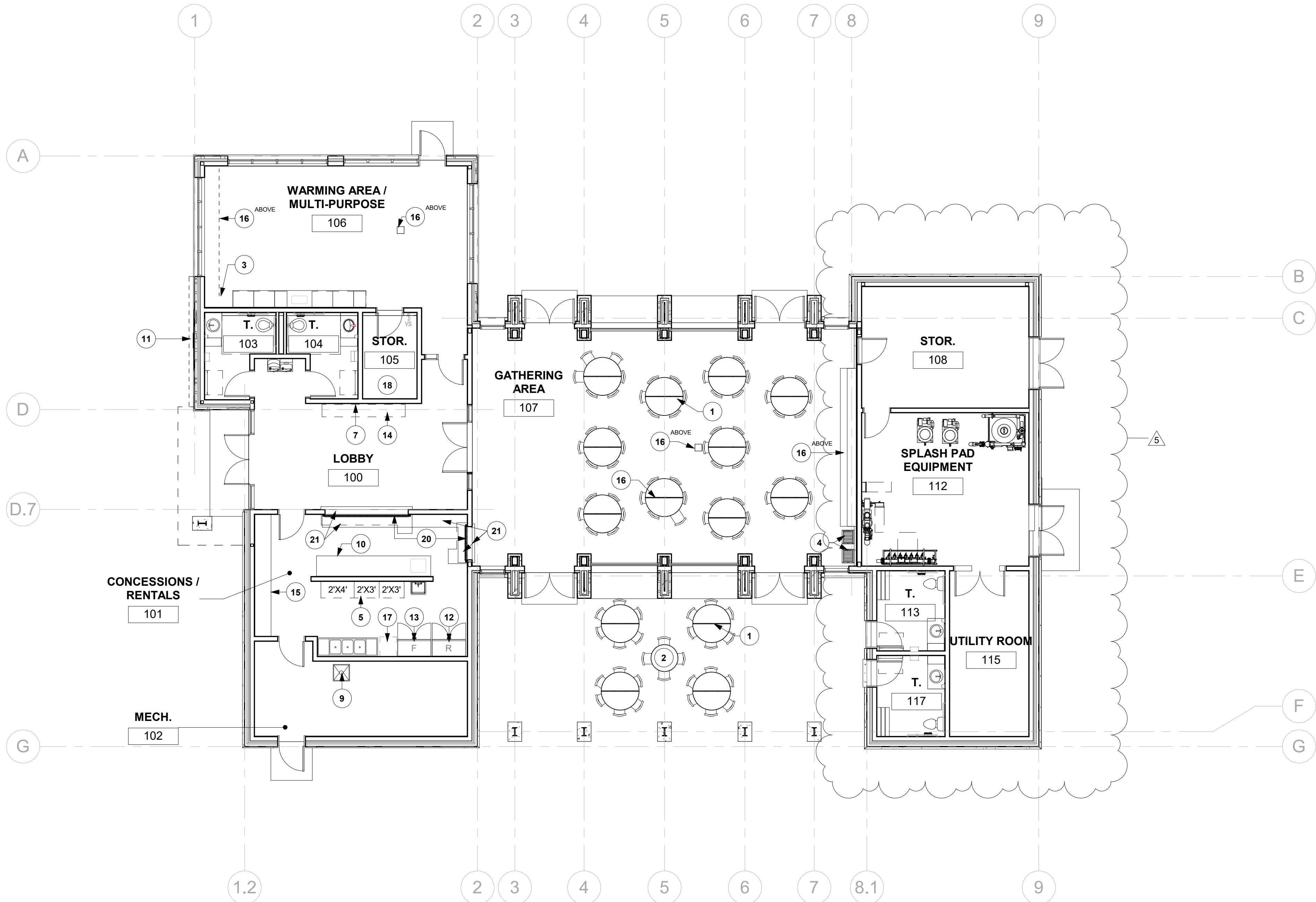
DRAWING TITLE

FIRST FLOOR FURNITURE &
EQUIPMENT PLAN

DRAWING NUMBER

a2.1fe

PROJECT NUMBER 2342



FURNITURE & EQUIPMENT GENERAL NOTES

1. ALL FURNITURE AS SHOWN AND NOTED BELOW TO BE PROVIDED AND INSTALLED BY OWNER U.N.O.
2. REFER TO MECHANICAL/ ELECTRICAL FOR SERVICES PROVIDED
3. G.C. TO PROVIDE POWER AND DATA ROUTING
4. G.C. TO PROVIDE BLOCKING AT LOCATIONS SCHEDULED TO RECEIVE WALL MOUNTED MILLWORK, COUNTERTOPS, SHELVING, EQUIPMENT, ETC.
5. REFER TO ELECTRICAL DRAWINGS FOR POWER AND DATA CONNECTIONS.
6. G.C. TO PROVIDE MILLWORK U.N.O. - SEE a2.1 AND INTERIOR ELEVATION FOR MILLWORK SCOPE.

FURNITURE & EQUIPMENT - SYMBOL KEY

- EXISTING PARTITIONS TO REMAIN
- NEW PARTITIONS, SEE PARTITION TYPES
- NO WORK IN THIS AREA

KEYNOTES - FURNITURE & EQUIPMENT	
Number	Description
1	6 - PERSON TABLE
2	4 - PERSON TABLE
3	SINGLE DOOR REFRIGERATOR UNIT
4	TRASH/ RECYCLE BINS
5	STORAGE RACKING - BY OWNER
6	36" X 72" SERVING TABLE
7	MONITOR ABOVE BY BUILDING CONTRACTOR UNDER THIS CONTRACT
8	WIRE STORAGE RACKING
9	MOP SINK UNDER THIS CONTRACT
10	SST WORK TABLE W/ BACKSPLASH AND SINK - UNDER THIS CONTRACT
11	BUILDING SIGNAGE - POWER CONNECTION UNDER THIS CONTRACT
12	DOUBLE-DOOR REFRIGERATOR - BY OWNER
13	DOUBLE-DOOR FREEZER - BY OWNER
14	BENCH
15	RENTAL SKATE STORAGE / CUBBIES - BY OWNER
16	PROJECTION SCREEN AND PROJECTOR - BY BUILDING CONTRACTOR UNDER THIS CONTRACT
17	ICE MACHINE - BY OWNER - CONTRACTOR TO INSTALL
18	RACKS FOR STACKABLE TABLE AND CHAIRS
20	SERVING WINDOW SECURITY GATE BY BUILDING CONTRACTOR UNDER THIS CONTRACT
21	SST SERVING COUNTER ASSEMBLY BY BUILDING CONTRACTOR UNDER THIS CONTRACT

1 First Floor Interior Furniture Plan
1/8" = 1'-0"



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 EDGAR AVENUE RD. - MINNEAPOLIS, MN 55407
TEL: (612) 924-1332 - FAX: (612) 924-7366



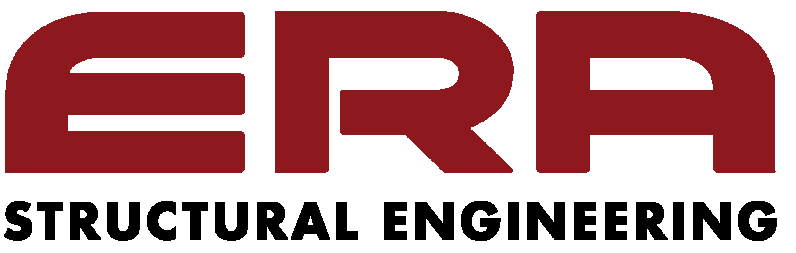
emanuelson-podas
consulting engineers

INTERIOR DESIGN



isola design

STRUCTURAL ENGINEER



ERA
STRUCTURAL ENGINEERING

ARCHITECT

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

Signature: 

Typed or Printed Name: Tim McIlwain
Date: 12/19/2023 License Number: 22541

KEY PLAN



NORTH

REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
5	14/19/2024	PROPOSAL REQUEST 01

CLIENT



101 1ST AVENUE NE, FARIBAULT, MN 55021
DOWNTOWN AREA PARK
Bid Package #1 –
Multi-Purpose Building

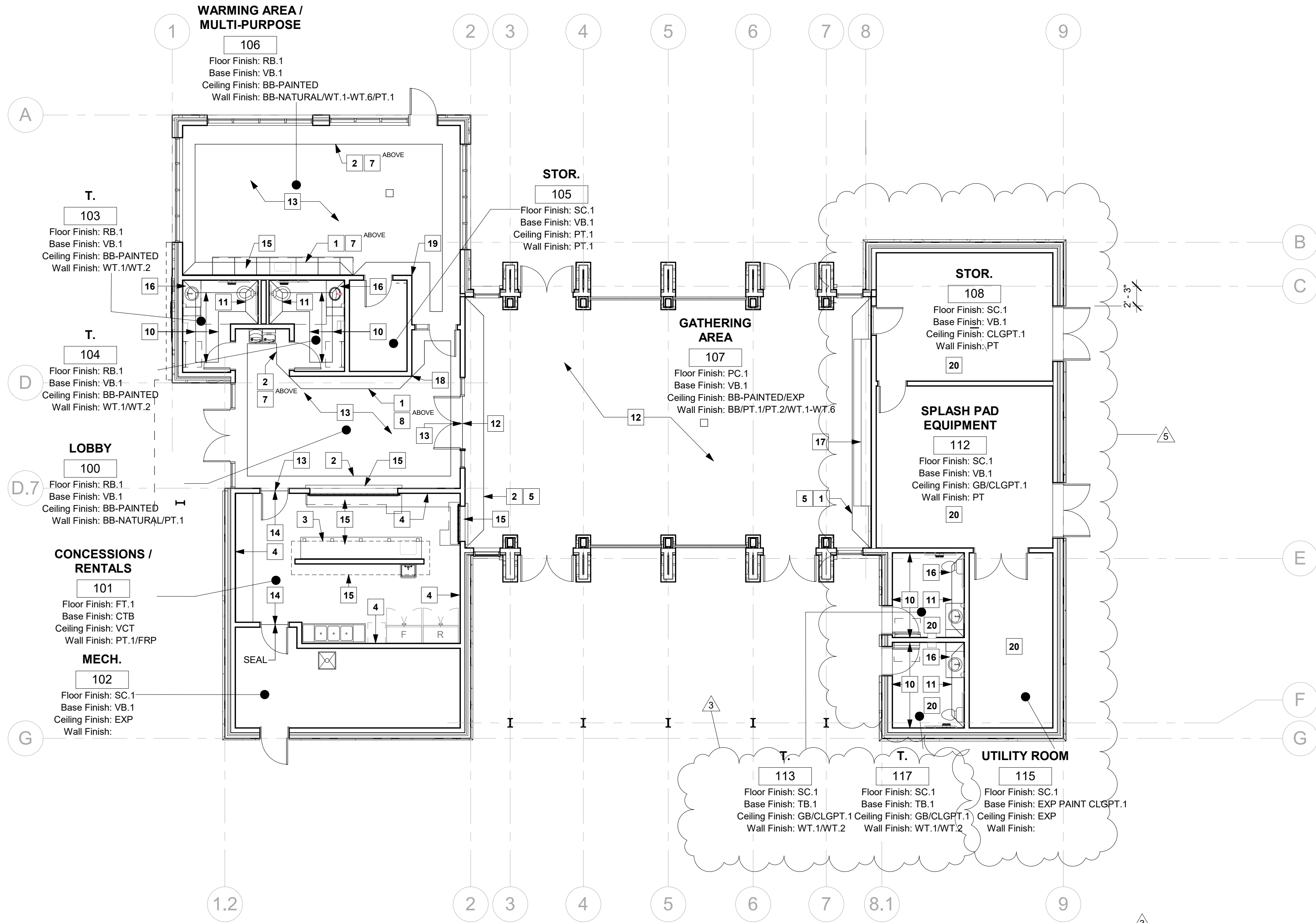
DRAWING TITLE

FIRST FLOOR FURNITURE &
EQUIPMENT PLAN

DRAWING NUMBER

a2.1fe

PROJECT NUMBER 2342



FINISHES PLAN GENERAL NOTES:

- CONTRACTOR TO VERIFY ALL CONDITIONS AND REPORT DISCREPANCIES TO THE ARCHITECT OR OWNER, PRIOR TO BEGINNING CONSTRUCTION.
- REFER TO SHEET a9.1 FOR CEILING SCOPE OF WORK.
- REFER TO SHEET a7.1 FOR ENLARGED TOILET PLANS.
- ALL ROOMS TO RECEIVE ACCESSIBLE ROOM SIGNAGE PER CODE.
- ALL ELECTRICAL OUTLETS, SWITCHES, THERMOSTATS, PRESSURE MONITORS, ETC. TO BE VERIFIED WITH OWNER ON-SITE BEFORE WALLS ARE CLOSED UP.
- PROVIDE TRANSITION STRIPS AT ALL FLOORING FINISH CHANGES WITH A DELTA GREATER THAN 1/4" AND WHERE INDICATED ON FINISH PLANS.
- ALL FLOORING TO CONTINUE UNDER MILLWORK, EQUIPMENT & SEATING, TYP.
- SEE PROJECT MANUAL FOR FINISH SPECIFICATIONS AND INSTALLATION INSTRUCTIONS.
- PAINTING CONTRACTORS APPLICATION OF WALL FINISH CONSTITUTES ACCEPTANCE OF WALL CONDITION AND RESPONSIBILITY FOR IMPERFECTION CORRECTION.

MATERIALS LIST

FLOORING

FT.1 PORCELAIN FLOOR TILE
MFR: LANDMARK
STYLE: VISION
COLOR: DARK
SIZE: 12X24
PATTERN: ASHLAR
GROUT: TO MATCH TILE

PC.1 POLISHED CONCRETE FLOOR
INTEGRAL COLOR: DAVIS COLORS' LIGHT GRAY (IRON OXIDE) 860
FINISH: POLISHED - LEVEL TBD

SC.1 SEALED CONCRETE FLOOR
COLOR: NATURAL
FINISH: SEALER

RB.1 RUBBER FLOORING
MFR: MONDO
PROD: SPORT IMPACT
COLOR: 073 DARY BLUE
THICKNESS: 6MM

BASE

PTB.1 PORCELAIN TILE BASE
MFR: LANDMARK
STYLE: VISION
COLOR: DARK
SIZE: 6"X12" COVE BASE

VB.1 VINYL BASE
MFR: JOHNSONITE
COLOR: TBD
SIZE: 6" HIGH

TB.1 COVED BASE
MFR: SCHLUTER - SCHIENE
STYLE: DILEX - AHKA

WALLS

WT.1 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 21 WHITE
SIZE: 5"X5"

WT.2 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 23 GRAY
SIZE: 5"X5"

WT.3 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 31 CERULEAN
SIZE: 5"X5"

WT.4 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 29 TUAREG
SIZE: 5"X5"

WT.5 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 28 OCEAN
SIZE: 5"X5"

WT.6 CERAMIC WALL TILE
MFR: 41 ZERO 42
PROD: PIXEL 41
COLOR: 25 BLACK
SIZE: 5"X5"

FRP.1 FIBERGLASS REINFORCED PANEL
MFR: MARLITE
PROD: STANDARD FRP
COLOR: P145 SILVER

FRP.2 FIBERGLASS REINFORCED PANEL
MFR: MARLITE
PROD: SYMMETRIX SMART SEAM FRP
COLOR: NAVAL 555462 G63
PATTERN: SUBWAY

WALLS CONT.

PT.1 PAINT

MFR: SHERWIN WILLIAMS

COLOR: DRIFT OF MIST SW 9166

FINISH: SATIN

PT.2 PAINT

MFR: SHERWIN WILLIAMS

COLOR: PEPPERCORN SW 7674

FINISH: FLAT

PLWD AC PLYWOOD

PAINT MFG: BENJAMIN MOORE

COLOR: - SPEC

BB WOOD BEAD BOARD WAINSCOT

SPECIES: WHITE OAK 6"

WIDTH: QUARTER SAWN

CUT: 1/2" STEEL ANGLE TRIM PAINTED FINISH

TRIM: SHERWIN WILLIAMS INKWELL SW 6992

CEILINGS

EXP EXPOSED STRUCTURE

PAINT MFR: SHERWIN WILLIAMS

COLOR: INKWELL SW 6992

FINISH: MATTE

CLGPT.1 PAINT

MFR: SHERWIN WILLIAMS

COLOR: SW 7005 PURE WHITE

FINISH: MATTE

VCT VINYL COATED CEILING TILE

MFR: USG

SERIES: 2X4 LAY-IN CEILING PANEL, CLIMAPUS

GRID: 15/16" DXIDXL, WHITE

BB WOOD SPECIES: WHITE OAK 1"

WIDTH: QUARTER SAWN

CUT: PAINTED FINISH, SW7005 PURE WHITE

MISCELLANEOUS

PLAM.1 PLASTIC LAMINATE (MILLWORK FACES)

MFR: WILSONART

COLOR: STRAIGHT CUT OAK CHAR Y5009

FINISH: 05 TIMBERGRAIN

PT.4 PAINT (HM DOOR FRAMES)

MFR: SHERWIN WILLIAMS

COLOR: INKWELL SW 6992

FINISH: SPEC

SS.1 SOLID SURFACE (SERVARY COUNTERS)

MFR: CAMBRIA

COLOR: PIKES PEAK

SS.2 SOLID SURFACE (LAVATORY COUNTERS)

MFR: CAMBRIA

COLOR: PIKES PEAK

SS.3 SOLID SURFACE (WINDOW SILLS)

MFR: CAMBRIA

COLOR: BLACKPOOL MATTE

CMB METAL TRIM STRIP

MFR: SCHLUTER

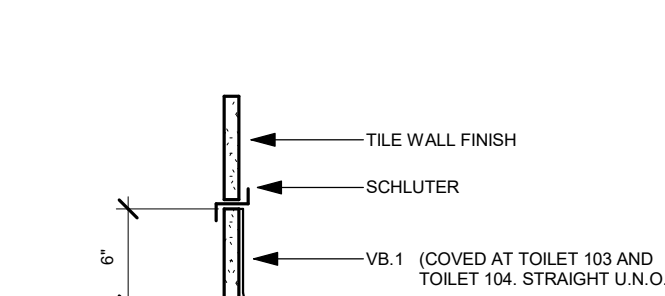
STYLE: QUADDEC

FINISH: STAINLESS STEEL

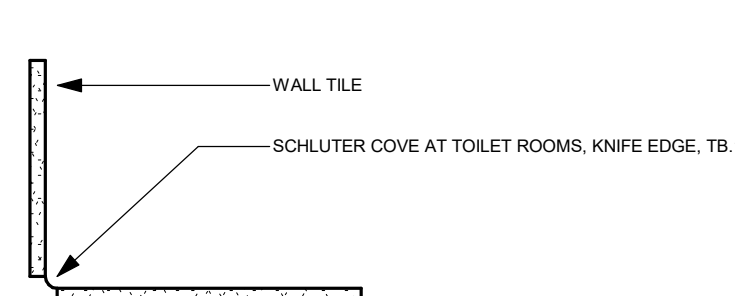
1 First Floor Interior Finish Plan
1/8" = 1'-0"

Number	Description
1	WALL TILE WT.1-WT.6 SEE DETAIL 2/a2.11
2	WOOD BEAD BOARD WAINSCOT, BB FINISH TOP EDGE
3	DECORATIVE FRP FINISH, FRP.2
4	FRP FINISH, FRP.1
5	PAINTED FINISH, PT.2 PEPPERCORN ABOVE WALL TILE AND WOOD WALL FINISHES
6	RESILIENT BASE, VB.1
7	PAINTED FINISH, PT.1
8	WOOD CEILING, BEADBOARD PAINTED FINISH
9	PAINTED STRUCTURE, PT.4
10	WALL TILE WT.1 FINISH EDGES WITH SCHLUTER
11	WALL TILE WT.2 FINISH EDGES WITH SCHLUTER
12	POLISHED CONCRETE FLOOR, PC.1
13	RUBBER FLOOR, RB.1
14	PORCELAIN FLOOR TILE, FT.1
15	SOLID SURFACE COUNTERTOP, SS.1
16	SOLID SURFACE, SS.2
17	STAINLESS STEEL COUNTERTOP OR SHELF
18	OUTSIDE CORNER TRIM AT MATERIAL TRANSITION
19	OUTSIDE CORNER TRIM AT WOOD WALL FINISH
20	SEALED CONCRETE FLOOR, SC.1

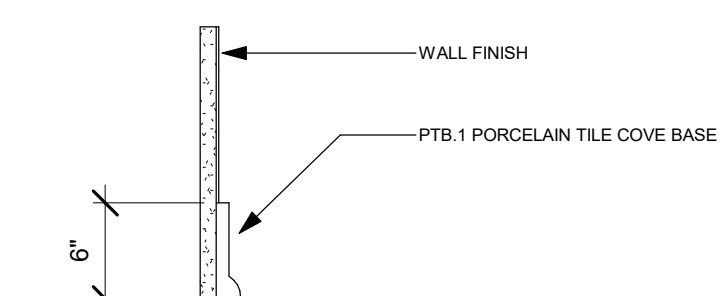
Number	Name	Floor Finish	Base Finish	Ceiling Finish	North Wall Finish	East Wall Finish	South Wall Finish	West Wall Finish	Comments
100	LOBBY	RB.1	VB.1	BB-PAINTED	BB/PT	BB/PT	BB/PT	BB/PT	
101	CONCESSIONS / RENTALS	FT.1	CTB	VCT	FRP.1/FRP.2	FRP.1/FRP.2	FRP.1/FRP.2	FRP.1/FRP.2	
102	MECH.	SC.1	VB.1	EXP	PT.1	PT.1	PT.1	PT.1	
103	T.	RB.1	VB.1	BB-PAINTED	WT.1	WT.2	WT.1	WT.1	
104	T.	RB.1	VB.1	BB-PAINTED	WT.1	WT.1	WT.1	WT.2	
105	STOR.	SC.1	VB.1	PT.1	PT.1	PT.1	PT.1	PT.1	
106	WARMING AREA / MULTI-PURPOSE	RB.1	VB.1	BB-PAINTED	BB/PT	BB/PT	WT.1/BB/PT	BB/PT	
107	GATHERING AREA	PC.1	VB.1	BB-PAINTED/EXP	BB/PT	WT.1-6/PT.2	BB/PT	BB/PT	
107A	COVERED PATIO	SC.1	VB.1	CLGPT.1	CLGPT.1	PLWD	PLWD	PLWD	
108	STOR.	SC.1	VB.1	GB/CLGPT.1	PLWD	PLWD	PLWD	PLWD	
112	SPLASH PAD EQUIPMENT	SC.1	VB.1	GB/CLGPT.1	PLWD	PLWD	PLWD	PLWD	
113	T.	SC.1	TB.1	GB/CLGPT.1	WT.1	WT.2	WT.1	WT.1	
115	UTILITY ROOM	SC.1	EXP PAINT CLGPT.1	PT.1	PT.1	PT.1	PT.1	PT.1	
117	T.	SC.1	TB.1	GB/CLGPT.1	WT.1	WT.2	WT.1	WT.1	



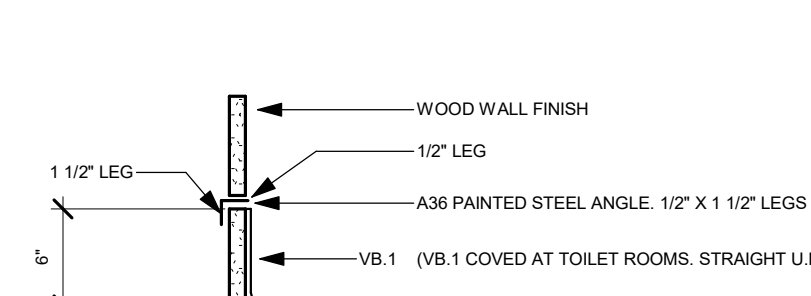
2 BASE DETAIL AT TILE
1" = 1'-0"



3 COVED BASE AT TOILET 113 AND TOILET 114
1" = 1'-0"



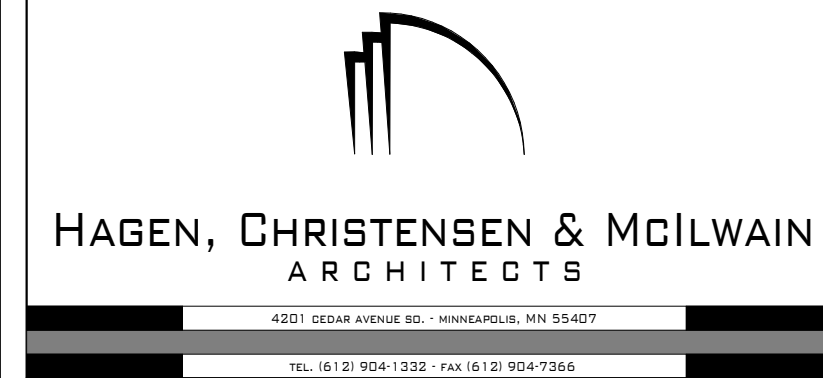
4 COVED BASE AT CONCESSIONS/RENTALS
1" = 1'-0"



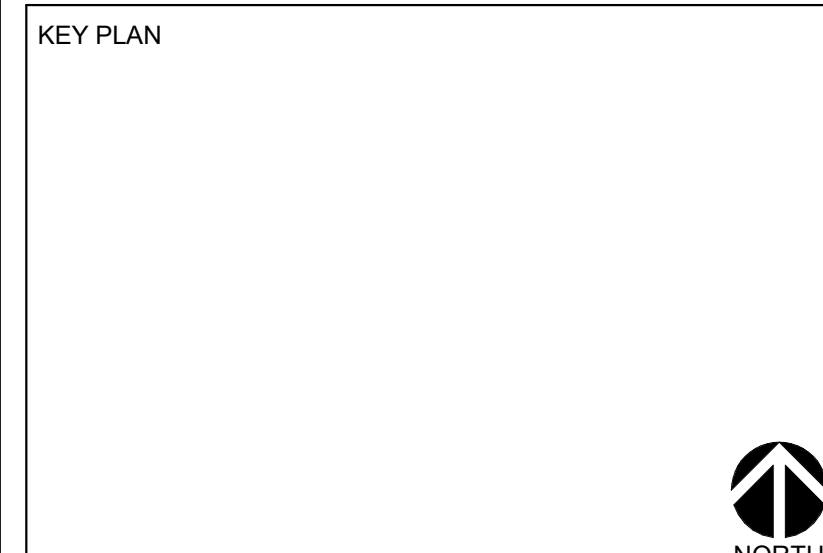
5 BASE DETAIL AT WOOD WAINSCOT
1" = 1'-0"

WT.1	WT.2	WT.3	WT.2	WT.1	WT.2	WT.3
WT.2	WT.6	WT.4	WT.6	WT.2	WT.6	WT.4
WT.3	WT.4	WT.6	WT.4	WT.3	WT.4	WT.6
WT.2	WT.6	WT.4	WT.6	WT.2	WT.6	WT.4
WT.3	WT.4	WT.6	WT.4	WT.3	WT.4	WT.6
WT.2	WT.6	WT.4	WT.6	WT.2	WT.6	WT.4
WT.1	WT.2	WT.3	WT.2	WT.1	WT.2	WT.3

WT.1
WT.2
WT.3
WT.4
WT.5
WT.6



ARCHITECT
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
Signature: *Tim McIlwain*
Typed or Printed Name: Tim McIlwain
Date: 12/19/2023 License Number: 22541



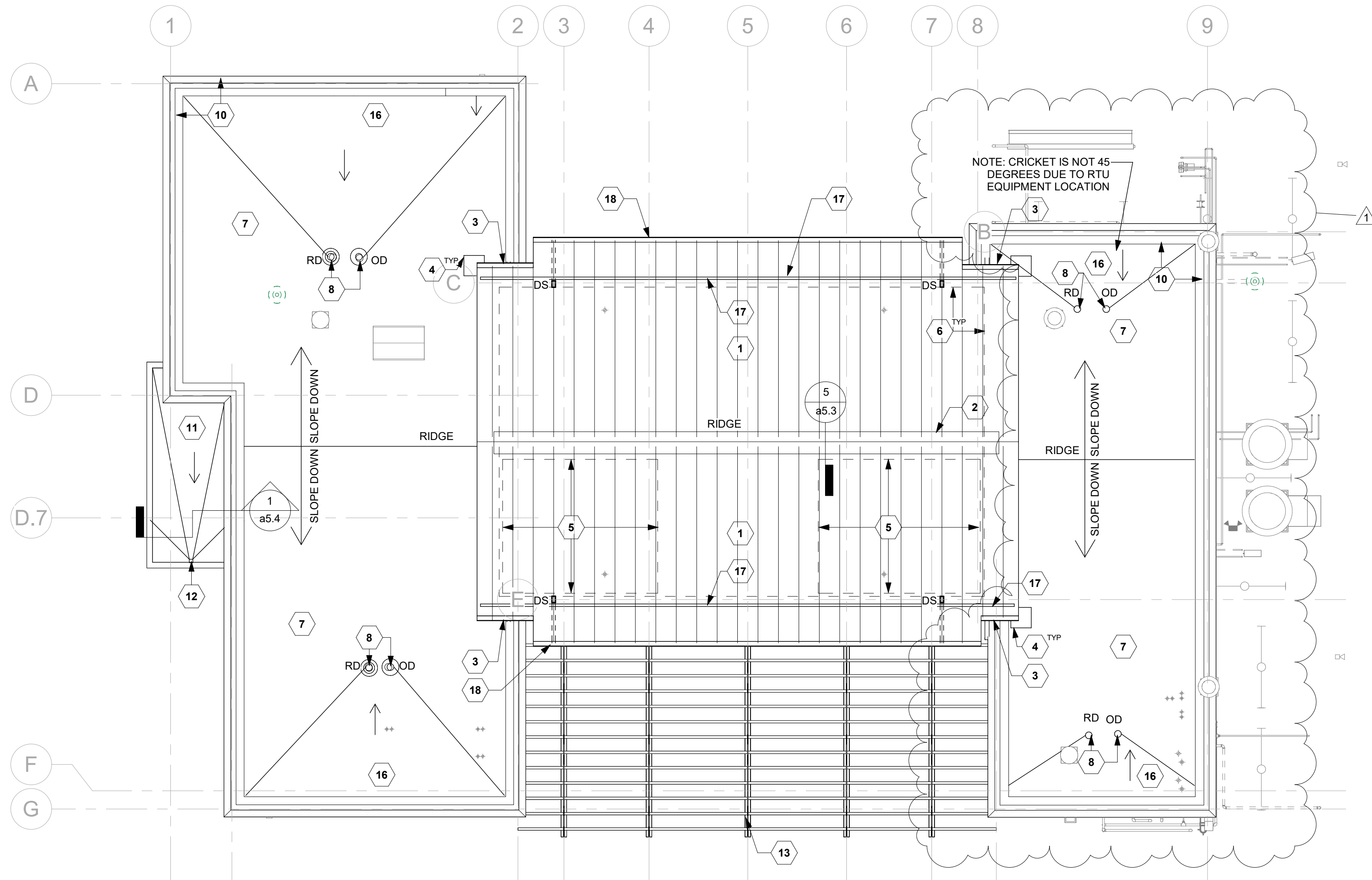
REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
3	12/19/2023	CONSTRUCTION DOCUMENTS
	02/07/2024	ADDENDUM 2
5	14/19/2024	PROPOSAL REQUEST 01



DOWNTOWN AREA PARK
Bid Package #1 –
Multi-Purpose Building

DRAWING TITLE
FIRST FLOOR FINISH PLAN

DRAWING NUMBER
a2.1i
PROJECT NUMBER 2342

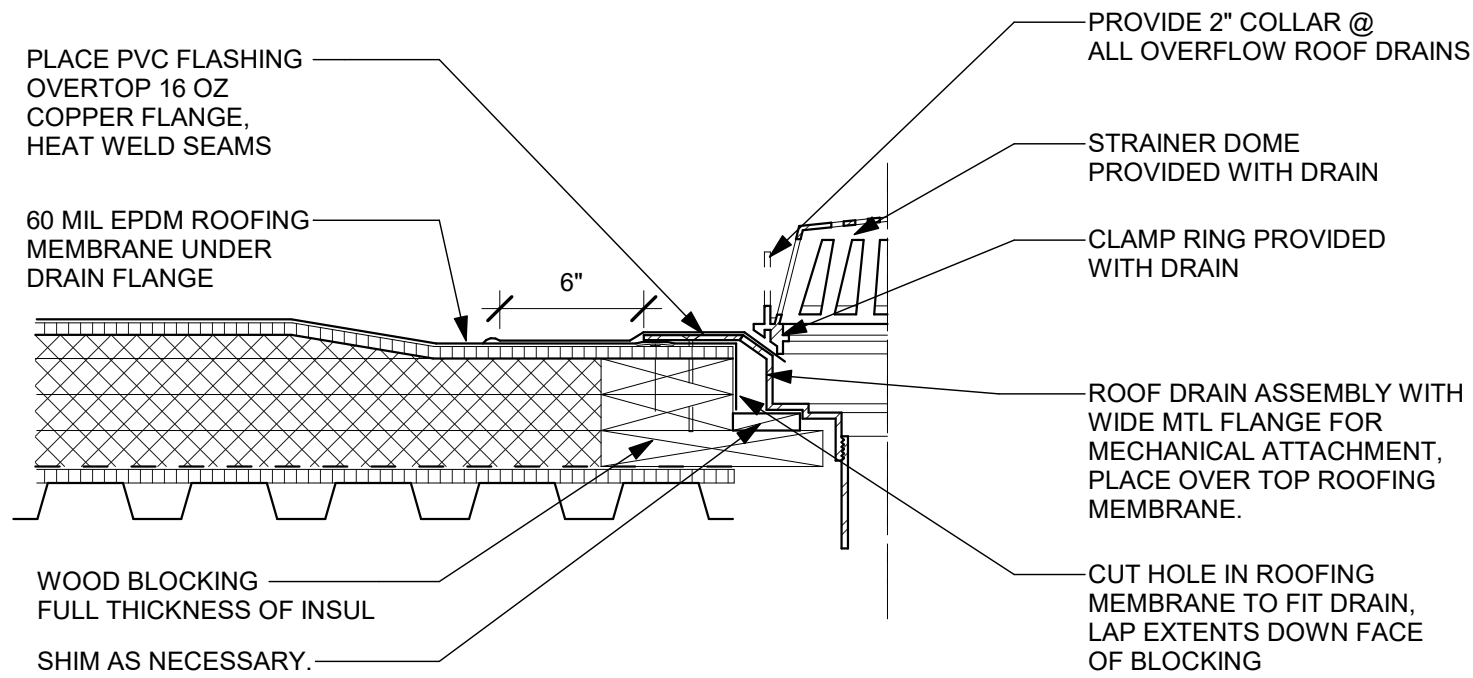


1 ROOF PLAN
1/8" = 1'-0"

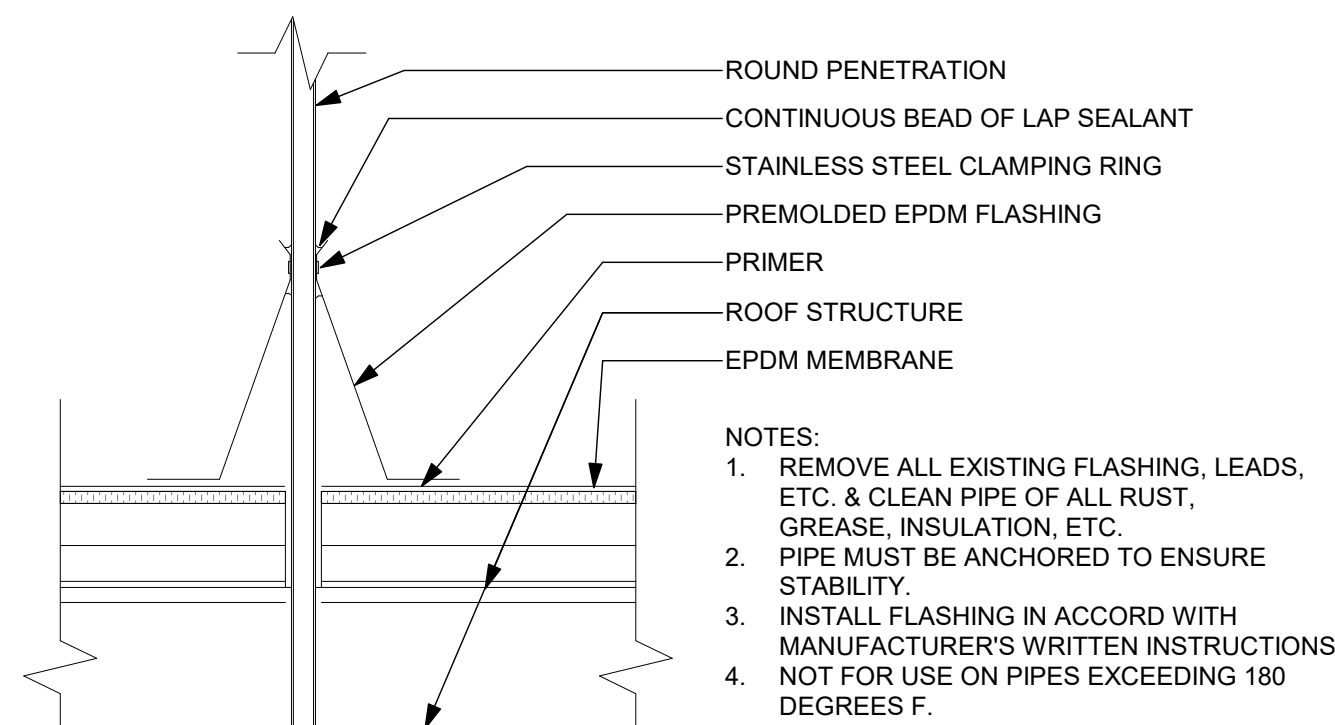
ROOF PLAN GENERAL NOTES:

1. SEE MECHANICAL & ELECTRICAL DRAWINGS FOR EQUIPMENT LOCATIONS AND PENETRATION INFORMATION
2. PROVIDE CONTINUOUS ICE AND WATER SHIELD MEMBRANE UNDER THE ENTIRE ASPHALT SHINGLE ROOF ASSEMBLY
3. SEE EXTERIOR ELEVATIONS FOR ROOF SLOPES
4. PROVIDE CONTINUOUS REFINISHED METAL GUTTER ASSEMBLY AT PITCHED ROOF PERIMETER, SEE PLAN FOR DOWNSPOUT LOCATIONS

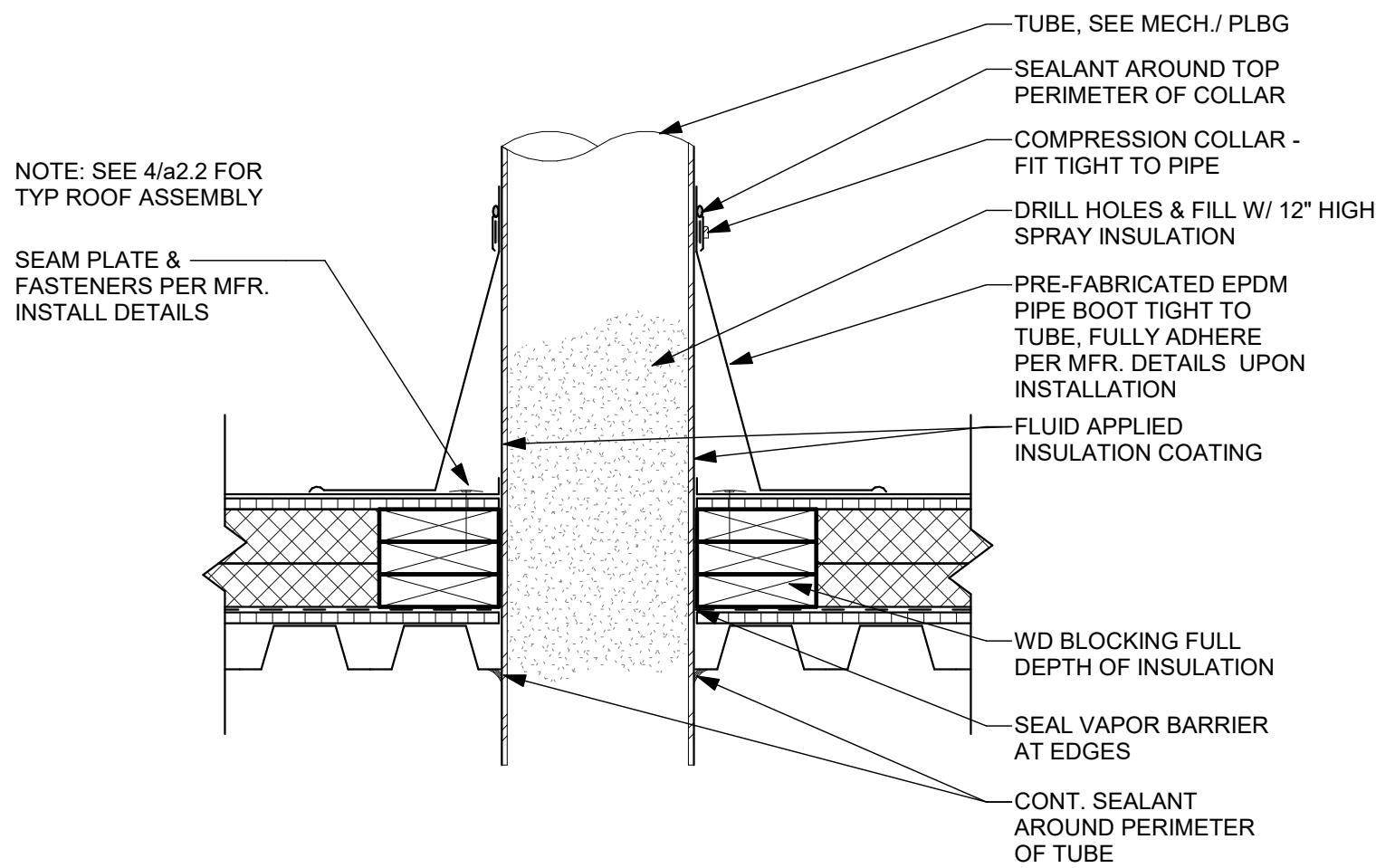
KEYNOTES - ROOF PLAN	
Number	Description
1	PREFINISHED METAL STANDING SEAM ROOF ASSEMBLY
2	CONTINUOUS RIDGE CAP
3	PREFINISHED GUTTER ASSEMBLY W/ OPEN END TO DRAIN ONTO FLAT ROOF
4	PC CONC. SPLASH BLOCKS ON PROTECTIVE MEMBRANE SHEET OVER ROOF ASSEMBLY
5	SOUTH FACE TO HIGH SLOPED ROOF TO BE SOLAR READY - SEE STRUCTURAL AND ELECTRICAL FOR MORE INFO
6	LINE OF EXTERIOR WALL BELOW - FOR REFERENCE ONLY
7	FLAT ROOF ASSEMBLY: FULLY ADHEARED SINGLE-PLY, 60 MIL EPDM OVER TAPERED RIGID INSULATION - SLOPE 1/4" PER FOOT - SEE DETAIL 2/2.2
8	PRIMARY ROOF DRAIN AND OVERFLOW ROOF DRAIN - SEE MECHANICAL
9	ROOF-TOP COOLING TOWER FOR RINK REFRIGERATION EQUIPMENT
10	PREFINISHED METAL COPING WITH CONTINUOUS KEEPER AT TOP OF FLAT ROOF PARAPET WALL ASSEMBLY
11	SLOPE CANOPY ROOF TO SCUPPERS
12	PREFINISHED SCUPPER ASSEMBLY AND DOWNSPOUT ASSEMBLY
13	GALV. STEEL "C" CHANNELS (BACK TO BACK) W/ 3"X12" (ACTUAL) TIMBER TRELLIS ABOVE
16	TAPERED INSULATION CRICKET
17	PREFIN. METAL ICE GUARDS - COLOR AND FINISH TO MATCH STANDING SEAM ROOF
18	PREFIN. METAL BOX GUTTER - COLOR & FINISH TO MATCH STANDING SEAM ROOF



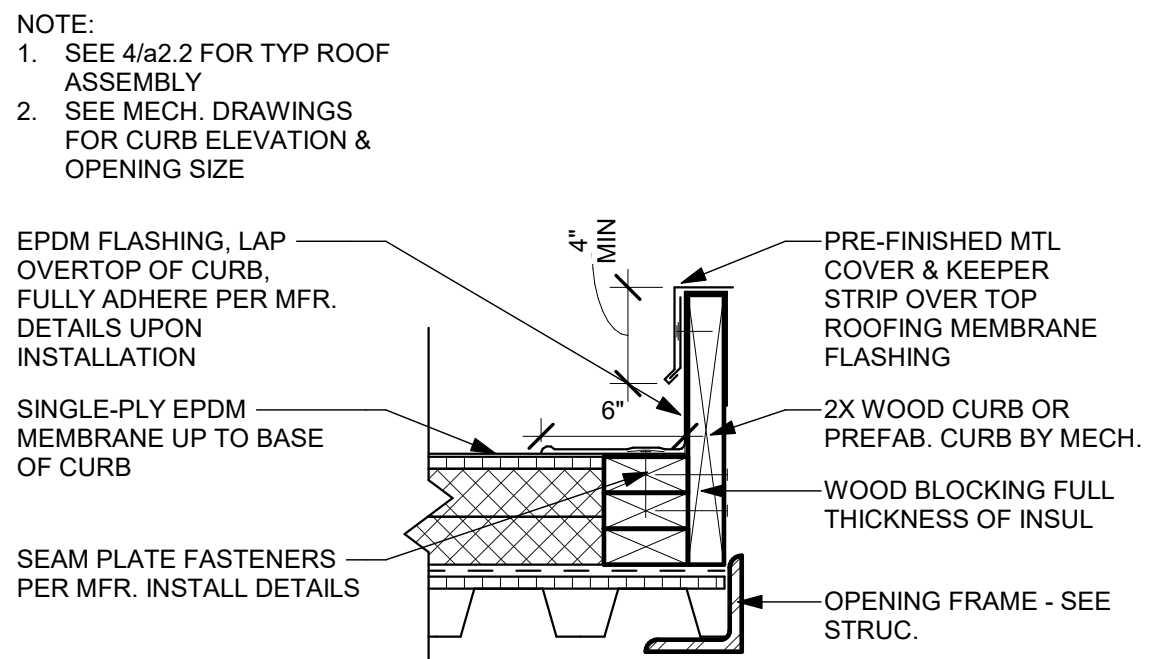
8 ROOF DRAIN DETAIL
1 1/2" = 1'-0"



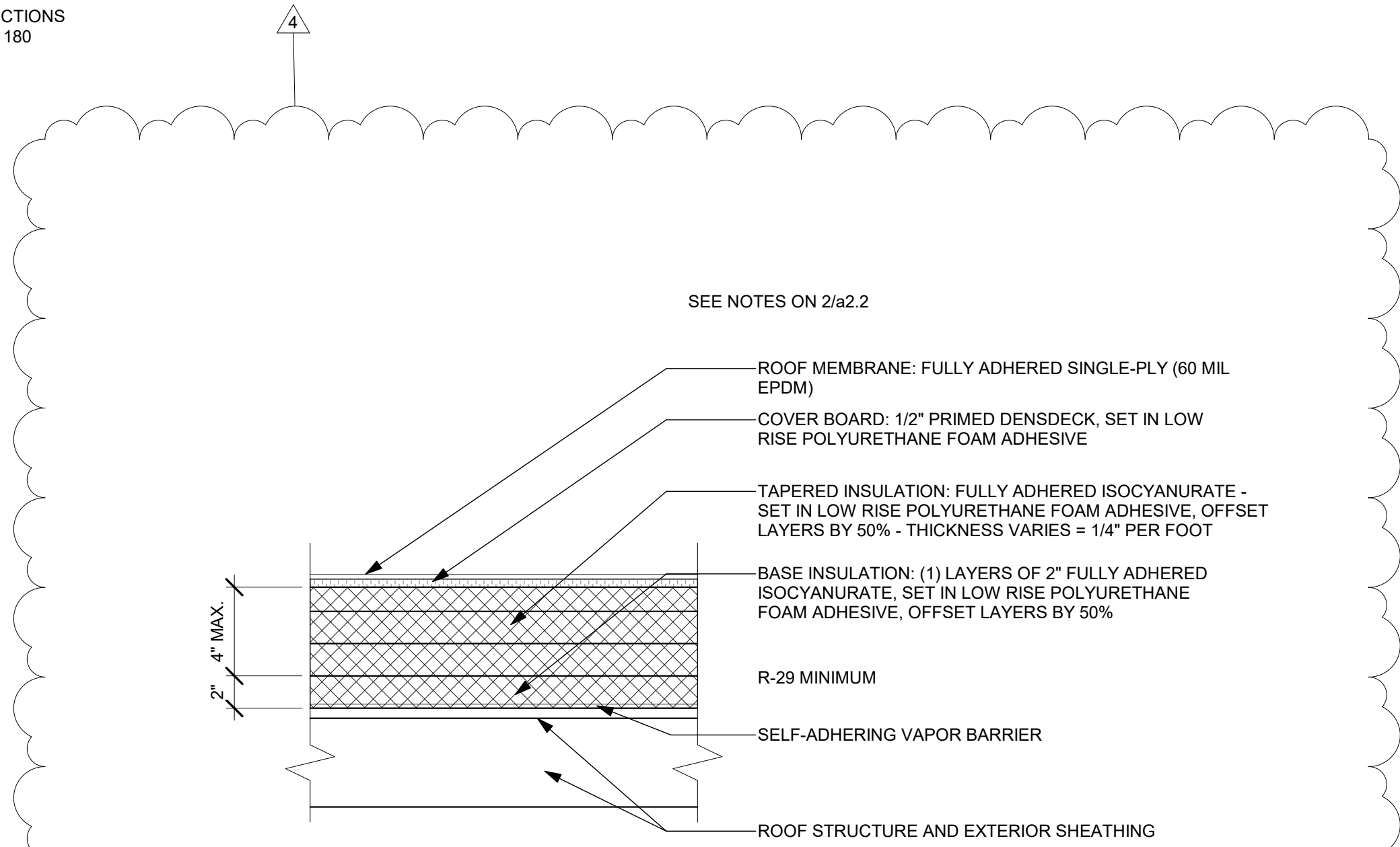
5 FLASHING AT PIPES (EPDM)
1 1/2" = 1'-0"



9 SECTION DETAIL - STRUCTURAL STEEL TUBE PENETRATION
1 1/2" = 1'-0"



6 SECTION DETAIL - MECH. PENETRATION CURB
1 1/2" = 1'-0"



4 TYPICAL ROOF ASSEMBLY
1 1/2" = 1'-0"



ARCHITECT
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
Signature: *Tim McIlwain*
Typed or Printed Name: Tim McIlwain
Date: 12/19/2023 License Number: 22541

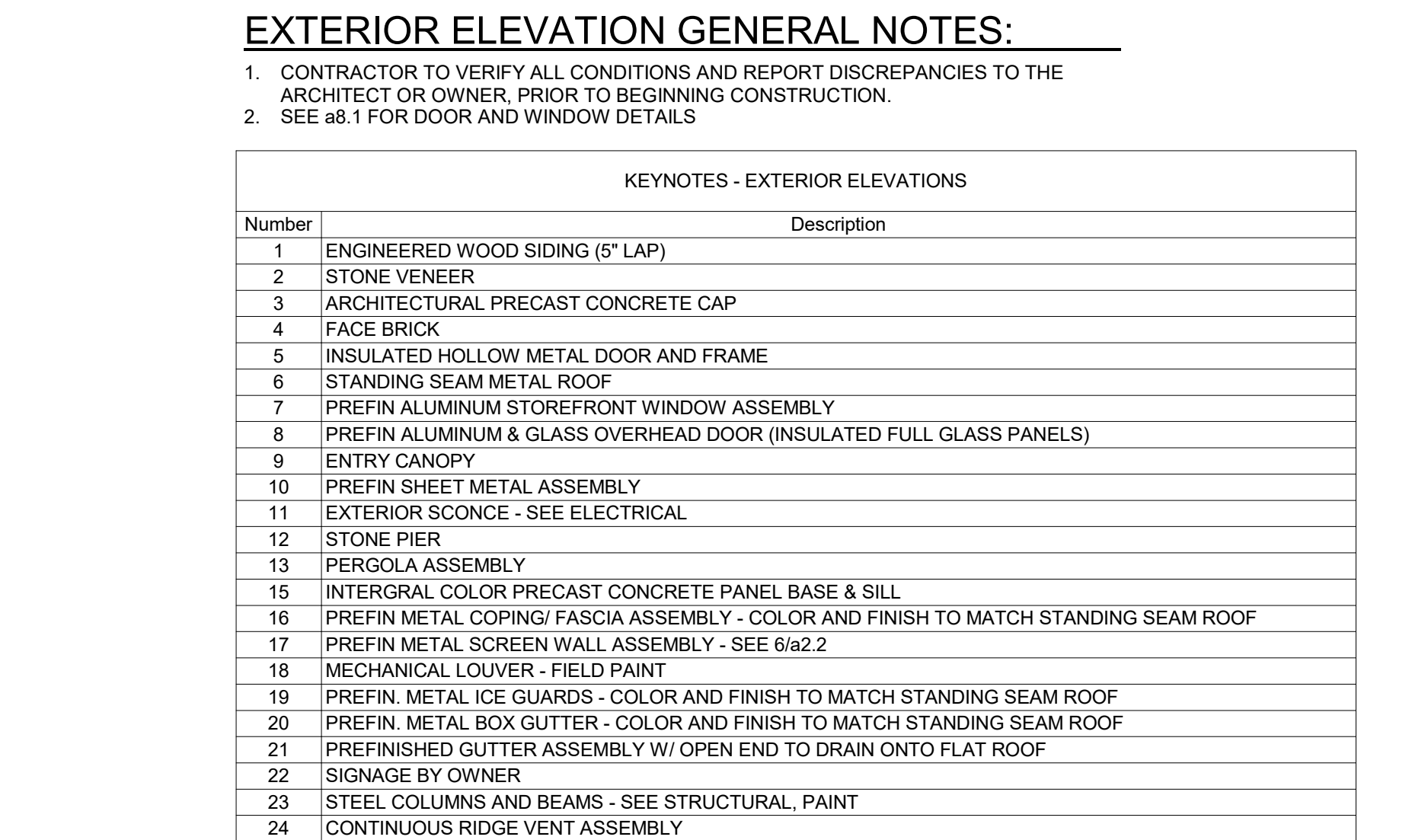


REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
1	01/17/2024	REV. #1
4	02/08/2024	ADDENDUM 3

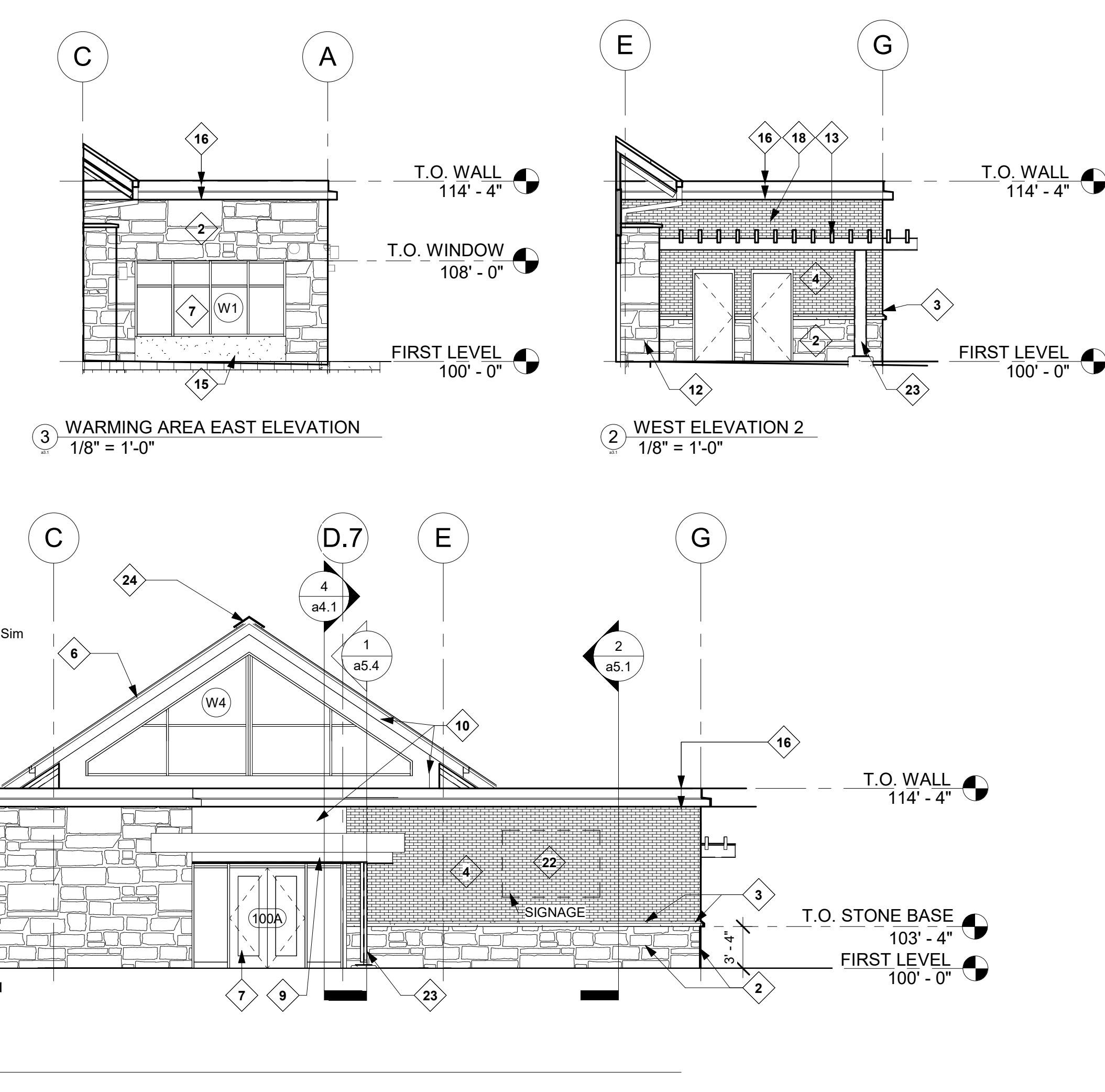


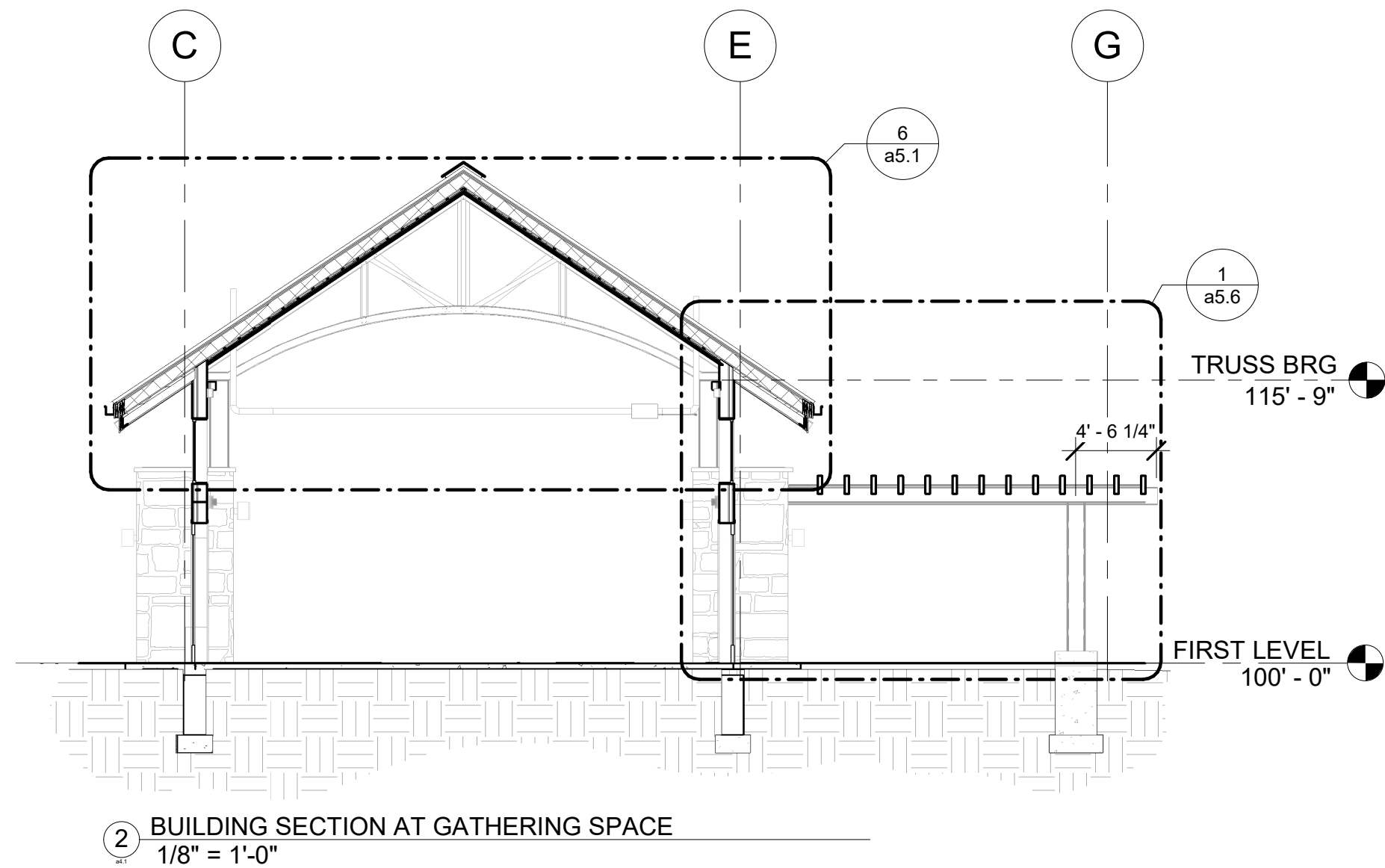
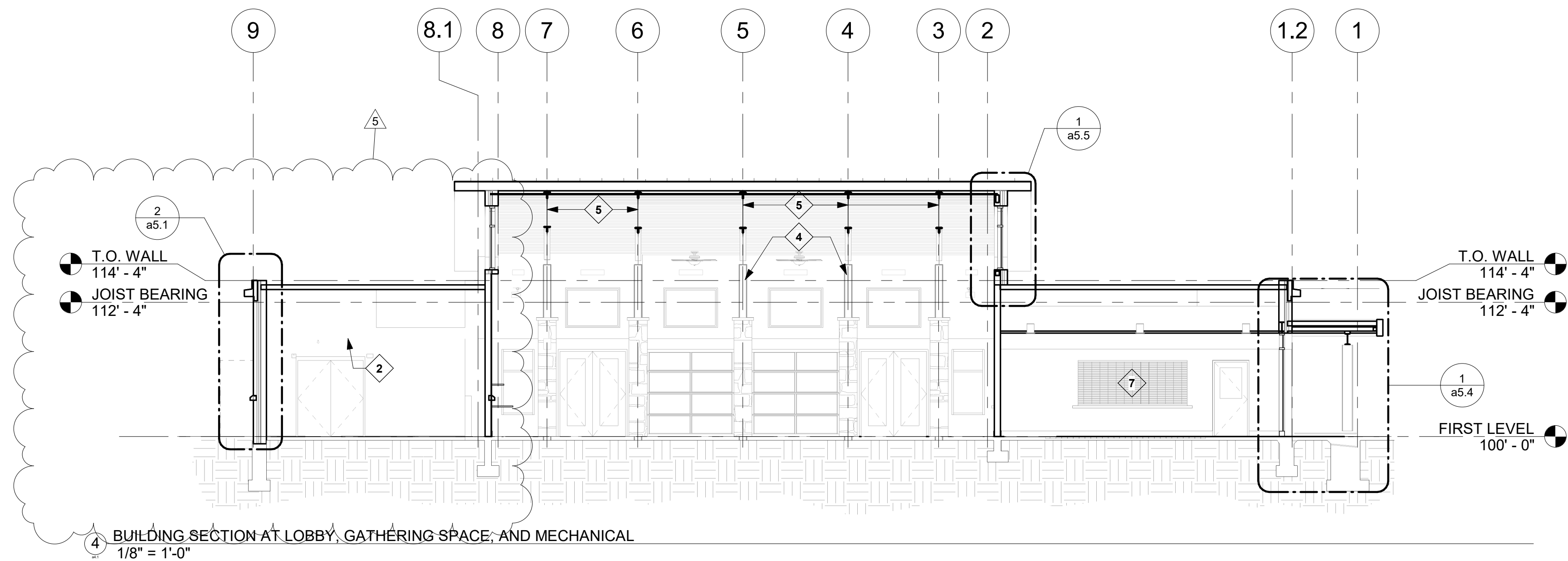
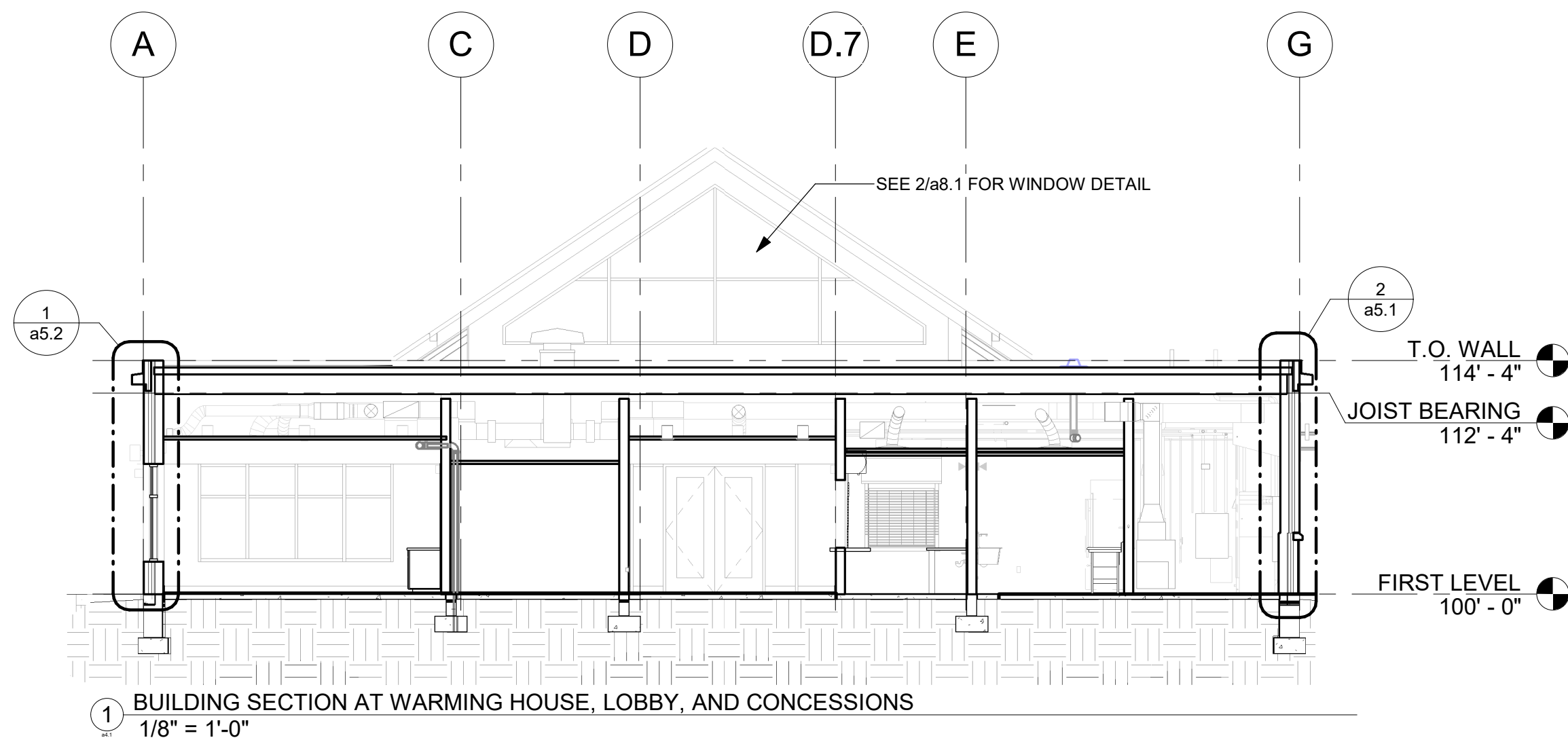
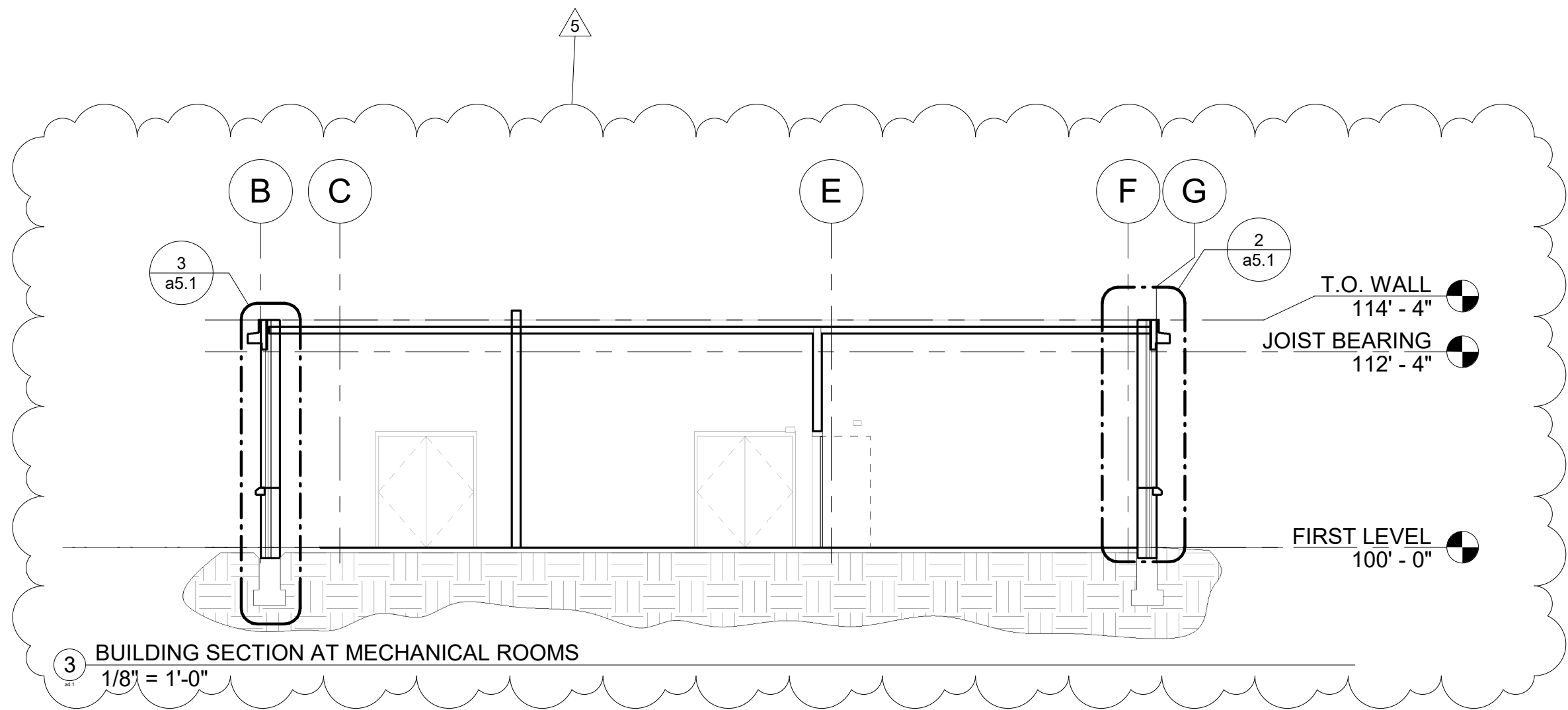
DRAWING TITLE
ROOF PLAN & DETAILS

DRAWING NUMBER
a2.2
PROJECT NUMBER 2342

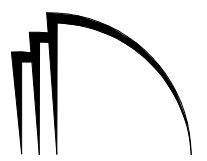


ST.1	STONE VENEER MFG: STYLE: COLOR: SIZE:	EDEN STONE COMPANY MACHINE CUT VENEER WEBSTONE RANDOM ASHLAR (2"-8" HIGH COURSING)	PC.1	ARCHITECTURAL PRECAST MFG: COLOR: FINISH:	STONE WORKS BUFF STONE #127 ACID ETCHED
G.1	ALUMINUM GLASS FRAMING MFG: STYLE:	LINETEC ANO-304 AE EXTRA DARK	SSR.1	STANDING SEAM METAL ROOF MFR: STYLE: COLOR:	UNI-CLAD METAL BY ELEVATE STANDING SEAM METAL ROOF AGED ZINC STEEL (PREMIUM COLOR)
WS.1	ENGINEERED WOOD SIDING MFG: STYLE: FINISH:	LP SMART SIDING, LAP SIDING 5" EXPOSURE SMOOTH PAINTED	WD.1	WOOD TRIM MFR: STYLE: FORMAT:	- 1" X #2 CEDAR OR STAIN AND SEAL TO MATCH CD.1
BR.1	BRICK MFG: STYLE: SIZE:	BELDEN MODULAR ROYALTY BLD STANDARD	WD.2	WOOD TIMBERS SPECIES: FINISH:	WESTERN RED CEDAR TIMBERS STAIN AND SEAL





KEYNOTES - BUILDING SECTION	
Number	Description
1	FOOTINGS AND FOUNDATION WALLS - SEE STRUCTURAL
2	MECHANICAL DUCT WORK - SEE MECHANICAL
3	LIGHT FIXTURES - SEE SHEET a9.1 AND ELECTRICAL DRAWINGS FOR LAYOUT AND SPECIFICATIONS
4	CEILING FAN - SEE ELECTRICAL
5	BOW STRING TRUSS - SEE STRUCTURAL
6	ROOF HATCH FOR SHIPS LADDER
7	SERVING WINDOW



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 CEDAR AVENUE RD. • MINNEAPOLIS, MN 55407
TEL: (612) 924-1332 • FAX: (612) 924-7366



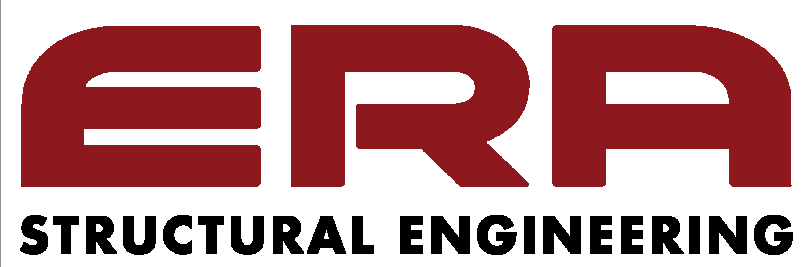
emanuelson-podas
consulting engineers

INTERIOR DESIGN



isola design

STRUCTURAL ENGINEER



ERA
STRUCTURAL ENGINEERING

ARCHITECT

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

Signature: 

Typed or Printed Name: Tim McIlwain

Date: 12/19/2023 License Number: 22541

KEY PLAN



NORTH

REVISION	DATE	DESCRIPTION
	05/31/2023	DD SET
	10/16/2023	50% CD SET
	11/30/2023	95% CD SET
	12/19/2023	CONSTRUCTION DOCUMENTS
5	14/19/2024	PROPOSAL REQUEST 01

CLIENT



101 1ST AVENUE NE, FARIBAULT, MN 55021
DOWNTOWN AREA PARK
Bid Package #1 –
Multi-Purpose Building

DRAWING TITLE

BUILDING SECTIONS

DRAWING NUMBER

a4.1

PROJECT NUMBER 2342



Proposal Request Response

Project:

Faribault Downtown Area Park

Proposal Request Number: 0001

Title: Value Engineering Revisions

PR Response Date: May 14, 2024 – Rev2

To:

City of Faribault
Mark Duchene
101 1st Avenue NE
Faribault, MN 55021

Architect Project No: 2342

Contract Date: TBD

We propose to make the following changes in this contract :

PCO:0001

Name: Value Engineering Revisions	Source: PR 01	Type:
--	----------------------	--------------

Description:**Scope of work:**

Revisions per PR 01:

- Reduce building footprint between grids 8-9 and B-G.
- Eliminate refrigeration equipment and associated structural supports.
- Reduce electrical gear sizes.

Amount: (811,366.00)

Cost Items:

Number	Name	Description	Amount
01 0000	General Conditions	• Winter Conditions	30,0000
03 0000	CIP Concrete	• Reduce spread footings • Delete Snowmelt Pit • Delete Splash Pad Drain Pit • Reduce SOG area for building footprint	(29,000.00)
04 0000	Masonry	• Reduce CMU foundations • Reduce brick veneer	(12,000.00)
05 0000	Structural Steel	• Delete structural framing for condenser support framing • Delete ships ladder	(41,110.00)
06 0000	Wood, Plastic, and Comp	• Reduce Building Footprint • Reduce Interior Partitions	(8,049.00)
07 0000	Thermal & Moisture	• Reduce waterproofing • Reduce weather barrier • Reduce membrane roof area • Delete membrane roof details at support structure	(46,881.00)

08 0000	Openings	- Revise door and frame quantity - Delete Equip. Maint. Storage 12' x 11' OH Door Tag: O109	(18,501.00)
09 0000	Finishes	- Reduce drywall quantity - Increased ceramic tile cost	6,964.00
21 0000	Fire Suppression	Reduced rooms/coverage area	(990.00)
22 0000	Plumbing	Plumbing reductions	(55,300.00)
23 0000	Hydronics	Hydronic piping reductions	(71,650.00)
23 0000	HVAC	- Changes per PR01 revised mechanical drawings: - Reduce building square footage/eliminate rooms. - Remove controls associated with ice system integration, snow melt, and boilers that were eliminated	(125,800)
26 0000 27 0000	Electrical Communications	- Switchgear: MDP changed from 1200 amp to 400 amp and removing the 700 amp branch breaker - Lighting: Deduct fixtures per revisions. - Lighting Controls: Adjusted per revisions. - Items removed from equipment schedule: B-1, B-2, P-1, P-2, P-3, P-4, WH-2, WH-4, Chiller feed from the electrical panel up to the Chiller location. - Division 27 removed completely	(435,049.00)
31 0000	Earthwork	Reduction in building size	(4,000.00)

The total Cost to perform the work as described above is a CHANGE of (811,366.00).

Clarifications:

- Winter conditions were included based on an assumption of when construction would be underway. This can be more closely evaluated once an updated construction start and updated schedule are established.
- At the time of submission, we have not received pricing for the HVAC and controls modifications. We will revise and update pricing when this is received.

We appreciate the opportunity to provide pricing for the revisions in PR01. Please let us know if you have any questions or would like to proceed with incorporating this PR into the project.

Respectfully submitted,



Eric Baarts



May 15th, 2024

Mark Duchene, PE
Director of Engineering
City of Faribault

Re: City of Faribault Downtown Area Park Multi-Purpose Building Value Engineering

Mark:

I am pleased to provide you with preliminary value engineering options for the City of Faribault Downtown Area Park Multi-Purpose Building. The value engineering amounts listed below are approximate and RW Carlstrom will need to work with the City of Faribault, Architect, Subcontractors, and Suppliers to make selections and verify pricing. Our list of possible value engineering options is as follows:

1) Polished Concrete:

- a. Eliminate polished & stained concrete floor in Gathering Area 107. Instead, go with sealed concrete floor.
 - i. **Approximate Cost savings: \$8,000.**

2) Cabinets and Countertops:

- a. Delete PLAM base cab and only keep PLAM pipe surround. Replace Cambria tops with Corian 1 or 2 color patterns.
 - i. **Approximate Cost Savings: \$8,400**
- b. At the window sills, replace Cambria with Corian 1 or 2 color patterns.
 - i. **Approximate Cost Savings: \$750**
- c. In Kitchenette @ Multi-Purpose Room 106, delete drawers at door/drawer base cabs and replace Cambria with Corian Group 1 or 2 color patterns.
 - i. **Approximate Cost Savings: \$4,100**
- d. At Concessions 101 replace Cambria with Corian 1 or 2 color patterns.
 - i. **Approximate Cost Savings: \$5,800**
- e. At stainless steel countertops in gathering area, replace with Corian 1 or 2 color patterns.
 - i. **Approximate Cost Savings: \$1,000**

3) Sectional Doors

- a. Switch the (5) overhead doors to a Clopay 3729 model door. The Clopay 3729 features a Polyurethane Steel construction with 42" x 16" windows in the sections, as opposed to the full view 904U that was originally requested/quoted. These doors offer a practical alternative including the larger door that incorporates steel sections for the top and bottom with glass sections in the middle. The smaller door features a steel panel for the

bottom and glass for the additional panels. Additionally, this door model provides actual R-Values, enhancing its efficiency.

i. **Approximate Cost Savings: \$10,000**

4) Glazing/Aluminum Storefronts:

- a. Go from a monumental stile (heavy duty) to a standard wide stile. You will be going from a 2" thick door to a 1-3/4" thick door. Monumental (heavy duty) is typical for high traffic or heavy abused areas.

i. **Approximate Cost Savings: \$2,700**

5) Flooring (Rubber Flooring):

- a. Switch to Econights 8mm rolled rubber flooring. The specified rubber floor was Mondo Sport Impact 6mm thickness.

i. **Approximate Cost Savings: \$7,000**

6) Tile:

- a. Switch the floor tile to Dal-Tile 12x24 instead of the specified Landmark 12x24 tile. Switch the wall tile to Dal-Tile color wheel line 4x4 or 6x6 instead of specified Pixel 5x5 tiles.

i. **Approximate Cost Savings: \$18,000**

Clarifications:

- The value engineering numbers provided in this proposal are approximate. Once the City of Faribault decides on which options are accepted, RW Carlstrom will need to work with the City of Faribault, Architect, Subcontractors, and Suppliers to confirm the exact material and equipment changes selected and price them accordingly. The numbers provided above are based on preliminary conversations with the subcontractors and suppliers.

Exclusions:

- N/A

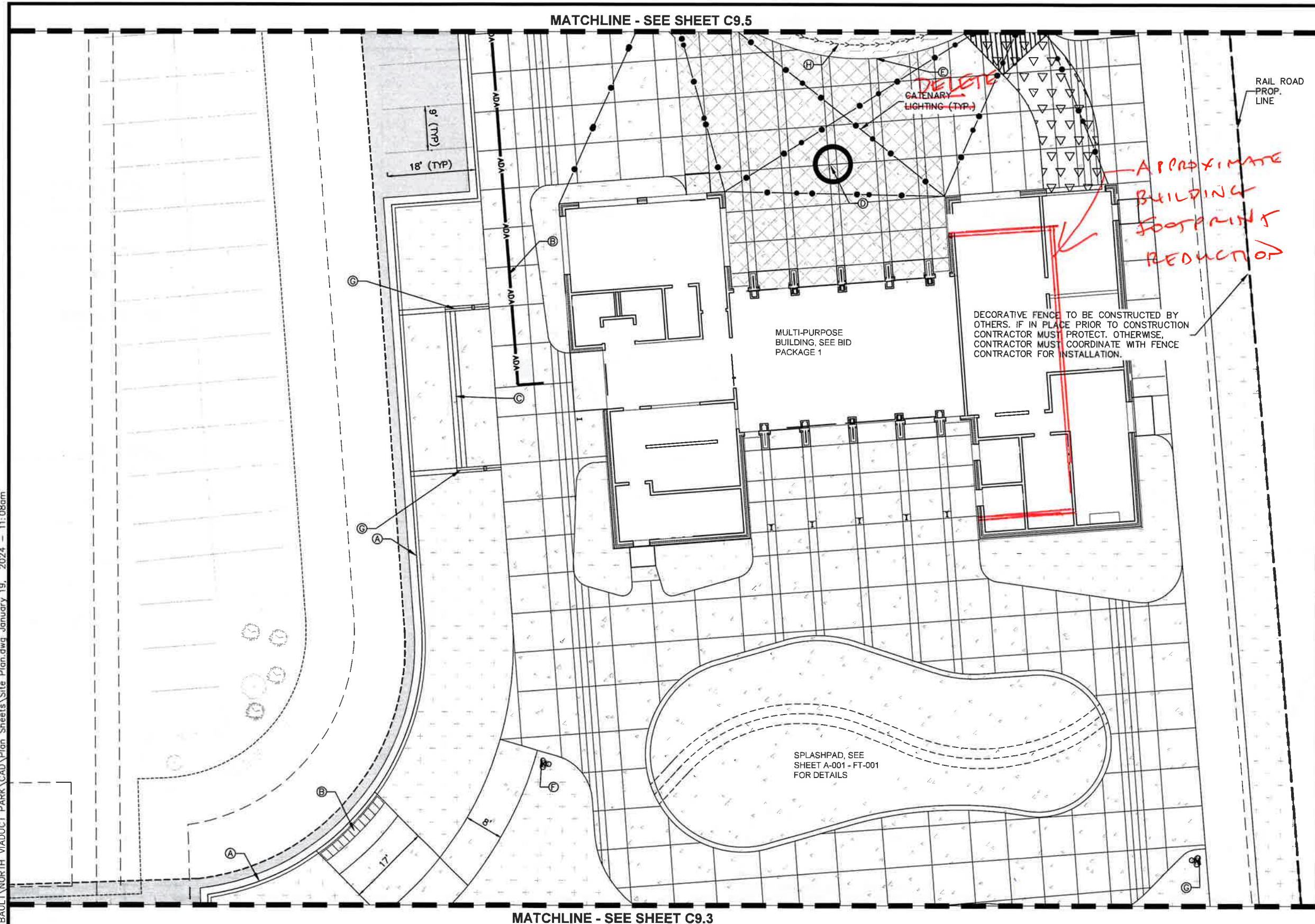
We appreciate the opportunity to provide you with the value engineering listed above. If you have any questions regarding this proposal, please give me a call.

Respectfully Submitted,



Eric Baarts

K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\CAD\Plan Sheets\Site Plan.dwg January 19, 2024 - 11:08am



LEGEND

	BITUMINOUS PAVEMENT - SEE INSET A ON SHEET C2.1.
	3.5' BITUMINOUS TRAIL - SEE INSET B ON SHEET C2.1.
	6' CONCRETE WALK - SEE INSET C ON SHEET C2.1.
	PROPOSED SKATE LOOP - SEE BID PACKAGE 3. SEE INSET D ON SHEET C2.1.
	RUBBER SKATE SURFACE
	SNOW MELT - SEE MECHANICAL PLANS IN BID PACKAGE 1. SEE INSET E ON SHEET C2.1.
	SEEDING AND PLANTING - SEE SHEETS L1.1 - L2.1 FOR DETAILS
	CONSTRUCTION LIMITS
	PROPOSED STRUCTURE CASTING

KEYNOTE LEGEND

(A)	B618 CURB & GUTTER
(B)	PROPOSED ADA RAMP / ACCESSIBLE ROUTE
(C)	CONCRETE STEPS - SEE SHEET L2.2 FOR DETAILS
(D)	STONE FIRE PIT
(E)	15" CONCRETE VERTICAL CURB - 1/4" TOLERANCE
(F)	LIGHTING UNIT
(G)	METAL RAILING - SEE SHEET L2.4 FOR DETAILS
(H)	4" PERF. DRAIN TILE, ASTM D3350 - ADHERING TO 2020 MNDOT SPECIFICATION 2502 (SUBSURFACE DRAINS)

SITE PLAN NOTES

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
- SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY ISG.
- SEE SHEETS C11.1 - C11.9 FOR UTILITY DETAILS.
- SEE SHEETS L1.10 - L1.11 FOR LIGHTING PLANS. SEE SHEET L2.4 FOR LIGHTING DETAILS.
- SEE SHEETS HE0.1 - HE2.1 FOR ELECTRICAL DETAILS.
- SEE SHEETS L1.0 - L2.4 FOR LANDSCAPE AND PARK FURNISHING.
- SEE BID PACKAGE 1 - MULTI-PURPOSE BUILDING FOR BUILDING DETAILS.
- CONSTRUCTION STAGING AND STORAGE SHALL TAKE PLACE WITHIN PROJECT LIMITS. NO CONSTRUCTION STAGING OR STORAGE WILL BE ALLOWED IN THE EXISTING PARKING LOT LOCATED AT 125 1ST AVE NE. CONTRACTOR SHALL SCARIFY AND RESTORE DISTURBED AREA USED FOR CONSTRUCTION STAGING.

No.	Date	Revisions	App.	DRAWING NAME Site Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Boyle
DANIEL J. BOYLE, PE
DATE: 1/15/2024 MN LIC. NO. 44821



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

SITE PLAN

SHEET NO.
C9.4

81

K:\TWC_Civil\City of Faribault\North Viaduct Park\Site Plan.dwg January 19, 2024 -- 11:08am

MATCHLINE - SEE SHEET C9.6

R7-8M
PARKING
VEHICLE ID REQUIRED
UP TO \$200 FINE
FOR VIOLATION
VAN
ACCESSIBLE
R7-9B

R7-8M
PARKING
VEHICLE ID REQUIRED
UP TO \$200 FINE
FOR VIOLATION
VAN
ACCESSIBLE
R7-9B

MATCHLINE - SEE SHEET C9.4

Kimley»Horn

No.	Date	Revisions	App.	DRAWING NAME Site Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 1/15/2024
				PROJECT NO. 160918001

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Coyle
DANIEL J. COYLE, PE
DATE: 1/15/2024 MN LIC. NO. 44821



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

SITE PLAN

SHEET NO.
C9.5

81

LEGEND

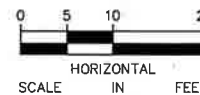
- BITUMINOUS PAVEMENT - SEE INSET A ON SHEET C2.1.
- 3.5" BITUMINOUS TRAIL - SEE INSET B ON SHEET C2.1.
- 6" CONCRETE WALK - SEE INSET C ON SHEET C2.1.
- PROPOSED SKATE LOOP - SEE BID PACKAGE 3. SEE INSET D ON SHEET C2.1.
- RUBBER SKATE SURFACE
- SNOW MELT - SEE MECHANICAL PLANS IN BID PACKAGE 1. SEE INSET E ON SHEET C2.1.
- SEEDING AND PLANTING - SEE SHEETS L1.1 - L2.1 FOR DETAILS
- CONSTRUCTION LIMITS
- PROPOSED STRUCTURE CASTING

KEYNOTE LEGEND

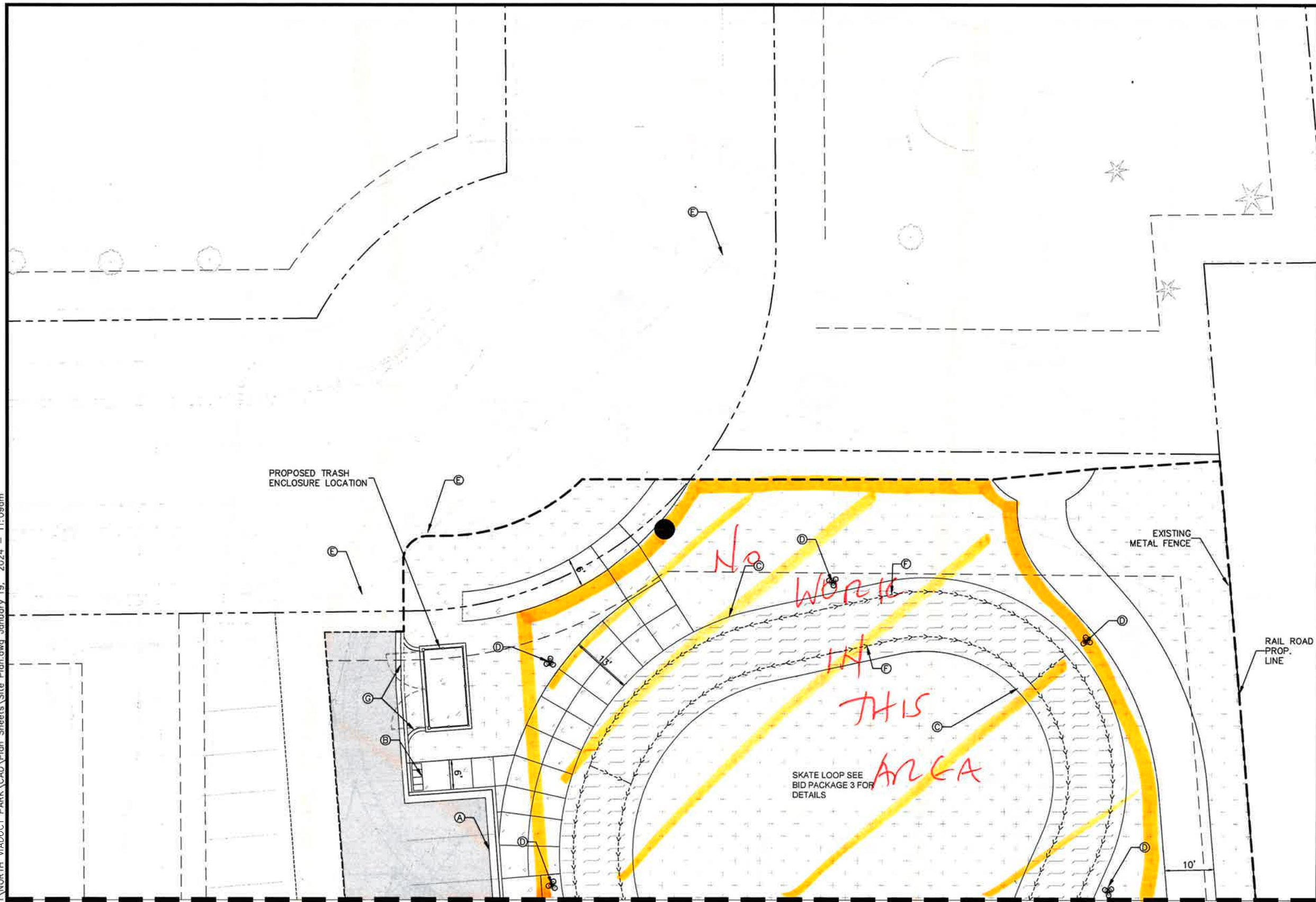
- A B618 CURB & GUTTER
- B PROPOSED ADA RAMP / ACCESSIBLE ROUTE
- C STONE FIRE PIT
- D 15" CONCRETE VERTICAL CURB - 1/4" TOLERANCE
- E LIGHTING UNIT
- F ACCESSIBILITY MARKING (WHITE) - PREFORM TAPE
- G 4" SOLID WHITE, TYP.
- H BENCH - REFER TO SPEC 32 33 15 AND SEE SHEET L2.2 FOR DETAILS
- I 4" PERF. DRAIN TILE, ASTM D3350 - ADHERING TO 2020 MNDOT SPECIFICATION 2502 (SUBSURFACE DRAINS)

SITE PLAN NOTES

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
- SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY ISG.
- SEE SHEETS C11.1 - C11.9 FOR UTILITY DETAILS.
- SEE SHEETS L1.10 - L1.11 FOR LIGHTING PLANS, SEE SHEET L2.4 FOR LIGHTING DETAILS.
- SEE SHEETS HE0.1 - HE2.1 FOR ELECTRICAL DETAILS.
- SEE SHEETS L1.0 - L2.4 FOR PLANTINGS, LANDSCAPE BEDS, AND OTHER LANDSCAPING OBJECTS AND DETAILS.
- SEE BID PACKAGE 3 - SKATE LOOP FOR SKATE LOOP DETAILS.
- CONSTRUCTION STAGING AND STORAGE SHALL TAKE PLACE WITHIN PROJECT LIMITS. NO CONSTRUCTION STAGING OR STORAGE WILL BE ALLOWED IN THE EXISTING PARKING LOT LOCATED AT 125 1ST AVE NE. CONTRACTOR SHALL SCARIFY AND RESTORE DISTURBED AREA USED FOR CONSTRUCTION STAGING.



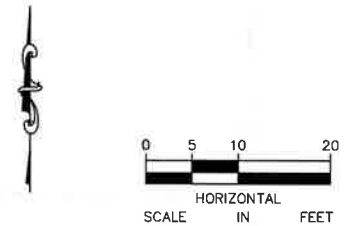
K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\Plan Sheets\Site Plan.dwg January 19, 2024 -- 11:09am



LEGEND	
	BITUMINOUS PAVEMENT - SEE INSET A ON SHEET C2.1
	3.5\"/>
	6\"/>
	PROPOSED SKATE LOOP - SEE BID PACKAGE 3. SEE INSET D ON SHEET C2.1
	RUBBER SKATE SURFACE
	SNOW MELT - SEE MECHANICAL PLANS IN BID PACKAGE 1. SEE INSET E ON SHEET C2.1
	SEEDING AND PLANTING - SEE SHEETS L1.1 - L2.1 FOR DETAILS
	CONSTRUCTION LIMITS
	PROPOSED STRUCTURE CASTING

KEYNOTE LEGEND	
(A)	B618 CURB & GUTTER
(B)	PROPOSED ADA RAMP / ACCESSIBLE ROUTE
(C)	15\"/>
(D)	LIGHTING UNIT
(E)	STORM SEWER TO BE CONSTRUCTED OR ADJUSTED IN STRAIGHT RIVER WATERMAIN CROSSING PROJECT
(F)	4\"/>
(G)	B612 CURB & GUTTER

- SITE PLAN NOTES**
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
 - SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY ISG.
 - SEE SHEETS C11.1 - C11.9 FOR UTILITY DETAILS.
 - SEE SHEETS L1.10 - L1.11 FOR LIGHTING PLANS. SEE SHEET L2.4 FOR LIGHTING DETAILS.
 - SEE SHEETS HE0.1 - HE2.1 FOR ELECTRICAL DETAILS.
 - SEE SHEETS L1.0 - L2.4 FOR PLANTINGS, LANDSCAPE BEDS, AND OTHER LANDSCAPING OBJECTS AND DETAILS.
 - SEE BID PACKAGE 3 - SKATE LOOP FOR SKATE LOOP DETAILS.
 - CONSTRUCTION STAGING AND STORAGE SHALL TAKE PLACE WITHIN PROJECT LIMITS. NO CONSTRUCTION STAGING OR STORAGE WILL BE ALLOWED IN THE EXISTING PARKING LOT LOCATED AT 125 1ST AVE NE. CONTRACTOR SHALL SCARIFY AND RESTORE DISTURBED AREA USED FOR CONSTRUCTION STAGING.



MATCHLINE - SEE SHEET C9.5

No.	Date	Revisions	App.	DRAWING NAME Site Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Boyle
DANIEL J. BOYLE, PE
DATE: 1/15/2024 MN LIC. NO. 44821



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

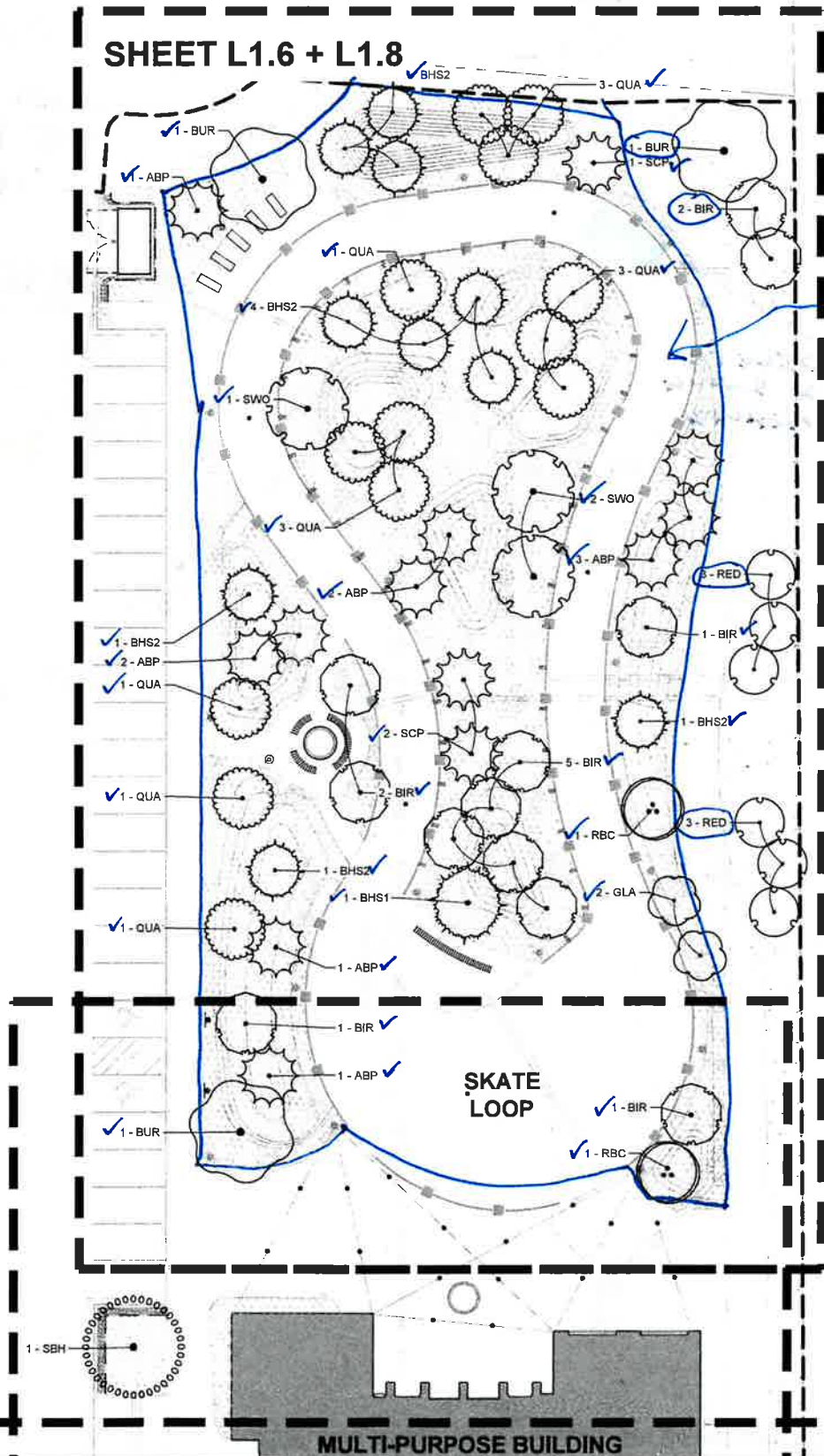
SITE PLAN

SHEET NO.
C9.6

81

REFER TO SHEET L1.0 FOR FULL PLANT SCHEDULE, LANDSCAPE KEYNOTES, AND LANDSCAPE LEGEND.

SHEET L1.6 + L1.8



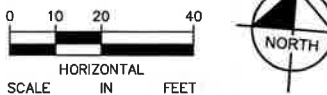
ELIMINATE ALL TREES EXCEPT THOSE BETWEEN TRAIL & RAILROADS

LANDSCAPE LEGEND

- EDGER (TYP.) REFER TO DETAIL SHEET L2.1
- TURF SAVER RTF
- NATIVE MIX 1
- NATIVE MIX 2
- NATIVE MIX 3
- PERENNIALS, SHRUBS, SEED MIXES (TYP.)

LANDSCAPE KEYNOTES

- 1 NATIVE MIX 1: MNL WOODLAND MIX; REFER TO SPEC 32 92 19
- 2 NATIVE MIX: MNL SAVANNAH MIX; REFER TO SPEC 32 92 19
- 3 NATIVE MIX 3: MNL LOW GROW FESCUE BLEND; REFER TO SPEC 32 92 19
- 4 TURF SAVER RTF; REFER TO SPEC 32 90 00
- 5 STEEL EDGER, REFER TO SPEC 32 15 40



No.	Date	Revisions	App.	DRAWING NAME Landscape Plan.dwg
				DESIGNED BY: SMH
				DRAWN BY: KLHL & BPS
				CHECKED BY: TPH
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

TODD P. HALUNEN, PLA
DATE: 1/15/2024 MN LIC. NO. 24900



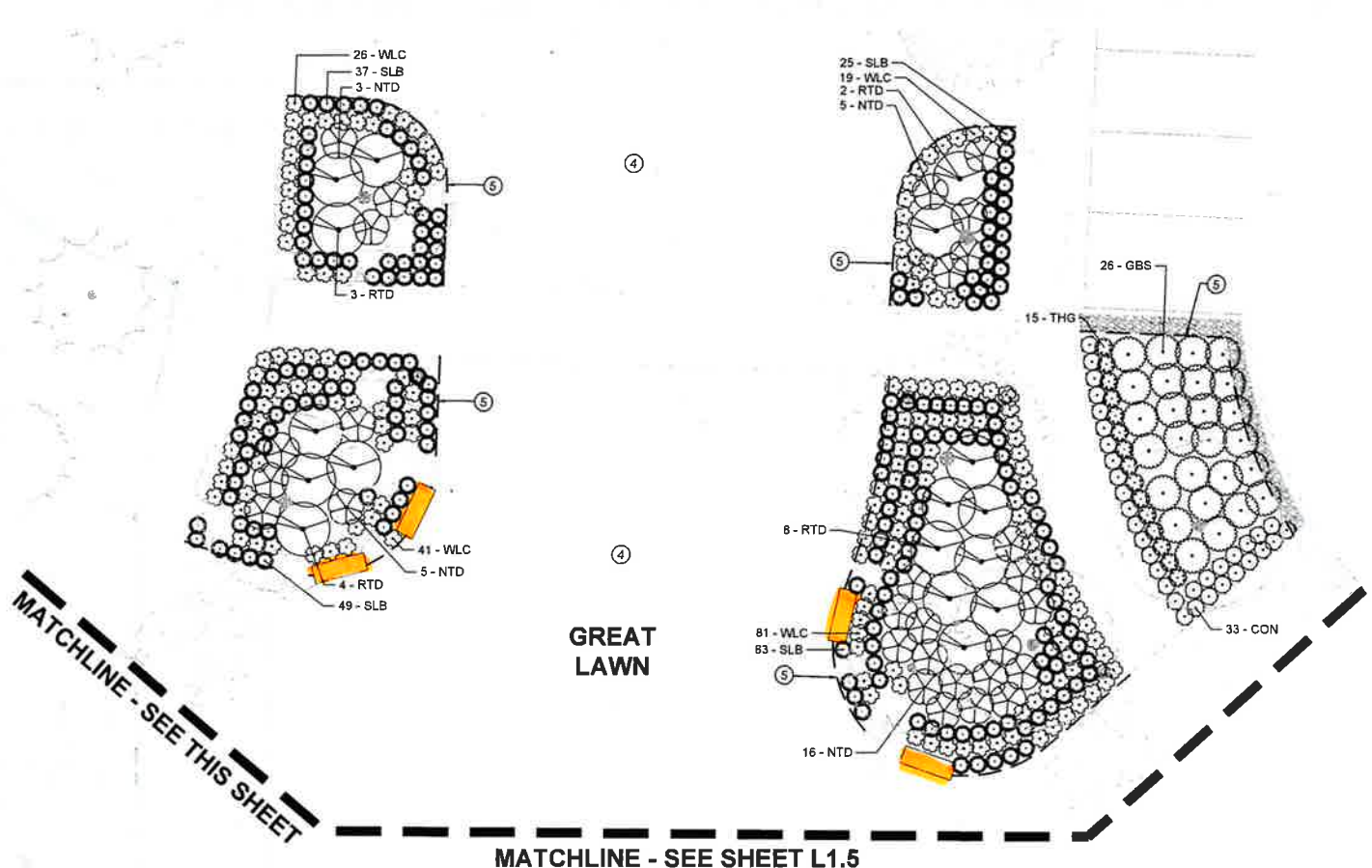
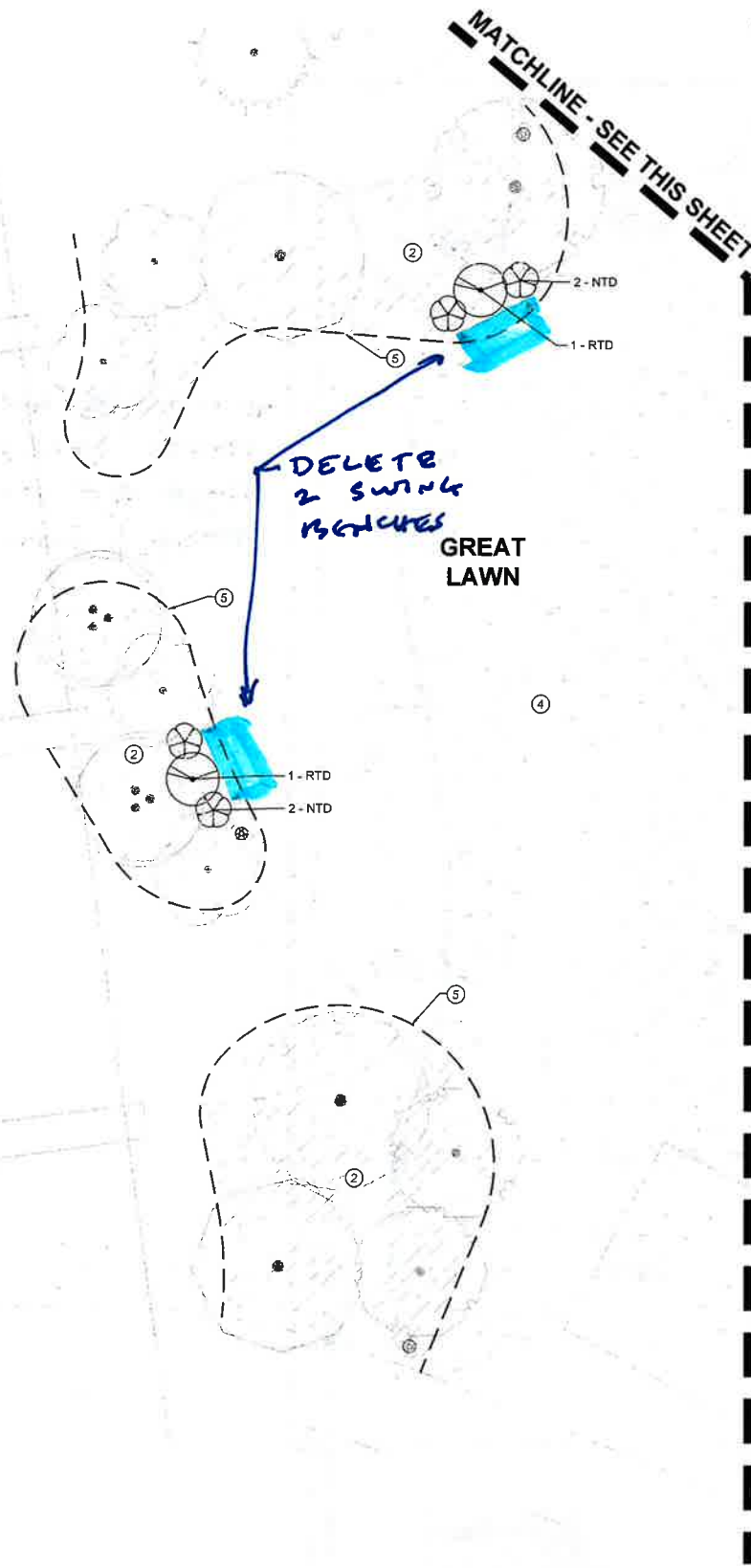
CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

TREE PLANTING PLAN

SHEET NO.
L1.3
81

K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\CAD\Plan Sheets\Landscape Plan.dwg January 19, 2024 - 11:14am

K:\TWC_Civil\City of Faribault\North Viaduct Park\CAD\Plan Sheets\Landscape Plan.dwg January 19, 2024 - 11:15am



LANDSCAPE LEGEND

- EDGER (TYP.) REFER TO DETAIL SHEET L2.1
- TURF SAVER RTF
- NATIVE MIX 1
- NATIVE MIX 2
- NATIVE MIX 3
- PERENNIALS, SHRUBS, SEED MIXES (TYP.)

LANDSCAPE KEYNOTES

- 1 NATIVE MIX 1: MNL WOODLAND MIX; REFER TO SPEC 32 92 19
- 2 NATIVE MIX: MNL SAVANNAH MIX; REFER TO SPEC 32 92 19
- 3 NATIVE MIX 3: MNL LOW GROW FESCUE BLEND; REFER TO SPEC 32 92 19
- 4 TURF SAVER RTF; REFER TO SPEC 32 90 00
- 5 STEEL EDGER, REFER TO SPEC 32 15 40

0 5 10 20
SCALE IN FEET

NORTH

REFER TO SHEET L1.0 FOR FULL PLANT SCHEDULE, LANDSCAPE KEYNOTES, AND LANDSCAPE LEGEND.

No.	Date	Revisions	App.	DRAWING NAME Landscape Plan.dwg
				DESIGNED BY: SMH
				DRAWN BY: KLHL & BPS
				CHECKED BY: TPH
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Todd P. Halunen
TODD P. HALUNEN, PLA
DATE: 1/15/2024 MN LIC. NO. 24900



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS
LANDSCAPE PLANTING PLAN

SHEET NO.
L1.4
81

K:\TWC_Civil\City of Faribault\North Viaduct Park\CAD\Plan Sheets\Landscape Plan.dwg January 19, 2024 - 11:17am

MATCHLINE - SEE SHEET L1.5

LANDSCAPE LEGEND

--- EDGER (TYP.)
REFER TO DETAIL SHEET L2.1

□ TURF SAVER RTF

□ NATIVE MIX 1

□ NATIVE MIX 2

□ NATIVE MIX 3

□ PERENNIALS, SHRUBS, SEED MIXES (TYP.)

LANDSCAPE KEYNOTES

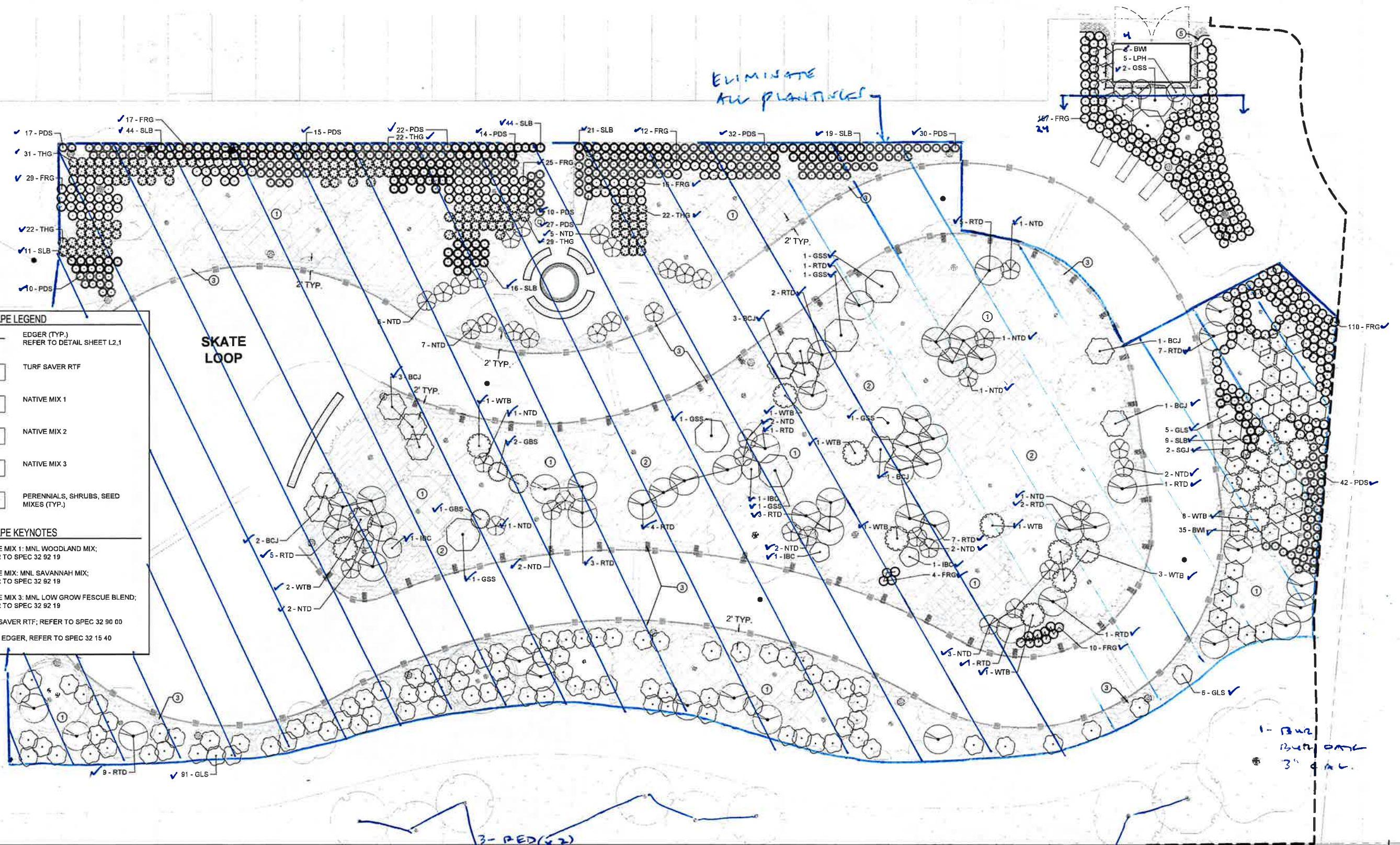
① NATIVE MIX 1: MNL WOODLAND MIX;
REFER TO SPEC 32 92 19

② NATIVE MIX 2: MNL SAVANNAH MIX;
REFER TO SPEC 32 92 19

③ NATIVE MIX 3: MNL LOW GROW FESCUE BLEND;
REFER TO SPEC 32 92 19

④ TURF SAVER RTF; REFER TO SPEC 32 90 00

⑤ STEEL EDGER, REFER TO SPEC 32 15 40



REFER TO SHEET L1.0 FOR FULL PLANT SCHEDULE, LANDSCAPE KEYNOTES, AND LANDSCAPE LEGEND.

No.	Date	Revisions	App.	DRAWING NAME
				Landscape Plan.dwg
				DESIGNED BY: SMH
				DRAWN BY: KLHL & BPS
				CHECKED BY: TPH
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Todd P. Halunen

TODD P. HALUNEN, PLA

DATE: 1/15/2024 MN LIC. NO. 24900



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

LANDSCAPE PLANTING PLAN

SHEET NO.
L1.6

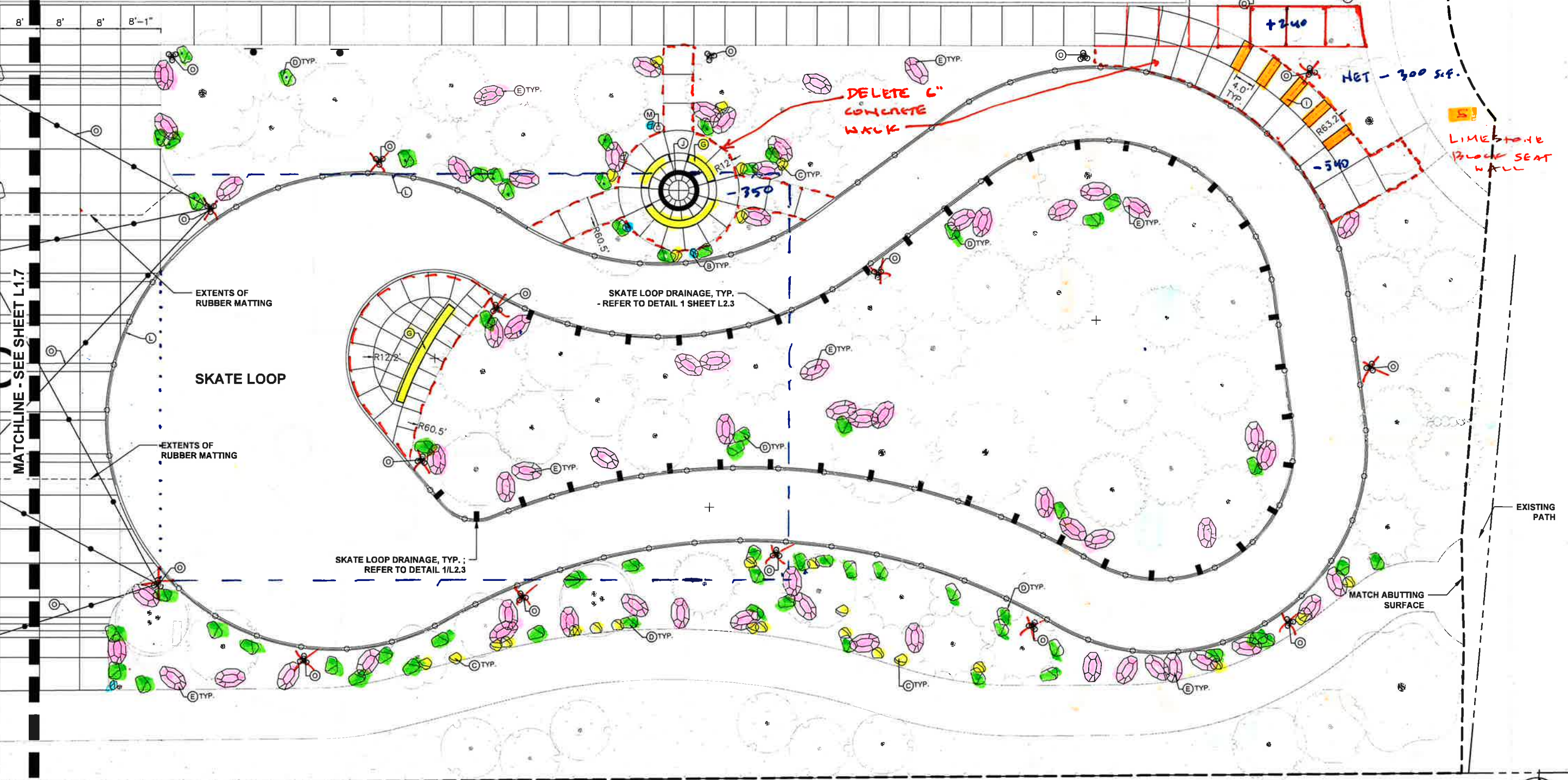
81

K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\Urban-Design-Plan.dwg January 19, 2024 - 11:18am

MATCHLINE - SEE SHEET L1.7

BENCH TYPE 1
LIMESTONE SEAT SLAB

- LANDSCAPE ROULDER TYPE 1 <4>
- LANDSCAPE ROULDER TYPE 2 <26>
- LANDSCAPE ROULDER TYPE 3 <80><61>
- LANDSCAPE ROULDER TYPE 4 <64>



REFER TO SHEET L1.0 FOR HARDSCAPE KEYNOTES AND LEGEND.

No.	Date	Revisions	App.	DRAWING NAME
				Urban-Design-Plan.dwg
				DESIGNED BY: SMH
				DRAWN BY: KLHL & BPS
				CHECKED BY: TPH
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

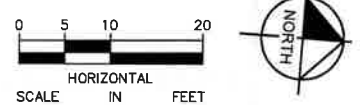
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Todd P. Halunen
TODD P. HALUNEN, PLA
DATE: 1/15/2024 MN LIC. NO. 24900

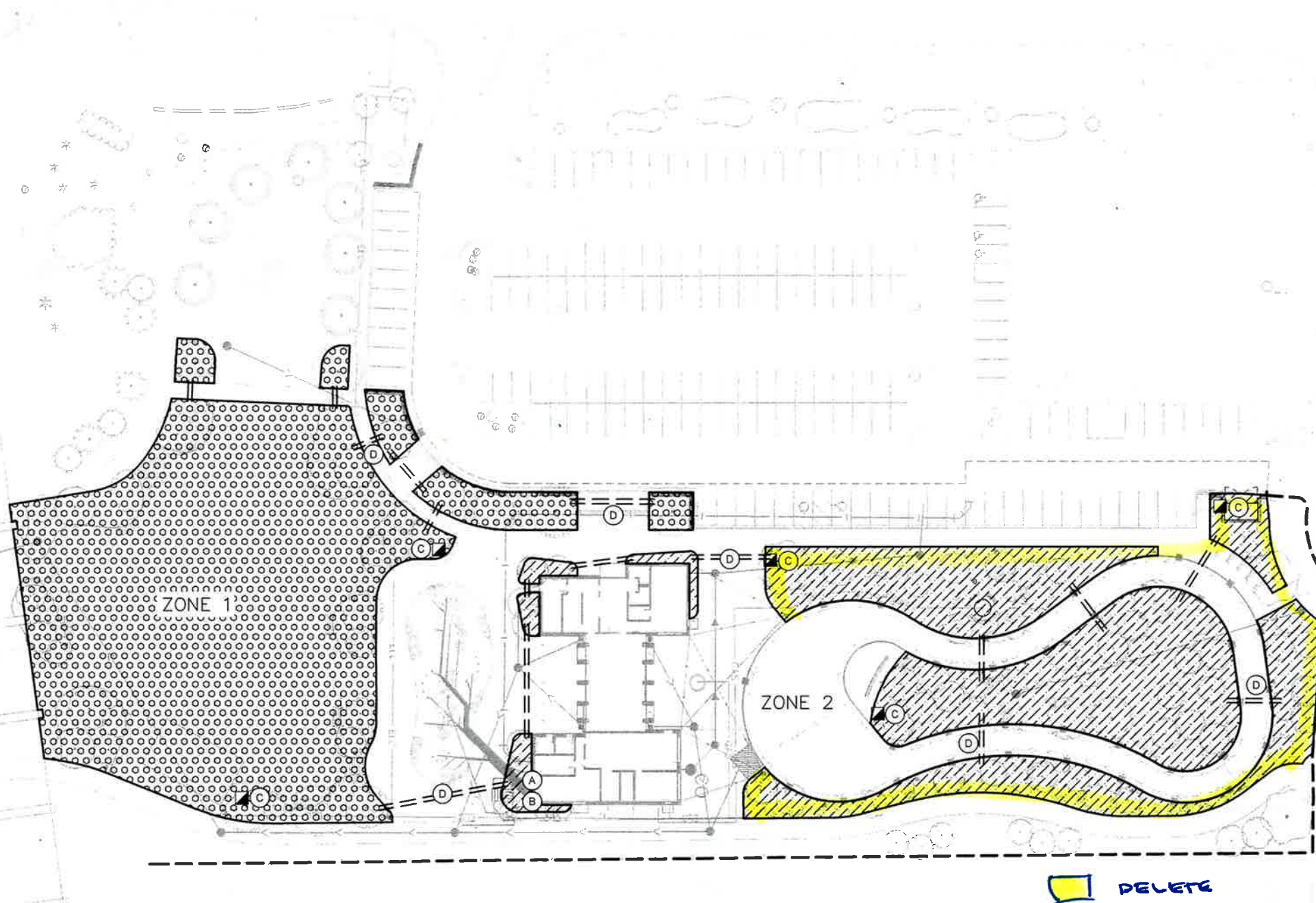


CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS
HARDSCAPE PLAN

SHEET NO.
L1.8
81



K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\CAD\Plan Sheets\Irrigation Plan.dwg January 19, 2024 - 11:19am



IRRIGATION KEYNOTES

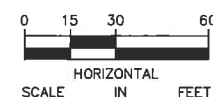
- (A) POINT OF CONNECTION, VERIFY LOCATION WITH OWNER
- (B) IRRIGATION CONTROLLER, TO BE INSTALLED IN MECHANICAL ROOM, VERIFY FINAL LOCATION WITH OWNER PRIOR TO INSTALLATION, PROVIDE ELECTRICAL SUPPLY PER MANUFACTURERS SPECIFICATION.
- (C) IRRIGATION HANDHOLE WITH QUICK COUPLER VALVE (TYP.)
- (D) SCHEMATIC SLEEVING LAYOUT SHOWN FOR CLARITY. VERIFY LOCATION AND SIZE WITH IRRIGATION SYSTEM REQUIREMENTS (TYP.)

IRRIGATION LEGEND

- QUICK COUPLER VALVE (TYP.)
- PIPE SLEEVE (TYP.)
- ZONE 1
- ZONE 2

IRRIGATION NOTES

1. IRRIGATION SYSTEM IS DIAGRAMMATIC, VERIFY AND DESIGN PER ACTUAL PRESSURE, LOCAL CODES, AND PER SITE REQUIREMENTS. FIELD VERIFY LOCATION OF COMPONENTS WITH ACTUAL CONDITIONS PRIOR TO INSTALLATION, ADJUST AS NEEDED FOR COMPLETE COVERAGE. ADJUST SYSTEM TO ENSURE MINIMAL OVER-SPRAY ONTO ADJACENT HARDSCAPE SURFACE, BUILDING, SIGNAGE, ETC. SYSTEM TO INCLUDE ALL PLUMBING AND ELECTRICAL, INCLUDING CONDUIT, SLEEVING, AND WEATHER-PROOF ENCLOSURES FOR A COMPLETE SYSTEM. PROVIDE SHOP DRAWINGS, DESIGN PRESSURE DESIGN CALCULATIONS, AND RELATED PRODUCT SHEETS FOR OWNER OR LANDSCAPE ARCHITECT APPROVAL. PROVIDE "AS-BUILT" DRAWINGS OF IRRIGATION SYSTEM AT THE COMPLETION OF THE PROJECT. SYSTEM SHALL HAVE A ONE-YEAR WARRANTY ON PARTS AND LABOR. THE IRRIGATION SYSTEM SHALL BE INSTALLED AS PER MANUFACTURERS SPECIFICATION. SEE SITE IRRIGATION SPECIFICATION SECTION FOR ADDITIONAL REQUIREMENTS, IF APPLICABLE.
2. ALL PIPE 1.5" OR GREATER SHALL BE SDR 26 CLASS 200 FOR MAINLINE AND CLASS 160 FOR LATERLINE PVC PIPE (DO NOT EXCEED 35 GPM FOR 1.5" AND 58 GPM FOR 2"). ALL PIPE 1.25" OR 1" SHALL BE 100 POLY PIPE OR CLASS 160 PVC PIPE, AS INDICATED (DO NOT EXCEED 13 GPM FOR 1" AND 22 GPM FOR 1.25"). PIPE SIZE TO BE IDENTIFIED PER ZONE REQUIREMENTS. DEPTH OF PIPE TO BE APPROXIMATELY 18" FOR MAINLINE AND 12" FOR LATERAL LINES, OR AS REQUIRED, FIELD VERIFY. LOCATE IRRIGATION PIPE AWAY FROM PLANT MATERIAL.
3. ALL WIRING, BACKFLOW PREVENTOR, AND PLUMBING AS PER LOCAL CODES. WATER CONNECTION BY MECHANICAL AND UTILITY CONTRACTOR. VERIFY AND ADD BOOSTER PUMP AS REQUIRED. VERIFY POWER CONNECTION WITH ELECTRICAL.
4. ALL VALVES, FLOW SENSORS, AND QUICK COUPLERS SHALL BE LOCATED IN VALVE BOXES (SIZED FOR NORMAL MAINTENANCE, FLUSH WITH FINAL GRADE). PROVIDE (2) QUICK COUPLER KEYS AND HOSE SWIVELS. PROVIDE DECODERS FOR 2-WIRE SYSTEM AT EACH VALVE.
5. CONTROLLER TO BE COMMERCIAL GRADE (SEE SPEC. 32 84 00 FOR TYPE), SIZED FOR NUMBER OF ZONES, CAPABLE OF 2-WIRE TECHNOLOGY, INCLUDING DECODER MODULE AND SURGE PROTECTION. SYSTEM TO BE 2-WIRE TECHNOLOGY WITH REQUIRED GROUNDING. MOUNT AND CONNECT CONTROLLER AND OTHER CONTROLLER ACCESSORIES, SUCH AS HAND HELD REMOTE, WEATHER/RAIN/FREEZE SENSOR, FLOW SENSOR, AND OTHER RELATED ITEMS. THIS ALSO INCLUDES PAINTED CONDUIT AND MOUNTING BOARDS AND HARDWARE FOR ALL EXPOSED AREA, AS DIRECTED BY OWNER. INSTALL WEATHER/RAIN/FREEZE SENSOR ON EXTERIOR WEATHER EXPOSED VERTICAL SURFACE(S) PER OWNER'S APPROVAL.
6. MINIMUM 4" PVC SCHEDULE 40 SLEEVING SHALL BE REQUIRED UNDER ALL WALKS AND PAVEMENTS FOR IRRIGATION PIPE AND WIRES. PROVIDE 12" LENGTH OF #3 REBAR AT EACH TEMPORARILY SEALED END, STAND PIPE, OR OTHER APPROVED METHODS FOR FUTURE LOCATING. EXTEND SLEEVING AT LEAST 1 FOOT BEYOND EDGE OF PAVEMENT. PROVIDE PVC STAND PIPE FOR LOCATING ENDS OF SLEEVING. PROVIDE MINIMUM TWO SIZES LARGER THAN PIPE SIZE. PROVIDE ADDITIONAL SLEEVING FOR WIRING, AS NEEDED. SLEEVE DEPTH IS PRIMARILY 18 INCHES, OR AS REQUIRED. COORDINATE AND PLACE SLEEVING PRIOR TO PAVEMENT INSTALLATION, DIRECTIONAL BORE UNDER EXISTING PAVEMENT AS NECESSARY.
7. BIDDING CONTRACTORS SHOULD BECOME THOROUGHLY FAMILIAR WITH ALL FACETS OF THE PROPOSED IRRIGATION SYSTEM. FAILURE TO CLARIFY MISUNDERSTANDINGS, OR INTENT OF THESE DRAWINGS AND SPECIFICATIONS BEFORE SUBMITTAL OF BID SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
8. LOCATE ALL UNDERGROUND UTILITIES AND TAKE PROPER PRECAUTIONS NOT TO DAMAGE OR DISTURB UTILITIES OR EXISTING CONDITIONS. REPAIR/RESTORE ANY DAMAGE INVOLVING IRRIGATION INSTALLATION.
9. VERIFY AND COORDINATE FINAL LOCATION OF WATER SOURCE AND ELECTRICAL POWER CONNECTION.
10. COORDINATE INSTALLATION OF IRRIGATION SYSTEM WITH OTHER IMPROVEMENTS.
11. SCHEDULE AND PROGRAM CONTROLLER AND VALVES FOR APPROPRIATE LANDSCAPE WATER REQUIREMENTS. VERIFY SPECIFIC REQUIREMENTS WITH OWNER.
12. PERFORM FIRST YEAR WINTERIZATION AND SPRING START UP OF SYSTEM, UNLESS INDICATED OTHERWISE.
13. WITHIN EACH OF THE TWO IDENTIFIED ZONES, WATER TURF ON SEPARATE IRRIGATION ZONES THAN THE LANDSCAPED AREAS WITHIN THAT ZONE.



No.	Date	Revisions	App.	DRAWING NAME Irrigation Plan.dwg
				DESIGNED BY: SMH
				DRAWN BY: KLHL & BPS
				CHECKED BY: TPH
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

TODD P. HALUNEN, PLA
DATE: 1/15/2024 MN LIC. NO. 24900



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

IRRIGATION ZONING PLAN

SHEET NO.
L1.9

81

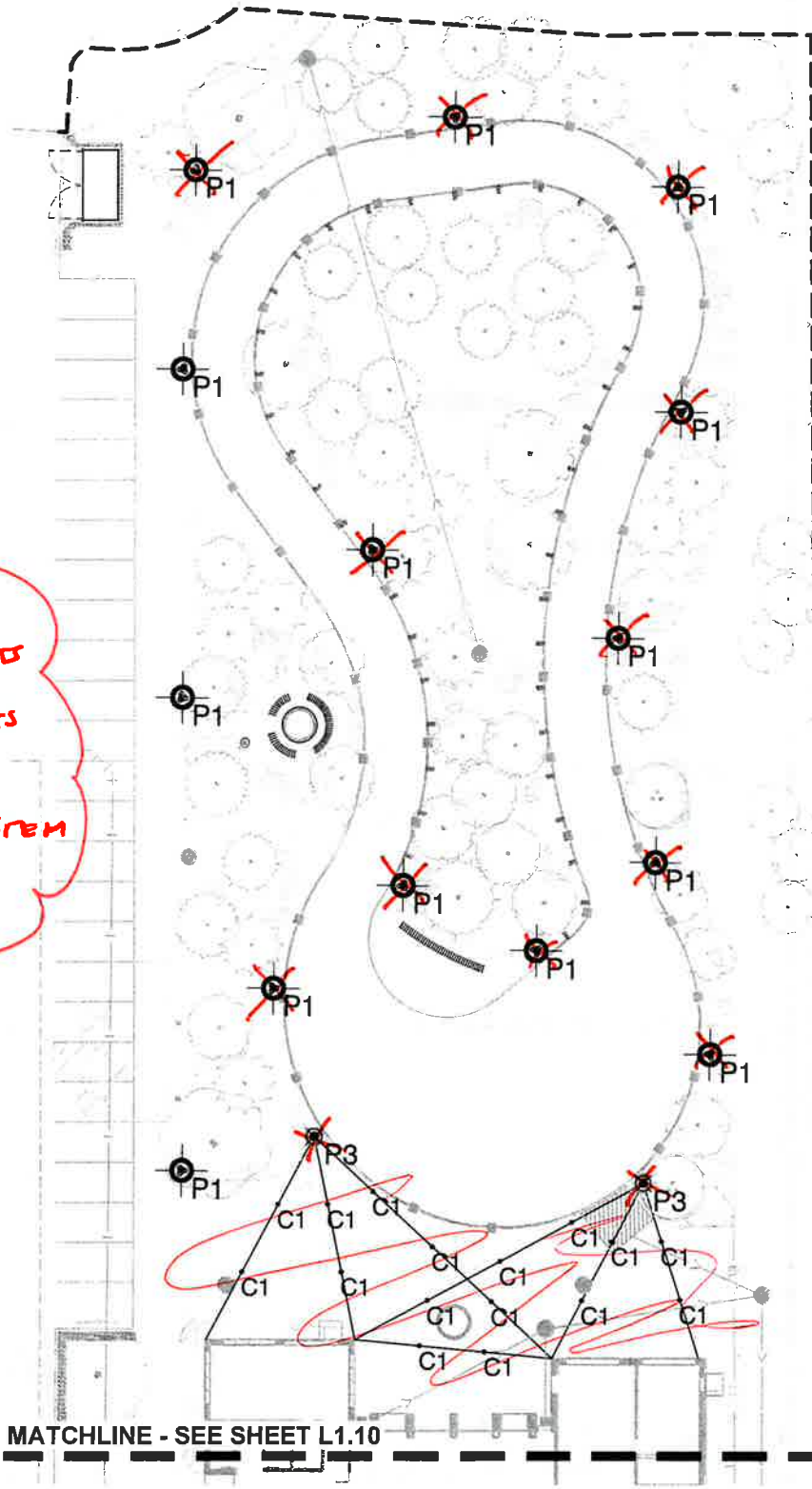
NOTES

- 1. SITE LIGHT POLES TO BE CENTERED 27" FROM FACE OF CURB OR EDGE OF PAVING
- 2. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO ENSURE A COMPLETE WORKING SYSTEM
- 3. CONTRACTOR SHALL FIELD VERIFY ALL EQUIPMENT AND ENSURE THE COORDINATION OF ALL ELEMENTS
- 4. COORDINATE WITH LOW VOLTAGE DESIGNER FOR BEST ROUTING, SIZE AND QUANTITY, EXACT LOCATIONS, MOUNTING HEIGHTS, AND WIRING PROTOCOL OF COMMUNICATION DEVICES. REFER TO ELECTRICAL PLANS (BP2) AND LV PLANS (BP1)
- 5. REFER TO BID PACKAGE 1 FOR ALL BUILDING RELATED ELECTRICAL ITEMS INCLUDING SWITCHBOARD AND PANEL LOCATIONS, SIZING, GROUNDING, CIRCUIT DETAILS AND PANEL SCHEDULES.
- 6. SHOP DRAWINGS SHALL BE SUBMITTED FOR FINAL REVIEW AND VERIFICATION PRIOR TO INSTALLATION.

DELETE 10 P1 LIGHTS
DELETE 2 P3 LIGHTS
DELETE CATENARY LIGHTING SYSTEM

LIGHT FIXTURE SCHEDULE											
SYMBOL	MARK	QUANTITY	DESCRIPTION	MANUFACTURER	MODEL NO	LUMENS/FIXTURE	WATTS/FIXTURE	TEMPERATURE	VOLTAGE	CRI	TILT
P1	P1	25	SINGLE COLUMN, SPIRALED PEDESTRIAN POLE W/ UPPER TWIST LOCK RECEPTACLE	LANDSCAPE FORMS	TMF41P SPIRAL POLE WITH (3) TMF24B2T8 HEADS, CLEAR DIFFUSER, 3000K, BLACK	4295	40	3000K	120V-277V	70	-
P2	P2	2	SINGLE COLUMN, SPIRALED PEDESTRIAN POLE W/ UPPER TWIST LOCK RECEPTACLE AND LOWER RECEPTACLE	LANDSCAPE FORMS	TMF41P SPIRAL POLE WITH (3) TMF24B2T8 HEADS, CLEAR DIFFUSER, 3000K, BLACK	4295	40	3000K	120V-277V	70	-
P3	P3	3	SINGLE COLUMN, SPIRALED PEDESTRIAN POLE W/ CATENARY CONNECTION POINTS (QTY 3), UPPER TWIST LOCK RECEPTACLE AND LOWER RECEPTACLE	LANDSCAPE FORMS	TMF41P SPIRAL POLE WITH (3) TMF24B2T8 HEADS, CLEAR DIFFUSER, 3000K, BLACK	4295	40	3000K	120V-277V	70	-
C1	C1	16	CATENARY LUMINAIRE	LANDSCAPE FORMS	TML-16-2-TV-Q-CATENARY CLEAR DIFFUSER, 3000K, BLACK	2883	28	3000K	120V-277V	70	-

NOTE: CONTRACTOR SHALL ORDER ALL NECESSARY ACCESSORIES FOR LIGHTING CONTROL, FIXTURE MOUNTING, POLE FOUNDATION, SHIELDING AND CCTV/SPEAKERS IN ADDITION TO ITEMS LISTED IN THE MODEL NUMBER TO MEET THE INTENT OF THE PROJECT.



No.	Date	Revisions	App.

DRAWING NAME Lighting Plan.dwg	
DESIGNED BY:	SMH
DRAWN BY:	KLHL & BPS
CHECKED BY:	TPH
DATE:	1/15/2024
PROJECT NO.	160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Todd P. Halunen
TODD P. HALUNEN, PLA
DATE: 1/15/2024 MN LIC. NO. 24900



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS
SCHEMATIC LIGHTING PLAN

SHEET NO.
L1.11
81

K:\TWC_Civil\City of Faribault\North Viaduct Park\CAD\Plan Sheets\Electrical Plan.dwg January 19, 2024 - 11:25am

MATCHLINE - SEE SHEET HE1.4

ELECTRICAL KEYNOTES

- HOLIDAY TREE IN-GRADE RECEPTACLE BOX SHALL BE FIELD LOCATED FOR BEST COORDINATION WITH HOLIDAY TREE LIGHTING.
- SEE LIGHTING PLAN FOR LUMINAIRE, POLE SELECTION AND FOUNDATION DETAIL. CONTRACTOR SHALL INSTALL EVERY LIGHT POLE WITH GFCI, WEATHER PROOF-IN-USE RECEPTACLES ON TOP POLE. CONTRACTOR SHALL INSTALL GFCI, WEATHER PROOF-IN-USE RECEPTACLE AT THE BOTTOM OF LIGHT POLE WHERE A CIRCUIT IS SPECIFICALLY CALLED OUT ON THE BOTTOM. TOP RECEPTACLE SHALL BE CONTROLLED IN TANDEM WITH LIGHT. BOTTOM RECEPTACLE SHALL BE ALWAYS ON. EXACT CCTV/SPEAKER HEIGHT, PLACEMENT AND COMMUNICATION PROTOCOL BY LV VENDOR. CONTRACTOR SHALL SPlice INCOMING CABLE TO #12 AWG IN LIGHTPOLE HANDHOLE FOR RECEPTACLE CIRCUITS.
- RECEPTACLE DEDICATED FOR FIRE PIT STARTER. COORDINATE WITH FIRE PIT DESIGNER FOR EXACT LOCATION AND MOUNTING OF RECEPTACLE.
- APPROXIMATE LOCATION OF EXTERIOR H-FRAME COMMUNICATION ENCLOSURE/SWITCH CABINET (BY LV DESIGNER). FIELD LOCATE. ALL CCTV CAMERAS ON NORTH SIDE OF WARMING SHELTER TO BE CONNECTED TO ENCLOSURE.

LIGHTING: PNL-H2, CKT 5
REC HIGH: PNL-L2, CKT 41
REC LOW: N/A

[END OF INSTALLATION]
PROPOSED ELECTRICAL
PULL BOX (SIZE PER NEC)

PROPOSED COMMUNICATIONS
PULL BOX (SIZE PER NEC)

CONDUIT ONLY

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: N/A

LIGHTING: PNL-H2, CKT 5
REC HIGH: PNL-L2, CKT 41
REC LOW: N/A

REC FIRE PLACE:
PNL-L2, CKT 49

1 REC HOLIDAY TREE:
PNL-L2, CKT 47

LIGHTING: PNL-H2, CKT 5
REC HIGH: PNL-L2, CKT 41
REC LOW: N/A

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: N/A

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: PNL-L2, CKT 44

SWITCH CABINET:
PNL-L2, CKT 42

SKATE RIBBON ELECTRICAL
AND CONTROLS BY OTHERS

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: N/A

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: N/A

LIGHTING: PNL-H2, CKT 7
REC HIGH: PNL-L2, CKT 43
REC LOW: N/A

LIGHTING: PNL-H2, CKT 5
REC HIGH: PNL-L2, CKT 41
REC LOW: N/A

PROPOSED ELECTRICAL
PULL BOX (SIZE PER NEC)

PROPOSED LIGHT POLE
(TYPICAL)

MATCHLINE - SEE SHEET HE1.2

CONDUIT & CONDUCTOR SCHEDULE			
FEEDER	TYPE	CONDUIT SIZE	CABLE SIZE/DESCRIPTION
1**	-	6"	INCOMING SERVICE
2**	-	1 1/2"	CCTV CONDUIT
3**	-	1"	SPEAKER CONDUIT
4	-	5"	CABLE BY XCEL
5*	-	1 1/2"	FUTURE CABLE
6	-	-	SEE BID PACKAGE 1
7	LV-75 THHW	2"	3#2/0, 1#2G
8	LV-75 THHW	1"	2#12, 1#12G
9	LV-75 THHW	1 1/2"	2#8, 1#8G
10***	LV-75 THHW	1 1/2"	2#8, 2#6, 1#8G, 1#6G
11***	LV-75 THHW	1 1/2"	4#8, 2#6, 2#8G, 1#6G
12***	LV-75 THHW	2"	6#8, 2#6, 3#8G, 1#6G
13***	LV-75 THHW	2"	6#8, 4#6, 3#8G, 2#6G
14***	LV-75 THHW	2"	2#12, 10#8, 4#6, 1#12G, 5#8G, 5#6G
15***	LV-75 THHW	2"	4#12, 10#8, 4#6, 2#12G, 5#8G, 5#6G

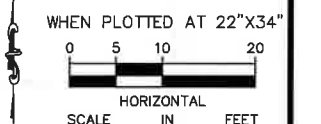
* EMPTY CONDUIT WITH PULL STRING FOR FUTURE EXPANSION.
** CONFIRM COMMUNICATIONS CONDUIT SIZE/CABLE TYPE WITH LV DESIGNER.
*** MULTIPLE CIRCUITS IN THE SAME CONDUIT

ELECTRICAL SYMBOLS LEGEND

- IN GROUND SPECIAL 208V, 3PH CAMLOCK RECEPTACLE BOX
- PULL BOX (SIZE PER NEC)
- DUPLEX RECEPTACLE - ALL TYPES TO BE: WP WEATHER PROOF IN-USE GFCI GROUND FAULT CIRCUIT INTERRUPTER
- IN GROUND RECEPTACLE BOX
- JUNCTION BOX
- UNDERGROUND ELECTRICAL CONDUIT
- MEDIUM VOLTAGE UNDERGROUND ELECTRICAL CONDUIT
- UNDERGROUND COMMUNICATIONS CONDUIT
- SPEAKER
- CCTV (SECURITY CAMERA)

ELECTRICAL GENERAL NOTES

- CIRCUIT ROUTING SHOWN ON THIS DRAWING IS DIAGRAMMATIC. CONTRACTOR SHALL FIELD ROUTE CONDUIT BASED ON ACCESSIBILITY AND COST.
- EXISTING/PROPOSED UTILITIES SHOWN ON THIS DRAWING ARE DIAGRAMMATIC. CONTRACTOR SHALL VERIFY UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION AND AVOID CONFLICTS.
- INSTALLATION OF ALL EQUIPMENT AND FIXTURES SHALL BE IN ACCORDANCE WITH THE NEC AND ALL APPLICABLE CODES.
- CONTRACTOR SHALL FIELD LOCATE ALL EQUIPMENT AND ENSURE THAT ALL EQUIPMENT CLEARANCES ARE CORRECT.
- CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO ENSURE A COMPLETE AND WORKING SYSTEM. CONTRACTOR SHALL COORDINATE WITH ALL EQUIPMENT VENDORS INCLUDING, BUT NOT LIMITED TO, THE SPLASH PAD, SKATE RIBBON AND LOW VOLTAGE VENDOR FOR ALL INSTALLATION PRACTICES AND EXACT LOCATION OF ELECTRICAL TERMINATIONS.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LIGHTING FIXTURES, POLES, CONTROLS, LV TRANSFORMERS AND ACCESSORIES TO PROVIDE A FULLY FUNCTIONAL LIGHTING SYSTEM.
- ALL COMMUNICATIONS CONDUIT SHOWN SHALL BE COORDINATED WITH LOW VOLTAGE DESIGNER FOR BEST ROUTING, SIZE AND QUANTITY. ALL COMMUNICATIONS EQUIPMENT IS SHOWN FOR REFERENCE ONLY AND SHALL BE LOCATED AND SPECIFIED BY LOW VOLTAGE DESIGNER. EXACT LOCATIONS, MOUNTING HEIGHTS AND WIRING PROTOCOL OF COMMUNICATION DEVICES SHALL BE COORDINATED WITH LV PLANS. SEE BID PACKAGE 1.
- SEE BID PACKAGE 1 FOR ALL BUILDING RELATED ELECTRICAL ITEMS INCLUDING SWITCHBOARD AND PANEL LOCATIONS, SIZING, GROUNDING, CIRCUIT DETAILS AND PANEL SCHEDULES.
- SEE BID PACKAGE 1 FOR ALL PANEL SCHEDULES AND SINGLE LINE DIAGRAM.



No.	Date	Revisions	App.	DRAWING NAME
				Electrical Plan.dwg
				DESIGNED BY: CMD
				DRAWN BY: CMD
				CHECKED BY: SK
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jeremy D. Coonan
JEREMY D. COONAN
DATE: 1/15/2024 MN LIC. NO. 46246



CITY OF FARIBAULT
DOWNTOWN AREA PARK
BID PACKAGE 2 - SITE IMPROVEMENTS
100% CONSTRUCTION DOCUMENTS

ELECTRICAL PLAN

SHEET NO.
HE1.3

ELECTRICAL KEYNOTES

- 1 SEE LIGHTING PLAN FOR LUMINAIRE, POLE SELECTION AND FOUNDATION DETAIL. CONTRACTOR SHALL INSTALL EVERY LIGHT POLE WITH GFCI, WEATHER PROOF-IN-USE RECEPTACLES ON TOP POLE. CONTRACTOR SHALL INSTALL GFCI, WEATHER PROOF-IN-USE RECEPTACLE AT THE BOTTOM OF LIGHT POLE WHERE A CIRCUIT IS SPECIFICALLY CALLED OUT ON THE BOTTOM. TOP RECEPTACLE SHALL BE CONTROLLED IN TANDEM WITH LIGHT. BOTTOM RECEPTACLE SHALL BE ALWAYS ON. EXACT CCTV/SPEAKER HEIGHT, PLACEMENT AND COMMUNICATION PROTOCOL BY LV VENDOR. CONTRACTOR SHALL SPLICE INCOMING CABLE TO #12 AWG IN LIGHTPOLE HANDHOLE FOR RECEPTACLE CIRCUITS.

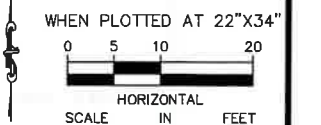
CONDUIT & CONDUCTOR SCHEDULE			
FEEDER	TYPE	CONDUIT SIZE	CABLE SIZE/DESCRIPTION
1**	-	6"	INCOMING SERVICE
2**	-	1 1/2"	CCTV CONDUIT
3**	-	1"	SPEAKER CONDUIT
4	-	5"	CABLE BY XCEL
5*	-	1 1/2"	FUTURE CABLE
6	-	-	SEE BID PACKAGE 1
7	LV-75 THHW	2"	3#2/O, 1#2G
8	LV-75 THHW	1"	2#12, 1#12G
9	LV-75 THHW	1 1/2"	2#8, 1#8G
10***	LV-75 THHW	1 1/2"	2#8, 2#6, 1#8G, 1#6G
11***	LV-75 THHW	1 1/2"	4#8, 2#6, 2#8G, 1#6G
12***	LV-75 THHW	2"	6#8, 2#6, 3#8G, 1#6G
13***	LV-75 THHW	2"	6#8, 4#6, 3#8G, 2#6G
14***	LV-75 THHW	2"	2#12, 10#8, 4#6, 1#12G, 5#8G, 5#6G
15***	LV-75 THHW	2"	4#12, 10#8, 4#6, 2#12G, 5#8G, 5#6G
* EMPTY CONDUIT WITH PULL STRING FOR FUTURE EXPANSION.			
** CONFIRM COMMUNICATIONS CONDUIT SIZE/CABLE TYPE WITH LV DESIGNER.			
*** MULTIPLE CIRCUITS IN THE SAME CONDUIT			

ELECTRICAL SYMBOLS LEGEND

- IN GROUND SPECIAL 208V, 3PH CAMLOCK RECEPTACLE BOX
- PULL BOX (SIZE PER NEC)
- DUPLEX RECEPTACLE - ALL TYPES TO BE: WP WEATHER PROOF IN-USE GFCI GROUND FAULT CIRCUIT INTERRUPTER
- IN GROUND RECEPTACLE BOX
- J OR J JUNCTION BOX
- UNDERGROUND ELECTRICAL CONDUIT
- MEDIUM VOLTAGE UNDERGROUND ELECTRICAL CONDUIT
- UNDERGROUND COMMUNICATIONS CONDUIT
- SPEAKER
- CCTV (SECURITY CAMERA)

ELECTRICAL GENERAL NOTES

- CIRCUIT ROUTING SHOWN ON THIS DRAWING IS DIAGRAMMATIC. CONTRACTOR SHALL FIELD ROUTE CONDUIT BASED ON ACCESSIBILITY AND COST.
- EXISTING/PROPOSED UTILITIES SHOWN ON THIS DRAWING ARE DIAGRAMMATIC. CONTRACTOR SHALL VERIFY UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION AND AVOID CONFLICTS.
- INSTALLATION OF ALL EQUIPMENT AND FIXTURES SHALL BE IN ACCORDANCE WITH THE NEC AND ALL APPLICABLE CODES.
- CONTRACTOR SHALL FIELD LOCATE ALL EQUIPMENT AND ENSURE THAT ALL EQUIPMENT CLEARANCES ARE CORRECT.
- CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES TO ENSURE A COMPLETE AND WORKING SYSTEM. CONTRACTOR SHALL COORDINATE WITH ALL EQUIPMENT VENDORS INCLUDING, BUT NOT LIMITED TO, THE SPLASH PAD, SKATE RIBBON AND LOW VOLTAGE VENDOR FOR ALL INSTALLATION PRACTICES AND EXACT LOCATION OF ELECTRICAL TERMINATIONS.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LIGHTING FIXTURES, POLES, CONTROLS, LV TRANSFORMERS AND ACCESSORIES TO PROVIDE A FULLY FUNCTIONAL LIGHTING SYSTEM.
- ALL COMMUNICATIONS CONDUIT SHOWN SHALL BE COORDINATED WITH LOW VOLTAGE DESIGNER FOR BEST ROUTING, SIZE AND QUANTITY. ALL COMMUNICATIONS EQUIPMENT IS SHOWN FOR REFERENCE ONLY AND SHALL BE LOCATED AND SPECIFIED BY LOW VOLTAGE DESIGNER. EXACT LOCATIONS, MOUNTING HEIGHTS AND WIRING PROTOCOL OF COMMUNICATION DEVICES SHALL BE COORDINATED WITH LV PLANS. SEE BID PACKAGE 1.
- SEE BID PACKAGE 1 FOR ALL BUILDING RELATED ELECTRICAL ITEMS INCLUDING SWITCHBOARD AND PANEL LOCATIONS, SIZING, GROUNDING, CIRCUIT DETAILS AND PANEL SCHEDULES.
- SEE BID PACKAGE 1 FOR ALL PANEL SCHEDULES AND SINGLE LINE DIAGRAM.



MATCHLINE - SEE SHEET HE1.3

No.	Date	Revisions	App.	DRAWING NAME
				Electrical Plan.dwg
				DESIGNED BY: CMD
				DRAWN BY: CMD
				CHECKED BY: SK
				DATE: 1/15/2024
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jeremy D. Coonan
JEREMY D. COONAN
DATE: 1/15/2024 MN LIC. NO. 46246



CITY OF FARIBAULT DOWNTOWN AREA PARK BID PACKAGE 2 - SITE IMPROVEMENTS 100% CONSTRUCTION DOCUMENTS	SHEET NO. HE1.4
ELECTRICAL PLAN	

Downtown Area Park Bid Package #2 - Site Work & Splash Pad
Estimated Quantities for Revised Scope (Elimination of Skate Loop)

= DELETED IN ENTIRETY

= REDUCED QUANTITY

= POSSIBLE REVISION TO BE DETERMINED

Line	Number	Description	Unit	Quantity	Bid		Revised Quantity	Revised Amount	Change
					Price	Bid Amount			
1	2021.501	MOBILIZATION	LS	1	\$65,000.00	\$65,000.00	1	\$71,000.00	\$6,000.00
2	2101.524	CLEARING	TREE	2	\$750.00	\$1,500.00	2	\$1,500.00	\$0.00
3	2101.524	GRUBBING	TREE	2	\$200.00	\$400.00	2	\$400.00	\$0.00
4	2104.502	ABANDON AND SEAL WELL SHAFT	EACH	1	\$3,000.00	\$3,000.00	1	\$3,000.00	\$0.00
5	2104.502	REMOVE CATCH BASIN	EACH	1	\$425.00	\$425.00	1	\$425.00	\$0.00
6	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	560	\$4.00	\$2,240.00	560	\$2,240.00	\$0.00
7	2104.503	REMOVE SEWER PIPE (STORM)	LF	10	\$30.00	\$300.00	10	\$300.00	\$0.00
8	2104.503	REMOVE CURB & GUTTER	LF	560	\$5.00	\$2,800.00	560	\$2,800.00	\$0.00
9	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	430	\$10.00	\$4,300.00	430	\$4,300.00	\$0.00
10	2106.507	EXCAVATION - COMMON (P)	CY	1,135	\$30.00	\$34,050.00	1,135	\$34,050.00	\$0.00
11	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	350	\$31.00	\$10,850.00	350	\$10,850.00	\$0.00
12	2106.507	COMMON EMBANKMENT (CV)	CY	1,955	\$10.00	\$19,550.00	1,955	\$19,550.00	\$0.00
13	2106.601	RAMMED AGGREGATE PIER GROUND IMPROVEM	LS	1	\$136,000.00	\$147,000.00	1	\$136,000.00	(\$11,000.00)
14	2106.601	RAMMED AGGREGATE PIER GROUND IMPROVEM	LS	1	\$257,000.00	\$257,000.00	0	\$0.00	(\$257,000.00)
15	2108.504	GEOTEXTILE FABRIC TYPE 5	SY	1,250	\$1.50	\$1,875.00	1,250	\$1,875.00	\$0.00
16	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	1,000	\$35.00	\$35,000.00	1,000	\$35,000.00	\$0.00
17	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	220	\$122.00	\$26,840.00	220	\$26,840.00	\$0.00
18	2411.607	CONCRETE STEPS	CY	16	\$426.00	\$6,816.00	16	\$6,816.00	\$0.00
19	2451.607	STRUCTURAL BACKFILL	CY	650	\$35.00	\$22,750.00	0	\$0.00	(\$22,750.00)
20	2475.603	RAIL TYPE 1	LF	6	\$450.00	\$2,700.00	6	\$2,700.00	\$0.00
21	2502.503	4" PERF PVC PIPE DRAIN	LF	1,300	\$14.00	\$18,200.00	0	\$0.00	(\$18,200.00)
22	2503.503	12" RC PIPE SEWER CLASS III	LF	312	\$85.00	\$26,520.00	312	\$26,520.00	\$0.00
23	2503.503	15" RC PIPE SEWER CLASS III	LF	100	\$94.00	\$9,400.00	100	\$9,400.00	\$0.00
24	2503.503	18" RC PIPE SEWER CLASS III	LF	380	\$94.00	\$35,720.00	380	\$35,720.00	\$0.00
25	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$2,000.00	\$2,000.00	1	\$2,000.00	\$0.00
26	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	\$1,300.00	\$3,900.00	3	\$3,900.00	\$0.00
27	2503.603	6" PVC SCH 40 SANITARY PIPE SEWER SERVICE	LF	33	\$135.00	\$4,455.00	33	\$4,455.00	\$0.00
28	2503.603	6" PVC SDR 35 SANITARY PIPE SEWER	LF	202	\$64.00	\$12,928.00	202	\$12,928.00	\$0.00
29	2503.603	10" PVC PIPE SEWER	LF	144	\$85.00	\$12,240.00	144	\$12,240.00	\$0.00
30	2503.608	DUCTILE IRON FITTINGS	LB	225	\$13.00	\$2,925.00	225	\$2,925.00	\$0.00
31	2504.601	SPLASHPAD	LS	1	\$355,000.00	\$355,000.00	1	\$355,000.00	\$0.00
32	2504.601	IRRIGATION SYSTEM	LS	1	\$31,000.00	\$31,000.00	0.75	\$23,250.00	(\$7,750.00)
33	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,500.00	\$1,500.00	1	\$1,500.00	\$0.00
34	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	350	\$92.00	\$32,200.00	350	\$32,200.00	\$0.00
35	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	4	\$3,700.00	\$14,800.00	4	\$14,800.00	\$0.00
36	2506.502	CASTING ASSEMBLY	EACH	14	\$1,150.00	\$16,100.00	14	\$16,100.00	\$0.00
37	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LF	75	\$470.00	\$35,250.00	75	\$35,250.00	\$0.00
38	2511.601	TRASH ENCLOSURE	LS	1	\$66,000.00	\$66,000.00	1	\$66,000.00	\$0.00
39	2511.602	LANDSCAPE BOULDER TYPE 1	EACH	61	\$215.00	\$13,115.00	57	\$12,255.00	(\$860.00)
40	2511.602	LANDSCAPE BOULDER TYPE 2	EACH	50	\$380.00	\$19,000.00	24	\$9,120.00	(\$9,880.00)
41	2511.602	LANDSCAPE BOULDER TYPE 3	EACH	131	\$200.00	\$26,200.00	70	\$14,000.00	(\$12,200.00)
42	2511.602	LANDSCAPE BOULDER TYPE 4	EACH	102	\$310.00	\$31,620.00	38	\$11,780.00	(\$19,840.00)
43	2521.518	RUBBER WALKWAY	SF	4,000	\$12.00	\$48,000.00	0	\$0.00	(\$48,000.00)
44	2521.518	6" CONCRETE WALK	SF	25,000	\$9.25	\$231,250.00	23,950	\$221,537.50	(\$9,712.50)
45	2521.518	3.5" BITUMINOUS WALK	SF	7,300	\$5.25	\$38,325.00	7,300	\$38,325.00	\$0.00
46	2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	45	\$58.00	\$2,610.00	45	\$2,610.00	\$0.00
47	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	570	\$42.00	\$23,940.00	570	\$23,940.00	\$0.00
48	2531.603	CONCRETE GRADE BEAM	LF	1,200	\$105.00	\$126,000.00	0	\$0.00	(\$126,000.00)
49	2531.618	TRUNCATED DOMES	SF	50	\$90.00	\$4,500.00	50	\$4,500.00	\$0.00
50	2540.602	FIRE CONTROLS PEDESTAL	EACH	1	\$2,300.00	\$2,300.00	0	\$0.00	(\$2,300.00)
51	2540.602	FIRE PIT	EACH	2	\$55,000.00	\$110,000.00	1	\$55,000.00	(\$55,000.00)
52	2540.603	BENCH TYPE 1 - WOODEN	LF	55	\$1,230.00	\$67,650.00	0	\$0.00	(\$67,650.00)
53	2540.602	BENCH TYPE 2 - SWING BENCH	EACH	5	\$51,000.00	\$255,000.00	3	\$153,000.00	(\$102,000.00)
54	2540.602	LIMESTONE STEPPERS	EACH	110	\$90.00	\$9,900.00	110	\$9,900.00	\$0.00
55	2540.602	LIMESTONE SEAT SLAB	EACH	24	\$3,250.00	\$78,000.00	19	\$61,750.00	(\$16,250.00)
56	2540.603	LANDSCAPE EDGER	LF	740	\$9.50	\$7,030.00	740	\$7,030.00	\$0.00
57	2545.501	LIGHTING SYSTEM	LS	1	\$402,000.00	\$402,000.00	1	\$330,000.00	(\$72,000.00)
58	2545.502	EQUIPMENT PAD	EACH	1	\$950.00	\$950.00	0	\$0.00	(\$950.00)
59	2545.503	UNDERGROUND WIRE 1/C 2 AWG	LF	600	\$2.50	\$1,500.00	600	\$1,500.00	\$0.00
60	2545.503	UNDERGROUND WIRE 1/C 4 AWG	LF	15,205	\$2.00	\$30,410.00	15,205	\$30,410.00	\$0.00
61	2545.503	UNDERGROUND WIRE 1/C 6 AWG	LF	12,000	\$2.00	\$24,000.00	10,380	\$20,760.00	(\$3,240.00)
62	2545.503	UNDERGROUND WIRE 1/C 8 AWG	LF	8,000	\$1.75	\$14,000.00	5,780	\$10,115.00	(\$3,885.00)
63	2545.503	UNDERGROUND WIRE 1 COND 12 AWG	LF	2,490	\$1.50	\$3,735.00	2,220	\$3,330.00	(\$405.00)
64	2545.602	QUAZITE PULL BOX	EACH	14	\$160.00	\$2,240.00	13	\$2,080.00	(\$160.00)
65	2545.602	UTILITY SERVICE ENTRANCE	EACH	1	\$55,000.00	\$55,000.00	1	\$55,000.00	\$0.00
66	2545.602	LEGRAND IN-GRAND RECEPTACLE	EACH	3	\$1,750.00	\$5,250.00	2	\$3,500.00	(\$1,750.00)

67	2545.602	SPECIAL RECEPTACLE	EACH	1	\$2,750.00	\$2,750.00	1	\$2,750.00	\$0.00
68	2550.503	1" NON-METALLIC CONDUIT	LF	370	\$11.00	\$4,070.00	300	\$3,300.00	(\$770.00)
69	2550.503	1.5" NON-METALLIC CONDUIT	LF	3,730	\$11.00	\$41,030.00	3,100	\$34,100.00	(\$6,930.00)
70	2550.503	2" NON-METALLIC CONDUIT	LF	600	\$15.00	\$9,000.00	480	\$7,200.00	(\$1,800.00)
71	2550.503	3" NON-METALLIC CONDUIT	LF	370	\$24.00	\$8,880.00	370	\$8,880.00	\$0.00
72	2563.601	TRAFFIC CONTROL	LS	1	\$2,600.00	\$2,600.00	1	\$2,600.00	\$0.00
73	2564.618	SIGN	SF	5.5	\$210.00	\$1,155.00	5.5	\$1,155.00	\$0.00
74	2565.603	5" NON-METALLIC CONDUIT	LF	250	\$33.00	\$8,250.00	250	\$8,250.00	\$0.00
75	2565.603	6" NON-METALLIC CONDUIT	LF	300	\$38.00	\$11,400.00	300	\$11,400.00	\$0.00
76	2571.524	CONIFEROUS TREE 8' HT B&B	TREE	35	\$715.00	\$25,025.00	12	\$8,580.00	(\$16,445.00)
77	2571.524	CONIFEROUS TREE 10' HT B&B	TREE	1	\$1,000.00	\$1,000.00	0	\$0.00	(\$1,000.00)
78	2571.524	DECIDUOUS TREE 1.5" CAL B&B	TREE	18	\$700.00	\$12,600.00	16	\$11,200.00	(\$1,400.00)
79	2571.524	DECIDUOUS TREE 2" CAL B&B	TREE	3	\$750.00	\$2,250.00	3	\$2,250.00	\$0.00
80	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	59	\$790.00	\$46,610.00	33	\$26,070.00	(\$20,540.00)
81	2571.524	DECIDUOUS TREE 3" CAL B&B	TREE	10	\$900.00	\$9,000.00	8	\$7,200.00	(\$1,800.00)
82	2571.525	SHRUB NO 5 CONT	SHRB	454	\$55.00	\$24,970.00	228	\$12,540.00	(\$12,430.00)
83	2571.527	PERENNIAL NO 1 CONT	PLT	2,420	\$17.00	\$41,140.00	1,516	\$25,772.00	(\$15,368.00)
84	2571.604	STONE SEPARATOR FABRIC	SY	5	\$50.00	\$250.00	5	\$250.00	\$0.00
85	2573.501	STORM DRAIN INLET PROTECTION	LS	1	\$600.00	\$600.00	1	\$600.00	\$0.00
86	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	3,000	\$2.75	\$8,250.00	3,000	\$8,250.00	\$0.00
87	2574.507	LOAM TOPSOIL BORROW	CY	1,350	\$10.00	\$13,500.00	1,350	\$13,500.00	\$0.00
88	2574.508	FERTILIZER TYPE 3	LB	600	\$1.00	\$600.00	600	\$600.00	\$0.00
89	2575.504	RAPID STABILIZATION METHOD 4	SY	1,600	\$2.10	\$3,360.00	1,600	\$3,360.00	\$0.00
90	2575.505	SEEDING	ACRE	1.35	\$600.00	\$810.00	1.35	\$810.00	\$0.00
91	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	5,650	\$2.00	\$11,300.00	5,650	\$11,300.00	\$0.00
92	2575.523	RAPID STABILIZATION METHOD 3	MGAL	10	\$550.00	\$5,500.00	10	\$5,500.00	\$0.00
93	2575.605	SEEDING TYPE 1	ACRE	0.1	\$4,000.00	\$400.00	0.1	\$400.00	\$0.00
94	2575.605	SEEDING TYPE 2	ACRE	0.25	\$2,000.00	\$500.00	0.25	\$500.00	\$0.00
95	2575.605	SEEDING TYPE 3	ACRE	0.05	\$3,000.00	\$150.00	0.05	\$150.00	\$0.00
96	2575.605	SEEDING LOW MOW RTF SAVER	ACRE	0.95	\$1,600.00	\$1,520.00	0.95	\$1,520.00	\$0.00
97	2575.607	ROCK MULCH TYPE 1	CY	7	\$124.00	\$868.00	7	\$868.00	\$0.00
98	2575.607	ROCK MULCH TYPE 2	CY	0.5	\$500.00	\$250.00	0.5	\$250.00	\$0.00
99	2575.607	ROCK MULCH TYPE 3	CY	3	\$125.00	\$375.00	3	\$375.00	\$0.00
100	2582.503	4" SOLID LINE PAINT	LF	700	\$4.75	\$3,325.00	700	\$3,325.00	\$0.00
101	2582.518	PAVT MSSG PREF TAPE	SF	9	\$450.00	\$4,050.00	9	\$4,050.00	\$0.00
103	2575.507	DOUBLE SHREDDED HARDWOOD MULCH	CY	125	\$55.00	\$6,875.00	125	\$6,875.00	\$0.00
Total Bid Amount					\$3,272,272.00		\$2,331,006.50	(\$941,265.50)	



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: May 21, 2024
SUBJECT: Financing/Funding of the Downtown/Viaduct-Area Park

Discussion:

The purpose of this discussion is to update the Council on what the costs of the Downtown/Viaduct Area Park project have been through the design phase and to discuss the financing mechanism for bid packages 1 and 2 (building and splash pad and site work). The project will have an impact on the 2025 operating budget, which is presented as a rough estimate. Finally, we have also made some high-end projections for what the ice phase could be and would like to discuss any budget parameters the Council would like to put on this phase.

Past and Current Expenditures

The Council approved contracts with consultants to get to where we are today, totaling \$697,253 spent (or to be spent) on planning and engineering. These costs have been covered by fund balance from fund 404- Park Improvement Fund. As discussed below in a recommended financing scenario, the payment of some of these costs has come at the expense of future park maintenance/equipment replacement activities.

Expenses Incurred			
	Amount	Year	Source of Funds
Kimley-Horn Paid	\$ 605,729	2022-2024	404- Fund Balance
Kimley-Horn Remaining	\$ 52,271	2024	404- Fund Balance
Architect (HCM)	\$ 22,620	2024	404- Fund Balance
Platting (B & M) Paid	\$ 14,656	2023-2024	404- Fund Balance
Platting Remaining	\$ 1,844	2024	404- Fund Balance
Legal	\$ 133	2023	404- Fund Balance
TOTAL	\$ 697,253		

Looking at the new estimates provided for the bid packages 1 and 2, we anticipate a total expense of around \$6 million for the construction contract, owner-provided items, and a contingency amount to handle the unknowns of a project. Please note that the contingency amount is only used if change orders occur as part of the construction project, which is more likely than not. The construction number below is missing the deductions for HVAC changes and does not take into consideration the further reductions presented by RW Carlstrom, both of which will lower that figure.

Building/Water Feature Phase			
	Amount	Year	Source of Funds
Construction	\$ 5,512,441	2024/2025	Revolving Loan
Fiber to Site	\$ 40,000	2024	Revolving Loan
Contstruction Testing	\$ 35,000	2024/2025	Revolving Loan
Furniture/Fixtures	\$ 200,000	2025	Revolving Loan
Contingency	\$ 275,622		Revolving Loan
TOTAL	\$ 6,063,063		

Financing of Past/Current Expenditures

The proposed financing for the project is an internal loan from the Sewer Fund. Finance Director Jeanne Schmuck has proposed this as a revolving loan, meaning that the funds stay in the Sewer Fund until they are needed to pay expenditures. This will result in interest being paid only on the amounts that are actually “borrowed” and not the entire cost estimate.

At this time, we are recommending that the amount of the internal loan includes \$300,000 of expenses incurred as part of the planning and design and the \$6,063,063 estimated for the construction expenses. While the \$300,000 already spent has come from unrestricted dollars in the Park Improvement Fund, this has hindered the flexibility to address change orders/overages for other projects in this fund as well as future park projects. 2024 marks the first year when replacement of park equipment in one park (budgeted at \$100,000 annually) occurs every other year rather than annually. This actually means that based on the number of parks in the city, equipment will be replaced every 40 years. Preserving some of the fund balance will allow for equipment to be replaced in 2025, 2026, and 2027, and essentially buy more time to try and find a long-term solution.

As mentioned above, the Sewer Fund is the source of the loan. An internal loan does not mean that the City should loan ourselves money at zero interest, as the rate payers of sewer fees should anticipate some return on investment. Based on current market conditions, that rate is 5 percent

interest. The planned annual repayment is \$650,000 in franchise fees. Assuming a total loan amount of \$6,356,036, it will take 13 years to pay off this loan with payments applied quarterly. Please see the attached amortization schedule for the details.

What could result in less time on the repayment schedule is the success of the Faribault Foundation's fundraising campaign for the areas covered in this portion of the project. As the Foundation is able to remit donated amounts to the City for the project, the City can alter the amortization schedule to account for payments to the internal loan besides the franchise fees. The amortization schedule does not apply any donations from the Faribault Foundation as part of this project.

Anticipated Annual Operating Expenses

In addition to looking at the costs of the project and the impact of the internal loan, we also need to recognize the first phase of work for the park will have an impact on the 2025 operating budget, which will experience an increase in costs as the building and splash pad are anticipated to be available for approximately 6 months of the year. The attached spreadsheet shows the costs anticipated with the skate loop and without it. Assuming the City Council moves forward with packages 1 and 2, the 2025 budget will include half of the estimated operating expenditures without the skate loop, or \$183,860. This number will be further refined as part of the 2025 budget process.

Future Work - Ice Phase

Staff is looking for direction on how the Council would like to proceed with the ice portion of the project. This is a very important feature of the project that contributes to the year-round use of the park and as a draw for the region. The original bid was just under \$4.2 million for construction, and would likely be closer to \$4.5 million with the City-provided items. Assuming this amount is too high for the Council to consider, the following are some options to consider:

- Re-bid the current design and work with the design firm to ensure additional contractors submit a bid for the project.
- Set some financial thresholds and direct staff and/or the citizen committee to come up with a new design based on a specific dollar amount.
- Reconvene the citizen committee for recommendations on how to proceed

Ice Phase			
	Amount	Year	Source of Funds
Design	\$ 250,000	TBD	*Depends on final chosen layout
Construction	\$ 6,000,000	TBD	
Construction Testing	\$ 30,000	TBD	
Furniture/Fixtures	\$ 200,000	TBD	
Contingency	\$ 600,000		
TOTAL	\$ 7,080,000		

At this time, it is difficult to talk about how the ice phase of the park will be financed when looking at an amount as high as \$7 million or a lesser amount pending Council guidance. Additional design work will have an additional cost outside the design and engineering already spent on the project. Those costs could be included as part of the revolving loan if that is the path the Council would like to go. However, any costs for design or construction will increase the repayment schedule of the internal loan.

Attachments:

1. Downtown Viaduct Area Park Scenarios loan-amortization-schedule
2. Draft Downtown Viaduct Park Operating Budget

Annual Interest Rate	5.00%
Years	13
Payments Per Year	4
Amount	\$6,412,073

Payment Number	Payment	Principal	Interest	Balance
1	(\$162,500.00)	(\$122,424.55)	(\$40,075.45)	\$3,083,611.70
2	(\$162,500.00)	(\$124,485.58)	(\$38,014.42)	\$2,959,126.12
3	(\$162,500.00)	(\$126,535.89)	(\$35,964.11)	\$2,832,590.23
4	(\$162,500.00)	(\$128,573.55)	(\$33,926.45)	\$5,854,016.68
5	(\$162,500.00)	(\$93,431.18)	(\$69,068.82)	\$5,760,585.50
6	(\$162,500.00)	(\$95,575.50)	(\$66,924.50)	\$5,665,010.00
7	(\$162,500.00)	(\$97,723.37)	(\$64,776.63)	\$5,567,286.63
8	(\$162,500.00)	(\$99,873.13)	(\$62,626.87)	\$5,467,413.50
9	(\$162,500.00)	(\$102,023.11)	(\$60,476.89)	\$5,365,390.39
10	(\$162,500.00)	(\$104,171.56)	(\$58,328.44)	\$5,261,218.83
11	(\$162,500.00)	(\$106,316.67)	(\$56,183.33)	\$5,154,902.17
12	(\$162,500.00)	(\$108,456.57)	(\$54,043.43)	\$5,046,445.59
13	(\$162,500.00)	(\$110,589.35)	(\$51,910.65)	\$4,935,856.24
14	(\$162,500.00)	(\$112,713.02)	(\$49,786.98)	\$4,823,143.22
15	(\$162,500.00)	(\$114,825.55)	(\$47,674.45)	\$4,708,317.68
16	(\$162,500.00)	(\$116,924.83)	(\$45,575.17)	\$4,591,392.84
17	(\$162,500.00)	(\$119,008.73)	(\$43,491.27)	\$4,472,384.12
18	(\$162,500.00)	(\$121,075.03)	(\$41,424.97)	\$4,351,309.09
19	(\$162,500.00)	(\$123,121.49)	(\$39,378.51)	\$4,228,187.60
20	(\$162,500.00)	(\$125,145.78)	(\$37,354.22)	\$4,103,041.82
21	(\$162,500.00)	(\$127,145.57)	(\$35,354.43)	\$3,975,896.25
22	(\$162,500.00)	(\$129,118.43)	(\$33,381.57)	\$3,846,777.81
23	(\$162,500.00)	(\$131,061.93)	(\$31,438.07)	\$3,715,715.88
24	(\$162,500.00)	(\$132,973.55)	(\$29,526.45)	\$3,582,742.33
25	(\$162,500.00)	(\$134,850.78)	(\$27,649.22)	\$3,447,891.55
26	(\$162,500.00)	(\$136,691.01)	(\$25,808.99)	\$3,311,200.54
27	(\$162,500.00)	(\$138,491.66)	(\$24,008.34)	\$3,172,708.88
28	(\$162,500.00)	(\$140,250.06)	(\$22,249.94)	\$3,032,458.82
29	(\$162,500.00)	(\$141,963.53)	(\$20,536.47)	\$2,890,495.29
30	(\$162,500.00)	(\$143,629.38)	(\$18,870.62)	\$2,746,865.91
31	(\$162,500.00)	(\$145,244.87)	(\$17,255.13)	\$2,601,621.04
32	(\$162,500.00)	(\$146,807.25)	(\$15,692.75)	\$2,454,813.78
33	(\$162,500.00)	(\$148,313.76)	(\$14,186.24)	\$2,306,500.03
34	(\$162,500.00)	(\$149,761.61)	(\$12,738.39)	\$2,156,738.42
35	(\$162,500.00)	(\$151,148.02)	(\$11,351.98)	\$2,005,590.40
36	(\$162,500.00)	(\$152,470.19)	(\$10,029.81)	\$1,853,120.21
37	(\$162,500.00)	(\$153,725.33)	(\$8,774.67)	\$1,699,394.88
38	(\$162,500.00)	(\$154,910.67)	(\$7,589.33)	\$1,544,484.21
39	(\$162,500.00)	(\$156,023.41)	(\$6,476.59)	\$1,388,460.80
40	(\$162,500.00)	(\$157,060.82)	(\$5,439.18)	\$1,231,399.98
41	(\$162,500.00)	(\$158,020.14)	(\$4,479.86)	\$1,073,379.85
42	(\$162,500.00)	(\$158,898.66)	(\$3,601.34)	\$914,481.19
43	(\$162,500.00)	(\$159,693.72)	(\$2,806.28)	\$754,787.47
44	(\$162,500.00)	(\$160,402.66)	(\$2,097.34)	\$594,384.81
45	(\$162,500.00)	(\$161,022.90)	(\$1,477.10)	\$433,361.90
46	(\$162,500.00)	(\$161,600.95)	(\$948.10)	\$271,760.96
47	(\$120,019.97)	(\$119,556.27)	(\$512.75)	\$152,204.69
48	(\$120,019.97)	(\$119,828.23)	(\$240.79)	\$32,376.45
49	(\$32,368.63)	(\$32,376.45)	(\$41.23)	\$0.00
	(\$7,747,408.57)	(\$6,356,036.25)	(\$1,391,568.52)	

**Proposed Operating Budget
Downtown/Viaduct-Area Park**

	A	B	C	D	E
1	Line Item	Description	No Skate Loop	With Skate Loop	NOTES:
2	41010	FT Employee	122,500	122,500	Facility Manager- New Position
3	41030	PT Employee Maint	70,000	70,000	Add'l 1/2 park position; other 1/2 currently budgeted
4	41040	Temp Staff	38,760	72,780	
5		Temp Staff Benefits	6,000	13,000	
6	42110	General Supplies	2,500	4,000	
7	42120	Motor Fuels	2,500	5,000	
8	42180	Uniforms	1,000	1,000	
9	42210	Vehical/Eq parts	1,000	1,500	
10	42230	Blg Supplies	2,000	2,500	
11	42410	Minor Equip	6,000	6,000	
12	42990	Commodities for resale	10,000	10,000	
13	43090	Expert & Prof Service	500	500	
14	43095	Software Maintenance	13,400	13,400	
15	43250	Other Communications	-	-	
16	43430	Advertising Other	1,000	1,500	
17	43610	Insurance & Bonds	10,000	10,000	
18	43810	Electric	50,000	90,000	
19	43830	Gas	20,000	40,000	
20	43840	Refuse	3,000	3,500	
21	44010	Blg Maintnace	2,500	3,500	
22	44045	Equip Repair	2,000	5,000	
23	44325	Bank Fees	2,000	2,500	
24	44390	Taxes & Lic	700	900	700 splash pad, 200 rink
25					
26		TOTAL	\$ 367,360	\$ 479,080	
27					
28		2025 Operating Costs	\$ 183,680		



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: May 21, 2024
SUBJECT: Naming of Downtown/Viaduct-Area Park

Discussion:

The City Council discussed naming of the park to be located near the viaduct in June 2023, and ultimately concluded to come back at a later time to make a decision. I have enclosed the notes from that work session, the ranking done by each Council member of their top five names, and the overall list of names provided by the public as background for this discussion.

This project is at a point where a name will be vital for fundraising as well as other marketing of the project as it is being built. With more known about the timeline and progress of the park, the fundraising materials need to be updated. Having a common language and name around what is going to be a very vibrant destination in the community will make it easier to tell the story about this park. I am requesting the Council provide direction on the naming of the park, so that we can bring this to a conclusion as expeditiously as possible.

Attachments:

1. 2023-06-13 Work Session Notes
2. 2023 Council Park Name Ranks
3. Downtown Park Name Suggestions



City Council Work Session
Tuesday, June 13, 2023 at 6:30 PM or immediately
following the Regular City Council Meeting
Public Meeting Room

Notes

Call to Order

The City Council Work Session was called to order by Mayor Kevin Voracek at 7:15 pm. Councilors Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis, Tom Spooner, Chuck Thiele were in attendance. Also in attendance were City Administrator Tim Murray and Parks and Recreation Director Paul Peanasky.

Items for Discussion

Downtown (Viaduct Area) Park Update; Review of Design Development Plans Park Naming Discussion; and Estimated Costs and Funding Considerations

City Administrator Tim Murray provided an update on the future “Viaduct” area park. The estimated cost has increased to \$9,400,000.00 from an estimated \$8,200,000.00. Murray provided the Council with options to finance the park, including state bonding, increase in taxes, loans and donations, however, he noted that the City cannot solicit donations.

Murray also provided the Council with the names that were submitted, however, through some discussion, it was determined to hold off on naming the park.

Future Discussion – None

Adjournment

The City Council Work Session was adjourned at 7:58 p.m.

Respectfully Submitted,

Heather Slechta
City Clerk

Rank	Mayor Voracek	Councilmember Caron	Councilmember Doumbouya	Councilmember Ross	Councilmember Sluis	Councilmember van Spooner	Councilmember Thiele
1	Adek Ti	Viaduct Park	Unity Park	Rock Island Park	Viaduct Park	Straight River Park	Viaduct Park
2	Trackside Park/ Raiside-River Park	Rock Island Park	Viaduct View Park	Doyle Park	Straight River Plaza	Faribault Commons Park	Heritage Park
3	Whistle Stop	Straight River Park	Park 1852	Straight River Park	Riverfront Park	Riverfront Park	Mdewakanton Park
4	The Bau	Willow Park	Straight River Community Park	Viaduct Park	Fleur de Lis Community Park	Riverside Park	Pelagie Park
5	Taopi Park	Riverside Park	The Community Park	Sellner Park	Trading Post Park	Bridgeside Park	Riverside Park

<u>Suggested name for future park:</u>	<u>More information</u>
The Community Park	=)
The Hotspot	I picked The Hotspot because you said that you are hoping it will be the new downtown hotspot! =)
"Many Arches of Faribault Skating Park"	I chose this name because the park is located under our beautiful art/deco classical revival Viaduct bridge that has "many arches"
Donald Rasmussen memorial park	In memory of don, from Glenn's towing and everything he did over the years for this town
Adek Ti	The Dakota name for the area was Adek Ti, the place where Alexander Faribault lived.
Alexander Central	There is a story that has been shared several times. From "Lynch Family History" "Mr. Hulett writes in Rice County records, that when he arrived with his friends, at the brow of the hill below where later stood the old Barron House and now stands the Brunswick Hotel, the setting sun cast a mellow light upon this village of Indians, comprising of some sixty wigwams, stretching along what is now Central Ave." The river was much closer to town at that time.
Bishop Whipple Park	Bishop Whipple was an important founding father of Faribault and the state of MN. He brought together native Americans and Europeans and helped plot our city. I believe their is a monument or a mural honoring him but a park of this magnitude would be a great tribute!
Boston park	
Bridge valley park	
Bridgeview Park	
Burl Bend Park	
Celebration Park	
Chandler's Park	
City Center	
Dena Park	Have chosen Dena as the name of the park because it is short and sweet, and also the memory of a wonderful woman who lived and passed in our city of Faribault. Dena Whillock was involved in many community events. This would keep her memory forever.
Deputy John Liebenstein park	In memory of Deputy John Liebenstein who passed away 27 years ago while on duty, killed by a 17-year-old in a high-speed chase.
Dragon city	My nine year old loves dragons
East Alex	keeping it simple-
East Midway Park	It's located on the east side of the middle of town.
East Valley Park	
EB2 (Every body's Square)	"Every Body's Square or EB2...since I can't find a "squared " sign on my keyboard.. Chose this name to show that it welcomes every body shape, size, age, color or interest to be welcomed in this reimagined space... With a younger name vibe in a world full of acronyms and slang these days.
Elizabeth Haines or Haines Park	Mother of Alexander Faribault and a Dakotah woman
Excalibur	
Falcon Fly Park	
Fari Park	
Faribault Commons	
Faribault's finest	It's our finest park in town!
Faribault's Itty Bitty Oasis	
Fleckenstein or Fleck's Park	

	The Fluer de lys is our on all our City of Faribault, banners, city trucks, letterhead, uniforms, water towers. It's not offensive and has a nice sound to it. it also has Christian meanings. Thanks Doug
Fluer de lys Community Park Frogtown Junction	
Fur River Park Golden gardens park Grey Duck Half Pint Park Hands on for everybody's park	Alexander Faribault was a fur trader and it is located by his house and the river.
Harmony Park	I choose this name because a park is meant to have harmony and peace for children and family to play and have fun.
Henry Lovelle Doyle Park (Doyle Park for short)	Father Henry Doyle is one of the most beloved and recognizable people in Faribault. He is retiring from Shattuck-St. Mary's this spring. This would be a great way to honor all he is done for the people of Faribault.
Herbert Sellner recreational park Heritage Park	Obviously since the sellner factory was close by and Mr. Sellner's legacy promotes people enjoying people Heritage of Faribault Founder
Hertiage Park Ivan Whilock Park	Faribault is very proud of the diverse heritages that live in this community. We even have a celebration every year with this as part of the celebration name!
James Park Journey park	my name is StoryJames so I pick James Park and I just think it sounds good =)
	This is an homage to the early exploration of the Canaan River. This is the original name from the explorer before it was Anglicized.
La Riviere Aux Canots Park Mdewakanton Messenger Park Mill City Park Nely Paradise park or sunny park Park 1852 Parkibault	It's a fun piece of history and gives homage to Faribault's French origins. before settlers arrived, Faribault had been in the heart of Wahpekute and Mdewakanton Dakota lands. It just seems right, and like the people who come through the town, the river seems to bring good tidings as well.
Pelagie Park Pelagie Park	Named after Alexander Faribault's beloved mother, half Native American half French Canadian. She was an important staple in his life and the lives of many native Americans. Alexander Faribault's Mother's Name
Pelagie Park Railside-River Park Ravine Park	Pelagie is the first name of Alexander Faribault's mother. In her life she was extremely philanthropic. She lived for a time with her son in the house that is near the park It is a tribute to her, and to her native heritage and by extension the many women who have worked for the betterment of our community.
Ring Park River City Park River Revival Park	On 28 April 1949, the city of Faribault announced officially the adoption of Wurzburg, Germany. Ring park is a popular park in Wurzburg. I thought this would be a cool connection that most people do not know about. We have 2 rivers around Faribault

River Square Viaduct	
River view park	
River view splash	
River Walk Public Park	
Riverfront park	
River's Edge Faribault Fun Park	
River's Edge Recreation Park	Obvious location of park and sounds classy
Riverside City Park	
Riverside Park	
Riverside Park	It is next to the straight river.
Riverview Park	
Riverwalk Park	
Rock Island Park	
Sellner Park	Herbert Sellner loved fun! It would be a great way to honor Faribault's past and present. I feel like Sellner would be proud we are still adding fun new things to Faribault's community!
Share park	Sharing is a big important rule park. We all take turns sharing the swing or a turn in the slide. So I think it's important to name a park in something we all do.
Skogen park	
Splash Park	
Straight River Community Park	
Straight River Community Park and Playground	
Straight River Entertainment Center	It encompasses the Straight River / A multi use entertainment center all in one, a great place for everyone to explore, entertain, engage, exercise and most of all enjoy.
Straight River Park	
Straight River Park	It is right along the straight river.
Straight River Plaza	There are so many fun things to do in one area, It's just like a plaza, and it's on the river! - Emm 10 yrs.
Straight River Station	Hi, I am the Faribault public school physical therapist. We have families with children who use wheelchairs. Please consider putting in an accessible surface, not woodchips. Also, consider an adaptive swing and other accessible equipment. thanks
Straight Tongue Park	In honor of Henry Whipple. Straight Tongue was the nickname given him by the Dakota and Ojibwe.
Strohfus Park	We need to celebrate the strong women in our community! Betty Strohfus would be a great pick.
Sudeys	
Taopi Park	Chief Taopi, was a leader among his people and a member of a Peace Party during the US-Dakota War of 1862. Eventually he landed in Faribault, living on land owned by founder and fur trader Alexander Faribault. The Dakota chief died in 1869 and is buried at Maple Lawn Cemetery in Faribault.
The Bau	I Googled it! Think it's safe If inferred correctly. It fits Faribo ")
The best park in faribault	Because we need more parks
The Gathering Place	
Thomas Whipple Park	Chief Hushasha (Red Legs) of the Wahpekute Dakota (Santee Sioux). Participated in the Second Battle of New Ulm, Birch Coulee, and Wood Lake. Baptized by Henry Benjamin Whipple, 1st Episcopal Bishop of Minnesota in 1862 while imprisoned at Fort Snelling in Minnesota. He took the name Thomas "Red Legs" Whipple in honor of the bishop.
Tilt-A-Way Park	Named after the Tilt-A-Whirl
Trackside Park	Congrats Brad on your new job!

Trader Park	Alexander Faribault founded Faribault Minnesota and he was a "Trader". I thought since we already have Alexander Park and being that this new park is near the Alexander Faribault House, that "Trader Park" would be an appropriate and catchy name.
Trading post park	A trading post was set up at the city site in 1835 by Alexander Faribault.
Unity Park	Unity: A state or feeling of closeness and happiness among people who are together as friends, family members, etc. The word "unity" encapsulates what Faribault is. A diverse community working together to create a thriving future for all.
Viaduct Bridge Park	The Viaduct is a Faribault Icon - this naming would easily put it on the map for people and stick in their memory!
Viaduct Park	
Viaduct Park (or Fbo Viaduct Park)	I moved to Faribault 8 years ago. I quickly learned that "The Viaduct" was a major part of Faribault vernacular, as it was a major landmark by which directions were given and locations were detailed in relation to it's proximity with The Viaduct. And it was ca-razy that I wasn't yet familiar with this infamous bridge -or yet understand that it is a bridge at all, as it seemed to me that couldn't be "just a bridge" since people gave it much more significance than any other small town bridge that I had heard of. It seems to me that the most obvious name for the park under The Viaduct is... Viaduct Park. *I also quickly learned that the cool way to say Faribault is Fbo. I prefer Fbo Viaduct Park but it's a bit of a mouthful and I betcha people will shorten it to Viaduct Park. Well, no matter WHAT you title it, people will call it Viaduct Park. (Or at the very least, the park *by* The Viaduct.) We just can't help it. That's just my Fbo-is-now-my-hometown-perspective.
Viaduct Valley Park	
Viaduct Venture	
Viaduct View Park	
Virtues Trail Park	because of adjacent Virtues Trail art installation
Voyageur Community Park	
Wakpá Owóthajna Park	Wakpá Owóthajna is the Dakota name for the Straight River. https://en.wikipedia.org/wiki/Straight_River_(southern_Minnesota)
Waterfront Park	
Whistle Stop	I thought this would be great as it's near both the Depot and the railroad
Whistle Stop Park	
Whistlestop Park	Because of the train tracks and the former depot location near by.
Willow Park	
Willow Street Park	I grew up on Willow Street and in my wildest dreams as a child in the 50's never thought I'd see the day when our former city dump would become a City Park.
Wodakota Park	
Wolff Park	For everything that Chad Wolff and family have given to Faribault over the years.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peansky, Parks and Recreation Director
MEETING DATE: May 21, 2024
SUBJECT: Review Proposed Alcohol Ordinance in City Parks

Discussion:

The ordinance regarding alcohol in the parks was last updated in 1980. Currently, all parks that allow alcohol require a special permit except North Alexander Park. We know that most picnics in the parks have individuals who have a beer or glass of wine. As a department, we feel it is time to review this ordinance and update it. There have been many changes, including the types of beverages that have alcohol in them. The proposed version of the alcohol ordinance is included with this memo.

Staff is looking for direction and discussion from the Council regarding updates.

Attachments:

1. Chapter 18 PARKS AND RECREATION

Chapter 18 PARKS AND RECREATION¹

ARTICLE I. IN GENERAL

Sec. 18-1. Speed limits in parks.

- (a) The council may, by resolution, specify the maximum speed for any vehicle in a city park. Each city park so specified shall be posted at its regular entrances with appropriate signs stating the maximum speed limit in such park.
- (b) Any person who operates a vehicle in a city park at a speed exceeding the limit for such park posted under subsection (a) of this section shall be guilty of violating this section and shall be punished in accordance with the penalties provided for speeding violations in Chapter 169, Minnesota Statutes.

Cross reference(s)—Motor vehicles and traffic, Ch. 15.

Sec. 18-2. Authority to designate hours parks are closed; posting of restrictions.

The council shall, by resolution, specify which city parks are closed during which nighttime hours. Each city park so specified shall be posted at its regular entrances with appropriate signs stating the hours during which use of the park is prohibited. Such signs shall be prepared and placed under the supervision of the city engineer.

(Code 1971, § 19-1)

Cross reference(s)—Curfew for minors, § 17-25 et seq.

Sec. 18-3. Entry to parks available at all times to public officials, etc.

Notwithstanding anything in this article to the contrary, all city parks are open at all times to public officials and public employees, in the regular performance of their duties, and to qualified persons helping the injured.

(Code 1971, § 19-2)

Sec. 18-4. Entry into parks during times prohibited by council designated a trespass.

- (a) It shall be an unlawful trespass for any person to be in a city park during hours or periods of time prohibited by council resolution, except by special permit as provided by section 18-5. Such prohibited hours or periods of time shall be clearly designated by signs located at all regular entrances to such parks.
- (b) Unlawful trespass shall be punished in accordance with section 18-12 of this article.

¹Cross reference(s)—Amusements, Ch. 5; surcharge for park development levied on building permits, § 7-24; library, Ch. 13; planning, Ch. 20; procedure for changing zoning plan, future street and public lands plan, and platting regulations, § 20-19; snowmobiles, Ch. 24; streets, sidewalks and public grounds, Ch. 25; trees, Ch. 26.

State law reference(s)—Authority of statutory city to establish, improve, maintain, etc., parks, parkways and recreational facilities, and to protect and regulate their use, M.S. § 412.491; powers of city council in statutory city as to public grounds in general, M.S. § 412.221, subd. 6; authority for city to acquire, improve and equip parks, playgrounds and recreational facilities, M.S. § 429.021(6); authority to operate a program of public recreation and playgrounds, M.S. § 471.15.

(Code 1971, § 19-3; Ord. No. 85-01, § 1, 1-22-85)

Sec. 18-5. Permit to use parks during prohibited hours.

Groups wishing to use a city park during prohibited hours on a certain day may apply to the director of public safety for a special written permit. The director of public safety shall issue the permit if he determines the request is reasonable and not contrary to the best interest of the residents of the city.

(Code 1971, § 19-4)

Sec. 18-6. Unlawful to operate motorized vehicle in public park, except upon designated roads, driveways or trails.

No person shall operate or permit his motorized vehicle to be operated upon any area within a public park or property owned or being managed by the city, except upon a surfaced road, driveway or trail designated for such use. (see sections 25-3 and 24-2)

(Ord. No. 79-21, § 19-5, 11-13-79; Ord. No. 2001-19, § 1, 10-23-01)

Sec. 18-7. Unlawful to park or leave unattended any motorized vehicle in any area in public park, except in designated parking area.

No person shall park, leave unattended or permit his motorized vehicle to be parked or left unattended at any place within a public park owned or being managed by the city, except upon a designated parking lot or parking area.

(Ord. No. 79-21, § 19-6, 11-13-79; Ord. No. 2001-19, § 1, 10-23-01)

Sec. 18-8. "Motorized vehicle," definition.

As used in sections 18-6 and 18-7 of this chapter, "motorized vehicle" means any vehicle which is self-propelled and includes automobiles, motorcycles, motor scooters, bicycles or tricycles with motors attached, snowmobiles, all terrain vehicles (ATV) or any other self-propelled vehicle or mode of transportation, but shall not include any maintenance vehicle being operated by the agents or employees of the city, nor any manual or motorized wheelchair, scooter, tricycle, or similar device used by a disabled person as a substitute for walking.

(Ord. No. 79-21, § 19-7, 11-13-79; Ord. No. 2001-19, § 1, 10-23-01; Ord. No. 2002-05, § 1, 2-26-02)

Cross reference(s)—Motor vehicles and traffic, Ch. 15; snowmobiles, Ch. 24; vehicles for hire, Ch. 27; taxicabs, § 27-16 et seq.

Sec. 18-9. Liquor and nonintoxicating malt liquor prohibited; exceptions.

The possession, use or consumption of intoxicating liquor or nonintoxicating malt liquor, as defined in sections 4-17 ~~and 4-56~~ (there is no section 4-56) of this Code, within any park within the city is prohibited, except as provided in sections 18-10 ~~and 18-11~~ of this article.

(Ord. No. 80-7, § 19-8, 4-8-80)

**Sec. 18-10. Liquor and nonintoxicating malt liquor permitted in ~~Alexander Faribault Park~~
(North-Alexander) city parks under certain conditions.**

- (a) Any person otherwise authorized by law to consume liquor or nonintoxicating malt liquor may, except as provided in section 4-1 of this Code, consume liquor or nonintoxicating malt liquor in ~~Alexander Faribault Park (North-Alexander) city parks~~; provided that, any such liquor or nonintoxicating malt liquor so consumed is from a container of less than one liter capacity, except as provided in subsection (b) of this section.
- (b) Consumption of liquor or nonintoxicating malt liquor from a container larger than one liter is permissible in Alexander Faribault Park (North Alexander), if a permit to use such container shall have been issued by the city administrator at least five (5) days prior to its use.
- (c) All persons applying for a permit, as provided in subsection (b) above, shall pay to the city such fee as the council shall provide for by resolution and shall furnish such other information relative to the time and place of the use of such larger-than-one-liter container, as the city administrator shall require on an application form to be provided by the city administrator.
- (d) Nothing herein contained in this section shall prohibit the sale of intoxicating or nonintoxicating malt liquor in ~~Alexander Faribault Park (North-Alexander) city parks~~ pursuant to a license for such sale issued by the city.

(Ord. No. 80-7, § 19-9, 4-8-80)

**~~Sec. 18-11. Designation of parks within city where alcoholic beverages may be consumed
pursuant to special permit.~~**

~~In addition to section 18-10 of this article, the council may, by resolution, designate other parks wherein liquor or nonintoxicating malt liquor may be consumed by special permit issued by the city administrator for a fee and upon the furnishing of such other information as the council shall provide by resolution.~~

~~(Ord. No. 80-7, § 19-10, 4-8-80)~~

Sec. 18-12. Violations.

Any person violating any provision of this chapter shall be guilty of a misdemeanor.

(Ord. No. 80-7, § 19-11, 4-8-80)

Cross reference(s)—General penalty section for Code, § 1-20.

Sec. 18-13. Glass beverage containers prohibited.

It shall be unlawful for any person, firm, association or corporation to take into, possess or maintain within any public park within the city any sealed or previously sealed glass beverage container, regardless of whether such sealed or previously sealed container contains liquor, nonintoxicating malt liquor or a soft drink beverage.

(Ord. No. 80-11, § 1, 4-22-80)

Sec. 18-14. Hunting and trapping.

No person shall hunt or trap any animal or bird, by any means, in city parks or on city owned property unless permission has been received from the city administrator or the city council. (see section 17-10) This section does

not apply to representatives of the city, county, state or federal governments who may in the course of their duties be required to hunt or trap an animal or bird.

(Ord. No. 2001-19, § 1, 10-23-01)

Secs. 18-15—18-25. Reserved.

ARTICLE II. RIVER BEND NATURE CENTER²

Sec. 18-26. Rules and regulations.

The River Bend Nature Center, Inc., may recommend to the city council the adoption of rules and regulations, as shall be deemed appropriate, prescribing the use of the River Bend Nature Center and the conduct of persons upon the premises of the center. Rules and regulations pertaining to the center, which have been adopted by resolution of the city council, shall have the force of law.

(Ord. No. 79-27, § 1, 1-8-80)

State law reference(s)—Authority for city to operate a program of public recreation and playgrounds independently or cooperation with others, etc., M.S. § 471.15 et seq.

Sec. 18-27. Posting of rules and regulations.

All duly adopted rules and regulations governing the use of the River Bend Nature Center shall be conspicuously posted. Those of general application shall be posted at the entrance of the center and those of special application shall be posted in the specific area of the center to which they apply.

(Ord. No. 79-27, § 2, 1-8-80)

Sec. 18-28. State and federal laws and local ordinances apply.

In addition to such rules and regulations as shall be adopted to apply to the River Bend Nature Center, the center shall also be subject to all state or federal laws and local ordinances of general application within the city.

(Ord. No. 79-27, § 3, 1-8-80)

Sec. 18-29. Rules and regulations may be modified or rescinded.

Any rule or regulation governing the River Bend Nature Center adopted under this article may, by resolution of the council, be modified or rescinded.

(Ord. No. 79-27, § 4, 1-8-80)

²Editor's note(s)—Pursuant to Chapter 245, Laws of Minnesota 1977, and Chapter 177, Laws of Minnesota 1979, certain state lands in Rice County, Minnesota, were authorized to be leased to the city for the establishment of a nature interpretive center with emphasis on natural history. The River Bend Nature Center was so established on such property in accordance with such a lease between the state and the city.

Sec. 18-30. Intoxicating or nonintoxicating liquors permitted.

Any person desiring to consume or have in his or her possession intoxicating liquor, wine, nonintoxicating malt liquor or beer within River Bend Nature Center, must first obtain the permission of River Bend Nature Center and the city council and obtain any necessary liquor license or utilize the services of a licensed liquor caterer as provided in chapter 4 of this City Code of Ordinances and Minnesota Statutes.

(Ord. No. 79-27, § 5, 1-8-80; Ord. No. 2014-002, § 1, 2-11-14)

Editor's note(s)—Ord. No. 2014-002, adopted Feb. 11, 2014, changed the title of § 18-30 from "Intoxicating or nonintoxicating liquors prohibited" to read as herein set out.

Sec. 18-31. Violations of rules and regulations.

Violations of rules and regulations duly adopted in accordance with this article shall constitute a petty misdemeanor; provided however, that nothing contained herein shall be construed to prevent the full enforcement of any state or federal law or city ordinance within River Bend Nature Center or the punishment thereunder.

(Ord. No. 79-27, § 6, 1-8-80)

Cross reference(s)—General penalty section for Code, § 1-20.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: May 21, 2024
SUBJECT: Review of Updated Tree Ordinance

Discussion:

The current tree ordinance deals primarily with Dutch elm disease. Updating the ordinance to be a more generic ordinance to address all types of tree diseases is needed. The proposed ordinance changes have been reviewed by the Parks and Recreation Board as well as the Tree Board. The City Attorney has also reviewed the current version.

Staff is looking for direction and discussion from the Council regarding the updates.

Attachments:

1. Chapter 26 Tree Ordinance 2

Chapter 26 TREES¹

ARTICLE I. IN GENERAL

Sec. 26-1. Planting shade and ornamental trees in street rights-of-way.

- (a) When planting shade and ornamental trees within the rights-of-way of the streets of the city, such trees shall be set a distance of ten (10) feet from the paved portion of the street in which they are placed, ~~if no sidewalk.~~
- (b) It shall be the duty of the owner (if a resident within the city) or occupant of any lot or ground, adjacent to which any tree may be planted contrary to the provisions of this section, to remove such tree upon not ~~less more than five (5) fifteen (15) thirty (30)~~ days' written notice.
- (c) This section shall not apply to a tree set to replace another which has died and which was one of a row already planted.

(Code 1971, § 26-26)

Sec. 26-2. Duty of owners of abutting property to trim trees over sidewalks.

Owners of lots abutting upon the streets of the city shall keep all trees growing upon their respective lots, whose branches extend over the sidewalk of any such street, trimmed so as to leave at all times a clear passageway on such sidewalk ~~seven (7) eight (8)~~ feet high.

(Code 1971, § 26-17)

Sec. 26-3. Trees in rights-of-way of streets generally.

It shall be unlawful for any landowner in the city to allow to remain, upon the portion of the half of any public street in the city adjacent to and immediately abutting on any land owned by him, any tree whose trunk or branches shall be within the lines of any public sidewalk or nearer the center of the street than a line between the sidewalk and curblines ~~three (3) ten (10) feet~~ distant from the curbline; except that it shall be lawful for the trunk or branches of any tree whose base is wholly outside of the lines of any such sidewalk to extend over any portion of such sidewalk, but at a height of not less than ~~seven (7) eight (8)~~ feet above such sidewalk ~~if a sidewalk is present.~~

(Code 1971, § 26-18)

¹Cross reference(s)—Removing, injuring, trimming trees and shrubbery by those authorized to move structures, § 7-38; parks and recreation, Ch. 18; streets, sidewalks and public grounds, Ch. 25.

State law reference(s)—Power of city council in statutory city to provide for, and by ordinance regulate, the setting out and protection of trees, M.S. § 412.221, subd. 8; treble damages for intentional trespass to trees, M.S. § 561.04.

Secs. 26-4—26-15. Reserved.

ARTICLE II. ~~DUTCH-ELM TREE DISEASE CONTROL~~²

Sec. 26-16. Findings; intent.

The council ~~has determined that the health of the elm reserves the right to determine whether~~ trees within the municipal limits ~~is are~~ threatened by a fatal disease. ~~known as Dutch elm disease.~~ It has further determined that the loss of ~~elm~~ trees growing upon public and private property would substantially depreciate the value of property within the city and impair the safety, good order, general welfare and convenience of the public. It is declared to be the intention of the council to control and prevent the spread of ~~this~~ disease, and this article is enacted for that purpose.

(Code 1971, § 26-25)

Sec. 26-17. Plant pest control program; intention to conduct; purpose.

- (a) It is the intention of the council to conduct a program of plant pest control pursuant to the authority granted by Minnesota Statutes, Section 18.022.
- (b) This program is directed specifically at the control and elimination of ~~diseased trees Dutch elm disease fungus and elm bark beetles and is undertaken at the recommendation of the state commissioner of agriculture.~~

(Code 1971, § 26-26)

Sec. 26-18. Definition.

Whenever the words "city forester" or "forester" are used in this article, they shall refer to the ~~street and~~ park superintendent of the city or ~~his~~ ~~their~~ designated representative.

(Code 1971, § 26-27)

Cross reference(s)—Rules of construction and definitions generally, § 1-41 et seq.

Sec. 26-19. Nuisances declared.

The following are public nuisances whenever they may be found within the city:

- (1) Any ~~tree, or part thereof, dead, living, hazardous, or infected to any degree with any known disease.~~
~~living or standing elm tree or part thereof infected to any degree with the Dutch elm fungus Ceratocystis Ulmi (Buisman-Moreau) or which harbors any of the elm bark beetles Scolytus Multistriatus (Eichh.) or Hylurgopinus Rufipes (Marsh).~~
- (2) Any dead ~~elm~~ tree, or part thereof, including limbs, branches, stumps, firewood or other ~~elm~~ material from which the bark has not been removed and burned or sprayed with an effective ~~elm bark beetle~~ insecticide.

²Cross reference(s)—Assessment of costs relative to abatement of unsound or insect-infected trees, § 16-12(b).

(Code 1971, § 26-29)

Cross reference(s)—Nuisances generally, Ch. 16.

State law reference(s)—Definition of the term "nuisance," M.S. § 561.01; public nuisances, M.S. § 609.74; power of city to regulate, prevent and to abate nuisances, M.S. §§ 145.22, 145.23, 429.021, subd. 1(8); power of city council in statutory city to define nuisances and provide for their prevention or abatement, M.S. § 412.221, subd. 23.

Sec. 26-20. Unlawful to permit nuisance; abatement required.

- (a) It is unlawful for any person to permit any public nuisance as defined in section 26-19 of this article to remain on any premises owned or controlled by ~~him~~ **them** within the city.
- (b) Such nuisances described in subsection (a) of this section shall be abated in the manner prescribed by this article.

(Code 1971, § 26-30)

Sec. 26-21. Abatement; notice to abate; abatement by city; right of entry; billing of owner; etc.

- (a) Any property owner who shall fail to abate any violation of this article within ~~twenty (20)~~ **thirty (30)** days after receiving written notice from the city to abate such violation shall be guilty of a petty misdemeanor.
- (b) Upon failure of any property owner to abate any violation of this section within the time limitation as prescribed in subsection (a) of this section, the city may abate such violation; provided, however, upon request of the property owner, such tree shall not be removed until a positive diagnosis of the disease has been made.
- (c) Upon abatement by the city, the city shall submit a bill to the property owner for the actual cost of such abatement, including additional accounting expenses, if any, incurred by the city.
- (d) For the purpose of abating violations of this article, city employees or contractors employed by the city may enter into and upon any private property for the purpose of accomplishing such abatement.
- (e) Any property owner desiring the city to remove any tree, notwithstanding an order to remove the same, may petition the city council to make said removal in accordance with the special assessment procedure in state law.

(Code 1971, § 26-32)

Sec. 26-22. Procedures for abating nuisances by forester generally.

- (a) In abating the nuisances defined in section 26-19 of this article, the forester shall cause the infected tree or wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy and prevent, as fully as possible, the spread of ~~Dutch elm disease fungus and elm bark beetles~~ **any disease**.
- (b) Such abatement procedures described in subsection (a) of this section shall be carried out in accordance with current technical and expert opinions and plans as may be designated by the state commissioner of agriculture.

(Code 1971, § 26-31)

Sec. 26-23. Forester's duty to make inspections, investigations.

- (a) The forester shall inspect all premises and places within the city as often as practicable to determine whether any condition described in section 26-19 of this article exists thereon.
- (b) The forester shall investigate all reported incidents of infestation ~~by Dutch elm fungus or elm bark beetles of disease.~~

(Code 1971, § 26-33)

Sec. 26-24. Forester to send samples of suspected infestation for analysis; etc.

The forester may, upon finding in the city any conditions indicating ~~Dutch elm disease~~ or infestation, immediately send appropriate specimens or samples to the state commissioner of agriculture for analysis, or take such steps for diagnosis as may be recommended by the commissioner.

(Code 1971, § 26-35)

Sec. 26-25. Forester to keep record and to report to city administrator on all abatements.

A record of the costs of all abatements done under this article for which assessments are to be made, stating and certifying the description of the land, lots, parcels involved and the amount chargeable to each shall be kept by the forester and reported to the city administrator.

(Code 1971, § 26-37)

Sec. 26-26. Annual listing, charging for unpaid abatement costs.

Annually, the city administrator shall list the total unpaid charges for each abatement authorized in section 26-21 of this article against each separate lot or parcel to which they are attributable under this article. The council may then spread the charges or any portion thereof against the property involved as a special assessment under state statutes for a period not to exceed five (5) years.

(Code 1971, § 26-39)

State law reference(s)—Abatement expenses incurred by city pursuant to article alien on property which may be collected as a special assessment, M.S. §§ 18.022, subd. 6, 429.101.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: May 21, 2024
SUBJECT: Cannabis Business Location Review

Discussion:

At the April 30, 2024, Annual Council Retreat, the Council discussed cannabis regulations. The current state statute allows for cities to adopt reasonable restrictions on time, place and manner of the operation of a cannabis business provided that the restrictions do not prohibit the establishment or operation of a cannabis business. The City can prohibit the operation of a cannabis business within 1,000 feet of a school and within 500 feet of a daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors (playgrounds, athletic fields, water parks, etc.)

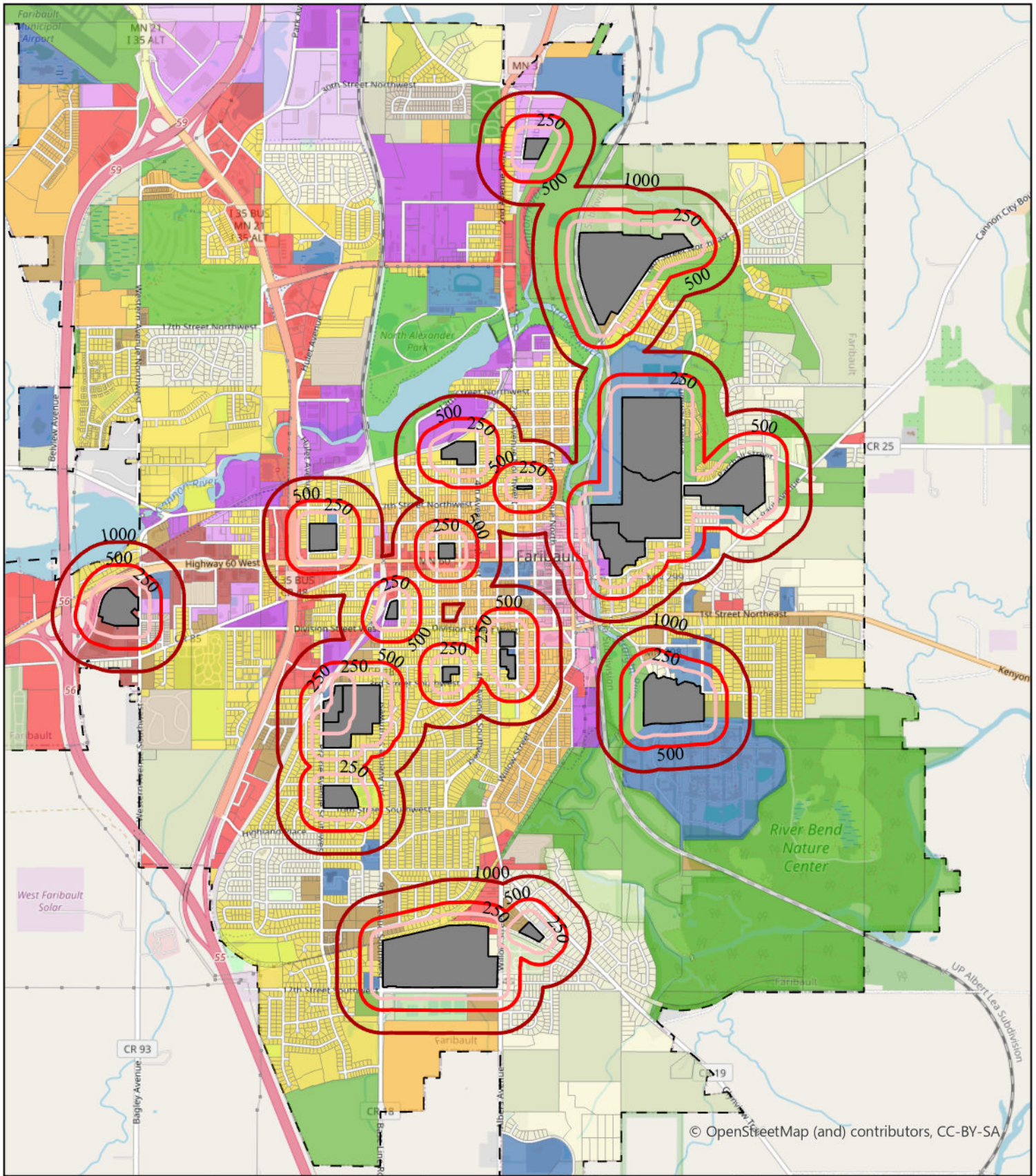
The Council directed staff to put together a map showing a 250-foot distance from schools to review and discuss. Staff is looking for direction from the Council on where to allow for cannabis business in the City of Faribault, including any zoning restrictions.

Attachments:

1. School Location Map

Cannabis Map

THIS MAP IS A PRELIMINARY DRAFT AND IS NOT FOR CONSTRUCTION OR OTHER PURPOSES. IT IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CITY OF FARIBAULT DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED ON THIS MAP. THE CITY OF FARIBAULT DOES NOT ASSUME ANY LIABILITY FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS MAP. THE CITY OF FARIBAULT DOES NOT ASSUME ANY LIABILITY FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS MAP.



0 1,000 2,000 US Feet

© OpenStreetMap (and) contributors, CC-BY-SA



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: May 21, 2024
SUBJECT: Proposed Amendments to the Public Purpose Expenditure/Purchasing Policy

Discussion:

The City Council approved the Public Purpose Expenditure/Purchasing Policy in April 2023, which follows section 6.05 of the City Charter:

“The city administrator shall be the chief purchasing agent of the City. All city purchases and contracts shall be made or let by the city administrator when the amount involved does not exceed an amount established at least annually by the city council by resolution. All other purchases shall be made and all other contracts let by the council after the recommendation of the city administrator has first been obtained. Contracts shall be made in compliance with Minnesota law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder consistent with Minnesota law. All contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the mayor and the city administrator on behalf of the City and shall be executed in the name of the City. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.”

This portion of the Charter is also specifically stated in 2C of the policy, where the dollar thresholds for City Administrator approval are set at \$10,000 for unbudgeted expenditures and \$25,000 for budgeted expenditures. No changes are proposed to these dollar thresholds.

This policy has operated under the strict interpretation of the Charter language that does not specifically provide any delegation of purchasing authority or signature authority for purchases to any position under the City Administrator. In practice, this requires the City Administrator to sign off on any dollar amount of a purchase within the \$10,000/\$25,000 threshold, except if an employee is using their credit card with a \$2,500 or \$5,000 limit depending upon position. As an example, I had to sign an

agreement for \$750 for a company to do an annual maintenance check on the salt storage cover. I do not believe the intent of the policy is to prevent the Public Works Director from signing off on this purchase, nor do I believe the intent of this policy is to be a burden on staff time and efficiency.

Working with legal counsel, I recommend the following changes to the Public Purpose Expenditures/Purchasing Policy:

1. Amend 2C to include the following sentence: "The City Administrator may delegate purchasing and signature authority as listed in 2E of this policy."
2. Amend 2E by replacing the current purchasing matrix with the following:

UNBUDGETED EXPENDITURES			
Dollar Amount	Approval	Purchasing Procedure	Payment Method
Up to \$5,000	Department Director or Designee	Open Market	Credit Card Charge Account Check/ACH/Wire
\$5,001-\$10,000	City Administrator	Quote	Charge Account Check /ACH/Wire
\$10,001+	City Council	Quote	Charge Account Check /ACH/Wire

BUDGETED EXPENDITURES			
Dollar Amount	Approval	Purchasing Procedure	Payment Method
<\$5,000	Supervisor/ Department Director or Designee	Open Market	Credit Card Charge Account Check/ACH/Wire
5,001 to 15,000	Department Director or Designee	Quote	Charge Account Check /ACH/Wire
15,001 to 25,000	City Administrator	Quote, Bid, Proposal	Charge Account Check /ACH/Wire
\$25,001 to \$175,000	City Council	Multiple Quotes or RFP	Check/ACH/Wire
>\$175,000	City Council	Sealed Bid	Check/ACH/Wire

3. Exhibit A- Section B Employee Wellness and Safety Program - The

final sentence of the first paragraph states, "the City receives a payment from the Insurance Cooperative to be used to promote wellness among City employees." The City is no longer with the Insurance Cooperative, so this sentence should be removed.

Amending this policy will accomplish the setting of the 2024 thresholds for purchasing and cleaning up some items that are confusing or contradictory. If the Mayor and Council agree with the proposed amendments, a resolution adopting an amended policy will be on the May 28th agenda.

Attachments:

1. Public Purpose Expenditure - Purchasing Policy 4.2023



Public Purpose Expenditure/Purchasing Policy

Purpose: The purpose of this policy is to establish guidelines for purchases made on behalf of the City of Faribault.

1. **PURPOSE**

Pursuant to provisions of the Faribault City Charter and the statutes and laws of the State of Minnesota, which permit and require the expenditure of public funds for public purposes, this policy establishes guidelines for purchases made by the officials, employees and representatives of the City of Faribault. The policy has the following objectives:

- A. Ensure compliance with Minnesota Public Purpose Doctrine.
- B. Ensure compliance with the Faribault City Charter, Chapter 7 – Taxation and Finances.
- C. Ensure compliance with applicable state laws, in particular Minnesota Statute §471.345, Uniform Municipal Contracting.
- D. Provide clear guidance to City Council and City Staff to ensure purchasing decisions result in the best use of tax dollars for its constituents.
- E. Encourage purchases from local and state vendors when cost effective.

2. **GUIDELINES**

- A. The Constitution of the State of Minnesota, Article X, Section 1, provides that taxes shall be levied and collected for public purposes. The Minnesota Public Purpose Doctrine provides that in order for an expenditure of public funds to be lawful, there must be specific or implied authority for the expenditure in state statute or the City's Charter and it must be a public purpose expenditure. To be considered a public purpose expenditure the activity must meet all of the following criteria:

- 1. It benefits the city as a body.
- 2. It is directly related to functions of government.
- 3. It does not have as its primary objective the benefit of a private interest but instead promotes the public health, safety, general welfare, security, prosperity, and contentment of all city residents.

Exhibit A provides additional guidelines regarding expenditures that are authorized as being made for a public purpose, even though a limited personal employee benefit may be derived. Further, the expenditures must be authorized in accordance with the City's annual budgeting process.

- B. As provided in the Faribault City Charter, Section 7.14, the City Council shall establish a Public Expenditure Policy which shall be reviewed and approved by the City Council annually. In reviewing and approving the policy, the City Council shall consider whether the expenditures serve a public purpose. When determining the content of the policy, the City

Council shall consider the opinion of the City Attorney and statewide sources of authority, which may include judicial determinations, Minnesota Attorney General's opinions and findings of the Office of the State Auditor.

- C. All disbursements shall be authorized by the City Council. All accounts, claims, and invoices shall be audited by the Finance Department and presented to the Council for approval. The City Council has delegated its authority to the City Administrator to pay certain claims made against the City prior to formal authorization. A resolution approving the administrator purchasing and contracting authority, is executed by the City Council annually, per the Faribault City Charter, Section 6.05, Purchases and Contracts. This resolution authorizes the City Administrator to make purchases and let contracts when the amount involved does not exceed \$10,000, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval, or \$25,000 for purchases included in the current year's Budget and/or Capital Improvement Plan.
- D. The Faribault City Charter, Section 6.05, Purchases and Contracts, provides that all contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the Mayor and the City Administrator on behalf of the City and shall be executed in the name of the City.
- E. Purchasing and budgetary control is the responsibility of each department head. The department head may designate other staff within their department to purchase goods and services in compliance with the annual budget. Department heads and their designees are authorized to make purchases according to the following thresholds:

Dollar Amount	Process	Payment Type Options	Approval Requirements
<\$100	None	Credit Card Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
<\$5,000	Pursue an open market purchase.	Credit Card Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
\$5,000-\$24,999	Pursue an open market purchase. Obtain two or more quotes if practical.	Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
\$25,000-\$175,000	Obtain two or more written quotes, bids, or proposals and maintain copies on file.	Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
>\$175,000	Sealed Bids	Check Request	Purchase must be within annual budget, approved by department head, reviewed

			by the Finance Department and coded appropriately.
--	--	--	--

Notes:

- All payments are presented to the City Council for final approval.
- If a cooperative purchasing agreement is in place, quotations are not needed.
- Authorized purchasers are only allowed to authorize funds from within their department's budget. Purchaser should collaborate with other authorized purchaser from the necessary departments to make joint purchases.
- Employees will not make any purchases for personal use through the City.
- Information technology (IT) purchases should be coordinated with the City's IT Coordinator to ensure purchases are compatible with and supported by the City's IT infrastructure systems.

3. PURCHASING PROCESS

A. Decentralized Purchasing

The City of Faribault has a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including State Bid vehicles and other similar state or cooperative purchasing agreements.

All other purchases should follow the rules below:

1. Determine the need for commodities or services.
2. Research the cost of the purchase and determine proper purchasing alternative.
3. Determine the appropriate account coding and whether there is sufficient funds available in that budget line item.
4. Request approval from department director or designee to make purchase.
5. Following purchase, invoices should be directed to City Hall, Accounts Payable. They will be processed for coding and approval followed by review and processing through the Finance Department.
6. Accounts payable claims listing is approved by City Council.
7. Payment is made by the Finance Department.

B. Purchasing Practice

1. The City will use documented purchasing procedures which will reflect applicable State and local laws and regulations and conform to applicable federal law.
2. The City will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or performance agreements.
3. The City of Faribault holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and open and free competition among prospective suppliers. The following code of conduct regarding purchasing conflicts of interest and the performance of its employees will be upheld:
 - a. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer,

or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial interest or other interest in or a tangible personal benefit from a firm considered for a contract.

- b. Officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
 - c. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, it may be allowable upon review.
 - d. Violations of these standards by officers, employees, or agents of the City will result in disciplinary action up to and including termination.
 - e. If federal funding is involved, the City must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity.
 - f. In keeping with the values and ethical standards expected from City employees, they should avoid the following practices when making purchases on behalf of the City:
 - 1. Circumventing competitive bidding requirements by splitting purchases so that they can be made through several small purchases; using the emergency procedure process when no true emergency exists; using a "sole source" exemption when competition is available; or other manners of avoiding competitive bidding.
 - 2. Denying one or more vendors the opportunity to bid on a contract using unnecessarily restrictive specifications; pre-qualifying bidders on a discriminatory basis; removing companies from a bidders list without just cause; requiring unnecessarily high bonding; or other manners of denying opportunities for vendors to bid.
 - 3. Giving favored vendors an unfair advantage by providing vendors with information regarding their competition's offers in advance of a bid opening; making information available to favored vendors and not to others; giving un-favored vendors inaccurate or misleading information; or other manners to provide unfair advantages.
 - 4. Avoiding the use of outside vendors by using employees of the City to provide goods or services through their personal business practices; not providing fair opportunity to vendors for all goods or services required for City operations; or other means to use City employees as an alternative to outside vendors.
4. City employees will avoid acquisitions of unnecessary or duplicative items. In addition, each department will implement internal controls to ensure that goods and services ordered are received, that only goods and services actually received are paid for, that goods and services ordered are necessary and that no duplicate payments are made.

5. City employees will seek out purchasing alternatives that result in the most economical outcomes. Consideration will be given to consolidating or breaking out purchases, lease versus purchase options, and other appropriate alternatives. In addition, Minnesota's Cooperative Purchasing Venture and other joint purchasing agreements will be considered.
6. Construction contracts will be awarded based on Minnesota Statute §412.311 which allows the City to use a "Best Value" alternative instead of awarding the bid to the lowest responsible bidder. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, qualifications of key personnel and financial and technical resources.
7. The City staff will maintain records sufficient to detail the history of its purchases. These records will include, but are not necessarily limited to, the rationale for the method of procurement, the selection of contract type, the contractor selection or rejection, and the basis for the contract price.
8. The City is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include source evaluation, protests, disputes, and claims.
9. All procurement transactions will be conducted in a manner following written procedures that provide full and open competition. For federal contracts that includes prohibiting the use of statutorily or administratively imposed state or local geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographical preference. In addition:
 - a. All solicitations will provide for clear and accurate descriptions of the technical requirements that must be provided for the material, product, or service to be procured.
 - b. All solicitations will identify the requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Also, the City will not preclude potential bidders from qualifying during the solicitation period.
10. The City will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and veterans' business enterprises are used when possible including:
 - a. Placing qualified businesses and enterprises on solicitation lists.
 - b. Assuring that qualified businesses and enterprises are solicited whenever they are potential sources.

- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by these businesses and enterprises.
 - d. Establishing delivery schedules, when requirements permit, that encourage participation by these businesses and enterprises.
 - e. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
11. City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.
12. If the purchase of items results in the need to dispose of existing city property, the following guidelines apply:
- a. City staff will make a recommendation to the City Council and the Council will determine if the capital assets are surplus and should be subsequently sold or disposed.
 - b. Council must approve the disposal of equipment via trade-in, which may be performed as part of the approval of the purchase of new equipment.
 - c. Surplus capital assets in a condition for sale are to be sold at public auction, online auction or through a sealed bid process with reasonable public notice regarding the upcoming sale.
 - d. Minnesota Statute §471.345, subd. 17 states that a city “may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.”
 - e. No employee of the City who is a member of the administrative staff, department head, a member of the Council, or an advisor serving the City in a professional capacity may be a purchaser of property sold under this section. Other City employees may be purchasers if they are not directly involved in the sale, if they are the highest responsible bidder in the public disposition process.
 - f. Assets not in a condition for sale should be disposed of according to waste management guidelines.
 - g. In all instances, the City will abide by applicable Minnesota Statutes in regards to the disposal or sale of capital assets.

13. Documented internal accounting and administrative procedures are in place to ensure proper disbursement of funds and generally accepted accounting principles will be followed.

C. Purchasing Options

The following options may be used for making public purchases:

1. Sealed Bids

- a. A formal sealed bid procedure is required for all purchases in excess of \$175,000 except for professional services.
- b. A published notice of bid is required in the official City newspaper at least ten days in advance of bid opening, except in cases where special assessments are intended to finance a local improvement project, in which case the City will follow statutory requirements. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City's official web site; however, this publication is in addition to the official newspaper publication.
- c. All bid openings are to be administered by originating department.
- d. The preparation of all specifications are to be the responsibility of the originating department.
- e. Required authorization for all plans and specifications is the responsibility of the originating department.
- f. Contract change orders may be approved by the City Administrator or his/her designee provided the total change does not exceed purchasing limitations as outlined in the City Charter. Details are provided in the Purchasing Procedures.
- g. The City Council must formally approve the bid contract.

2. State, County, and Other Cooperative Purchasing Contracts

- If it is determined that a product/service is on a state contract, vendors should be told that the purchase will be made using that contract. When completing the purchasing paperwork, note that the purchase is per state contract and indicate the contract number.
- All requirements of this policy are deemed to be met if purchases are made through the State of Minnesota Cooperative Purchasing Program. Depending upon the purchase level of the item, appropriate approvals still apply.

3. Quotes

Quotes should be submitted in writing by the vendor. If the quotes are not written, the requestor who received the verbal quote must document the quote in writing. All such quotes must be kept on file by the department making the purchase.

4. Emergency

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring.

Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal Contracting Law.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

5. Professional Services

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed \$175,000. This group includes architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training.

Request for Proposals (RFPs) may be used to solicit proposals for professional services. Typical information to address in RFPs include:

- Background and scope of the project
- The project's budget to ensure that the proposals stay within that range
- Proposal requirements should include adequate information to allow for proper review and evaluation including:
 - Description of firm and qualifications, including any specialized experience related to the project
 - A list of similar projects that the firm has completed
 - Project timetables including: estimate of hours, breakdown by hours by phase, and the City's expectation of a completion date
 - Designation of a firm principal who will be in charge of the project
 - Résumés for all staff who will work on the project
 - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the City's approval
 - Estimate of cost to provide the service, outline of fee schedule and payment schedule
 - Description of City's selection process
 - City's evaluation criteria, which typically may include:
 - Quality and thoroughness of the proposal

- Similar past experience and/or experience
- References
- Cost estimate
- The following statement must be included: “The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City’s best interest.”
- Submittal deadline: date, time, project name, and addressee
- Statement: “Proposers are solely responsible for delivery of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered and will be returned.”
- Information about where questions should be directed

6. Lease Purchases

All operating and capital lease agreements require approval through the Finance Department and legal counsel prior to initiating a lease. Staff will conduct a lease versus purchase analysis to determine the most cost-effective method.

7. On-Line Purchases

The following guidelines are recommended for purchasing products over the internet:

- Purchases should be made only from vendors that use secure servers for e-commerce.
- Standard purchasing guidelines should be followed.

Compliance should also be assured relating to requirements outlined in the City’s Personnel Policies and all other City policies (currently in place or adopted in the future) and Minnesota State Statutes. This policy does not replace the State’s Gift Policy statutes.

EXHIBIT A

Public Purpose Expenditures

Pursuant to provisions of the Faribault City Charter, Section 7.14 – Authority for expenditures, the City Council expressly authorizes expenditures related to any of the following activities to be deemed as public purpose expenditures. All benefited full time and part time employees, elected officials and commission members will follow the public purpose expenditures guidelines. Under no circumstances will expenditures be authorized as a public purpose if made for the benefit of spouses, partners, family members, or friends of employees unless those individuals are serving in an otherwise authorized capacity. Officials and employees must obtain separate receipts for authorized and non-authorized City expenditures for reimbursement and auditing purposes.

Certain awards or incentives may be considered to be additional compensation to employees and will be reported on the employees' W-2 form as required by law. The City's Personnel Policies provides guidelines and procedures related to clothing benefits, conference attendance and authorized travel expenses.

Permitted Expenditures

Every City expenditure must be valid based upon the public purpose for which it is expended. The following items are deemed to meet the Council definition of public purpose expenditures:

A. Employee Recognition and Retention

These permitted expenditures are intended to serve the public purpose of recruitment and retention of personnel. These practices are meant to ensure high employee productivity and morale and reduce expenses resulting from low productivity and high turnover.

- a. City Employees and Retirees meeting the years of service recognition as per the Employee Recognition Award Program, not to exceed \$675 as determined by City Council.
- b. Annually, in conjunction with the presentation of service award catalogs, the City may sponsor an Employee Recognition event for City employees.
- c. Annually, the City may sponsor a Volunteer Recognition event to promote teamwork and coordination among the City Council, department directors, commission/committee members, and employees. This event and a token gift for volunteers also serve as de minimus compensation for the service provided by the volunteers.
- d. The City supports other events that are planned and paid for by employees to encourage team building activities.
- e. The City may sponsor for a cake, or similar food, in recognition of long-time service or retirement for employees, volunteers, and elected officials.

B. Employee Wellness and Safety Programs

The City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance plan. As such, the City Council supports an Employee Wellness Committee and Program, which has been designated to educate employees on fitness and health issues.

The incentives provided to employees through the Wellness Program are considered to be “additional compensation” for work performed by employees, but is entirely dependent on receiving funding from year-to-year. The City receives a payment from the Insurance Cooperative to be used to promote wellness among City employees.

The Employee Safety Program supports programs to promote and maintain a safe work environment. Safety incentives may be used to recognize accomplishments with an award to the department to sponsor a team event for participating in and promoting safety practices in their respective departments.

C. Meals and Refreshments

The City Council recognizes that situations in which City business needs to be discussed and may need to occur during or adjacent to a meal hour. In addition, there are public and employee meetings and events in which reasonable refreshments may be necessary to create a more productive environment and to be responsive to participants’ time schedules. The following items are deemed to meet the Council definition of public purpose expenditures in regards to meals and refreshments:

- a. Meals and refreshments are allowed when they are part of a meal hour meeting for official City business when it is the only practical time to meet. These meetings must have a pre-planned agenda and typically involve meetings with City Council members, Committee/Commission members, or local business or civic organizations.
- b. Meals and refreshments are allowed at employee meetings and events that have a purpose of discussing City issues, part of an employee training, or a City Employee Wellness, Appreciation, or Holiday Event. These meeting must have a pre-planned agenda and do not include routine staff meetings.
- c. Meals and refreshments are allowed when work activities requiring continuous service when it is not possible to break for meals (e.g., election days, water main breaks, high profile criminal investigation, on-going emergency response activities, etc.). All non-emergency events require advance authorization by the responsible department director.
- d. City sponsored training or work-related meetings where employees are required to participate or be available during break periods and/or lunch.
- e. Travel expenses for employees, including meals, are outlined in the Personnel Policies.
- f. No purchase of alcoholic beverages is allowed at any time.

D. Membership, Dues and Contributions

The City Council has determined that the City will fund memberships and dues (individual or organization) in professional organizations, and local social and community organizations when the purpose is to promote, advertise, improve or develop the City’s resources and advantages that advance the City’s efforts in improving economic development, civic, educational and governmental efficiency but such expenditures shall not have as their primary purpose the personal interest or gain of an individual employee.

Monetary contributions to civic organizations must be approved by the City Council during the annual budget process and/or by City resolution. Monetary contributions provided by the City must be for programs that serve our citizens and are deemed to meet the public purpose guidelines.

E. International, Cultural, and Economic Development Programs

The City Council has determined that funds may be expensed for the purpose of advertising the City and its resources and advantages. Sister Cities programs, or their equivalent, are expressly authorized by this provision. Funds appropriated pursuant to this authority may be allocated for activities such as preparation or advertising materials, official travel to related events, and monuments memorializing participation in such events. Funds appropriated pursuant to this authority may further be used in any manner that the City Administrator deems appropriate for the purpose of advancing the City's interests with respect to international, cultural, or economic development activities.

F. Community Events, Festivals, and Celebrations

The City Council authorizes the allocation and expenditure of funds for the purpose of hosting or participating in community events, festivals, or celebrations. The City shall not expend any funds unless it has been determined, by the City Administrator, that participation in such event shall positively advertise the City.

G. City Apparel

The City Council recognizes the importance of allowing Elected and Appointed Officials and City staff to represent the City during the execution of tasks related to their role as members of the City and believes that providing apparel with the City's official logo is a cost-effective and efficient way for Elected and Appointed Officials and City staff to identify themselves as such and to promote the City. The City Council authorizes the allocation of funds to purchase Elected and Appointed Officials and City staff up to \$150 per year for apparel to be worn during the performance and execution of official City duties related to their role as members of the City. The City Administrator, or his or her designee, shall oversee the selection and ordering of the official City logo apparel.

Appropriation of Funds

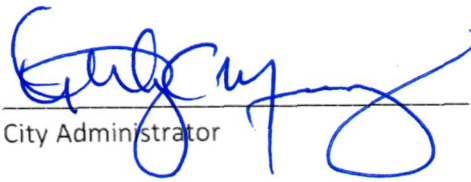
The cost of the authorized public purpose expenditures will be included in the City's annual budget and approved by the Council as part of the overall budget approval process which includes public notification and opportunity for public input regarding budgeted expenditures.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO PUBLIC PURPOSE EXPENDITURES AND PURCHASING POLICIES.

Approved:



Mayor
April 11, 2023



City Administrator



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: May 21, 2024
SUBJECT: Proposed Amendments to the Employee Handbook- Chapter 16 Employee Education and Training

Discussion:

The City Council adopted the 2020 Employee Handbook on September 9, 2020, and then made some minor modifications in June 2022. With both versions, Chapter 16- Employee Education and Training was modified. After reviewing the policy as well as the procedures, I am recommending the Council consider amending two sections of Chapter 16 as detailed below.

Section 16.3 Procedure for Participation in Job-Related Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Director on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. Notice of the Department Director's approval of the employee's job-related training and conference will be forwarded to the City Administrator for final approval. Upon completion of the job-related training or conference the employee, any certificate or evidence of completion of the training or conference will be included in the employee's personnel file. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the Finance Department for prompt payment.

This section provides the procedure for approval for an employee to participate in job-related training or conferences. In the first six weeks as the City Administrator, I have signed a number of requests where there is no cost to the City or no cost besides the actual registration. Each Department Director should have the ability to plan and manage their budget and approve trainings where the risk of policy violations is at a minimum.

RECOMMENDATION: Replace "Notice of the Department Director's approval of the employee's job-related training and conference will be forwarded to the City Administrator for final approval" with the following:

"In addition to approval from the Department Director, approval from the City Administrator is required when funding for transportation,

lodging, and/or meal per diems greater than \$20 are requested as part of the job-related training or conference.”

Section 16.7 Travel and Meal Allowance

This section details the requirements for transportation, lodging and meals to be covered as part of a conference or training. Most of the changes are in the section related to meals, as seen in the attachment, where strike through items are from the current policy and anything in bold is new language. The order of some language has been changed from the 2022 policy as well. What these changes accomplish is eliminating a system of reimbursement and moving completely to a system where per diem payments are made in advance or after travel has occurred for the meals, an employee would be eligible to be compensated for under the policy. This is a more straightforward way to handle these items and will hopefully be clearer to employees and supervisors on what to do.

Attachments:

1. Personnel Policy Updates 6-28-2022 16.7 Travel and Meal Allowance

Section 16.7 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. Reimbursement for meals will not be permitted if meals are included as part of the training or conference attended by the employee, or provided as part of the lodging.

1. **Transportation** - Several means of transportation exist and each travel request shall consider the least-cost method. For the majority of travel requests, a City vehicle provides the least-cost to the City and shall be considered before any other means. Vehicles from other departments may be available and shall be a consideration. The employee may choose to use their own vehicle but not get reimbursed if there is a City vehicle available and they choose not to use it.
 - A. **City Vehicle** – All direct expenses incurred will be reimbursed, including fuel, oil and maintenance/repair expenses. Only City employees are authorized and insured to drive a city owned vehicle.
 - B. **Personal Vehicle** – When a city vehicle is not available, a personal vehicle may be authorized for use. City reimbursement for the use of a personal vehicle is based on the current IRS approved mileage rate using the shortest route. If the travel originates from home, the mileage reported for reimbursement should be from the home or employee's normal City work facility, whichever is less. An employee's normal commute mileage will not be reimbursed. For employee's receiving a vehicle allowance, use of their personal vehicle is required and no mileage payment will be made.
 - C. **Airplane/Other** – Travel by any means other than by vehicle shall be approved by the City Administrator.
2. **Lodging** – The City will reimburse the reasonable cost of lodging for training, seminars or conventions of two or more days if the event site is **outside a 50 mile radius** of Faribault. Exceptions may be made at the discretion of the City Administrator (i.e. sessions start/end early/late). All employees shall ask for a standard room. In the event that a standard room is not available, other lodging establishments shall be contacted prior to booking a non-standard room. A non-standard room is reimbursable if it is at a contract rate through the event, offered at the same rate as a standard room or if no other options are available within a reasonable distance from the event. Employees should also reserve individual rooms and are not allowed to share a room with another employee that is attending the same training, seminar, or convention.

An increase in lodging rate due to other individual's staying with the employee is not reimbursable. The employee will be reimbursed only for a standard room. Entertainment expenses incurred will not be reimbursed, such as in-room movies, mini-bar and optional entertainment-type events provided at conferences.
3. **Meals** – The City will reimburse the cost of job-related meals only if an employee's travel requires an overnight stay or if a business meeting is held during typical meal hours. The following time schedules are in place for each meal as per IRS regulations on per diem (which is an allowance or payment for meals):

Breakfast: Travel begins before 6 am and extends beyond 9 am
Lunch: Travel begins before 11 am and extends beyond 2 pm
Dinner: Travel begins before 4 pm and extends beyond 7 pm

Incidentals such as parking will be reimbursed. Per diem amounts are subject to change per IRS regulations each year.

- A. Department meetings scheduled and held during typical meal hours will be provided at City expense, upon approval of the Department Director. Per IRS regulations, a meal must have a clear business purpose in order to be reimbursed.
- B. Per diem applies to the meal, non-alcoholic beverage, and sales tax.
- C. The daily per diem cannot be combined in any fashion in order to reimburse an employee for a meal costing more than the maximum amount listed per IRS regulations. For example, an employee cannot use the breakfast and lunch amounts to justify reimbursement of a dinner costing more than the per diem rate.
- D. Employees are expected to take advantage of meals provided by the conference or seminar. The City will not reimburse an employee for a purchased meal when a meal was provided by the event.
- E. If more than one employee is present at a job-related meal, one employee may pay for the entire meal cost of all employees. The reimbursement request shall clearly identify each employee present for the meal.
- F. If non-city personnel are present at a job-related meal, the city may reimburse the paying employee for the cost of the meal(s) of the individual(s) if an itemized receipt and a form indicating who attended, where the meal was held and the city-related purpose for the meal is submitted and approved by the Department Director and City Administrator. Reimbursement of a non-employee's meal is subject to the same per diem as the employee.
- G. When other people are present, a separate detailed receipt for the employee's meal shall be requested.
- H. The per diem may be adjusted for out-of-state travel by the City Administrator based on current IRS per diem guidelines.
- I. Purchase of meals with a City credit card for a training or conference is prohibited. Reimbursements for a breakfast, lunch or dinner meeting in conjunction with an approved conference/workshop/school/seminar/meeting shall be reimbursed per the per diem rates listed above.
- J. As an alternative to being reimbursed, the employee may instead draw the appropriate amount of per diem in advance of the trip to cover those meals not included and incidental. Under this option, receipts are not required to be submitted.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: May 21, 2024
SUBJECT: Proposed Amendment to the Non-Union Compensation Plan

Discussion:

The City of Faribault adopted the amended 2022-2024 Non-Union Compensation Plan on Resolution 2023-113 on May 23, 2023. After discussions with the leadership team, the cap of 260 vacation hours for those accruing vacation at the rate of 160 hours (four weeks) per year is an obstacle for management that has the potential to penalize employees. Vacation accrues every two weeks, so an employee at their cap risks losing any new accruals if they cannot take time off in the two weeks of a pay period. This results in absences that might not make sense for the management of a department if an employee needs to take 1 day off every two weeks.

In order to assist with this issue, I recommend the sentence in bold below be added to section 4.2 Vacation of the Non-Union Compensation Plan:

"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. **However, employees earning vacation at the rate of 160 hours per year may accumulate more than 260 hours throughout the year but will have a required payout before the end of each year of any hours exceeding 220 as of December 1st.**"

HR checked to ensure that no one at lower accrual rates is coming near the vacation caps, and it appears this is just an issue for individuals accruing vacation at the 160 hours per year mark. If the Mayor and Council agree with this change, a resolution to formalize the language would be on the May 28th agenda for approval.

Attachments:

1. Amended 2022-2024 Non-Union Compensation Plan

CITY OF FARIBAULT

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

Kevin F. Voracek, Mayor

ATTEST:

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

CITY OF FARIBAULT	
POSITION CLASSIFICATION AND WAGE PLAN FOR 2022, 2023 & 2024	
SEASONAL/TEMPORARY/PART-TIME/NON-BENEFITTED EMPLOYEES	
<u>Group 1</u>	
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
<u>Skilled Instructors/Assistant/Official</u>	
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.	