



CITY COUNCIL AGENDA

COUNCIL CHAMBERS

TUESDAY, JULY 23, 2024

6:00 PM

- 1. Call to Order/Roll Call/Pledge of Allegiance**
- 2. Approve Agenda**
- 3. Presentations/Introductions**
 - A. Night to Unite Proclamation
- 4. Approve minutes of July 9, 2024 City Council Meeting and the July 16, 2024 Special City Council Meeting**
 - A. Approve minutes of the July 9, 2024, City Council Meeting and the July 16, 2024 Special City Council Meeting
- 5. Requests to be Heard**
- 6. Consent Agenda**
 - A. List of Claims for Release
 - B. Resolution 2024-147 Approve Street Closures for IRIS 5K/10K Turkey Trot
 - C. Resolution 2024-148 Adopting Data Practices Policy and Designating Responsible Authority and Compliance Officer
 - D. Resolution 2024-144 Declare Patient Lifting Device as Surplus
 - E. Resolution 2024-145 Authorize the Fire Department to Apply for the State of Minnesota ARMER Equipment Grant
 - F. Resolution 2024-146 Accept Donation to the Police and Fire Departments
 - G. Approve Faribault Ice Arena Association Agreement
 - H. Approve Budget Amendment- Eliminate CSO Supervisor; Fund Property Maintenance & Fire Code Inspector
 - I. Resolution 2024-150 Approve Non-Primary Entitlement Airport Funds Transfer Agreement
 - J. Resolution 2024-151 Approve Limited Use Permit 6612-0046 with Minnesota Department of Transportation for TH 60 Trail
 - K. Approve 2024 CIP Purchase Replacement – Engineering Department Truck
 - L. Approve 2024 CIP Purchase Replacement – Stormwater Utility Department Stormwater Utility Technician Truck
 - M. Approve Petition and Waiver Agreement for 1645 Lyndale Avenue North
 - N. Resolution 2024-152 Approve Tobacco License for All Smoke Vape Outlet Plus Inc.
 - O. Approve Professional Services Proposal for Viaduct Park Special Testing Services
 - P. Resolution 2024-153 Approve Hiring Water Sewer Operator
 - Q. Resolution 2024-154 Approve Hiring Community Services Officer
- 7. Public Hearings – None**

8. Items for Discussion

- A. Ordinance 2024-14 Amending Chapter 18 of the City of Faribault Code of Ordinances (First Reading)
- B. Ordinance 2024-15 Amending Chapter 26 of the City of Faribault Code of Ordinances (First Reading)
- C. Ordinance 2024-11 Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City (Second Reading)
 - 1. Ordinance 2024-11 Summary Publication
- D. Ordinance 2024-12 Amend Chapter 16 to Update Notification and Other Requirements (Second Reading)
 - 1. Ordinance 2024-12 Summary Publication
- E. Ordinance 2024-13 Vacate a Portion of Drainage and Utility Easement at 1950 13th St NW (Second Reading)
 - 1. Ordinance 2024-13 Summary Publication

9. Bids - None

10. Boards and Commissions Reports, Announcements and Project Updates

- A. Monthly Financial Report

11. Adjournment

(The Council may meet as a group for dinner)

NOTE:

CC Closed Captioning of Council meetings available on FCTV.

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

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a accessibility@faribault.org.

Si aad u codsato dukumeentigan oo ku qoran luqad kale, fadlan e-mail u soo dir oo ku soo lifaaq dukumiintiga accessibility@faribault.org.

Office of the Mayor City of Faribault Proclamation

Night to Unite 2024

WHEREAS, the Minnesota Crime Prevention Association, along with AAA of Minnesota/Iowa, and local law enforcement agencies are sponsoring a statewide program called Night to Unite on August 6th, 2024; and

WHEREAS, Night to Unite is designed to get to know one another in your neighborhood, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Faribault by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of Faribault play an important role in assisting the Faribault Police Department through joint crime, drug and violence prevention efforts;

NOW, THEREFORE, I, Mayor Kevin F. Voracek, do hereby call upon all citizens in Faribault to participate in Night to Unite on August 6th, 2024.

FURTHER, LET IT BE RESOLVED THAT I, Mayor Kevin F. Voracek, do hereby proclaim Tuesday, August 6th, 2024, Night to Unite in Faribault, Minnesota.

Proclaimed this 25th day of July, 2023.

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

Mayor _____

Date July 23, 2024



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, JULY 9, 2024

6:00 PM

Call to Order/Roll Call/Pledge of Allegiance

The meeting of the City Council was called to order by Mayor Voracek at 6:02 pm. Councilors in attendance included Adama Doumbouya, Royal Ross, Peter van Sluis, Tom Spooner and Chuck Thiele. Councilor Sara Caron was absent. Also in attendance was City Administrator Jessica Kinser, City Clerk Heather Slechta, Police Chief John Sherwin, City Engineer Mark DuChene, Public Works Director Travis Block, Human Resources Director Kevin Bushard and Community and Economic Development Director David Wanberg.

Approve Agenda

Motion by Doumbouya, seconded by Ross to approve the agenda as presented and carried unanimously.

Presentations/Introductions

Police Chief John Sherwin introduced Officer Billy Madson, Badge #3237, and Officer Isaac Caron, Badge #3225.

Approve minutes of the June 25, 2024 City Council Meeting, the June 25, 2024 Special City Council Meeting - Closed Session and the July 2, 2024 Emergency City Council Meeting.

Motion by Ross, seconded by Thiele to approve the minutes of the June 25, 2024 City Council Meeting, the June 25, 2024 Special City Council Meeting - Closed Session and the July 2, 2024 Emergency City Council Meeting and carried unanimously.

Requests to be Heard – None

Consent Agenda

- A. List of Claims for Release
- B. Resolution 2024-134 Appoint Election Judges for the 2024 Primary Election and General Election
- C. Resolution 2024-133 Approve Hiring Police Officer
- D. Resolution 2024-135 Approve Designation of Authorized Signers, Official Depository and Broker/Dealers for the City of Faribault
- E. Resolution 2024-137 Approve Pet Parade Street Closures and Parking Restrictions

- F. Approve Hangar Rental Agreement
- G. Approve Hangar Rental Agreement
- H. Resolution 2024-142 Approve LG230 Application to Conduct Off-Site Gambling
- I. Approve City of Faribault Title VI Plan for MnDOT FHWA Subrecipient
- J. Resolution 2024-143 Approve Hiring Economic Development Coordinator

Motion by Thiele, seconded by Doumbouya to approve Consent Agenda Items A-J and carried unanimously.

Public Hearings – None

Items for Discussion

Resolution 2024-125 Approve Acquisition of 505 Central Avenue (PID 18.31.1.26.051) and Authorize the Execution of the Purchase Agreement

City Administrator Jessica Kinser explained to the Council that previous City Administrator Tim Murray worked with the owners of 505 Central Avenue to negotiate a purchase of the property by the City. The negotiation ended with an agreement that the City would purchase the property for \$166,860 in March 2025. The closing in 2025 allows for the current lease on the property to expire without transitioning that to the City to handle.

Ultimately, the City's plans for the property are to demolish the property and expand the adjacent City parking lot. No budget amendment is necessary as part of the approval of this purchase agreement, as the expense for purchase and demolition and improvements would be in 2025. Staff will be incorporating this into a capital request which will come before you at a future date as part of the 2025 budget process.

Motion by Ross, seconded by van Sluis to approve Resolution 2024-125 Approve Acquisition of 505 Central Avenue (PID 18.31.1.26.051) and Authorize the Execution of the Purchase Agreement and carried unanimously.

Ordinance 2024-11 Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City (First Reading)

City Administrator Jessica Kinser stated that in 2023, the Charter Commission recommended, and the Council adopted changes to the Charter to allow administrative offenses to be punished by civil penalty, with an ordinance setting the policy/procedure to follow. This was approved by Ordinance 2023-18, which took effect in late November 2023. The proposed ordinance accomplishes the objectives of creating another tool in the City's tool box for code enforcement and compliance.

The administrative citation process allows for a City official(s) to be named to issue a citation with a civil penalty for non-compliance. The individual receiving the citation has the ability to appeal, and the ordinance provides that the City can hire a hearing officer or the Council could serve as the hearing officer. This will be a decision the Council should discuss and determine how to proceed for the hearings, assuming adoption.

Failure to pay will result in a lien on a property or for the City to seek a judgment against

a person. It is important to note that this will not be a process that results in action on the part of an owner or allows the City to abate a nuisance as defined in the code of ordinances. Non-compliance does give the City other avenues in the criminal or civil arena to get to the end goal of compliance/abatement of a nuisance.

There are additional steps that will need to occur before fully implementing this process:

- Code enforcement position- get Council approval of the position, post and hire
- Designate employees- a list of employees able to issue compliance letters and citations will come back to the Council on a consent agenda
- Adopt fee schedule- staff will bring back a proposed fee schedule for administrative citation violations
- Internal Workflow- staff needs to discuss/determine the format and issuance/tracking with the Finance Department for payments/collections

Motion by Spooner, seconded by Thiele to approve Ordinance 2024-11 Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City (First Reading)

Roll Call Vote:

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

Nay:

Motion carried 6:0

Ordinance 2024-12 Amend Chapter 16 to Update Notification and Other Requirements (First Reading)

City Administrator Jessica Kinser stated that with the consideration of language to Chapter 17- Offenses to add to the administrative citation process also necessitates some minor changes to Chapter 16- Nuisances, related to the notification and procedures for handling. Other minor text has is proposed to be amended, including changing "his" as the pronoun referencing the City Administrator.

Motion by van Sluis, seconded by Ross to approve Ordinance 2024-12 Amend Chapter 16 to Update Notification and Other Requirements (First Reading)

Roll Call Vote:

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

Nay:

Motion carried 6:0

Ordinance 2024-10 Approve a Zoning Text Amendment to Allow Laundry Services in C-1 Zoning (Second Reading) and Approve Summary Publication of Ordinance of Ordinance 2024-10

Community and Economic Development Director David Wanberg stated that on June 25, 2024, the Faribault City Council approved the first reading of Ordinance 2024-10, which

amended the Unified Development Ordinance to allow laundromats and laundry services as by-right uses in the C-1, Neighborhood Commercial zoning district. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Motion by Ross, seconded by Doumbouya to approve Ordinance 2024-10 Approve a Zoning Text Amendment to Allow Laundry Services in C-1 Zoning (Second Reading)

Roll Call Vote:

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

Nay:

Motion carried 6:0

Motion by Spooner, seconded by van Sluis to approve Summary Publication of Ordinance of Ordinance 2024-10. Ordinance 2024-10 Approve a Zoning Text Amendment to Allow Laundry Services in C-1 Zoning (Second Reading) and Approve Summary Publication of Ordinance of Ordinance 2024-10

Cashin/Stoneridge Fourth Addition - Easement Vacation; Preliminary Plat; Final Plat

Community and Economic Development Director David Wanberg explained that Rick Cashin requested vacating utility and drainage easements and concurrent approval of preliminary and final plats for Stoneridge Fourth Addition at 1940, 1950, 1960, and 1970 13th St NW. Mr. Cashin platted Stoneridge Second Addition in 2020, including a combination of townhome and single-family lots. With market forces changing and four townhome lots remaining, the Mr. Cashin requested to combine the four townhome lots and replace them with three single-family lots. The proposal to vacate an easement will remove an easement platted in the 2020 plat. The proposed easement vacation and preliminary/final plats are consistent with the planning and zoning aspects of the City's Unified Development Ordinance.

At a Planning Commission public hearing on July 1, Planning Commissioners voted unanimously to recommend approval of the easement vacation and proposed plats for Stoneridge Fourth Addition.

Motion by Ross, seconded by Thiele to approve Ordinance 2024-13 Vacate a Portion of Drainage and Utility Easement at 1950 13th St NW (First Reading)

Roll Call Vote:

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

Nay:

Motion carried 6:0

Motion by van Sluis, seconded by Spooner to approve Resolution 2024-138 Approve the Preliminary and Final Plats for Stoneridge Fourth Addition and carried unanimously.

Kleeberger/Riverview Ridge Addition - Preliminary Plat; Final Plat; Variance; Conditional Use Permit (CUP)

Community and Economic Development Director David Wanberg explained that Cheryl and Don Kleeberger purchased a ten-acre parcel at 1150 Quartz Circle to build their family home. However, due to multiple development constraints unique to the parcel, the Kleebergers cannot obtain a building permit to construct their home in their preferred location because of zoning issues. The Kleebergers have worked closely with City Staff over several months to address the zoning issues. The primary issues include the following:

Platting. The Kleebergers purchased the subject parcel from a previous owner who subdivided the metes and bounds property without platting. In addition, the previous owner subdivided and recorded the parcel with Rice County approval but without City approval. State statutes require that conveyance of residential parcels of the subject parcel's size be platted. Consequently, the Kleebergers hired a surveyor to prepare preliminary and final plats. The parcel is currently not served by City sewer and water, nor does it have adequate right-of-way. Therefore, the Kleebergers proposed to dedicate right-of-way and extend City sewer and water to their proposed home. The Planning Commission unanimously recommended approval of the preliminary and final plats.

CUP for a single-family residence in the shoreland overlay district. The subject property is in the City's shoreland overlay district, which requires non-farm-related single-family residences to obtain a conditional use permit. The Planning Commission unanimously recommended approval of a single-family residence on the subject property provided that the residence is consistent with the requirements of the shoreland overlay district and all other pertinent requirements.

Variance associated with development in the bluff impact zones. As previously noted, the site has significant and unique development constraints. However, there are areas on the subject property where the Kleebergers can construct a home without variances. Nevertheless, for various reasons, the Kleebergers propose constructing their home in a bluff impact zone, which would require several variances. The Minnesota Department of Natural Resources (the "DNR") has recommended that the City deny the Applicant's variance requests. City Staff and the Planning Commission also recommended denial of the variance requests.

Wanberg informed the Council that the Planning Commission and City Staff empathize with the Kleebergers and understand why they would like to build their house in the bluff impact zone instead of placing it in an area that does not require variances. Nevertheless, the shoreland overlay district requirements, including the bluff impact requirements are intended to protect property owners and the natural features of the site.

During the public hearing at the Planning Commission meeting the neighboring property owners spoke in regards to the project. One neighbor to the west has a driveway easement across the subject property and does not want to modify or eliminate the

easement to allow the proposed house to shift outside the bluff impact zone. Another neighbor in the townhomes to the north does not want the proposed house to move closer to the adjacent townhomes. In short, both neighbors would prefer the house to be located as proposed.

Wanberg explained that if the City Council agrees with the Planning Commission's findings and recommendations, the Council should approve the resolution denying the variance request. If the Council is inclined to consider approving the Kleebergers request, the Council should provide direction to City Staff and continue the meeting for action at an upcoming Council meeting. If the Council were to approve the variance request, the City must send a letter to the DNR justifying why the City approved a variance that the DNR recommended denial of. The DNR could take action to prevent development that does not meet the shoreland and bluff impact requirements.

Councilor Thiele stated for the record that his daughter nannies for the Kleeberger family. Councilor Ross asked about the flood plain in this area, Wanberg state that the flood plain is not where the house is to be located. Ross asked if the City would take on any responsibility if there was an issue with the home in the future if the Council approved the variance, Wanberg stated that if the City follows the ordinances we may not, however, if we do not they could state that we played a role in it. Wanberg stated that we can grant variances, we just have to provide a reason on why we did. Ross asked if the DNR could deny the Kleebergers from building in their proposed site, Wanberg stated that they could. Councilor van Sluis asked if retaining walls would help, Wanberg stated that the Kleebergers are proposing retaining walls, however, the DNR is requesting that the area be left alone. Councilor Spooner agreed with moving forward with approving the plat and the CUP however, he was going to stick with the DNR on the variance. Spooner asked if the driveway had access down to Lyndale, Wanberg stated that it did extend to HWY 21. Councilor Doumbouya had a concern on the CUP. Thiele asked if we approve what is the next step with the DNR, Mayor Voracek stated that the house would have a great view, however, he was not comfortable with the slope and the impact.

Wanberg requested that if the Council chose to go against the recommendation of the Planning Commission, that they continue this item until the next meeting.

Motion by Spooner, seconded by Doumbouya to approve Resolution 2024-139 Approve the Preliminary and Final Plats for Riverview Ridge Addition and carried unanimously.

Motion by Spooner, seconded by Ross to approve Resolution 2024-140 Deny a Variance for Construction and Grading near Top of Bluff at 1150 Quartz Circle and carried unanimously.

Motion Spooner, seconded by van Sluis to approve Resolution 2024-141 Approve a Conditional Use Permit for a Single-Family Home in Shoreland at 1150 Quartz Circle and carried unanimously.

Bids - None

Boards and Commissions Reports, Announcements and Project Updates

Mayor Voracek stated that the Rice County Fair is next week. Councilor Ross thanked all of the election judges that were appointed tonight, Ross also stated that the International Festival will be at Central Park from 11:00 am-3:00 pm on Saturday. Councilor van Sluis and Mayor Voracek will not be in attendance next week.

Adjournment

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

The meeting was adjourned at 7:01 p.m.

Respectfully Submitted,

Heather Slechta
City Clerk



SPECIAL CITY COUNCIL MINUTES

PUBLIC MEETING ROOM

TUESDAY, JULY 16, 2024

6:15 PM

or immediately following the Council Work Session

Call to Order/Roll Call

The meeting of the City Council was called to order by Vice Mayor Tom Spooner at 7:18 pm. Councilors in attendance included Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis and Chuck Thiele. Mayor Voracek was absent. Also in attendance was City Administrator Jessica Kinser, City Clerk Heather Slechta and Police Chief John Sherwin.

Items for Discussion

Approve Agreements with Abdo Financial Services for Accounting Services and Consulting Services

City Administrator Jessica Kinser informed the Council that the City will be without a Finance Director as of July 17th, as Jeanne Schmuck has taken a position in another community. This is the first time the City has not had Ann Remold to turn to and step into the role of Interim Finance Director, and there is not another staff member in the department that could do so. There are some things she will be able to pick up, like the budget, accounts payable approval, and some other small things, but there remains a significant amount of work within the department that includes a staff where three of the team members have been in their positions less than two months. There is also the implementation of financial software to complete. Kinser stated that she reached out to Abdo Financial Services to talk about where we are, where we need to be, and what assistance is needed, and they provided two agreements to cover the work needed.

The agreement for Accounting Services provides the interim finance director duties that are needed to keep the Finance Department operational during the time period before a new director can be hired. This will be charged at an hourly rate, with Abdo estimating this to cost \$13-15,000 per month. At this time, much of their work is not going to be done in the office. However, if the finance staff would like to have someone in the office at some level of frequency, we will work to make that happen. A budget amendment is not needed at this time, as salary savings from the vacancy would be used to cover the cost of the service. The agreement is to remain in place until December 31st, or it will terminate sooner upon the hiring of a Finance Director.

The second agreement is for Consulting Services to get the City through the finance software implementation as part of the entire ERP implementation. However, the number of hours is estimated to be higher in this agreement due to the nature of the work needing to be done, and therefore, an estimate of the cost of this contract is higher at \$43-52,000. The software was being covered by increased local government aid (LGA) in 2024, and Kinser recommended that LGA be used to pay for this contract as another cost of the software implementation. Specifically, the City has budgeted to receive more than \$940,000 more in LGA in 2024, whereas a normal year is less than a \$100,000 difference. The strategy around this increase was to use it for one-time expenditures, like software implementation, rather than increase operational expenses.

Motion by Ross, seconded by Caron to approve Agreements with Abdo Financial Services for

Accounting Services and Consulting Services and carried unanimously.

Adjournment

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

The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,

Heather Slechta
City Clerk



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Jessica Kinser, City Administrator
MEETING DATE: July 23, 2024
SUBJECT: List of Claims for Release

Background:

A copy of the list of claims is available for City Council review through the City Administrator, in the amount of \$1,287,458.19, which includes check numbers 181120 to 181203 and automatic clearing house payments.

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

Recommendation:

Approve the attached List of Claims for Release.

Attachments:

1. 07-23-2024 Council AP List

AP
AP Council Approval 07-23-2024



User: jtroska@ci.faribault.mn.us
Printed: 7/18/2024 4:04:50 PM

Check Num	Last Name	Acct 1	Amount	Description
0	5 Star Inspections Inc	101-42400-420-43090	8,335.22	June Electrical Inspections
	5 Star Inspections Inc		8,335.22	
181126	Amazon Capital Services	101-45122-450-42110	7.99	Crayons
181126	Amazon Capital Services	101-42210-420-42230	76.00	Phone Wall Mount
181126	Amazon Capital Services	101-45500-450-42190	77.12	Books
181126	Amazon Capital Services	101-43126-430-42110	13.95	Screen Protector - Shop
181126	Amazon Capital Services	603-49500-000-42210	7.49	Weed Trimmer Plate
181126	Amazon Capital Services	101-45500-450-42110	25.98	Caution Automatic Door Stickers
181126	Amazon Capital Services	101-45500-450-42010	12.99	Clock
181126	Amazon Capital Services	101-45500-450-42190	82.12	Books
181126	Amazon Capital Services	602-49480-000-42110	168.79	Hose Clamps
181126	Amazon Capital Services	101-45500-450-42190	79.74	Books
181126	Amazon Capital Services	101-45140-450-42110	15.99	Summer Camp Supplies
181126	Amazon Capital Services	101-45500-450-42190	18.00	Book
181126	Amazon Capital Services	101-45125-450-42110	87.17	Sanitizer and Fly Swatters
181126	Amazon Capital Services	101-45125-450-42110	157.87	Air Horns and Clock
181126	Amazon Capital Services	101-45130-450-42110	57.50	CPR Training Masks
181126	Amazon Capital Services	101-42121-420-42110	57.95	The Tranzport Hood
181126	Amazon Capital Services	101-45500-450-42192	20.42	Audio/Visual
181126	Amazon Capital Services	101-42110-420-42110	32.99	Lambs Wool Buffer Cover
181126	Amazon Capital Services	101-45500-450-42190	21.57	Books
181126	Amazon Capital Services	101-41910-410-42010	19.64	Packing Tape/Flash Drive
181126	Amazon Capital Services	101-41580-410-42020	98.00	Meeting Headsets For IT
181126	Amazon Capital Services	240-46210-460-42010	19.64	Packing Tape/Flash Drive
181126	Amazon Capital Services	101-41510-410-42110	23.98	Phone Case for Asst Finance Director
181126	Amazon Capital Services	101-45500-450-42190	-41.96	Books Returned
181126	Amazon Capital Services	101-42123-420-42110	23.98	iPhone Case
181126	Amazon Capital Services	101-41580-410-42010	39.40	Pens and Phone Cases
	Amazon Capital Services		1,204.31	

Check Numb	Last Name	Acct 1	Amount	Description
181127	American Red Cross	101-45122-450-43140	420.00	CPR/AED Training for Lifeguards
	American Red Cross		420.00	
0	APG Media of Southern Minnesota LLC	101-41910-410-43510	150.58	Legal Notice RSA Sun Companies Planning Commission
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	199.38	Legal Notices
0	APG Media of Southern Minnesota LLC	101-41910-410-43510	55.00	Public Notice for Kleeberg and Cashin
0	APG Media of Southern Minnesota LLC	101-41910-410-43510	118.88	Planning Commission for Kleeberger & Stoneridge 4th Addition
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	61.88	Meeting Notice
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	61.88	Meeting Notice
	APG Media of Southern Minnesota LLC		647.60	
181128	Armed Forces Reserve Center	101-45122-450-44160	3,380.00	Armory Hours - January-June 2024
	Armed Forces Reserve Center		3,380.00	
0	Arrow Electric LLC	602-49450-000-42230	101.16	Receptacles Added for Sand Blaster and Portable Truck Lift
0	Arrow Electric LLC	602-49480-000-44040	210.00	Trouble Shoot #3 Blower
0	Arrow Electric LLC	101-45200-450-44010	70.00	Electrical Repairs
0	Arrow Electric LLC	101-43121-430-42230	972.03	Receptacles Added for Sand Blaster and Portable Truck Lift
0	Arrow Electric LLC	601-49430-000-42230	101.16	Receptacles Added for Sand Blaster and Portable Truck Lift
0	Arrow Electric LLC	602-49480-000-44040	168.45	UV Control Panel Repair
0	Arrow Electric LLC	101-43160-430-44045	140.00	Streetlight Repair
0	Arrow Electric LLC	603-49500-000-42230	14.39	Receptacles Added for Sand Blaster and Portable Truck Lift
0	Arrow Electric LLC	601-49430-000-44045	1,218.60	Well Wiring Maintenance
0	Arrow Electric LLC	101-43160-430-44045	821.41	Streetlight Repair
0	Arrow Electric LLC	101-45200-450-44010	1,543.57	Hand Dryer Replacement
0	Arrow Electric LLC	101-00000-000-10113	-17,445.03	Install Downtown Cameras-Public Safety Aid Funds
0	Arrow Electric LLC	101-42110-420-44010	17,445.03	Install Downtown Cameras-Public Safety Aid Funds
0	Arrow Electric LLC	101-00000-000-10100	17,445.03	Install Downtown Cameras-Public Safety Aid Funds
0	Arrow Electric LLC	602-49480-000-45400	17,830.88	Raw Pump VFD
0	Arrow Electric LLC	601-49430-000-45300	140.00	2019-12 Locate Wires for Lights in Parking Lot
0	Arrow Electric LLC	601-49430-000-45300	8,400.00	2019-12 Extend Underground Conduits
0	Arrow Electric LLC	602-49450-000-44045	3,130.40	Electric Repair
0	Arrow Electric LLC	602-49480-000-45400	8,215.93	Raw Pump VFD
	Arrow Electric LLC		60,523.01	
181129	Aspen Mills	101-42123-420-42180	309.97	Uniform Pants - Uniform Shirt / K Christensen
	Aspen Mills		309.97	

Check Numb	Last Name	Acct 1	Amount	Description
0	Auto Value Parts Store	101-42123-420-42210	-18.00	Battery Core Return
0	Auto Value Parts Store	602-49450-000-42210	147.99	Battery
0	Auto Value Parts Store	101-43121-430-42210	121.46	Battery - Street #604
0	Auto Value Parts Store	602-49450-000-42130	7.65	HD Oil
0	Auto Value Parts Store	602-49450-000-42210	13.20	Oil Filter
0	Auto Value Parts Store	101-43121-430-42130	7.14	Motor Oil for Stock
0	Auto Value Parts Store	602-49450-000-42130	2.68	Motor Oil for Stock
0	Auto Value Parts Store	101-42123-420-42130	1.79	Motor Oil for Stock
0	Auto Value Parts Store	601-49430-000-42130	2.68	Motor Oil for Stock
0	Auto Value Parts Store	101-45200-450-42130	3.56	Motor Oil for Stock
0	Auto Value Parts Store	101-42123-420-42210	11.16	Air Filters - Cabin Filters - Hydraulic Filters for Stock
0	Auto Value Parts Store	601-49430-000-42210	16.73	Air Filters - Cabin Filters - Hydraulic Filters for Stock
0	Auto Value Parts Store	101-45200-450-42210	22.31	Air Filters - Cabin Filters - Hydraulic Filters for Stock
0	Auto Value Parts Store	101-43121-430-42210	44.62	Air Filters - Cabin Filters - Hydraulic Filters for Stock
0	Auto Value Parts Store	602-49450-000-42210	16.73	Air Filters - Cabin Filters - Hydraulic Filters for Stock
0	Auto Value Parts Store	601-49430-000-42130	5.10	Hydraulic Fluid for Stock
0	Auto Value Parts Store	603-49500-000-42130	0.73	Hydraulic Fluid for Stock
0	Auto Value Parts Store	101-43121-430-42130	49.02	Hydraulic Fluid for Stock
0	Auto Value Parts Store	602-49450-000-42130	5.10	Hydraulic Fluid for Stock
	Auto Value Parts Store		461.65	
0	AVI Systems Inc	101-42121-420-42410	7,462.27	SmartBoard-Public Safety Aid Funds
0	AVI Systems Inc	101-00000-000-10100	7,462.27	SmartBoard-Public Safety Aid Funds
0	AVI Systems Inc	101-00000-000-10113	-7,462.27	SmartBoard-Public Safety Aid Funds
	AVI Systems Inc		7,462.27	
181130	B & B Electric Construction Inc	101-00000-420-32220	1.00	Refund of Electrical Permit 2024-00823
181130	B & B Electric Construction Inc	101-00000-000-20820	1.00	Refund of Electrical Permit 2024-00823 Surcharge
	B & B Electric Construction Inc		2.00	
181131	B & B Excavating Inc	602-49450-000-43090	350.00	Jet City Sewer Backup
	B & B Excavating Inc		350.00	
181132	Babcock Tyler & Kendra	601-00000-000-20200	2.66	Refund Check 024222-000, 1921 Prairie Ave
	Babcock Tyler & Kendra		2.66	
181133	Baker & Taylor Entertainment	101-45500-450-42190	304.09	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	75.55	Books

Check Numb	Last Name	Acct 1	Amount	Description
181133	Baker & Taylor Entertainment	101-45500-450-42190	123.40	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	65.68	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	186.58	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	778.17	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	195.91	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	18.92	Books
181133	Baker & Taylor Entertainment	101-45500-450-42190	209.83	Books
	Baker & Taylor Entertainment		1,958.13	
0	BG Minnesota Inc	101-43121-430-42210	183.00	Transmission Service Kit - DFC with Lubricity - Frigi-Quiet - 75
0	BG Minnesota Inc	602-49450-000-42210	68.62	Transmission Service Kit - DFC with Lubricity - Frigi-Quiet - 75
0	BG Minnesota Inc	101-42123-420-42210	45.75	Transmission Service Kit - DFC with Lubricity - Frigi-Quiet - 75
0	BG Minnesota Inc	101-45200-450-42210	91.50	Transmission Service Kit - DFC with Lubricity - Frigi-Quiet - 75
0	BG Minnesota Inc	601-49430-000-42210	68.62	Transmission Service Kit - DFC with Lubricity - Frigi-Quiet - 75
0	BG Minnesota Inc	601-49430-000-42210	16.44	Engine Service Kit - Air Induction Service Kit for Stock
0	BG Minnesota Inc	101-45200-450-42210	21.94	Engine Service Kit - Air Induction Service Kit for Stock
0	BG Minnesota Inc	602-49450-000-42210	16.44	Engine Service Kit - Air Induction Service Kit for Stock
0	BG Minnesota Inc	101-42123-420-42210	10.96	Engine Service Kit - Air Induction Service Kit for Stock
0	BG Minnesota Inc	101-43121-430-42210	43.85	Engine Service Kit - Air Induction Service Kit for Stock
	BG Minnesota Inc		567.12	
0	Bolton & Menk Inc	601-49430-000-43090	7,813.00	Old Well Seal Services
	Bolton & Menk Inc		7,813.00	
181134	Borchert Motors Inc	601-00000-000-20200	209.95	Refund Check 026050-000, 18295 Faribault Blvd
	Borchert Motors Inc		209.95	
0	Border States Industries Inc	602-49480-000-42210	22.45	Relay
	Border States Industries Inc		22.45	
181135	BTR of Minnesota LLC	225-49810-430-42210	450.50	AC Air Compressor for Mower
	BTR of Minnesota LLC		450.50	
181136	Canon Financial Services Inc	101-41910-410-44160	112.21	Copier Charges
181136	Canon Financial Services Inc	240-46210-460-44160	112.20	Copier Charges
181136	Canon Financial Services Inc	101-42124-420-44160	201.90	Copier Leases
181136	Canon Financial Services Inc	101-41940-410-44160	224.41	Copier Lease

Check Numb	Last Name	Acct 1	Amount	Description
	Canon Financial Services Inc		650.72	
181137	Carlson Dettmann Consulting LLC	101-41800-410-43090	325.00	Classification Review-Env & Water Resources Coordinator
	Carlson Dettmann Consulting LLC		325.00	
181138	Cengage Learning Inc	101-45500-450-42190	41.00	Books
	Cengage Learning Inc		41.00	
0	Cintas Corporation	101-43126-430-44060	9.55	Uniform Cleaning Mechanics
0	Cintas Corporation	101-43121-430-44060	31.22	Uniform Cleaning Streets
0	Cintas Corporation	603-49500-000-42110	0.74	Mop - Disposable Towels
0	Cintas Corporation	603-49500-000-44060	5.45	Uniform Cleaning Storm
0	Cintas Corporation	602-49480-000-44060	36.70	Uniform Laundry
0	Cintas Corporation	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	601-49430-000-44060	20.75	Uniform Cleaning Water
0	Cintas Corporation	602-49480-000-44060	6.43	Floor Mats
0	Cintas Corporation	602-49450-000-42110	5.25	Mop - Disposable Towels
0	Cintas Corporation	601-49430-000-42110	5.25	Mop - Disposable Towels
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels
0	Cintas Corporation	101-43121-430-42110	50.40	Mop - Disposable Towels
0	Cintas Corporation	101-45200-450-44060	36.51	Laundry
0	Cintas Corporation	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	602-49480-000-44060	36.70	Uniform Laundry
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels
0	Cintas Corporation	101-45200-450-44060	36.51	Laundry Services
0	Cintas Corporation	602-49480-000-44060	48.44	Lab Towels/Floor Mats
0	Cintas Corporation	601-49430-000-44060	20.75	Uniform Cleaning Water
0	Cintas Corporation	603-49500-000-44060	5.45	Uniform Cleaning Storm
0	Cintas Corporation	101-43121-430-44060	24.40	Shop Towels
0	Cintas Corporation	602-49480-000-44060	42.61	Uniform Laundry
0	Cintas Corporation	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	603-49500-000-44060	5.45	Uniform Cleaning Storm
0	Cintas Corporation	602-49480-000-44060	6.43	Floor Mats
0	Cintas Corporation	601-49430-000-44060	20.75	Uniform Cleaning Water
0	Cintas Corporation	101-43126-430-44060	9.55	Uniform Cleaning Mechanics
0	Cintas Corporation	101-43121-430-44060	31.22	Uniform Cleaning Streets
	Cintas Corporation		583.23	
181139	City of Faribault	211-46310-460-43860	8.75	005003-000 16 1 St SE

Check Numb	Last Name	Acct 1	Amount	Description
181139	City of Faribault	602-49480-000-43820	14.61	005003-022 214 14 St NE
181139	City of Faribault	101-45127-450-43850	25.15	005003-043 705 17 St SW
181139	City of Faribault	225-49810-430-43820	14.61	005003-005 Airport Terminal
181139	City of Faribault	225-49810-430-43850	14.70	005003-004 3401 Hwy 21 W
181139	City of Faribault	602-49480-000-43820	3,785.36	005003-019 214 14 St NE
181139	City of Faribault	225-49810-430-43820	18.65	005003-004 3401 Hwy 21 W
181139	City of Faribault	902-00000-000-23935	-7,174.84	Water/Sewer - June
181139	City of Faribault	225-49810-430-43850	10.20	005003-005 Airport Terminal
181139	City of Faribault	101-45127-450-43820	29.96	005003-030 705 17 St SW-Irrigation
181139	City of Faribault	101-45127-450-43860	48.39	005003-043 705 17 St SW
181139	City of Faribault	211-46310-460-43850	37.79	005003-000 16 1 St SE
181139	City of Faribault	225-49810-430-43860	364.70	005003-004 3401 Hwy 21 W
181139	City of Faribault	602-49480-000-43820	2,305.93	005003-023 214 14 St NE
181139	City of Faribault	601-49430-000-43850	129.86	005003-032 812 8 Ave NW (New Water Plant)
181139	City of Faribault	211-46310-460-43820	30.26	005003-000 16 1 St SE
181139	City of Faribault	101-45127-450-43820	35.36	005003-043 705 17 St SW
181139	City of Faribault	902-00000-000-23935	7,174.84	Water/Sewer-June
181139	City of Faribault	602-49480-000-43860	300.56	005003-019 214 14 St NE
181139	City of Faribault	873-49499-000-43850	7,612.92	Roberds Lake SIU Bill - June
181139	City of Faribault	873-49499-000-43090	594.00	Roberds Lake Billing Fee - June
	City of Faribault		15,381.76	
0	CivicPlus	101-41110-410-43090	14.72	Closed Captioning
0	CivicPlus	101-41320-410-43090	3,742.20	Annual City Code Contract Fee
	CivicPlus		3,756.92	
0	Clean River Partners	603-49500-000-43090	4,486.75	SWPPP Education 2nd Quarter
	Clean River Partners		4,486.75	
181140	Cole's Electric Inc	101-00000-000-20820	1.00	Refund of Electrical Permit 2024-00764 Surcharge
181140	Cole's Electric Inc	101-00000-420-32220	41.00	Refund of Electrical Permit 2024-00764
	Cole's Electric Inc		42.00	
181120	Colonial Life	101-00000-000-21711	80.00	PR Batch 00001.07.2024 Short Term Disability
	Colonial Life		80.00	
181141	Community Co-op Oil Assn	101-42220-420-42120	36.00	Fuel
181141	Community Co-op Oil Assn	101-43126-430-42110	27.00	Propane Cylinder Exchange - Shop

Check Numb	Last Name	Acct 1	Amount	Description
181141	Community Co-op Oil Assn	101-45200-450-42220	75.00	Tires
181141	Community Co-op Oil Assn	101-42220-420-42120	45.65	Fuel
181141	Community Co-op Oil Assn	101-43121-430-43090	80.12	MN Clean Up
181141	Community Co-op Oil Assn	101-00000-000-15520	11,897.82	Diesel Fuel
181141	Community Co-op Oil Assn	101-00000-000-15520	10,858.97	Unleaded Fuel
	Community Co-op Oil Assn		23,020.56	
181142	Connexus Energy	101-45140-450-43130	600.00	Safety Camp Presentation
	Connexus Energy		600.00	
181143	Core & Main LP	601-49430-000-42110	224.22	Chemical Testing Supplies
181143	Core & Main LP	601-49430-000-42110	17,500.00	MXU Radio Changeout
181143	Core & Main LP	601-49430-000-42110	105,705.00	MXU Radio Changeout Project
181143	Core & Main LP	601-49430-000-43095	15,899.00	RNI Annual Fee
	Core & Main LP		139,328.22	
0	CovertTrack Group Inc	101-42121-420-43095	600.00	Mapping Services Annual Costs
	CovertTrack Group Inc		600.00	
181144	Cox Brendan	240-46210-460-43130	600.00	Web Hosting for HPC 2023
	Cox Brendan		600.00	
0	Crane Creek Asphalt	478-43121-430-45302	208,012.14	2024-02 Pay Req 2
0	Crane Creek Asphalt	478-43121-430-45310	3,681.49	2023-10 Pay Req 2
0	Crane Creek Asphalt	602-49450-000-42240	1,618.95	Asphalt Sanitary Repair Green St
	Crane Creek Asphalt		213,312.58	
181145	Cruz Suzena	601-00000-000-20200	37.78	Refund Check 024562-000, 2315 4 St NW
	Cruz Suzena		37.78	
0	Culligan	101-42110-420-42230	289.35	Bottled Water
0	Culligan	101-45500-450-44160	40.50	Drinking Water Equip Rental
	Culligan		329.85	
0	Dakota Supply Group	601-49430-000-42110	523.40	Hydrant Markers

Check Numb	Last Name	Acct 1	Amount	Description
0	Dakota Supply Group	602-49450-000-42110	791.37	12 Inch PVC Pipe and Ferncos
	Dakota Supply Group		1,314.77	
181146	Dalco	101-43121-430-42110	156.52	Paper Towel Rolls - Brush Strip
181146	Dalco	603-49500-000-42110	2.31	Paper Towel Rolls - Brush Strip
181146	Dalco	602-49450-000-42110	16.29	Paper Towel Rolls - Brush Strip
181146	Dalco	601-49430-000-42110	16.29	Paper Towel Rolls - Brush Strip
	Dalco		191.41	
181147	Dulas Nicholas	601-00000-000-20200	34.97	Refund Check 023413-000, 514 Littleford Ln
	Dulas Nicholas		34.97	
181148	Earl F Andersen Inc	101-43170-430-42240	360.00	Chip Seal Marker
	Earl F Andersen Inc		360.00	
0	Eckberg Lammers PC	101-41610-410-43045	13,425.00	Legal Fees
	Eckberg Lammers PC		13,425.00	
0	Empower Retirement-HCSP	101-00000-000-21720	1,213.41	PR Batch 00001.07.2024 Health Care Savings Act Fire
0	Empower Retirement-HCSP	101-00000-000-21720	965.21	PR Batch 00001.07.2024 Health Care Savings Plan L70 2
0	Empower Retirement-HCSP	101-00000-000-21720	1,493.40	PR Batch 00001.07.2024 Health Care Savings Plan 357
0	Empower Retirement-HCSP	101-00000-000-21720	25,200.89	PR Batch 00001.07.2024 Health Care Savings Plan
0	Empower Retirement-HCSP	101-00000-000-21720	822.62	PR Batch 00001.07.2024 Health Care Savings Plan L70 1
	Empower Retirement-HCSP		29,695.53	
0	Enterprise FM Trust	101-42110-420-44160	909.41	Full Lease / #20
0	Enterprise FM Trust	101-42110-420-44160	979.65	Full Lease / #5
0	Enterprise FM Trust	101-42123-420-44160	875.91	Full Lease / #16
0	Enterprise FM Trust	101-42121-420-44160	694.49	Full Lease / #12
0	Enterprise FM Trust	101-42123-420-44390	2,950.30	Initial Registration / #16
0	Enterprise FM Trust	101-42123-420-44160	888.62	Monthly Lease / #11
0	Enterprise FM Trust	101-42700-420-44160	924.31	Full Lease / #23
0	Enterprise FM Trust	101-42700-420-44160	750.29	Full Lease / #8
0	Enterprise FM Trust	101-42121-420-44160	923.59	Full Lease / #7
0	Enterprise FM Trust	101-42123-420-44160	843.65	Full Lease / #6
0	Enterprise FM Trust	101-42121-420-44160	635.64	Full Lease / #19
0	Enterprise FM Trust	101-42121-420-44160	732.59	Full Lease / #1

Check Num	Last Name	Acct 1	Amount	Description
0	Enterprise FM Trust	101-42123-420-44160	838.23	Full Lease / #3
0	Enterprise FM Trust	101-42123-420-44160	844.36	Full Lease / #24
0	Enterprise FM Trust	101-42121-420-43310	23.20	Toll Fees for Training
0	Enterprise FM Trust	101-42121-420-44390	16.25	Registration Renewal / #12
0	Enterprise FM Trust	101-42110-420-44160	635.32	Full Lease / #22
	Enterprise FM Trust		14,465.81	
0	Fairchild Equipment Inc	601-49430-000-42210	8.80	Emergency Down Cable and Breather for Lift
0	Fairchild Equipment Inc	603-49500-000-42210	1.25	Emergency Down Cable and Breather for Lift
0	Fairchild Equipment Inc	101-43121-430-42210	84.54	Emergency Down Cable and Breather for Lift
0	Fairchild Equipment Inc	602-49450-000-42210	8.80	Emergency Down Cable and Breather for Lift
	Fairchild Equipment Inc		103.39	
181149	Fame Awards	101-41510-410-42010	21.00	Name Plate - C Guse
	Fame Awards		21.00	
181150	Faribault Ace Hardware	101-42210-420-42230	15.29	Drain Cleaner
181150	Faribault Ace Hardware	101-45200-450-42110	112.84	Paint/Supplies
181150	Faribault Ace Hardware	101-45200-450-42110	161.99	Chlorine Tablets for Fountain
181150	Faribault Ace Hardware	101-45200-450-42110	22.49	Garbage Bags
181150	Faribault Ace Hardware	101-45125-450-42110	62.91	Softener Salt
181150	Faribault Ace Hardware	101-41940-410-42110	13.48	Ant Bait and Grounding Plug
181150	Faribault Ace Hardware	101-45200-450-42110	-5.50	Contractor Bags
181150	Faribault Ace Hardware	101-45200-450-42110	22.49	Contractor Bags
181150	Faribault Ace Hardware	101-43121-430-42110	26.08	Leaf Rake/Hoe Handles
181150	Faribault Ace Hardware	101-45125-450-42110	6.29	Softener Salt
181150	Faribault Ace Hardware	101-45122-450-42110	20.69	Trimmer Line
181150	Faribault Ace Hardware	101-45200-450-42110	22.03	Hose Bib/Thread Tape
181150	Faribault Ace Hardware	101-45200-450-42110	29.68	Tape Measure/Wire Connectors
181150	Faribault Ace Hardware	101-41940-410-42230	8.06	Duct Tape and Vinyl Tubing
181150	Faribault Ace Hardware	101-42220-420-42110	28.66	Snap Springs
181150	Faribault Ace Hardware	101-41940-410-42110	41.34	Insect Repellant/Weed Killer/Vinyl Tubing/Picture Hanger
181150	Faribault Ace Hardware	101-42220-420-42110	1.70	Fasteners
181150	Faribault Ace Hardware	602-49480-000-42110	32.36	Cleaning Supplies
181150	Faribault Ace Hardware	601-49430-000-42110	5.39	Threaded Rod
181150	Faribault Ace Hardware	101-42220-420-42210	2.10	Fasteners
	Faribault Ace Hardware		630.37	
181151	Faribault Area Chamber of Commerce	101-41320-410-43140	20.00	Crisis Communications Training Session

Check Numb	Last Name	Acct 1	Amount	Description
181151	Faribault Area Chamber of Commerce	101-41110-410-44384	12,210.87	Lodging Tax - May
	Faribault Area Chamber of Commerce		12,230.87	
0	Faribault Fleet Supply Inc	101-45200-450-42110	159.99	Electric Pump
0	Faribault Fleet Supply Inc	602-49450-000-42110	91.96	Oats
0	Faribault Fleet Supply Inc	101-43121-430-42210	-72.99	Receiver Hitch Credit - Street #224
0	Faribault Fleet Supply Inc	101-45200-450-42110	7.06	Lag Bolts/Washers
0	Faribault Fleet Supply Inc	601-49430-000-42110	11.94	Plumbing Supplies
0	Faribault Fleet Supply Inc	603-49500-000-42130	18.75	Stihl Chainsaw Oil
0	Faribault Fleet Supply Inc	603-49500-000-42110	31.98	Weed Trimmer String
0	Faribault Fleet Supply Inc	602-49480-000-42110	83.98	Float Switch
0	Faribault Fleet Supply Inc	101-43121-430-42210	72.99	Receiver Hitch - Street #224
0	Faribault Fleet Supply Inc	101-43121-430-42110	76.17	Broom and Handles
0	Faribault Fleet Supply Inc	101-43121-430-42110	-31.18	Rake Handle Credit
0	Faribault Fleet Supply Inc	101-43121-430-42110	16.99	Garbage Bags
0	Faribault Fleet Supply Inc	101-45200-450-42120	34.95	Kerosene
0	Faribault Fleet Supply Inc	101-45200-450-42110	1.68	Grade 8 Nuts/Bolts/Washers
	Faribault Fleet Supply Inc		504.27	
181152	Faribault Post Office	602-49480-000-43220	1,249.78	Utility Bills - July
181152	Faribault Post Office	601-49430-000-43220	1,249.78	Utility Bills - July
181152	Faribault Post Office	603-49500-000-43220	1,249.78	Utility Bills - July
	Faribault Post Office		3,749.34	
181153	Faribault Veterinary Clinic	101-42700-420-43090	323.00	Care of Stray
	Faribault Veterinary Clinic		323.00	
0	Faribo Air Conditioning & Heating Inc	601-49430-000-42210	4,081.00	Air Exchanger Parts
0	Faribo Air Conditioning & Heating Inc	601-49430-000-44045	950.00	Air Exchanger Repair Labor
	Faribo Air Conditioning & Heating Inc		5,031.00	
0	Faribo Plumbing & Heating Inc	601-49430-000-44050	7,587.94	Water Service Repair 826 30th St NW Cliff Casteel Petition and W
0	Faribo Plumbing & Heating Inc	601-49430-000-44045	137.50	Water Softener Repair
0	Faribo Plumbing & Heating Inc	601-49430-000-44050	5,560.00	38 Prairie Curbstop Repair
0	Faribo Plumbing & Heating Inc	601-49430-000-42210	127.75	Water Softener Parts
	Faribo Plumbing & Heating Inc		13,413.19	

Check Numb	Last Name	Acct 1	Amount	Description
0	Faul Kiri Ann	101-00000-000-10113	-1,000.00	Officer Wellness-Officer Wellness Funds
0	Faul Kiri Ann	101-00000-000-10100	1,000.00	Officer Wellness-Officer Wellness Funds
0	Faul Kiri Ann	101-42110-420-43090	1,000.00	Officer Wellness-Officer Wellness Funds
	Faul Kiri Ann		1,000.00	
0	Fette Electronics Inc	101-45500-450-44010	264.00	Monitoring of Alarm System
	Fette Electronics Inc		264.00	
181154	Flynn Allison	601-00000-000-20200	29.06	Refund Check 025163-000, 215 6 Ave NE
	Flynn Allison		29.06	
0	Frontier Precision Inc	101-43190-430-42110	30.42	Prism Pole Topo Shoe
	Frontier Precision Inc		30.42	
181155	Gardner & Gardner Communications, Inc.	101-45130-450-43131	800.00	Concert in the Park Band - Little Chicago 7/25/2024
	Gardner & Gardner Communications, Inc.		800.00	
0	Garlick Brothers LLC	101-42110-420-44160	40.00	Reverse Osmosis
	Garlick Brothers LLC		40.00	
181156	Girards Business Solutions Inc	602-49450-000-44045	168.00	Letter Opener Service Contract
181156	Girards Business Solutions Inc	601-49430-000-44045	168.00	Letter Opener Service Contract
	Girards Business Solutions Inc		336.00	
181157	Glenn's Service LLC	101-42123-420-43090	100.00	Tow #4 from Mud
181157	Glenn's Service LLC	101-42121-420-44040	20.00	Tire Repair / #16
	Glenn's Service LLC		120.00	
0	Gopher State One Call	601-49430-000-43090	135.45	One Call Locate Tickets for June 2024
0	Gopher State One Call	602-49450-000-43090	135.45	One Call Locate Tickets for June 2024
0	Gopher State One Call	603-49500-000-43090	135.45	One Call Locate Tickets for June 2024
	Gopher State One Call		406.35	
0	Grainger Inc	101-45122-450-42110	99.22	Batteries

Check Numb	Last Name	Acct 1	Amount	Description
0	Grainger Inc	602-49480-000-42170	401.93	Chemical Suit
	Grainger Inc		501.15	
181158	Harlequin Sales Corp/Reader Service	101-45500-450-42190	27.56	Books - Acct #328689393
181158	Harlequin Sales Corp/Reader Service	101-45500-450-42190	27.56	Books - Acct #328689385
	Harlequin Sales Corp/Reader Service		55.12	
0	Harry Brown's LLC	101-42123-420-44040	389.60	Car Washes
	Harry Brown's LLC		389.60	
0	Hawkins Inc	601-49430-000-42160	3,573.22	Sodium Permanganate/ Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	2,974.44	Sodium Permanganate/ Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	2,322.00	Chlorine
0	Hawkins Inc	601-49430-000-42160	5,461.18	Sodium Permanganate/ Sodium Silicate
	Hawkins Inc		14,330.84	
181159	Heartland Animal Hospital	101-42700-420-43090	15.00	Care of Stray
181159	Heartland Animal Hospital	101-42700-420-43090	634.84	Care of Stray
	Heartland Animal Hospital		649.84	
181160	Henry G Meigs LLC	101-43121-430-42240	15,583.57	Sealcoat Oil
	Henry G Meigs LLC		15,583.57	
0	Hiawathaland Transit	101-00000-000-20400	456.50	Bus Token Sales - June
	Hiawathaland Transit		456.50	
181161	Hoisington Andrew W	101-41940-410-44010	575.00	Paint Finance Office - 2nd Floor City Hall
	Hoisington Andrew W		575.00	
181162	Hussein Mohamed	101-42123-420-43090	200.00	Interpreting Services / #24-1142
	Hussein Mohamed		200.00	
181163	Hy-Vee - Accounts Receivable	101-42210-420-42115	63.47	Firefighter Training
181163	Hy-Vee - Accounts Receivable	101-43121-430-42110	11.24	Water

Check Numb	Last Name	Acct 1	Amount	Description
181163	Hy-Vee - Accounts Receivable	101-43126-430-42110	23.96	Water
	Hy-Vee - Accounts Receivable		98.67	
0	I & S Group Inc	431-41110-410-45400	597.50	Construction Administration & Bid Assistance-IT Remodel
	I & S Group Inc		597.50	
181121	IAFF Local 665	101-00000-000-21708	810.00	PR Batch 00001.07.2024 IAFF Local 665
	IAFF Local 665		810.00	
0	ICON LLC	602-49450-000-45300	196,800.10	2023-08 Pay Req 4
0	ICON LLC	476-43121-430-45307	18,050.00	2022-07 Pay Req 1
	ICON LLC		214,850.10	
0	Imperial Supplies Holdings Inc	101-43121-430-42210	470.37	Hose Reel - Street #123
	Imperial Supplies Holdings Inc		470.37	
0	In Control Inc	601-49430-000-43090	455.00	Cybersecurity Services WTP
0	In Control Inc	601-49430-000-43090	182.00	Cybersecurity Engineering Services
	In Control Inc		637.00	
0	Innovative Office Solutions LLC	101-45500-450-42010	23.53	Markers/Tape
0	Innovative Office Solutions LLC	101-45500-450-42010	101.84	Book Tape/Padded Mailer
0	Innovative Office Solutions LLC	101-45500-450-42010	110.47	Chair Mat for Information Desk
0	Innovative Office Solutions LLC	101-43121-430-42110	12.87	Dish Soap
0	Innovative Office Solutions LLC	603-49500-000-42110	0.19	Dish Soap
0	Innovative Office Solutions LLC	101-43121-430-42010	80.22	Labels - Folders - Printer Paper
0	Innovative Office Solutions LLC	602-49450-000-42010	8.35	Labels - Folders - Printer Paper
0	Innovative Office Solutions LLC	602-49450-000-42110	1.34	Dish Soap
0	Innovative Office Solutions LLC	601-49430-000-42010	8.35	Labels - Folders - Printer Paper
0	Innovative Office Solutions LLC	603-49500-000-42010	1.19	Labels - Folders - Printer Paper
0	Innovative Office Solutions LLC	601-49430-000-42110	1.34	Dish Soap
	Innovative Office Solutions LLC		349.69	
0	Internal Revenue Service	101-00000-000-21703	19,184.31	PR Batch 00001.07.2024 FICA Employee
0	Internal Revenue Service	101-00000-000-21701	40,606.31	PR Batch 00001.07.2024 Federal Income Tax
0	Internal Revenue Service	101-00000-000-21703	19,184.31	PR Batch 00001.07.2024 FICA Employer

Check Numb	Last Name	Acct 1	Amount	Description
0	Internal Revenue Service	101-00000-000-21704	6,722.33	PR Batch 00001.07.2024 Medicare Employee
0	Internal Revenue Service	101-00000-000-21704	6,722.33	PR Batch 00001.07.2024 Medicare Employer
	Internal Revenue Service		92,419.59	
181122	IUOE Local 70	101-00000-000-21708	2,013.50	PR Batch 00001.07.2024 Local 70 Union Dues
	IUOE Local 70		2,013.50	
0	John Henry Foster MN Inc	602-49480-000-44045	1,156.31	Air Compressor Repair
	John Henry Foster MN Inc		1,156.31	
181164	Kelly Auto Parts	601-49430-000-42210	-37.58	Tow Hook Return Credit
181164	Kelly Auto Parts	601-49430-000-42210	35.00	Tow Hook
181164	Kelly Auto Parts	601-49430-000-42210	37.58	Tow Hook
	Kelly Auto Parts		35.00	
0	Kennedy & Graven, Chartered	290-46500-462-43040	119.80	Legal Fees for EDA General Matters and Rebound
0	Kennedy & Graven, Chartered	280-46310-461-43040	1,087.50	Legal Bills for General Matters FDC and 204 Central
	Kennedy & Graven, Chartered		1,207.30	
0	Keystone Interpreting Solutions Inc	101-45500-450-43090	369.40	Interpreters
	Keystone Interpreting Solutions Inc		369.40	
0	Kielmeyer Construction Inc	101-43121-430-42240	734.66	Class 5 Rock
	Kielmeyer Construction Inc		734.66	
0	Klemensen Jon	101-45200-450-43090	791.67	Contract Mowing
0	Klemensen Jon	101-45126-450-43090	250.00	Contract Mowing
0	Klemensen Jon	101-45127-450-43090	1,841.67	Contract Mowing
	Klemensen Jon		2,883.34	
181165	Krost Richard	601-00000-000-20200	34.33	Refund Check 005678-000, 526 Tatepaha Blvd
	Krost Richard		34.33	
181166	Lamperts	101-43170-430-42240	144.82	Roof Paper

Check Numb	Last Name	Acct 1	Amount	Description
181166	Lamperts	101-42220-420-42110	20.00	Trex Piece for TRT Trailer
	Lamperts		164.82	
0	Lano Equipment Inc	602-49450-000-42210	63.90	Exhaust Clamp Unit 12
	Lano Equipment Inc		63.90	
181123	Law Enforcement Labor Services Inc	101-00000-000-21708	1,269.00	PR Batch 00001.07.2024 LELS 357 Union Dues
	Law Enforcement Labor Services Inc		1,269.00	
181167	League of Minnesota Cities Ins Trust	101-41910-410-43090	20,000.00	P. Waldock Settlement
	League of Minnesota Cities Ins Trust		20,000.00	
0	Lerner Publishing Group	101-45500-450-42190	23.99	Books
0	Lerner Publishing Group	101-45500-450-42190	18.74	Books
	Lerner Publishing Group		42.73	
181168	Linderkamp Charles	101-45130-450-43131	800.00	Concert in Park-Band-Bend in the River Big Band 8/1/24
	Linderkamp Charles		800.00	
181169	Loffler Companies Inc	101-42500-420-44160	26.11	Copier Charges 06/01/2024-06/30/2024
181169	Loffler Companies Inc	101-43121-430-44160	56.41	Copier Charges June
181169	Loffler Companies Inc	603-49500-000-44160	0.84	Copier Charges June
181169	Loffler Companies Inc	101-42124-420-44160	92.95	Black / White / Color Copy Costs
181169	Loffler Companies Inc	602-49450-000-44160	5.87	Copier Charges June
181169	Loffler Companies Inc	101-42210-420-44160	17.49	Copy Machine Charges
181169	Loffler Companies Inc	601-49430-000-44160	5.87	Copier Charges June
	Loffler Companies Inc		205.54	
181170	Lube-Tech & Partners LLC	602-49450-000-42130	156.60	Diesel Exhaust Fluid for Stock
181170	Lube-Tech & Partners LLC	101-43121-430-42130	417.59	Diesel Exhaust Fluid for Stock
181170	Lube-Tech & Partners LLC	101-45200-450-42130	208.78	Diesel Exhaust Fluid for Stock
181170	Lube-Tech & Partners LLC	601-49430-000-42130	156.60	Diesel Exhaust Fluid for Stock
181170	Lube-Tech & Partners LLC	101-42123-420-42130	104.40	Diesel Exhaust Fluid for Stock
181170	Lube-Tech & Partners LLC	602-49450-000-42130	133.28	Motor Oil for Stock
181170	Lube-Tech & Partners LLC	101-42123-420-42130	88.86	Motor Oil for Stock
181170	Lube-Tech & Partners LLC	601-49430-000-42130	133.28	Motor Oil for Stock

Check Numb	Last Name	Acct 1	Amount	Description
181170	Lube-Tech & Partners LLC	101-43121-430-42130	355.42	Motor Oil for Stock
181170	Lube-Tech & Partners LLC	101-45200-450-42130	177.71	Motor Oil for Stock
	Lube-Tech & Partners LLC		1,932.52	
181171	Lunar Tunes Music	101-45500-450-43130	500.00	National Night Out Music 8/6/24
181171	Lunar Tunes Music	101-45130-450-43131	900.00	Concert in the Park Band - Eclipse 8/8/2024
	Lunar Tunes Music		1,400.00	
0	MacQueen Equipment LLC	602-49450-000-42210	142.04	Shoe/Hose Reel
0	MacQueen Equipment LLC	602-49450-000-42210	295.36	Wear Block Unit 7
0	MacQueen Equipment LLC	101-42220-420-42410	2,021.82	MSA Kit - SCBA Washing and Decon
	MacQueen Equipment LLC		2,459.22	
181172	Martin A Windows LLC	101-45500-450-43090	1,500.00	Landscape Maintenance
181172	Martin A Windows LLC	101-43121-430-43090	1,500.00	Landscape Maintenance
181172	Martin A Windows LLC	101-43121-430-43090	1,500.00	Landscape Maintenance
181172	Martin A Windows LLC	101-45200-450-43090	1,500.00	Landscaping Maintenance
	Martin A Windows LLC		6,000.00	
0	Martin Marietta Materials Inc	101-43121-430-42240	289.12	Asphalt
	Martin Marietta Materials Inc		289.12	
0	Martin-McAllister Consulting Psychologists Inc	101-42123-420-43090	1,250.00	Public Safety Assessment / D Nelson - D Ikonitski
	Martin-McAllister Consulting Psychologists Inc		1,250.00	
0	Midwest Tape LLC	101-45500-450-43096	747.44	Hoopla Streaming Service
0	Midwest Tape LLC	101-45500-450-42192	53.22	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	10.99	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	449.63	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	167.69	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	97.47	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	7.49	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	110.97	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	672.84	Audio/Visual
	Midwest Tape LLC		2,317.74	

Check Numb	Last Name	Acct 1	Amount	Description
0	Minnesota Child Support Payment Center	101-00000-000-21716	1,074.10	PR Batch 00001.07.2024 Child Support
	Minnesota Child Support Payment Center		1,074.10	
181173	Minnesota Department of Labor & Industry	101-42110-420-44390	100.00	Elevator Annual License
181173	Minnesota Department of Labor & Industry	101-42110-420-44010	20.00	Boiler License
	Minnesota Department of Labor & Industry		120.00	
0	Minnesota Department of Revenue	101-00000-000-21702	18,988.68	PR Batch 00001.07.2024 State Income Tax
	Minnesota Department of Revenue		18,988.68	
0	Minnesota Paving & Materials	603-49500-000-42240	995.34	Rip Rap Woolen Mill Dam Repair
0	Minnesota Paving & Materials	603-49500-000-42240	320.95	4 to 6 Inch Rock
0	Minnesota Paving & Materials	101-43121-430-42240	1,496.36	Rip Rap
	Minnesota Paving & Materials		2,812.65	
181124	Minnesota Public Employees Association	101-00000-000-21708	124.00	PR Batch 00001.07.2024 Police Support Services
	Minnesota Public Employees Association		124.00	
181174	Minnesota Safety Council	101-42210-420-44330	665.00	MSC Membership Fees 10/01/2024-09/30/2025
	Minnesota Safety Council		665.00	
181125	Minnesota Teamsters Local 320	101-00000-000-21708	733.20	PR Batch 00001.07.2024 Teamsters 320 Union Dues
	Minnesota Teamsters Local 320		733.20	
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	484.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	108.60	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	108.60	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	233.80	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	192.20	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	233.80	SIU Lab Testing
	Minnesota Valley Testing Labs Inc		1,829.00	
0	Mississippi Welders Supply Inc	101-43121-430-42210	21.55	Brazing Flux - Street #112

Check Numb	Last Name	Acct 1	Amount	Description
	Mississippi Welders Supply Inc		21.55	
0	Money Movers Inc	101-45110-450-43090	10.50	Insurance Reimbursement Fees
	Money Movers Inc		10.50	
0	Motor Parts & Equipment Corp	602-49480-000-42130	42.19	Pump Oil
0	Motor Parts & Equipment Corp	602-49480-000-42130	47.97	Compressor Oil
0	Motor Parts & Equipment Corp	602-49480-000-42110	3.99	Hitch Pin
0	Motor Parts & Equipment Corp	602-49480-000-42210	208.99	Trailer Hitch
0	Motor Parts & Equipment Corp	602-49480-000-42410	89.99	Wrench Set
0	Motor Parts & Equipment Corp	602-49450-000-42210	29.86	Fuel Filter Unit 27
0	Motor Parts & Equipment Corp	602-49450-000-42130	41.96	Coolant
0	Motor Parts & Equipment Corp	602-49450-000-42210	71.69	Clamp And Hose
0	Motor Parts & Equipment Corp	602-49480-000-42210	19.56	Pump Oil
0	Motor Parts & Equipment Corp	602-49480-000-42210	26.15	Pump Oil
0	Motor Parts & Equipment Corp	101-43121-430-42210	42.49	Seat Covers - Street #224
0	Motor Parts & Equipment Corp	602-49480-000-42210	16.22	Ventilation Belt
0	Motor Parts & Equipment Corp	101-43121-430-42210	20.77	Oil Filter - Street #307
0	Motor Parts & Equipment Corp	101-43121-430-42210	15.76	Cabin Air Filter - Street #413
0	Motor Parts & Equipment Corp	602-49480-000-42210	5.33	Oil Filter
	Motor Parts & Equipment Corp		682.92	
0	MTI Distributing Inc	101-45200-450-42210	154.54	Temperature Sensor
0	MTI Distributing Inc	101-45200-450-42210	85.06	Thermostat/Gasket
0	MTI Distributing Inc	101-45200-450-42210	99.88	Temperature Sender
	MTI Distributing Inc		339.48	
181175	Muralt Rolf & Skye	601-00000-000-20200	61.10	Refund Check 024324-000, 1117 Shumway Ct
	Muralt Rolf & Skye		61.10	
181176	Nippa Ashley	601-00000-000-20200	31.43	Refund Check 021815-000, 1215 2 Ave NW
	Nippa Ashley		31.43	
0	North Central International LLC	101-43121-430-42210	-250.00	Fuel Injector Core Credit - Street #110
0	North Central International LLC	101-43121-430-42210	969.56	Oil Manifold Seal Kit/Fuel Injector - Street #110

Check Numb	Last Name	Acct 1	Amount	Description
	North Central International LLC		719.56	
0	Northern Safety Technology Inc	101-43121-430-42210	250.08	Lightbar
	Northern Safety Technology Inc		250.08	
181177	Olson Bryan	601-00000-000-20200	13.83	Refund Check 021712-000, 1901 Prairie Ave
	Olson Bryan		13.83	
0	Orchard Trust Company	101-00000-000-21706	10,191.00	PR Batch 00001.07.2024 MN Deferred Comp
0	Orchard Trust Company	101-00000-000-21706	2,332.00	PR Batch 00001.07.2024 Roth Deferred Compensation
	Orchard Trust Company		12,523.00	
181178	Pioneer Press	101-45500-450-42191	417.59	Newspaper Subscription - Acct #13682211
	Pioneer Press		417.59	
0	Property Pros	101-42700-420-43090	240.00	Mowing of Two Properties
	Property Pros		240.00	
0	Public Employees Retirement Association	101-00000-000-21705	18,299.14	PR Batch 00001.07.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	19,436.16	PR Batch 00001.07.2024 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	21,114.39	PR Batch 00001.07.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	29,154.25	PR Batch 00001.07.2024 PERA Police & Fire
	Public Employees Retirement Association		88,003.94	
0	PVS Technologies Inc	602-49480-000-42160	10,635.64	Ferric Phos Removal
	PVS Technologies Inc		10,635.64	
0	Quality Aviation Inc	225-49810-430-43090	1,416.67	Airport Management Agreement
0	Quality Aviation Inc	225-49810-430-43090	2,083.33	Airport Maintenance Agreement
	Quality Aviation Inc		3,500.00	
181179	RES Specialty Pyrotechnics	210-46100-410-43090	20,000.00	5th of July Fireworks

Check Numb	Last Name	Acct 1	Amount	Description
	RES Specialty Pyrotechnics		20,000.00	
181180	Rice County	873-49499-000-44371	1,887.54	Roberds Lake Sewer Collected - June
	Rice County		1,887.54	
0	Rice County Recorder	101-41910-410-43520	46.00	Recording Fees Met Con 4th Business Signs
	Rice County Recorder		46.00	
181181	Rivercity Refrigeration, Inc	601-49430-000-44045	56.70	Ice Machine Repairs
181181	Rivercity Refrigeration, Inc	603-49500-000-44045	8.06	Ice Machine Repairs
181181	Rivercity Refrigeration, Inc	101-43121-430-44045	544.79	Ice Machine Repairs
181181	Rivercity Refrigeration, Inc	602-49450-000-44045	56.70	Ice Machine Repairs
	Rivercity Refrigeration, Inc		666.25	
181182	Ruffridge-Johnson Equipment Company Inc	101-43121-430-42210	165.23	Product Strainer - Street #112
181182	Ruffridge-Johnson Equipment Company Inc	101-43121-430-42210	524.83	Emulsion Valve Rebuild Kit - Street #112
	Ruffridge-Johnson Equipment Company Inc		690.06	
181183	S.J. Electro Systems LLC	602-49480-000-43090	1,889.50	VFD Programming
	S.J. Electro Systems LLC		1,889.50	
0	Sanity Solutions Inc	101-41580-410-43095	139.80	Wasabi Backup
0	Sanity Solutions Inc	101-41580-410-43095	69.90	Wasabi Backup
	Sanity Solutions Inc		209.70	
181184	Schauer Alex	101-45140-450-42110	500.00	Teen Night DJ
	Schauer Alex		500.00	
0	Schirmer Walter D	101-45500-450-44010	495.00	Carpet Maintenance
	Schirmer Walter D		495.00	
0	Selco	101-45500-450-43250	2,172.04	ILS Package

Check Numb	Last Name	Acct 1	Amount	Description
	Selco		2,172.04	
181185	Shattuck-St Mary's	101-45130-450-43090	2,736.00	Learn to Skate Classes - 2024
	Shattuck-St Mary's		2,736.00	
0	Shuda Matthew	101-42121-420-43310	15.00	Lunch Per Diem / TASER Instructor Course
	Shuda Matthew		15.00	
0	Sophos Payment Resources	101-41580-410-43095	960.00	Sophos Subscription
	Sophos Payment Resources		960.00	
0	Springbrook Holding Company LLC	601-49430-000-44325	-2,224.78	CivicPay IVR Subscription CREDIT
0	Springbrook Holding Company LLC	602-49450-000-44325	2,224.77	CivicPay IVR Subscription - June
0	Springbrook Holding Company LLC	602-49450-000-44325	1,689.50	Civic Pay IVR Subscription - June
0	Springbrook Holding Company LLC	601-49430-000-44325	1,689.50	Civic Pay IVR Subscription - June
0	Springbrook Holding Company LLC	602-49450-000-44325	-2,224.77	CivicPay IVR Subscription CREDIT
0	Springbrook Holding Company LLC	601-49430-000-44325	2,224.78	CivicPay IVR Subscription - June
	Springbrook Holding Company LLC		3,379.00	
181186	Star Tribune	101-45500-450-42191	753.90	Newspaper Subscription #7224168
	Star Tribune		753.90	
181187	Stockland Brian	601-00000-000-20200	150.00	Refund Check 005988-000, 1151 7 Ave SW
	Stockland Brian		150.00	
181188	Streicher's Inc.	101-42123-420-42180	300.00	Tactical Assault Carrier-Barta Donation
181188	Streicher's Inc.	101-00000-000-10108	-300.00	Tactical Assault Carrier-Barta Donation
181188	Streicher's Inc.	101-00000-000-10100	300.00	Tactical Assault Carrier-Barta Donation
	Streicher's Inc.		300.00	
181189	Superior Companies of Minnesota Inc	225-49810-430-44010	735.00	Biannual Maintenance Rooftop Units
	Superior Companies of Minnesota Inc		735.00	
181191	T Nelson Properties	601-00000-000-20200	30.73	Refund Check 022342-001, 310 23 St NW Apt 6

Check Numb	Last Name	Acct 1	Amount	Description
181190	T Nelson Properties	601-00000-000-20200	8.70	Refund Check 020530-000, 310 23 St NW Apt 4
	T Nelson Properties		39.43	
181192	The UPS Store	101-43121-430-43250	12.67	Parts Return
181192	The UPS Store	601-49430-000-43250	30.45	Water Sample Shipping
	The UPS Store		43.12	
181193	Thomson Reuters - West	101-42121-420-43090	560.01	Clear Database
	Thomson Reuters - West		560.01	
0	Timm's Trucking Inc	101-45200-450-42110	143.45	Black Dirt
0	Timm's Trucking Inc	101-43121-430-42240	420.36	Sand
0	Timm's Trucking Inc	101-43121-430-42240	452.12	Sand
0	Timm's Trucking Inc	101-43121-430-42240	896.68	Sand
0	Timm's Trucking Inc	602-49450-000-42240	1,969.48	Screened Pitrun Sand
	Timm's Trucking Inc		3,882.09	
181194	TK Elevator Corp	101-42110-420-44010	1,465.64	Inspection and Maintenance
	TK Elevator Corp		1,465.64	
181195	T-Mobile	101-45500-450-43096	121.81	Hotspots
	T-Mobile		121.81	
181196	Trojan Technologies Group ULC	602-49480-000-42210	2,674.10	UV Parts
	Trojan Technologies Group ULC		2,674.10	
0	Tyler Technologies Inc	431-41510-410-44050	7,172.00	Tyler SAAS Fees
	Tyler Technologies Inc		7,172.00	
181197	US Bank Home Mortgage	601-00000-000-20200	410.28	Refund Check 022576-001, 815 Central Ave
	US Bank Home Mortgage		410.28	
0	Utility Consultants Inc	602-49480-000-43090	1,043.58	Lab Testing
0	Utility Consultants Inc	602-49480-000-43090	1,912.58	Lab Testing

Check Numb	Last Name	Acct 1	Amount	Description
	Utility Consultants Inc		2,956.16	
181198	Verified Credentials Inc	101-42123-420-43090	29.00	Peer Credit Report / K Malaw
	Verified Credentials Inc		29.00	
181199	Verizon Wireless	602-49480-000-43210	67.82	WWTP Phones
181199	Verizon Wireless	601-49430-000-43210	113.45	Data Air Cards- Water
181199	Verizon Wireless	101-42123-420-43210	604.54	Data Air Cards - MDC
181199	Verizon Wireless	902-00000-000-23935	905.84	Data Charges-June
181199	Verizon Wireless	101-43190-430-43210	40.01	Data Engineering Survey Device
181199	Verizon Wireless	101-41350-410-43210	40.01	Jetpack Brad
181199	Verizon Wireless	902-00000-000-23935	-905.84	Data Charges - June
181199	Verizon Wireless	101-42121-420-43210	40.01	Drone Jetpack
181199	Verizon Wireless	603-49500-000-43210	61.24	Cell Phone Service - Storm Water Utility
181199	Verizon Wireless	101-41940-410-43210	82.44	Cell Phone Service - Building Maintenance
181199	Verizon Wireless	101-41320-410-43210	41.22	Cell Phone Service - Admin
181199	Verizon Wireless	101-41350-410-43210	41.22	Cell Phone Service - Communications
181199	Verizon Wireless	902-00000-000-23935	4,507.04	Monthly Phone Bill-June
181199	Verizon Wireless	101-41580-410-43210	132.46	Cell Phone Service - IT
181199	Verizon Wireless	101-42700-420-43210	164.88	Cell Phone Service - Special Services
181199	Verizon Wireless	601-49430-000-43210	363.79	Cell Phone Service - Water Distribution
181199	Verizon Wireless	602-49450-000-43210	183.72	Cell Phone Service - Sewer Collection
181199	Verizon Wireless	101-41800-410-43210	41.22	Cell Phone Service - HR
181199	Verizon Wireless	101-42210-420-43210	61.24	Cell Phone Service - Fire Administration
181199	Verizon Wireless	101-43190-430-43210	101.28	Cell Phone Service - Engineering
181199	Verizon Wireless	101-45200-450-43210	20.02	Cell Phone Service - Parks
181199	Verizon Wireless	101-42110-420-43210	769.12	Cell Phone Service - Police Administration
181199	Verizon Wireless	101-45500-450-43210	41.22	Cell Phone Service - Library
181199	Verizon Wireless	101-43121-430-43210	61.24	Cell Phone Service - Streets
181199	Verizon Wireless	101-45110-450-43210	122.45	Cell Phone Service - Parks & Rec
181199	Verizon Wireless	101-42123-420-43210	1,298.59	Cell Phone Service - Patrol
181199	Verizon Wireless	101-42220-420-43210	263.74	Cell Phone Service - Fire Suppression
181199	Verizon Wireless	902-00000-000-23935	-4,507.04	Monthly Phone Bill-June
181199	Verizon Wireless	101-42121-420-43210	247.32	Cell Phone Service - Investigations
181199	Verizon Wireless	101-42400-420-43210	264.95	Cell Phone Service - Building Codes
181199	Verizon Wireless	101-43110-430-43210	61.24	Cell Phone Service - PW Admin
181199	Verizon Wireless	101-41510-410-43210	82.44	Cell Phone Service - Finance
	Verizon Wireless		5,412.88	
181200	W W Goetsch Associates Inc	601-49430-000-44045	1,350.00	Recirculation Pump Repair

Check Numb	Last Name	Acct 1	Amount	Description
181200	W W Goetsch Associates Inc	601-49430-000-42210	300.00	Recirculation Pump Parts
	W W Goetsch Associates Inc		1,650.00	
181201	Waste Management of WI-MN	225-49810-430-43840	135.41	Aiport 3401 Hwy 21 W
181201	Waste Management of WI-MN	602-49480-000-43840	1,668.90	Wastewater Facility 214 14th St NE
181201	Waste Management of WI-MN	101-45127-450-43840	100.91	Soccer Field 704 17th St SW
181201	Waste Management of WI-MN	101-45122-450-43840	135.85	Community Center 15 Division St W
181201	Waste Management of WI-MN	101-45500-450-43840	436.08	Central Avenue Refuse June
181201	Waste Management of WI-MN	902-00000-000-23935	-5,445.87	Service 06/01/2024-06/30/2024
181201	Waste Management of WI-MN	101-45126-450-43840	56.64	Washington Rec Center 117 Shumway
181201	Waste Management of WI-MN	101-43121-430-43840	809.97	PW Facility 1200 Belview Trl
181201	Waste Management of WI-MN	101-41940-410-43840	132.69	City Hall 208 1st Ave NW
181201	Waste Management of WI-MN	902-00000-000-23935	5,445.87	Service 06/01/2024-06/30/2024
181201	Waste Management of WI-MN	101-45200-450-43840	131.63	Dog Park 900 Lyndale Ave
181201	Waste Management of WI-MN	101-45500-450-43840	135.85	Buckham Center 11 Division St E
181201	Waste Management of WI-MN	101-42210-420-43840	123.91	Fire 122 2nd St NW
181201	Waste Management of WI-MN	101-45200-450-43840	47.09	Parking Lot Behind Post Office 26 3rd St NE
181201	Waste Management of WI-MN	101-45200-450-43840	109.69	TeePee Tonka 10 3rd St NE
181201	Waste Management of WI-MN	101-45125-450-43840	552.58	Aquatic Center 1820 2nd Ave NW
181201	Waste Management of WI-MN	602-49450-000-43840	84.30	PW Facility 1200 Belview Trl
181201	Waste Management of WI-MN	601-49430-000-43840	84.30	PW Facility 1200 Belview Trl
181201	Waste Management of WI-MN	603-49500-000-43840	11.99	PW Facility 1200 Belview Trl
181201	Waste Management of WI-MN	101-42110-420-43840	129.66	Police 25 4th St NW
181201	Waste Management of WI-MN	101-45200-450-43840	994.50	North Alexander Park 1810 2nd Ave NW
	Waste Management of WI-MN		5,881.95	
0	Wells Township	101-49200-410-43130	315.53	Annexation Agreement
	Wells Township		315.53	
0	Willers Karl	101-42121-420-43310	30.00	Lunch Per Diem / RDS Instructor Train the Trainer Course
	Willers Karl		30.00	
181202	Wolf River Electric	101-00000-000-20820	1.00	Refund of Electrical Permit 2024-00696 Surcharge
181202	Wolf River Electric	101-00000-420-32220	2.00	Refund of Electrical Permit 2024-00696
	Wolf River Electric		3.00	
0	WSB & Associates Inc	603-49500-000-43090	471.50	2023-13 Stormwater Pond Analysis - May

Check Numb	Last Name	Acct 1	Amount	Description
	WSB & Associates Inc		471.50	
181203	Xcel Energy	101-43160-430-43810	18,564.45	Street Lighting
181203	Xcel Energy	101-42210-420-43810	31.34	302527702 122 2 St NW Fire Hall
181203	Xcel Energy	101-43160-430-43810	107.26	304882766 17 3rd St NE Unit Street Light
181203	Xcel Energy	602-49480-000-43810	21,443.55	304239286 214 14th St NE
181203	Xcel Energy	602-49450-000-43810	92.47	302794134 98 3 Ave NW Viaduct Lift Station
181203	Xcel Energy	101-45200-450-43810	31.45	303510224 Central Park Band Stand
181203	Xcel Energy	101-43170-430-43810	162.33	302531059 103 3 St NE Signal Light
181203	Xcel Energy	101-45125-450-43830	50.43	303727721 1830 2 Ave NW Aquatic Center
181203	Xcel Energy	101-43160-430-43810	137.55	304087990 510 2 Ave NW Carnival
181203	Xcel Energy	101-45200-450-43830	24.18	302627100 Jefferson Warming House
181203	Xcel Energy	602-49450-000-43810	38.01	302346525 3030 Hwy 60 W Lift Station
181203	Xcel Energy	603-49500-000-43830	1.79	304051816 1200 Belview Trl
181203	Xcel Energy	225-49810-430-43830	24.18	304268037 Hangar 910A - City
181203	Xcel Energy	225-49810-430-43830	85.02	304924581 3401 Hwy 21 W
181203	Xcel Energy	101-42500-420-43810	33.58	304214955 930 4th Ave NW Siren
181203	Xcel Energy	101-43160-430-43810	-6.11	303661815 495 Heritage Pl
181203	Xcel Energy	602-49450-000-43810	29.77	302772185 1150 Willow Lift Station
181203	Xcel Energy	101-45200-450-43810	74.34	304017445 900 Lyndale Ave N
181203	Xcel Energy	101-45122-450-43830	298.55	303402179 16 Central Ave
181203	Xcel Energy	101-43160-430-43810	64.81	304850224 402 Central-Central Ave Signal System
181203	Xcel Energy	101-43170-430-43810	-71.65	302525247 4050 Hwy 60 W
181203	Xcel Energy	101-45200-450-43810	78.07	303239611 Sr High Tennis Courts
181203	Xcel Energy	101-45200-450-43810	45.98	302165394 415 2nd Ave SW Wapacuta Pk
181203	Xcel Energy	101-45500-450-43810	20.23	302342287 11 Division St E Security
181203	Xcel Energy	602-49450-000-43830	24.18	302458578 828 8 Ave NW Park Shop
181203	Xcel Energy	101-43160-430-43810	79.70	304850223 415/430 2 Ave NW-2 Ave Signal System
181203	Xcel Energy	101-42210-420-43830	348.58	302350193 122 2 St NW Fire Hall
181203	Xcel Energy	902-00000-000-23935	-68,349.58	Electricity Bill-June
181203	Xcel Energy	101-45122-450-43810	2,069.42	302825421 19 Division St W
181203	Xcel Energy	902-00000-000-23935	68,349.58	Electricity Bill-June
181203	Xcel Energy	101-42500-420-43810	3.90	154013 1851 220 St E CD Siren
181203	Xcel Energy	602-49450-000-43810	21.06	303203605 319 Lind St Lift Station
181203	Xcel Energy	602-49480-000-43810	42.83	302940983 502 3rd Ave NW
181203	Xcel Energy	602-49450-000-43830	12.55	304051816 1200 Belview Trl
181203	Xcel Energy	225-49810-430-43830	24.18	304268058 Hangar 910B - City
181203	Xcel Energy	101-42500-420-43810	3.90	167157 1203 Parshall St
181203	Xcel Energy	101-43160-430-43810	18.02	304116511 800 Lyndale Ave S
181203	Xcel Energy	101-43170-430-43810	33.10	304131503 2200 30th St NW
181203	Xcel Energy	101-43160-430-43810	85.57	304886692 1190 60 W Street Light
181203	Xcel Energy	101-43170-430-43810	92.04	303446090 1418 Division St W Signal Light

Check Num	Last Name	Acct 1	Amount	Description
181203	Xcel Energy	101-45126-450-43810	42.35	302492805 117 Shumway Washington Center
181203	Xcel Energy	101-43160-430-43810	90.88	305155739 201 30th St NW Lighting
181203	Xcel Energy	101-45200-450-43830	24.18	304017445 900 Lyndale Ave N
181203	Xcel Energy	101-45200-450-43810	26.34	175957 500 Maple Lawn Cartway
181203	Xcel Energy	101-43160-430-43810	195.38	304850219 218 3 St NW/129 4 St NW Street Light
181203	Xcel Energy	101-43170-430-43810	-64.18	303691980 2219 Grant St Light
181203	Xcel Energy	602-49450-000-43810	107.18	302412146 1901 7 St NW Lift Station
181203	Xcel Energy	601-49430-000-43810	1,582.90	302969048 350 Alexander Park Well #6
181203	Xcel Energy	101-45500-450-43810	1,023.08	302342287 11 Division St E
181203	Xcel Energy	601-49430-000-43810	-209.57	303929972 1904 Fairground Dr
181203	Xcel Energy	101-43160-430-43810	28.79	304116512 1000 Lyndale Ave S
181203	Xcel Energy	101-45200-450-43810	19.20	303683055 100 TP Tonka Security
181203	Xcel Energy	101-43121-430-43830	120.60	304051816 1200 Belview Trl
181203	Xcel Energy	101-43170-430-43810	8.09	156258 117 Shumway CD Siren
181203	Xcel Energy	101-42110-420-43810	7,109.86	303688424 25 4th St NW
181203	Xcel Energy	101-43160-430-43810	30.12	303328788 1600 30 St NW
181203	Xcel Energy	101-43160-430-43810	17.36	305251679 1701 Grant St NW St Light
181203	Xcel Energy	101-45200-450-43810	37.71	303683055 100 Tee Pee Tonka Park
181203	Xcel Energy	101-42500-420-43810	3.90	178539 2613A Hulett Court
181203	Xcel Energy	601-49430-000-43830	12.55	304051816 1200 Belview Trl
181203	Xcel Energy	101-41940-410-43830	134.23	303640982 208 1 Ave NW City Hall
181203	Xcel Energy	101-45122-450-43810	6,576.91	303273787 15 Central Ave Load Profile
181203	Xcel Energy	601-49430-000-43810	859.27	302814303 1217 Parshall Reservoir #2
181203	Xcel Energy	101-42500-420-43810	45.81	303930334 Fairgrounds/300 Western
181203	Xcel Energy	101-45200-450-43810	31.71	304850239 Tee Pee Tonka Park Tunnel
181203	Xcel Energy	101-45122-450-43810	20.23	154794 16 Central Ave
181203	Xcel Energy	101-43160-430-43810	36.74	305051521 New Bridge Lights 2nd Ave Bridge
181203	Xcel Energy	101-45200-450-43810	30.12	303920032 540 2nd Ave NW
181203	Xcel Energy	101-45200-450-43810	-9.91	302261595 920 9 Ave SW
181203	Xcel Energy	101-45126-450-43830	86.39	302971175 117 Shumway Washington Center
181203	Xcel Energy	225-49810-430-43830	24.18	302414965 3401 Hwy 21 W
181203	Xcel Energy	601-49430-000-43830	58.80	304914908 812 8 Ave NW Bldg B-WTP
181203	Xcel Energy	101-45126-450-43810	164.26	303373970 117 Shumway Load Profile
181203	Xcel Energy	101-43160-430-43810	-373.20	302767481 210 3 St NE St Light HP
181203	Xcel Energy	101-43160-430-43810	81.77	304850221 419 8 Ave NW-8 Ave Signal System
181203	Xcel Energy	101-45122-450-43830	240.49	302342287 Boiler Heat Line 30%
181203	Xcel Energy	601-49430-000-43810	302.19	304872579 812 8 Ave NW-WTP
181203	Xcel Energy	101-45200-450-43810	30.12	303659432 618 9 Ave SW Sledding Hill
181203	Xcel Energy	601-49430-000-43810	6,472.12	302568990 410 Alexander Park Well #5
181203	Xcel Energy	101-45122-450-43810	15.03	244829 16 Central Ave
181203	Xcel Energy	101-45200-450-43810	3,369.99	302576466 1815 Alexander Dr
181203	Xcel Energy	602-49450-000-43810	42.52	304801551 1321 Matteson St Lift Station
181203	Xcel Energy	101-45200-450-43810	36.42	304915622 705 3 Ave NW-Wapacuta Park Shelter

Check Numb	Last Name	Acct 1	Amount	Description
181203	Xcel Energy	225-49810-430-43830	24.18	304268056 Hangar 910G - Rental
181203	Xcel Energy	101-43170-430-43810	238.17	303396625 27 Division St E Signal Light
181203	Xcel Energy	101-42500-420-43810	8.09	164184 930 4th CD Siren
181203	Xcel Energy	101-45125-450-43810	1,095.08	303727721 1830 2 Ave NW Aquatic Center
181203	Xcel Energy	101-42110-420-43830	603.47	303877775 11 20th St NW Evidence Garage
181203	Xcel Energy	601-49430-000-43810	7,298.10	303329691 824 7 St NW Pump Water
181203	Xcel Energy	101-43160-430-43810	80.79	304850222 328 4 St NW-4 Ave NW Signal System
181203	Xcel Energy	101-43160-430-43810	144.50	304850220 720 4 St NW Street Light Feed Point
181203	Xcel Energy	601-49430-000-43830	24.18	302971552 824 7th St NW Water Works
181203	Xcel Energy	101-43160-430-43810	-147.71	304157645 3305 Highway 60
181203	Xcel Energy	101-43170-430-43810	-33.19	303453265 1500 7 St NW Signal Light
181203	Xcel Energy	602-49450-000-43810	46.61	305211022 140 Riverchase Ct Lift Station
181203	Xcel Energy	101-45500-450-43830	561.13	302342287 11 Division St E 70%
181203	Xcel Energy	101-42110-420-43830	627.63	303688424 25 4th St NW
181203	Xcel Energy	101-43160-430-43810	-89.76	304157632 1602 2nd Ave NW
181203	Xcel Energy	101-45126-450-43810	19.20	171746 117 Shumway Lighting
181203	Xcel Energy	602-49450-000-43810	15.16	303333605 410 Frink Ave Lift Station
181203	Xcel Energy	602-49480-000-43830	752.99	302858086 214 14 St NE
181203	Xcel Energy	602-49450-000-43810	39.55	303670994 1090 Cannon Circle Lift Station
181203	Xcel Energy	101-45200-450-43810	74.76	304428352 601 1st Ave NE Fleckenstein Bluffs Park
181203	Xcel Energy	101-45200-450-43810	29.73	302321102 1000 7 Ave SW-S Alex Sec
181203	Xcel Energy	602-49450-000-43810	126.02	302976387 1301 Willow St Lift Station
181203	Xcel Energy	101-45500-450-43810	192.30	302342287 11 Division St E
181203	Xcel Energy	101-41940-410-43810	2,304.94	303683323 208 1 Ave NW
181203	Xcel Energy	101-42500-420-43810	8.09	146104 920 9 Ave SW CD Siren
181203	Xcel Energy	101-43160-430-43810	20.52	304116510 1904 Grant St NW
181203	Xcel Energy	101-45127-450-43810	145.98	304160080 705 17th St SW
181203	Xcel Energy	101-43160-430-43810	16.49	51-5358630-4 - 45 State Ave Lighting
	Xcel Energy		86,930.52	
0	Zarnoth Brush Works Inc	101-43121-430-42210	608.00	Sweeper Broom
	Zarnoth Brush Works Inc		608.00	
			1,287,458.19	



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-147 Approve Street Closures for IRIS 5K/10K Turkey Trot

Background:

The Turkey Trot is scheduled for Thursday, November 28, 2024, from approximately 7:30 AM to 11:30 AM. This will require some street closures, but barricades will not be used, and Faribault police will assist with the intersections along the routes. This run is scheduled for Thanksgiving morning when there should not be much traffic on the roads.

Both the 5K and 10K routes will be the same as last year. Please see the attached maps. IRIS has been working closely with the Faribault Police Department regarding coordination of this race.

Recommendation:

Approve Resolution 2024-147 to intermittently close streets for the IRIS 5K/10K Turkey Trot on Thursday, November 28, 2024.

Attachments:

1. Resolution 2024-147 Approve Street Closures for IRIS 5K 10K Turkey Trot
2. Turkey Trot Maps
3. Request

CITY OF FARIBAULT

RESOLUTION #2024-147

APPROVE STREET CLOSURES FOR IRIS 5K/10K TURKEY TROT

WHEREAS, Infants Remembered in Silence (IRIS) is sponsoring the IRIS 5K/10K Turkey Trot on Thursday, November 28, 2024; and

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

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

NOW, THEREFORE BE IT RESOLVED, that street closures will be required for the 2024 Turkey Trot. Route maps are attached. The streets will be intermittently closed on November 28, 2024, from approximately 7:30 AM to 11:30 AM for the Annual IRIS 5K/10K Turkey Trot.

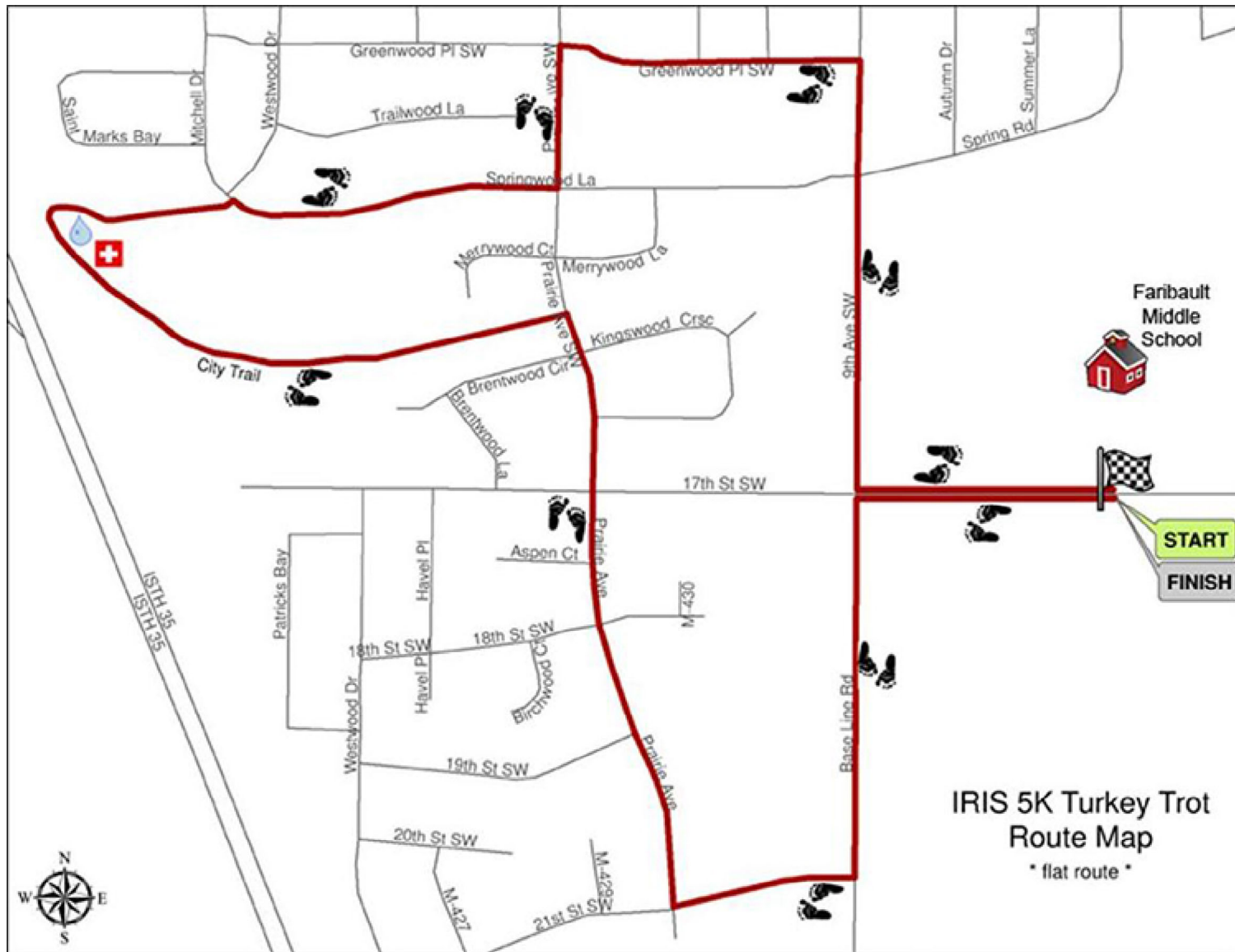
Date Adopted: July 23, 2024

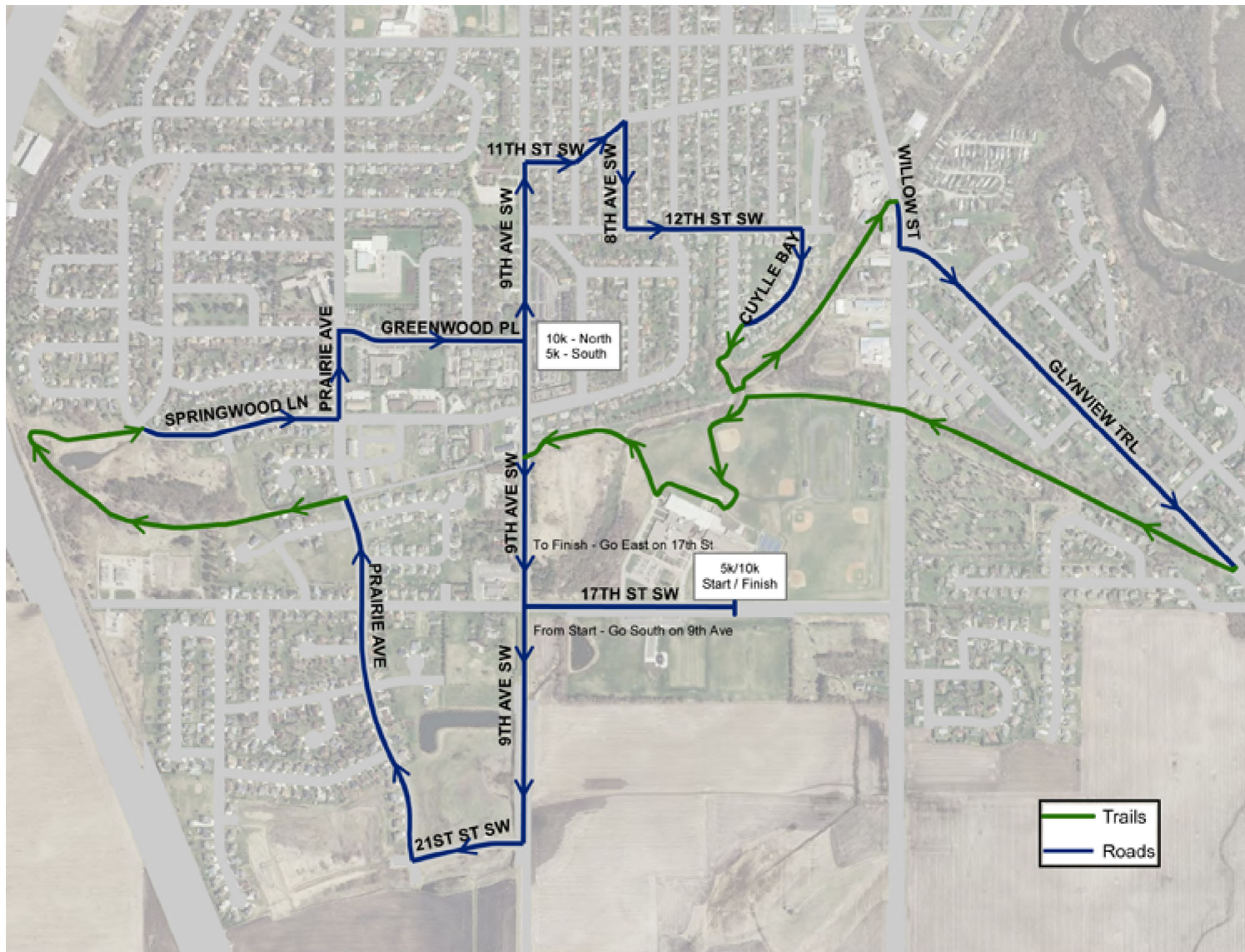
Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator







IRIS INFANTS REMEMBERED IN SILENCE

©

218 Third Ave. NW Faribault MN 55021

Phone: (507) 334-4748 E-mail: support@irisRemembers.com Website: www.irisRemembers.com Founded in 1987

Dear City of Faribault,

Please accept this letter as a formal request from Infants Remembered In Silence (IRIS) for Road Closure, Trail use, Faribault Fire Department, Faribault Police Department and other volunteer associated groups for help for the 16th Annual Turkey Trot on Thursday November 28th.

- 1. Road Closure:** 17th St. SW from Willow St. to 9th Ave. SW (in front of the Faribault Middle School) on Wednesday November 28, 2024 from 7:45 – 11:30 am.

Youth Events: (Tot Trot and Gobble Wobble) start at 8 am and will be held on 17th St.

Adult Events are also started on 17th St.

10K Run start time 8:30 am

5K Run start time 8:35 am

5K Walk start time 8:45 am

Please see the attached map of the run/walk route map.

- 2. Trail Use:** We would like to request use of the trail from Prairie Ave. to Springwood Lane, Cuyllle Bay to Willow St., and Glynview Trail to 9th Ave.

If you have any question, please contact me at the numbers below.

Thank You!

Diana Kelley - Founder and Executive Director

Infants Remembered In Silence, Inc.© (IRIS)

218 3rd Ave. NW

Faribault MN 55021

Office: (507) 334-4748

Cell: (507) 330-2148

Email: support@irisRemembers.com

Website: www.irisRemembers.com

IRIS was established in 1987



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-148 Adopting Data Practices Policy and Designating Responsible Authority and Compliance Officer

Background:

Annually, the City of Faribault needs to review, update and approve its policy concerning its procedures and obligations pursuant to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) ("MGDPA"). There have been no changes to the policy at this time.

Recommendation:

Approve Resolution 2024-148.

Attachments:

1. Resolution 2024-148 Adopting Data Practices Policy and Designating Responsible Authority and Compliance Officer
2. Data Practices Policy

CITY OF FARIBAULT

RESOLUTION #2024-148

ADOPTING DATA PRACTICES POLICY AND DESIGNATING RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICIAL

WHEREAS, the City of Faribault (the "City") needs to update its policy concerning its procedures and obligations pursuant to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) ("MGDPA"); and

WHEREAS, the MGDPA, Minnesota Statutes Section 13.02, subdivision 16 and the MGDPA policy to be adopted by the City requires it to designate the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data for the City (the "Responsible Authority"); and

WHEREAS, the MGDPA, Minnesota Statutes Section 13.05, subdivision 13 and the MGDPA policy to be adopted by the City also requires it to designate the individual responsible for persons to direct questions or concerns regarding problems in obtaining access to data or other data practices problems for the City (the "Compliance Official"); and

WHEREAS, the City would like to officially update its MGDPA policy and designate its Responsible Authority and Compliance Official.

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

1. The updated document entitled "Minnesota Government Data Practices Act Guidelines and Procedures" is hereby adopted as the City's official MGDPA policy.
2. The City Clerk is hereby designated as the Responsible Authority for the purposes of the MGDPA and the City's MGDPA policy.
3. The City Clerk is hereby designated as the Compliance Official for the purposes of the MGDPA and the City's MGDPA policy.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica Kinser, City Administrator

City of Faribault

Minnesota Government Data Practices Act Guidelines and Procedures

Adopted: July 23, 2024

**CITY OF FARIBAULT
DATA PRACTICES PROCEDURES
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CITY OF FARIBAULT DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the “Act”), specifically Minnesota Statutes Sections 13.025, 13.03, subdivision 2 and 13.05, subdivision 5. It is the intent of the City of Faribault (the “City”) to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The City Clerk is the Responsible Authority and Compliance Official responsible for the collection, use and distribution of government data and is accountable for City compliance with the Minnesota Government Data Practices Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act (“Designees”). These Designees are listed on attached Exhibit 1. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City’s compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Data on Individuals* M.S. § 13.02, subd. 5	Data on Decedents M.S. § 13.10, subd. 1	Data not on Individuals* M.S. § 13.02, subd. 4
Public Accessible to anyone M.S. § 13.02, subd. 15	Public Accessible to anyone M.S. § 13.02, subd. 15	Public Accessible to anyone M.S. § 13.02, subd. 14
Private Accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 12	Private** Accessible to the representative of the decedent; Not accessible to the public M.S. § 13.10, subd. 1(b)	Nonpublic Accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 9
Confidential Not accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 3	Confidential** Not accessible to the representative of the decedent; Not accessible to the public M.S. § 13.10, subd. 1(a)	Protected Nonpublic Not accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 13

* Individual is defined at Minn Stat. § 13.02, subd. 8. Individual means a natural person (a living human being). It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data 10 years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. The Responsible Authority may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check. Additionally, any person has the right to obtain a copy of public data except in the case of

copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce.

3.1A Copyrighted Documents. Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder. (Exhibit 7)

3.1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1A2 Public documents created by the City or its officials and employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

3.2. Form of Request. The request for public data may be verbal or written. The Responsible Authority or designee may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority or designee in performing his or her duties. (Exhibit 3)

3.3 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents unless contact information is required in order to clarify the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

3.4 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data. The Responsible Authority may charge a fee for the actual cost of providing the copy.

3.5 Record Data and Electronic Data Transfer Agreements. When a request is made for certain record data (e.g., data related to engineering design) or electronic data (e.g., engineering survey data stored in electronic form), the Responsible Authority may require the requesting party to sign a Record Data Transfer Agreement or a Electronic

Data Transfer Agreement to document the transfer of the data and the parties' related responsibilities. (Exhibit 12 and Exhibit 13)

3.6 Time Limits. Requests will be received and processed only at City Hall during normal business hours. If copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the requesting person to inspect the public data. When providing an immediate response to the requester, it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data. When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the data within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays.

3.7 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule and may not include time necessary to separate public from non-public data. Fees are established annually by resolution. A copy of the approved fee schedule is attached at Exhibit 2.

4.0 Access to Private and Confidential Data on Individuals. Information about individual persons is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

4.1 People Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1B2 A person who has been given access by the express written consent of the data subject. (Exhibit 6)

4.1B3 People, or another responsible authority, which are authorized access by federal or state law or by court order.

4.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4.1C1 People who are authorized access by federal or state law or by court order.

4.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.2 Form of Request. Any individual may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation of the requesting party's identity and a detailed description of the information requested.

4.3 Identification of Requesting Party. The Responsible Authority **must** verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

4.4 Time Limits. Requests will be received and processed at City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

4.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

4.6 Summary Data. The term "summary data" refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data

cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if: (1) the specific purpose is given in writing; (2) the agency or person agrees not to disclose the private or confidential data; and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. (Exhibit 4)

4.7 Records of Minors and Incapacitated Persons as defined in Minnesota Statutes Section 524.5-102, subdivision 6. The following applies to private (not confidential) data about people under the age of 18 and about those persons who are incapacitated as defined by Minnesota Statutes Section 524.5-102, subdivision 6.

4.7A Parent/Guardian Access. In addition to minors and incapacitated persons as defined above who may have access to private data, a parent may have access to private information about a minor or incapacitated person. For the purposes of these procedures, a “Parent” shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A parent is presumed to have this right unless the minor has requested the Responsible Authority to withhold the data and withholding the data would be in the best interest of the minor, or unless the Responsible Authority has been given evidence that there is a state law, court order, or other legally binding document, that restricts the parent’s exercise of this right.

4.7B Notice to Minor and Incapacitated Persons. Before requesting private data from minors or incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent or guardian(s). (Exhibit 5)

4.7C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.7C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences;

4.7C2 Whether denying access may protect the individual from physical or emotional harm;

4.7C3 Whether there are reasonable grounds to support the individual's reasons; and

4.7C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental access without a request from the juvenile or incapacitated person under any state or federal statute that allows or requires denial of parental access and that provides standards for denying parental access

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. A list of the private and confidential information maintained by the City is contained in Appendix A. Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data 10 years after the death of the data subject and 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years have elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to it indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data not on Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public

either 10 years after it was created by the City or 10 years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder. (Exhibit 7)

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data. (Exhibit 6)

6.1B3 People who are authorized access by federal or state law or by court order.

6.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.1C Protected Nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 People who are authorized access by federal or state or by court order.

6.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. Any person may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to

receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17, United States Code.) The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

6.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when nonpublic or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, nonpublic, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.4 Time Limits. Requests will be received and processed at City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

6.6 Accessibility of Records. Upon request by an individual, records must be made available within a reasonable time period to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. Reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to records to individuals with disabilities. This requirement does not apply to (1) technology procured or developed prior to January 1, 2013, unless substantially modified or substantially enhanced after January 1, 2013 or (2) records that cannot be reasonably modified to be accessible without an undue burden as defined in Minnesota Statutes Section 16E.015, subdivision 4 to the public entity or (3) except as otherwise provided in Minnesota Statutes Chapter 16E.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennessean Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennessean Warning. (Exhibit 8; Exhibit 9)

9.1A This warning must contain the following:

9.1A1 The purpose and intended use of the requested data;

9.1A2 Whether the individual may refuse or is legally required to supply the requested data;

9.1A3 Any known consequences from supplying or refusing to supply the information; and

9.1A4 The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennessean Warning is not required when:

9.1B1 An individual is requested to supply investigative data to a law enforcement officer;

9.1B2 The data subject is not an individual (e.g., the data subject is a corporation or partnership);

9.1B3 The data subject offers information that has not been requested by the City;

9.1B4 The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1B6 The information requested from the subject is classified as public data.

9.1C A Tennessean Warning may be on a separate form (Exhibit 9) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer When an individual gains access to government information or services through the City's computer, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individual's refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer. The provisions of this section do not apply to a cookie temporarily installed by the City on a person's computer during a single session on or visit to the City's website if the cookie is installed only in a computer's memory and is deleted from the memory when the website browser or application is closed.

9.2 Data Quality Procedures. The City is required to establish procedures to ensure that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his or her file for accuracy, completeness and currency.

9.2C Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birthdate, address, etc.). (This directive does not prohibit employees from collecting data from third parties.)

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other

subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity checks on sample case files that contain data on individuals.

10.0 Data Accuracy, Currency and Completeness.

10.1 Challenge to Data Accuracy or Completeness. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City of which he or she is the subject. “Accurate” means the data are reasonably correct and free from error. “Complete” means the data describe all of the subject’s transactions with the City in a reasonable way.

To challenge the accuracy or completeness of data, the individual must notify the City’s Responsible Authority in writing describing the nature of the disagreement. The statement should describe why or how the data are inaccurate or incomplete and should also state what the individual wants the City to do to make the data accurate or complete. Within 30 days of receiving notification from the data subject, the Responsible Authority or designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Responsible Authority believes the data to be correct and inform the individual of their right to appeal the determination to the Commissioner of the Minnesota Department of Administration. Data in dispute shall be disclosed only if the individual’s statement of disagreement is included with the disclosed data. The Responsible Authority should provide the data subject with a written statement that informs the data subject of the right to appeal and should also provide a copy of Minnesota Rules Part 1205.1600.

An individual who is dissatisfied with the Responsible Authority’s action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

10.2 Employee Accuracy. All City employees will be requested, and given appropriate forms, to annually provide updated personal information to the Responsible Authority, as necessary for tax, insurance, emergency notification, and other personnel purposes. Other individuals who provide private or

confidential information will also be encouraged to provide updated information when appropriate.

10.3 Review. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous. All records must be disposed of according to the City's records retention schedule.

11.0 Policy for Ensuring the Security of Not Public Data.

11.1 Legal Requirement. The adoption of this Section by the City satisfies the requirement in Minnesota Statutes Section 13.05, subdivision 5 to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the individual employee's position description, the City's policy limits access to not public data to employees whose work assignment require reasonable access.

Please direct all questions regarding this Section to the Responsible Authority.

11.2 Data Inventory. Under the requirement in Minnesota Statutes Section 13.025, subdivision 1, the City has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City.

11.3 Data Safeguards.

11.3A Not public data will be stored by the City in files or databases which are not readily accessible to individuals who do not have authorized access and will be secured during hours when the offices are closed.

11.3B Not public data must be kept only in City offices, except when necessary for City business.

11.3C The City will assign appropriate security roles to its employees, limit employee access to appropriate shared network drives and implement password protections for not public electronic data.

11.3D Only those City employees whose job responsibilities require them to have access will be allowed access to City files and records that contain not public data. Employee position descriptions will contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. If a City employee does not have a work assignment allowing access to the not public data, the City will ensure that the not public data are secure. The City's employees will be instructed to:

11.3D1 Release or disclose not public data only to those persons, within and outside of the City, who are authorized by law to have access to the data;

11.3D2 Not leave not public data where unauthorized individuals might see it;

11.3D3 Password protect their computers and lock their computers before leaving work stations;

11.3D4 Secure not public data within locked work spaces and in locked file cabinets; and

11.3D5 Shred not public data before disposing of them.

In the event of a temporary duty assigned to a City employee, the employee may access certain not public data for as long as the work is assigned to the employee.

11.4 Data Sharing with Authorized Entities or Individuals

11.4A When a contract with an outside party requires access to not public data, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in Exhibit 10 or substantially similar language.

11.4B In addition to the Responsible Authority, Designees, and other city employees, the City's criminal prosecutor, the City Attorney, and the City's consulting engineers may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

11.4C State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows it or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

11.5 Penalties for Unlawfully Accessing Not Public Data. The City will utilize penalties for unlawful access by its employees to not public data as provided for in Minnesota Statutes Section 13.09, if necessary. Penalties include

suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

EXHIBIT 1
LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Faribault (the “City”) is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute, or a temporary classification.

The City has appointed the following position to administer this system.

Responsible Authority and Compliance Official:

City Clerk
City of Faribault
208 1st Avenue NW
Faribault, MN 55021
(507)-334-2222 Phone
(507)-333-0399 Fax

Positions appointed as designees are as follows:

Other persons responsible for the maintenance and dissemination of City records are as assigned.

**EXHIBIT 2
PHOTOCOPYING CHARGES**

Regular Photocopy Charge*

(if 100 or fewer pages of black and white
letter or legal size paper copies are requested)

\$.25 per page**

\$.05 per page for additional
copies of the same document

Special Copy Charge

(charged in all other circumstances,
including requests to provide data
electronically or by facsimile)

Actual Cost*

* the “actual cost” means the cost of any materials (paper, copier ink, staples, CDs/DVDs, flash drives, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, “actual cost” also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the “actual cost” also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

Document Charge

(charged for certain frequently requested
documents, such as zoning codes, maps,
etc.)

Fee as established in the City fee schedule

EXHIBIT 3 **DATA REQUEST FORM**

			
DATA REQUEST – MINNESOTA GOVERNMENT DATA PRACTICES ACT			
REQUESTOR INFORMATION- (optional for the sole purpose of facilitating access to data)			
Requestor Name:		Today's Date:	
Address:	City:	State:	Zip:
Phone:		Email Address:	
Description of the Information Requested (attach additional page if necessary):			
I am requesting access to the data in the following way: ☐ Inspection ☐ Copies Made ☐ Both Inspection and Copies Made			
How would you like to receive the information? ☐ Mail (please provide address below) ☐ E-Mail (please provide E-mail address below) ☐ In-person pick-up			
Address:	City:	State:	Zip:
Phone:		E-mail Address:	
NOTE: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data. Minn. Stat. § 13.03 and 13.04 authorize the City to charge fees to recover costs to provide copies of data. Prepayment is required. There is no charge for inspection or for separating not public data from public data. The City may charge the actual cost for searching and retrieving data, except for requests made by data subjects. The City will respond within a reasonable time for all requests, except for requests by data subjects, which shall be responded to within 10 days of the date of the request. <u>Payment must be made in advance.</u>			
			



EXHIBIT 4
GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** City of Faribault ("City") hereby authorizes _____, ("Authorized Party") access to the following government data: _____

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose: _____

3. **COST.** (Check all that apply):

____ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: \$_____.

____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be \$_____.

Signature of Requestor

Date

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

Complete name (printed)

Title (printed)

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officials and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,500,000 per claimant for personal injuries and/or damages and \$1,500,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from _____ to _____.

8. **ACCESS RESULTS.** A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: _____

By: _____ Date: _____

Title (if applicable): _____

REQUESTOR OF SUMMARY DATA: _____

By: _____ Date: _____

Title (if applicable): _____

CITY OF FARIBAULT:

By: _____ Date: _____

Its: _____

EXHIBIT 5
NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- * Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- * Whether denying access may protect you from physical or emotional harm,
- * Whether there is reasonable grounds to support your reasons, and
- * Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform your parent/legal guardians would seriously jeopardize your health.

NOTICE GIVEN TO: _____ DATE: _____

BY: _____
(name) (title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information: _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print name: _____

Signature: _____

EXHIBIT 6
SAMPLE CONSENT TO RELEASE PRIVATE DATA

I, _____, authorize the City of Faribault ("City") to
(print name)

release the following private data about me:

to the following person(s) or entity(ies):

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____.

I understand that my records are protected under state privacy regulations and cannot be disclosed without my consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically one year after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

Signature

Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- ☐ **Witness:** x _____
- ☐ **Identification:** _____ **Driver's** _____ **License,** _____ **State** _____ **ID,** _____ **Passport,** _____
other: _____
- ☐ **Comparison with signature on file**
- ☐ **Other:** _____

Responsible Authority/Designee: _____

EXHIBIT 7
CONSENT TO RELEASE COPYRIGHTED DATA

I, _____, certify that I have the authority to authorize the City of Faribault to release the following copyrighted data of which I am the copyright holder: _____

To the following person or people: _____

The person or people receiving the copyrighted data may use it only for the following purpose or purposes: _____

This authorization is dated _____ and expires on _____.

**The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

Printed Name Title

Complete Address Phone

Notarized Signature Date

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20____, before me, a Notary Public within and for said County, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public
My Commission Expires On: _____

EXHIBIT 8
SAMPLE DATA PRACTICES ADVISORY
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: _____

You ____ are/ ____ are not/ legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities authorized by law to receive this information are:

EXHIBIT 9
City of Faribault
Tennessen Warning Form

It is the City of Faribault's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Faribault is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Faribault. All data collected is considered private except for the following:

1. Your Veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Faribault. Furnishing social security numbers is voluntary for applicants to the City of Faribault, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Faribault in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature

Date

EXHIBIT 10
SAMPLE CONTRACT PROVISION

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligation under this contract. Contractor acknowledges that, pursuant to Minnesota Statutes Section 13.05, subdivision 11, all of the data created, collected, received, stored, used, maintained or disseminated by Contractor in performing the contract are subject to the requirements of the Minnesota Government Data Practices Act (the "Act"), Minnesota Statutes Chapter 13. Contractor is required to comply with the requirements of the Act as if it were a government entity. Contractor acknowledges that the remedies provided in Minnesota Statutes Section 13.08 apply to Contractor with respect to such data. Contractor will notify the City of all requests for data that Contractor receives. Contractor agrees to defend and indemnify the City from any claim, liability, or damage that result from Contractor's violation of the Act or this section of the contract. Upon termination of this contract, Contractor agrees to return data to the City as requested by the City. The obligations of this section of the contract, including the obligation to defend and indemnify the City, shall survive the termination of this Contract and shall continue so long as the data exists.

EXHIBIT 11
Building Permit/Plans
DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of Faribault can determine whether your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.02 defines “government data” as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37 as being “government data the disclosure of which the responsible authority determines would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

AND / OR

Trade Secret information defined by Minnesota Statutes Section 13.37 as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The responsible authority for the City of Faribault will determine whether the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies for the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minn. Stat. § 13.37, subd. 1 (a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minn. Stat. § 13.37, subd. 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____ Name of Applicant (Please Print)	_____ Date
_____ Signature of Applicant	_____ Property address
_____ Contact Address	_____ Contact Phone Number
_____ Contact E-mail Address	

EXHIBIT 12



Record Data Transfer Agreement

Recipient Name: Telephone:
Project Number: Email:
Project Name: Date:

The Recipient represents that they have the authority to enter into this agreement on behalf of the organization, if any, requesting the Record Data.

This Record Data has been prepared, in part, based on information furnished by others or may contain only design information with no as-built information included. While this information is believed to be reliable, the City of Faribault assumes no responsibility for the accuracy of this Record Data or for any errors or omissions that it may contain as a result of incorrect information provided to the City of Faribault by third parties. Those relying on this Record Data are advised to obtain independent verification of its accuracy.

By receipt of this data, the user accepts the limitation described herein and agrees not to transmit this data or provide access to it or any part of it to another party without written authorization from the City of Faribault.

The Recipient agrees to release any and all claims that they may have at any time against the City of Faribault or its officials, agents, and employees arising out of the use of the Record Data. The Recipient agrees to hold harmless and indemnify the City of Faribault and its officials, agents, and employees from and against all claims, liabilities, losses, damages, and costs, including but not limited to, attorney's fees arising from or in any way connected with the provision of the Record Data by the City of Faribault or the use, modification, misinterpretation, misuse, or reuse by others of the Record Data provided by the City of Faribault.

The Recipient agrees that any violation of this Agreement by the Recipient, or any of the agents, representatives, officers, or employees of the Recipient or the organization they represent, may result in irreparable harm to the City of Faribault that cannot be entirely compensated by monetary damages. Therefore, the Recipient and the organization agree that the City of Faribault may seek any and all equitable remedies that may be available, including but not limited to, a temporary or permanent injunction in the event of any breach or threatened breach of the terms of this Agreement.

The Recipient shall reimburse the City of Faribault for any cost or expense, including attorney's fees and all labor and expenses (including those of in-house personnel and counsel), related to the enforcement of the terms of this Agreement.

Recipient	City of Faribault Contact
Organization Name:	Contact Printed Name:
Printed Name and Title:	Signature:
Signature:	Date:
Date:	
Requested Record Drawings (if available):	

DOCSOPEN-FA105-11-888143.v2-7/11/23

EXHIBIT 13



Electronic Data Transfer Agreement

Recipient Name: Telephone:
Project Number: Email:
Project Name: Date:

The Recipient represents that they have the authority to enter into this agreement on behalf of the organization, if any, requesting the Electronic Data.

Because data stored in electronic media format can deteriorate or be modified, the City of Faribault makes no representation or warranties, express or implied, with respect to the accuracy, currency, suitability, or reliability of this data for any purpose. The horizontal and vertical location of the control points or other survey data was accurate at the time the work was performed. By receipt of this data, the Recipient accepts responsibility for verifying the location to ensure horizontal and vertical accuracy. The Recipient accepts the data "as is" and assumes all risks associated with its use unless otherwise agreed, in writing, between the City of Faribault and any certifications, professional licensing stamps, seals or similar devices contained herein shall apply only to signed paper copies of the submittals.

If a discrepancy is discovered, the latest edition of the official project documents shall govern in all cases. By receipt of this data, the Recipient accepts the limitation described herein and agrees not to transmit this data or provide access to it or any part of it to another party without the written authorization from the City of Faribault.

The Recipient agrees to release any and all claims that they may have at any time against the City of Faribault or its officials, agents, and employees arising out of the use of the Electronic Data. The Recipient agrees to hold harmless and indemnify the City of Faribault and its officials, agents, and employees from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees arising from or in any way connected with the provision of the Electronic Data by the City of Faribault or the use, modification, misinterpretation, misuse, or reuse of the Electronic Data provided by the City of Faribault.

The Recipient agrees that any violation of this Agreement by the Recipient or any of the agents, representatives, officers, or employees of the Recipient or the organization they represent, may result in irreparable harm to the City of Faribault that cannot be entirely compensated by monetary damages. Therefore, the Recipient and the organization agree that the City of Faribault may seek any and all equitable remedies that may be available, including but not limited to, a temporary or permanent injunction in the event of any breach or threatened breach of the terms of this Agreement.

The Recipient shall reimburse the City of Faribault for any cost or expense, including attorney's fees and all labor and expenses (including those of in-house personnel and counsel), related to the enforcement of the terms of this Agreement.

Recipient	City of Faribault Contact
Organization Name:	Contact Printed Name:
Printed Name and Title:	Signature:
Signature:	Date:
Date:	
Requested File and Type (AutoCAD/Shapefile/etc):	

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APPENDIX A

PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY THE CITY OF FARIBAULT

The list of data types is divided into the following categories: **General; Administration; Community Development; Personnel; and Public Safety.** The categories are provided only for convenience in locating types of data; inclusion in any particular category is not intended to indicate an exclusive location for that data type. (E.g., data listed under Personnel may be physically located in more than one City department.)

GENERAL

Applications for Election or Appointment

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: The following data on all applicants for election or appointment are public: name, city of residence (except when the appointment has a residency that requires the entire address to be public), education and training, employment history, volunteer work, awards and honors, prior government service, veteran status, and any data required to be provided.

Business Data

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.591

DESCRIPTION OF DATA: Data submitted to the City by a business requesting financial assistance or benefits financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the City, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

City Attorney Records

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the city attorney are governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the “work product” privilege is confidential.

Civil Investigative Data

CLASSIFICATION(S): Confidential/Protected Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation are classified as protected nonpublic data pursuant to Minnesota Statutes Section 13.02, subdivision 13, in the case of data not on individuals and confidential pursuant to Minnesota Statutes Section 13.02, subdivision 3, in the case of data on individuals. This does not include disputes where the sole issue is the City's timeliness in responding to a data request.

Community Dispute Resolution Center Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.88

DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program are classified as private data on individuals, with the exceptions set forth in Minnesota Statutes Section 13.88.

Elected Officials Correspondence

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2

DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

Emergency Services for Homeless Persons

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.587

DESCRIPTION OF DATA: Data that identifies any individual receiving emergency services for homeless persons from the City under a grant from a state agency is private.

Financial Disclosure Statements

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

Identity of Employees Making Complaints

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule is private data on individuals if it meets the requirements of Minnesota Statutes Section 181.932, subdivision 2.

Internal Auditing Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the City or by person performing audits for the City and relating to an audit or investigation are confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individuals' identity are private data on individuals if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.

Internal Competitive Response

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide government goods or services that is prepared by the staff of a government entity in competition with bids or proposals solicited by the same government entity from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37.

Pleadings

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City are public data to the same extent that the data would be public if filed with the court.

Personal Contact and Online Account Information

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.356, 13.04, subd. 2.

DESCRIPTION OF DATA: Data on an individual collected, maintained, or received by the City for notification purposes or as part of a subscription list for the City's electronic periodic publications as requested by the individual are classified as private data on individuals. This data includes telephone numbers, e-mail addresses, internet user names and passwords, Internet protocol addresses, and any other similar data related to the individual's online account or access procedures. This data may only be used for the specific purpose for which the individual provided the data. This data also does not include data submitted for purposes of making a public comment.

Political Subdivisions Licensing Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.204

DESCRIPTION OF DATA: Tax return and bank account statement data submitted to the City by a person seeking to obtain a license are classified as private data on individuals or nonpublic data. Notwithstanding other records retention requirements at Minnesota Statutes Section 138.17, the City must destroy such data no later than 90 days after a final decision on the license application. Such data that the City collected or created before this statute was enacted must be destroyed no later than August 19, 2023.

Requests for Proposals

CLASSIFICATION(S): Private/Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37.

DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals, as defined in Minnesota Statutes Section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposals are private or nonpublic data until completion of the evaluation process. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

Sealed Bids

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Security Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which if the City's Responsible Authority determines if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.. This includes checking account numbers, crime prevention block maps and lists of volunteers who participate in community crime prevention programs and the volunteers' home and mailing addresses, telephone numbers, e-mail or other digital addresses, Internet

communication services account information or similar account information, and global positioning system locations. If the City denies a data request based on a determination that the data are security information, upon request, the City must provide a short description explaining the necessity for the classification.

Service Cooperative Claims Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs, except when the executive director of a Minnesota service cooperative determines that release of the data will not be detrimental to the plan or program, are classified as nonpublic data not on individuals.

Social Security Numbers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social Security numbers of individuals are private data on individuals, except to the extent that access to the Social Security number is specifically authorized by law.

State Auditor Data

CLASSIFICATION(S): Confidential/Protected nonpublic

GOVERNING STATUTE: Minn. Stat. § 6.715, subd. 5

DESCRIPTION OF DATA: Data relating to an audit conducted by the State Auditor's office and provided by the State Auditor for purpose of review and verification of the data, prior to publication of the final report of the audit, is protected nonpublic data or confidential data on individuals.

Trade Secret Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use are nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Utility Disconnections

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.681, subd. 6 and 216B.0976, subd. 2

DESCRIPTION OF DATA: Data on customers provided to the City by a utility regarding disconnection of gas or electric service are private data on individuals or nonpublic data.

ADMINISTRATION

Absentee Ballots

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37 and 13.607, subd. 7 and 203B.12, subd. 7

DESCRIPTION OF DATA: Sealed absentee ballots, before opening by an election judge, are private and nonpublic. Names of voters submitting absentee ballots may not be made available for public inspection until the close of voting on Election Day.

Assessor's Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.51

DESCRIPTION OF DATA: Data contained on sales sheets received from private multiple listing service organizations is private where the contract with the organizations requires the City to refrain from making the data available to the public. The following data collected by the City from individuals or business entities concerning income properties are private or nonpublic: (a) detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable area, whichever is appropriate; anticipated income and expenses; projected vacancy factors; and lease information. Income information on individuals collected and maintained by the City to determine eligibility of property for class 4d under Minnesota Statutes Sections 273.128 and 273.13, is private data on individuals.

Candidates for Election to City Council

CLASSIFICATION(S): Public/private

GOVERNING STATUTE: Op. Atty.Gen. No. 852, October 6, 2006; Advisory Opinion No. 05-036; Minn. Stat. § 13.607, subd. 8 and 204B.06, subd. 1b

DESCRIPTION OF DATA: Data created, collected or maintained about an individual candidate for election to the City Council is public. An affidavit of candidacy must state an address of residence and telephone number. The candidate may request that the address be classified as private data by certifying that a police report has been submitted or an order for protection has been issued in regard to the safety of the candidate or candidate's family, or that the candidate's address is otherwise private pursuant to Minnesota law.

Computer Access Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer system for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services are private data on individuals or nonpublic data. This data does not include a cookie temporarily installed by the City on a person's computer during a single session or visit to the City's web site if the

cookie is installed only in a computer's memory and is deleted from the memory when the web site browser or web site application is closed.

Deferred Assessment Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

DESCRIPTION OF DATA: Data collected pursuant to Minnesota Statutes Section 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment are private data.

Federal Contracts Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City are classified as either private or nonpublic depending on whether the data are data on individuals or data not on individuals.

Homestead Applications

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.4965, subd. 3, 273.124, subd. 13

DESCRIPTION OF DATA: Social Security numbers, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses are private data on individuals. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the County Treasurer.

Library and Historical Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.40

DESCRIPTION OF DATA: Data that links a library patron's name with materials requested or borrowed or with a specific subject about which the patron has requested information or materials; data in applications for borrower cards, other than the name of the borrower; data contributed to a historical records repository operated by the City, if the data was contributed by private persons under an agreement that restricts access or if access would significantly endanger the physical or organizational integrity of the data are private data on individuals.

Lodging Tax Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.495

DESCRIPTION OF DATA: Data, other than basic taxpayer identification data, collected from taxpayers under a lodging tax ordinance are nonpublic data.

Municipal Bonds Register Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 12, 475.55, subd. 6

DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations are nonpublic data or private data on individuals.

Municipal Self-insurer Claims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 9(a), 471.617, subd. 5

DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality are private.

Parking Space Leasing Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: The following data on an applicant for or lessee of a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, work telephone number and location of the parking space are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Registered Voter Lists

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091

DESCRIPTION OF DATA: The information contained in the master list of registered voters may only be made available to public officials for purposes related to election administration, jury selection, and in response to a law enforcement inquiry concerning a violation of or a failure to comply with any criminal statute or state or local tax statute.

Security Service Data

CLASSIFICATION(S): Nonpublic/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.861, 13.37 and 13.82, subd. 2, 3 and 6.

DESCRIPTION OF DATA: Data collected, created, or maintained by a security service for the purpose of providing security services to the City that are similar to the data described as request for service data and response or incident data in Minnesota Statutes Section 13.82, subdivision 3 and 6 are public. If personnel of a security service make a citizen's arrest, then any security service data that are similar to the data described as arrest data in Minnesota Statutes Section 13.82, subdivision 2 are public. If a security service participates in but does not make an arrest, it shall, upon request, provide data that identify the arresting law enforcement agency. All other security service data are nonpublic.

Social Recreational Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.548

DESCRIPTION OF DATA: For individuals enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family

relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual are classified as private.

Solid Waste Collector Customer Lists

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (d), 115A.93, subd. 5

DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors are private data on individuals or nonpublic data with regard to data not on individuals.

Transportation Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.72, subd. 10

DESCRIPTION OF DATA: Personal, medical, financial, familial, or locational information data pertaining to applicants for or users of services providing transportation for the disabled or elderly are private.

COMMUNITY DEVELOPMENT

Appraisal Data

CLASSIFICATION(S): Confidential/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Estimated or appraised values of property that are made by the City or by an independent appraiser acting for the City for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data. However, this data becomes public at the discretion of the City Council, determined by majority vote of the City's governing body. Appraised values of property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data. Appraisal data made confidential or nonpublic become public when the data are submitted to a court appointed condemnation commissioner, the data are presented in court in condemnation proceedings or the parties enter into an agreement for the purchase and sale of the property.

Award Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.48

DESCRIPTION OF DATA: Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance are private data on individuals or nonpublic data.

Benefit Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.462

DESCRIPTION OF DATA: Data on individuals collected or created when an individual seeks information about becoming, is or was an applicant for or a recipient of benefits or

services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City are private data on individuals with the exception of the names and addresses of applicants for and recipients of the benefits, which are classified as public data on individuals.

Housing Agency Data

CLASSIFICATION(S): Confidential / Private / Protected Nonpublic / Nonpublic / Public

GOVERNING STATUTE: Minn. Stat. § 13.585

DESCRIPTION OF DATA: Correspondence between the housing agency and agency's attorney containing data on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation; initiation of lease terminations and eviction actions; admission denial hearings concerning prospective tenants; commencement of actions against independent contractors of the agency; and tenant grievance hearings are classified as confidential data. Correspondence between the housing agency and the agency's attorney containing data not on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation are classified as protected nonpublic data. Income information on individuals collected and maintained to determine property tax classification eligibility is private data on individuals. Data pertaining to negotiations with property owners regarding the purchase of property are classified as nonpublic data.

Property Complaint Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property are classified as confidential data.

Redevelopment Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and the legal descriptions of property owned by individuals, when collected in surveys of individuals conducted by the City or Housing and Redevelopment Authority for the purposes of planning, development, and redevelopment are classified as private data. Names and addresses of businesses and the legal descriptions of business properties and the commercial use of the property to the extent the disclosure of the use would identify a particular business are nonpublic data.

PERSONNEL

Employee Drug and Alcohol Tests

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.7905, subd. 5(c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Test results and other information acquired in an employee drug and alcohol testing process are private data on individuals.

Employment and Training Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources are private data on individuals.

Examination Data

CLASSIFICATION(S): Private/Confidential

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Data consisting solely of testing or examination materials or scoring keys used solely to determine individual qualifications for appointment or promotion, the disclosure of which would compromise the objectivity or fairness of the testing or examination process are classified as nonpublic, except pursuant to court order.

Human Rights Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the City. Human rights investigative data contained in an open case file are confidential data on individuals or protected nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are private data on individuals or nonpublic data but are accessible to the charging party and the respondent. Human rights investigative data contained in a closed case file are private data on individuals or nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, the statute under which the action is brought, the party of the summary of the investigation that does not contain identifying data on a person other than the complainant or respondent and the commissioner's memorandum determining whether probable cause has been shown are public data.

Labor Relations Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Personnel and Employment Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Certain government data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with the City are public data as set forth in Minnesota Statutes Section 13.43, subdivision 2. All other personnel data is private data on individuals but may be released pursuant to a court order or an order of the Bureau of Mediation Services or Public Employment Relations Board. Data pertaining to an employee's dependents are private data on individuals. The City shall also disclose personnel data (except Social Security numbers) to labor unions to the extent necessary to conduct elections, investigate and process grievances, and to implement the provisions of chapters 179 and 179A. Home addresses, personal phone numbers and email addresses, dates of birth, and communications between union representatives and members, prospective members, and nonmembers are private data.

Public Safety Peer Counseling and Critical Incident Stress Management Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.43, subd. 9, 181.9731, 181.9732

DESCRIPTION OF DATA: Data acquired by a peer support counselor in public safety peer counseling or data acquired by a critical incident stress management team member providing critical incident stress management services. "Public safety peer counseling" means a session or sessions led by a peer support counselor held for an emergency service provider (peace officers, correctional officers, probation officers, supervision agents, firefighters, rescue squad members, dispatchers, hospital or emergency medical clinic personnel, a person who provides emergency medical services for a Minnesota licensed ambulance service, forensic science professional, or other person involved with public safety emergency services, either paid or volunteer) who experienced an occupation-related trauma, illness, or stress develop skills and strategies to better understand, cope with, and process emotions and memories tied to the trauma, illness, or stress. This includes group sessions led by a peer support counselor, one-to-one contact with a peer support counselor, and meetings with a peer support counselor to obtain referrals to appropriate mental health or community support services. "Critical incident stress management services" means consultation, risk assessment, education, intervention, and other crisis intervention services provided by a critical incident stress management team or critical incident stress management team member to an emergency service provider affected by a critical incident. The data shall not be disclosed to third parties as it is classified as private data. Exceptions include when disclosure: (1) is necessary to prevent harm to self by the recipient of the services or to prevent the person from harming someone else; (2) is required by mandatory reporting laws; (3) is authorized by the person who received services and the person provides written consent; (4) is authorized by the living spouse or estate administrator of a deceased person who received services; or (5) is required under limited circumstances related to testimony.

Salary Benefit Survey Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with

the written understanding that the data shall not be made public are classified as nonpublic data.

PUBLIC SAFETY

911 Emergency Telephone Service

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 6, 403.07, subd. 3 and 4

DESCRIPTION OF DATA: Names, addresses and telephone numbers provided to a 911 system are private data subject only to public safety exceptions.

Ambulance Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.381, subd. 12, 144E.123

DESCRIPTION OF DATA: Ambulance reports/pre-hospital medical care data are private data on individuals.

Arson Investigation

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

DESCRIPTION OF DATA: Data received pursuant to the Arson Reporting Immunity Law, Minnesota Statutes Sections 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data until its release is required pursuant to a criminal or civil proceeding.

Child Abuse Report Records

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9, 626.556, Minnesota Statutes Chapter 260E

DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under Minnesota Statutes Section 626.556 are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under Minnesota Statutes Section 626.556 are confidential data on individuals, unless the subject of the report compels disclosure under Minnesota Statutes Section 626.556, subd. 11. Investigative data that become inactive and that relate to the alleged abuse or neglect of a child by a person responsible for the child's care, as defined in Minnesota Statutes Section 626.556, subdivision 2, are private data. Various child maltreatment classifications and requirements re-organized under Minnesota Statutes Chapter 260E.

Corrections and Detention Data

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.85

DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all

other correctional and detention facilities are classified as private to the extent that the release of the data would either: (a) disclose medical, psychological or financial information or personal information not related to their lawful confinement or detainment or (b) endanger an individual's life. Corrections and detention data are confidential to the extent that the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

Crime Victim Notice of Release

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06

DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to Minnesota Statutes Section 611A.06 is classified as private data on individuals.

Criminal Gang Investigative Data System

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091

DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in Minnesota Statutes Section 13.02, subdivision 3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

Criminal History Data

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.87

DESCRIPTION OF DATA: Criminal history data maintained by agencies, political subdivisions and statewide systems are classified as private, pursuant to Minnesota Statutes Section 13.02, subdivision 12, except that the data created, collected or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information, controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense.

Data on Videotape Consumers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 325I.02, subd. 2, 13.487, subd. 3

DESCRIPTION OF DATA: Personally identifiable information concerning a videotape consumer that a law enforcement agency obtains in connection with an action commenced by the videotape seller or provider to collect fines for overdue or unreturned videotapes or collection for unpaid videotapes shall be maintained by the City as investigative data under Minnesota Statutes Section 13.82, except that when the investigation becomes inactive, the information is private data on individuals.

Diversion Program Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 18, 299C.46, subd. 5

DESCRIPTION OF DATA: Names and identifying data concerning diversion program participants that are maintained in the criminal justice information system are private data.

Domestic Abuse Data

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. § 13.80

DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by the Police Department pursuant to the Domestic Abuse Act, Minnesota Statutes Section 518B.01 are classified as confidential data, pursuant to Minnesota Statutes Section 13.02, subdivision 3, until a temporary court order made pursuant to subdivisions 5 or 7 of Minnesota Statutes Section 518B.01 is executed or served upon the data subject who is the respondent to the action.

E-Charging Data

CLASSIFICATION(S): Private/Nonpublic, Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.871, subd. 11 and 299C.41.

DESCRIPTION OF DATA: Credentialing data is private or nonpublic data. Auditing data and workflow and routing data are classified as provided by other law.

EMT or First Responder Misconduct Data

CLASSIFICATION(S): Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.

DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responder's misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

Firearms Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.87, subd. 2

DESCRIPTION OF DATA: Data about the purchase or transfer of firearms and applications for permits to carry firearms are classified as private.

Hazardous Substance Emergency

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1

DESCRIPTION OF DATA: Data contained in hazardous materials notification reports made pursuant to Minnesota Statutes Sections 299F.091 to 299F.099 are classified as nonpublic.

Health Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1

DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the City relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect the public health are private data on individuals..

Integrated Search Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.873

DESCRIPTION OF DATA: Data on individuals stored on one or more databases maintained by criminal justice agencies and accessible through the integrated search service operated by the Bureau of Criminal Apprehension are private.

Investigative Detention Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

DESCRIPTION OF DATA: Data created, collected, used or maintained by the City jail or detention facility that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others are confidential.

Law Enforcement Data

CLASSIFICATION(S): Private/Confidential/Public/Non Public

GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2

DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service for law enforcement, fire or medical emergency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes Section 13.82, subdivision 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while the investigation is still active. Inactive investigation data is public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under Minnesota Statutes Section 13.82, subdivision 17.

A law enforcement agency may make any data classified as confidential or protected nonpublic pursuant to Minnesota Statutes Section 13.82, subdivision 7 or as private or nonpublic under Minnesota Statutes Section 13.825 or Minnesota Statutes Section 626.19 accessible to any person, agency, or the public if the agency determines that the access will aid the law enforcement process, promote public safety, or dispel widespread rumor or unrest.

Images and recordings, including photographs, video, and audio records, which are part of inactive investigative files and which are clearly offensive to common sensibilities are classified as private or nonpublic data, provided that the existence of the images and recordings shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under Minnesota Statutes Section 259.10, subdivision 2 which is held by a law enforcement agency is confidential data on an individual while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders as described in Minnesota Statutes Section 243.166 are private data on individuals.

Data included in a missing children bulletin distributed pursuant to Minnesota Statutes Section 299C.54 are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are private data on individuals. Data

describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are public.

Investigative data that become inactive that consist of a person's financial account number or transaction numbers are private or nonpublic data.

The existence of all technology maintained by a law enforcement agency that may be used to electronically capture an audio, video, photographic, or other record of the activities of the general public, or of an individual or group of individuals, for purposes of conducting an investigation, responding to an incident or request for service, monitoring or maintaining public order and safety, or engaging in any other law enforcement function authorized by law is public data.

Data collected by a law enforcement agency using an unmanned aerial vehicle ("UAV") are private data on individuals or nonpublic data, subject to certain conditions and exceptions. Data collected by a UAV must be deleted as soon as possible or no later than seven days after collection unless the data is part of an active criminal investigation.

Orders for Protection, Harassment Restraining Orders, and No Contact Orders

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 13 and 299C.46, subd. 6

DESCRIPTION OF DATA: Data from orders for protection, harassment restraining orders, and no contact orders and data entered by law enforcement to assist in enforcement of those orders are private data on individuals. Data about the offender can be shared with the victim for purposes of enforcement of the order.

Peace Officer Discipline Procedures

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(o), 626.89, subd. 6, 13.43, and 626.8457, subd. 3

DESCRIPTION OF DATA: Investigative report made by a law enforcement agency in connection with a peace officer disciplinary matter; identities of confidential informants in such matters; identities of witnesses expected to testify in disciplinary hearings. Certain data must be reported to the Minnesota Board of Police Officer Standards and Training ("POST Board"). City must disclose confidential data when the POST Board specifies the particular data are necessary to fulfill its investigatory obligations within its regulatory authority.

Peace Officer Records on Juveniles

CLASSIFICATIONS(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.

DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts are private data but shall be disseminated pursuant to Minnesota Statutes Section 260B.171, subdivision 5.

Reports of Gunshot Wounds

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53

DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm is confidential.

Safe at Home Program Participants

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.805 and 5B.07, subd. 1(b).

DESCRIPTION OF DATA: Identity and location data on a Safe at Home program participant not otherwise classified by law are private data. "Program participant" means an individual certified as a program participant under Minnesota Statutes Section 5B.03. "Identity and location data" means any data used to identify or physically locate a program participant, including but not limited to the program participant's name, residential address, work address, and school address, and that is collected received or maintained prior to the date a program participant's certification expires, or notice of withdrawal from the participant. Private or confidential identity and location data on a program participant who submits a notice in writing that the participant is certified in the Safe at Home address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) the program participant has expressly consented in writing to sharing the dissemination of the data for the purpose in which the sharing will occur; 2) the data are subject to dissemination pursuant to a court order; 3) the data are subject to sharing pursuant to Minnesota Statutes Section 5B.07, subdivision 2; 4) the location data related to county of residence are needed to provide public assistance or other government services, or to allocate financial responsibility for the assistance or services; 5) the data are necessary to perform a government entity's health, safety, or welfare functions, including the provision of emergency 911 services, the assessment and investigation of child or vulnerable adult abuse or neglect, or the assessment or inspection of services or locations for compliance with health, safety, or professional standards; or 6) the data are necessary to aid an active law enforcement investigation of the program participant. Regardless of whether certification has been submitted, the City must accept the address designated by the Secretary of State as a program participant's address, and is subject to the requirements contained in Minnesota Statutes Section 5B.05.

Sex Offender HIV Tests

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2

DESCRIPTION OF DATA: Results of HIV tests of sex offenders are private and must be handled in accordance with Minnesota Statutes Section 611A.19.

Sexual Assault Crime Victims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471

DESCRIPTION OF DATA: Data that specifically identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made are private data, if

related to any of the following offenses: solicitation/inducement/promotion of prostitution, sex trafficking, criminal sexual predatory conduct, and criminal sexual conduct in the first, second, third or fourth degrees.

Undercover Buy Fund

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 13, 299C.065, subd. 4

DESCRIPTION OF DATA: An application to the Commissioner of Public Safety for a grant pursuant to Minnesota Statutes Section 299C.065 is a confidential record. Information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources or undercover investigators is a confidential record. A report at the conclusion of an investigation is a public record, except that information in a report pertaining to the identity or location of an assisted witness is private data.

Use of Motor Vehicle to Patronize Prostitutes

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3 (c) and 609.324, subd. 5

DESCRIPTION OF DATA: A notation in a driving record that the driver has used a motor vehicle to patronize prostitutes is classified as private data on individuals, but is accessible for law enforcement purposes. If the person has previously been convicted of a violation of Minnesota Statutes Section 609.322, the notation is public data.

Videotapes of Child Abuse Victims

CLASSIFICATION(S): Private / Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90

DESCRIPTION OF DATA: An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order under Minnesota Statutes Sections 13.03, subdivision 6 or 611A.90.

Visa Eligibility Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 611A.95

DESCRIPTION OF DATA: Data provided to a local law enforcement agency for the purposes of certification for "U nonimmigrant status" (or "U visa"). U nonimmigrant status is for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity. Local law enforcement agencies must not disclose the immigration status of victims of certain criminal activity as described by the federal Immigration and Nationality Act, except to comply with a federal law or legal process or when given authority by the victim or the victim's legal representative requesting certification.

Vulnerable Adult Report Records

CLASSIFICATION(S): Private / Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (l), 626.557, subd. 12(b).

DESCRIPTION OF DATA: Data contained in reports made pursuant to Minnesota Statutes Section 626.557 of possible incidents of maltreatment of vulnerable adults and identities of individuals making such reports are confidential data on individuals or protected nonpublic data.

Adopted by the City of Faribault on _____, 2023.

Timothy C. Murray, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Dustin Dienst, Director of Fire & Code Services
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-144 Declare Patient Lifting Device as Surplus

Background:

Many different devices have been introduced to the Fire and EMS service over the last few years that help responders safely lift patients. We have been proactively purchasing these devices and utilizing them.

Over time, we learn that some lifting tools are better than others, so we need to remove the ones we do not utilize from our trucks. The Camel Lifting Device that we are declaring surplus in this action is one that we no longer use. We plan to sell this on GovDeals.

Recommendation:

Approve Resolution 2024-144.

Attachments:

1. Resolution 2024-144 Declare Patient Lifting Device as Surplus
2. Assest Retirement Form - Patient Lifting Device

CITY OF FARIBAULT

RESOLUTION #2024-144

DECLARE PATIENT LIFTING DEVICE AS SURPLUS

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

WHEREAS, when items are out dated or need replacement they must be disposed of in accordance with State Law; and

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council declares our old Camel Patient Lifting Device as surplus.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica Kinser, City Administrator

CITY OF FARIBAULT
ASSET RETIREMENT/TRANSFER FORM

ASSET DESCRIPTION: Patient Lifting Device

BARCODE NUMBER: _____ SERIAL NUMBER: _____

DEPARTMENT: Fire

LOCATION/ROOM NUMBER: _____

DATE OF CHANGE: 7/2/24

TYPE OF CHANGE:

SOLD: \$ _____ Attach copy of receipt and Barcode label

TRANSFERRED TO: Department Name _____ LOCATION/ROOM NUMBER: _____

TRADE IN: \$ _____ New Item Acquired _____

DESTROYED: \$ _____ Attach copy of receipt and Barcode label

Explanation of disposition We are not utilizing so would like to sell.

DEPARTMENT DIRECTOR SIGNATURE: Dust D Dint

FOR FINANCE OFFICER ONLY

ENTERED INTO CAPITAL ASSET SYSTEM YES NO DATE _____

NOTES INITIALS _____

Handwritten text, mostly illegible due to extreme fading. The text appears to be organized into several columns and rows, possibly representing a ledger or a list of items. Some faint words like "Total" and "Grand Total" are visible at the bottom of the columns.



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Dustin Dienst, Director of Fire & Code Services
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-145 Authorize the Fire Department to Apply for the State of Minnesota ARMER Equipment Grant

Background:

The Faribault Fire Department is committed to and expected to provide a timely, effective and professional service to the people in our response district.

The City of Faribault utilizes the Allied Radio Matrix for Emergency Response (ARMER) system for our radio communications, both emergency and non-emergency. We have been aware that the BCA and FBI are making encryption of law enforcement talk groups mandatory. We utilized some of our Public Safety Aid to update our portable radios earlier this year. We still need to update our mobile radios, and since the time we purchased our portable radios, the State of Minnesota has come out with a grant that will assist us in the purchase of updated radios.

If we are awarded the grant, we would utilize public safety funds to pay the required 5% match.

Recommendation:

Approve Resolution 2024-145.

Attachments:

1. Resolution 2024-145 Authorize the Fire Department to Apply for the State of MN ARMER Equipment Grant
2. Grant Summary Form - ARMER Equipment Grant

CITY OF FARIBAULT

RESOLUTION #2024 - 145

AUTHORIZE THE FIRE DEPARTMENT TO APPLY FOR THE STATE OF MINNESOTA ARMER EQUIPMENT GRANT

WHEREAS, the Faribault Fire Department is responsible for fire and life safety response in the City of Faribault and the Rural Fire District; and

WHEREAS, emergency responders rely on radio communications for safe and efficient response to emergencies; and

WHEREAS, new law enforcement regulations are going into effect which requires the law enforcement main talk group to be encrypted; and

WHEREAS, our current mobile radios are not able to support encrypted talk groups so we need to acquire new ones; and

WHEREAS, The State of Minnesota has developed a grant to assist agencies with the purchase of radios.

NOW, THEREFORE BE IT RESOLVED, that the Faribault Fire Department is authorized to apply for the State of Minnesota ARMER Equipment Grant.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



GRANT SUMMARY FORM

Pre-Application ☐ Application ☒ Award Acceptance ☐ Amendment ☐

Department: Fire Department

Contact Person: Alex Bolster

Grant Name: ARMER Equipment Grant

Grantor: State & ECN

Total Project Cost: \$ 38,892.96 Total Award Amount: _____

Total Cash Match: \$ 1,944.65 Total In-Kind Match: _____

Application Date: 05/24/24 Grant Period From 05/20/24 To 06/28/24

Funding Type (Federal, State, Other): State

CFDA Number: _____ Electronic or Hardcopy Submission: Electronic

Project Description

The purchase of 6 Mobile Radios (Truck Radios) to replace our current Mobile Radios. These new radios offer more capabilities, including encryptable talk groups which allow us to communicate directly with police during multi agency incidents.

How is the Match Amount Determined::

The grant requires a 5% match of the total cost of the project.

Fixed Amount: _____ or % of project cost 5.00% or Other ☐

Explanation of Other:

For this City fiscal year, how much of the required local cash match amount is:

Already In Department Budget: \$ 1,944.65 Not Budgeted: _____

Proposed Source of Match: Minor Equipment; Suppression Budget

Director Approval

Administrator Approval



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Dustin Dienst, Director of Fire & Code Services
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-146 Accept Donation to the Police and Fire Departments

Background:

Recognizing the commitment to service by both the Faribault Police and Fire Departments, a Faribault resident would like to donate \$25 to each department.

Recommendation:

Approve Resolution 2024-146.

Attachments:

1. Resolution 2024-146 Accept Donation to the Police and Fire Departments

CITY OF FARIBAULT

RESOLUTION #2024- 146

ACCEPT DONATION TO THE POLICE AND FIRE DEPARTMENTS

WHEREAS, the Faribault Police Department and the Faribault Fire Department are responsible for life safety and property conservation in our community; and

WHEREAS, a resident of Faribault recognizes the Police Department and the Fire Department's commitment to serving our community and would like to make a donation to each of our departments.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorizes the Faribault Police Department and the Faribault Fire Department to accept the donation of \$25.00 to each department.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: July 23, 2024
SUBJECT: Approve Faribault Ice Arena Association Agreement

Background:

Please find attached a copy of the annual Faribault Ice Arena Association Agreement for the 2024-25 ice season. The rate charged for operational expenses was the same for the past eight years but increased \$10 an hour in 2024 to \$220.

The City of Faribault purchases approximately 125 hours of ice time each year. The total cost to the City for facility rental is \$220 per hour for 125 hours or approximately \$27,500. The fee after 125 hours changes to \$100 per hour. We do not pay sales tax for the purchase of ice time. We pay sales tax on the final user fees which are charged at the door. The City also uses approximately 10–15 hours of ice time per year at no charge for participants. This is done and credit is given to the Faribault Charitable Gambling Board for their donation in getting the ice arena built as well as their continued donations to the facility.

Recommendation:

Approve the 2024-25 Faribault Ice Arena Association Agreement.

Attachments:

1. Ice Arena Agreement

AGREEMENT

This Agreement is made and entered into this _____ day of _____ 2024, by and between the **FARIBAULT ICE ARENA ASSOCIATION** (“FIAA”) and **CITY OF FARIBAULT** (“CITY”).

Whereas, the City, through its Parks and Recreation Department, desires to use the premises commonly known as the Faribault Ice Arena (“Arena), located at 1820 Alexander Drive, Faribault, Minnesota.

Now therefore, in consideration of the terms and conditions hereinafter set forth, the parties hereto do hereby mutually agree to the following:

A. FIAA Responsibilities:

1. Shall provide and maintain ice conditions suitable for ice skating activities, practices and game use.
2. Shall provide all nets, boards and markings to conduct ice hockey games.
3. Shall provide ice maintenance personnel, management staff and building maintenance.
4. Shall make every effort to provide quality ice, but the FIAA does not guarantee it if unable for mechanical reasons to provide ice.

B. City Responsibilities:

1. Shall be responsible to providing adequate supervision and discipline for all areas of the arena including ice surface, team rooms and locker rooms.
2. Shall at the end of each scheduled rental period return the facility to the same condition as prior, reasonable wear and tear expected.
3. Shall co-ordinate with the Arena Manager so that adequate concessions are provided.
4. Shall provide all additional staffing that may be required for its various activities.
5. Shall abide by all published Rules and Regulations for the Arena.
6. Under no circumstance shall students/players be left unsupervised prior to or after open skating.
7. Shall provide landscape maintenance on west end of Ice Arena.

C. Use of the Total Arena Facility by Parks and Recreation:

1. The Community Services shall have use of the entire Arena Facility for its various programs.
2. Scheduled hours shall be those agreed to by the FIAA and Community Services.
3. Parks and Recreation shall pay to the FIAA a rental rate of \$220 per hour for 125 hours minimum per year. Billing to Parks & Recreation shall be monthly for actual hours rented for the month.

4. Any additional hours in excess of 125 will be charged at the rate of \$100 per hour.
5. Hours may not be subcontracted to other organizations/entities.
6. Rescheduling: Rescheduling of activities shall be at the discretion of the Arena Supervisor. Credit for canceled ice time shall be given to Parks and Recreation, provided that Parks and Recreation notifies the Arena Supervisor one week prior to the scheduled time.
7. Rental skate revenue will be collected and turned over to FIAA.

D. Insurance and Liability:

1. The City agrees to indemnify and defend the FIAA for all claims upon the negligent performance by the City, its officers, employees or agents of any duty assumed by the City under this Agreement or otherwise with respect to operations at the Arena. The City will not indemnify or defend against claims based upon the negligence of the FIAA.
2. The City further agrees to provide evidence of liability insurance for the term of use of the facility by presenting to the FIAA a certificate of insurance (attachment). The coverage should include a minimum of \$1,000,000 single limit for bodily injury and property damage and shall name the Faribault Ice Arena Association as an additional insured.

E. Approvals:

1. This agreement shall be effective upon the approval by the FIAA Board and the City Council.
2. Any amendments to this agreement shall be in writing and approved by each Body.

FARIBAULT ICE ARENA ASSOCIATION

By: _____

Date: _____

Its: _____

CITY OF FARIBAULT

By: _____

Date: _____

Its: _____



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: July 23, 2024
SUBJECT: Approve Budget Amendment- Eliminate CSO Supervisor; Fund Property Maintenance & Fire Code Inspector

Background:

The Council has discussed the steps needed to enhance nuisance enforcement in the City as part of the administrative citation process. One step was to create a position dedicated to nuisance enforcement that would be based in the Fire and Code Services Department rather than in the Police Department. The job description of Property Maintenance & Fire Code Inspector is how the position will be advertised, which is an existing position in the City of Faribault. Therefore, the Council needs to approve the funding for hiring an additional Property Maintenance & Fire Code Inspector in the current fiscal year. As a reminder, this position is already built into the 2025 personnel. The proposed budget amendment moves the funding in 2024 to initiate this hiring process.

The budget amendment includes moving wages and benefits from 101-42700 CSO budget to 101-42400 Code Enforcement/Inspection. These amounts have been determined by using an October 1st start date or wages and benefits for 25% of the fiscal year, and estimating a step 3 hiring and the highest level of benefit election. Assuming approval of this budget amendment, the position will be posted immediately. Some of the other items to be determined will come before you in the near future to fully implement the administrative citation process and enhanced nuisance enforcement.

Recommendation:

Approve the budget amendment

Attachments:

1. Budget Revision Form- CSO to Code Enforcement
2. PropertyMainFireInsp JD

CITY OF FARIBAULT
FUND TITLE: General Fund
FUND NUMBER: 101

REVISED BUDGET
DEPARTMENT: Community Services
YEAR: 2024

Fund	Department	Function	Object	Adopted Budget	Increase/ (Decrease)	Revised Budget	Reason for Change
101	42400	420	41010	\$ 310,960.00	\$ 16,858.00	\$ 327,818.00	Wages
101	42400	420	41210	\$ 23,322.00	\$ 1,264.00	\$ 24,586.00	PERA
101	42400	420	41220	\$ 19,279.00	\$ 1,045.00	\$ 20,324.00	FICA
101	42400	420	41225	\$ 4,508.00	\$ 244.00	\$ 4,752.00	Medicare
101	42400	420	41310	\$ 9,967.00	\$ 6,944.00	\$ 16,911.00	Health Insurance
101	42400	420	41320	\$ 304.00	\$ 155	\$ 459	Dental Insurance
101	42400	420	41330	\$ 974.00	\$ 38.00	\$ 1,012.00	Life Insurance
101	42400	420	41340	\$ 653.00	\$ 35.00	\$ 688.00	Disability Insurance
1010	42400	420	41510	\$ 2,500.00	\$ 143.00	\$ 2,643.00	Workers Comp
						\$ -	
101	42700	420	41010		\$ (16,858.00)	\$ (16,858.00)	Wages
101	42700	420	41210		\$ (1,264.00)	\$ (1,264.00)	PERA
101	42700	420	41220		\$ (1,045.00)	\$ (1,045.00)	FICA
101	42700	420	41225		\$ (244.00)	\$ (244.00)	Medicare
101	42700	420	41310		\$ (6,944.00)	\$ (6,944.00)	Health Insurance
101	42700	420	41320		\$ (155)	\$ (155.25)	Dental Insurance
101	42700	420	41330		\$ (38.00)	\$ (38.00)	Life Insurance
101	42700	420	41340		\$ (35.00)	\$ (35.00)	Disability Insurance
1010	42700	420	41510		\$ (143.00)	\$ (143.00)	Workers Comp
					\$ -		

Additional Remarks: Move wages from eliminated CSO Supervisor for hiring of Property Maintenance & Fire Code Inspector in Code Enforcement.

Note: This form MUST BALANCE.

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

Change Requested By: Chiefs Dienst/Sherwin
Department Head

Change Approved By: *Jessica Kinser*
City Administrator

Date Approved: 7/18/24



Property Maintenance & Fire Code Inspector

Class Code:
106

CITY OF FARIBAULT
Established Date: Mar 22, 2023
Revision Date: Mar 22, 2023

SALARY RANGE

\$62,379.20 - \$85,571.20 Annually

DESCRIPTION::

This position is responsible for the administration and enforcement of adopted state and city codes within the City of Faribault.

EXAMPLES OF DUTIES::

Reasonable accommodations may be made to enable individuals to perform these essential functions:

- Conducts inspections to ensure compliance with City Rental Registration Program Requirements and related City Ordinances.
- Educate business owners, home owners and community members on fire and property maintenance codes and related ordinances, policies, and procedures.
- Monitor and inspect commercial and residential properties for compliance with applicable state and city codes.
- Investigate reports of code violations, issue citations, resolve disputes and ensure correction.
- Recommend and participate in legal proceedings, including producing documents/evidence for prosecution of code violations.
- Stay abreast of updated inspection practices and code changes.
- Prepare correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Track and review schedules and prepare hearing notices and correspondence in compliance with statutory requirements.
- Completes related reports; issues correction notices, stop work orders, and citations as needed
- Maintain a variety of inspection and enforcement logs and records, including recommendations of code modifications.
- Assist other City departments with additional code compliance and inspection activities.
- Perform special duties as assigned or apparent.

TYPICAL QUALIFICATIONS::

MINIMUM QUALIFICATIONS

- Two-year degree or coursework/vocational training in building construction and inspection, fire science, or two years of related experience in a similarly related field.
- Proficiency in Microsoft Office and records management software.
- Ability to read site plans, blue prints and City code.
- Strong written and verbal communication skills.
- Possession of a Minnesota driver's license or ability to obtain one prior to employment.

DESIREABLE QUALIFICATIONS

- Knowledge of relevant fire codes, City ordinances, property maintenance code and state laws.
- State Certification in Fire Inspector I or II.
- Code enforcement experience in public sector, or municipal planning/ inspections.
- Experience with the Housing Codes, mechanical and plumbing systems, property maintenance codes, zoning and land use code enforcement principles, practices and methods as applicable to a municipal setting.
- Experience using Image Trend, Springbrook, or Permit Works software.
- Experience as a Paid On-Call Firefighter

SUPPLEMENTAL INFORMATION::

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the Building Official. This position does not have any employee supervisory responsibilities.

TOOLS AND EQUIPMENT USED

Desktop computer, iPad, laptop, including word processing, spreadsheets, presentation software, as well as program applications.

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

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee sometimes works in various, outdoors weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

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

OTHER

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

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



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-150 Approve Non-Primary Entitlement Airport Funds Transfer Agreement

Background:

Each year the City receives \$150,000.00 of Non-Primary Entitlement (NPE) funding from the Federal Aviation Administration (FAA). The NPE funds are used for airport improvement projects that are federally eligible for reimbursement, typically at the 90/10 match level. NPE eligible expenses are reimbursed to the City in the form of a grant. For example, a \$150,000 project would be funded with \$135,000 (90%) by the FAA and \$15,000 (10%) by the City. The City is allowed to bank NPE funds for a certain amount of time to build a balance large enough to fund improvements. Additionally, the City may transfer funds from another City who has available funds and no eligible project scheduled. The City currently has a balance of \$531,304.00 in NPE funding to use for future projects.

Currently, there is \$81,304.00 of NPE funding that was unused from a previous project in the year 2021. The funds will expire before the City can use them. The Duluth Sky Harbor Airport is interested in the transfer of these funds to use at their Airport. Duluth will transfer funds back to the City in 2027 under a future agreement.

Recommendation:

Approve Resolution 2024-150 for Non-Primary Entitlement Airport Funds Transfer Agreement with Duluth Sky Harbor Airport

Attachments:

1. Resolution 2024-150
2. faa-form-5100-110-entitlement-transfer-2024
3. 2024 FBL to DYT NPE Transfer Letter

CITY OF FARIBAULT

RESOLUTION #2024-150

APPROVE NON-PRIMARY ENTITLEMENT AIRPORT FUND TRANSFER AGREEMENT

WHEREAS, the City of Faribault owns and operates a Municipal Airport for general aviation; and

WHEREAS, the Airport requires improvement projects that utilize non-primary entitlement funds provided by the Federal Aviation Administration (FAA); and

WHEREAS, the City wishes to enter into a transfer agreement with Duluth Sky Harbor Airport to transfer \$81,304.00 of non-primary entitlement funds from the City of Faribault to Duluth Sky Harbor; and

NOW, THEREFORE, BE IT RESOLVED, that the Faribault City Council authorizes the City Administrator to execute a non-primary entitlement airport funds transfer agreement between the City and Duluth Sky Harbor Airport.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: City of Faribault

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Faribault Municipal - Liz Strohfus Field Airp (FBL)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Non primary	2021	\$ 81,304.00
Total		\$ 81,304.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Sky Harbor Airport (DYT)

Name of Receiving Airport's Sponsor: Duluth Airport Authority

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 09/30/2024 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 23rd day of July, 2024

Name of Sponsor: City of Faribault

Name of Sponsor's Authorized Official: Jessica L. Kinser

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: _____

Certificate of Transferring Sponsor's Attorney

I, Scott J. Riggs, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of Minnesota. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at Faribault, Minnesota (City, State),
this 23rd day of July, 2024

Signature of Sponsor's Attorney: _____

Submit by Email



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

Travis Block
Public Works Director
City of Faribault, Minnesota
1200 Belview Trail
Faribault, MN 55021

Mr. Block:

This letter is to acknowledge the acceptance of the 2021 Non-Primary Entitlement (NPE) funds of \$81,304.00 from the Faribault Municipal Airport-Liz Wall Strohfus Field (FBL) to the Sky Harbor Airport (DYT) in Duluth, Minnesota.

As agreed through conversations on Wednesday, July 17, 2024, the repayment terms for this transfer will be fulfilled in 2027 with the return transfer of \$81,304.00 of NPE dollars from DYT to FBL.

Thank you for your support and collaboration.

Sincerely,

Mark Papko Digitally signed by Mark Papko
Date: 2024.07.18 15:03:24
-05'00'

Mark Papko
Director of Operations
Duluth Airport Authority



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-151 Approve Limited Use Permit 6612-0046 with Minnesota Department of Transportation for TH 60 Trail

Background:

Included in the Viaduct Park plans is the construction of a multi-use trail along the eastern edge of the park property that will connect to the existing Straight River Trail that is near and under the Viaduct Bridge. A portion of the proposed new trail segment is within the existing TH 60 right-of-way which MnDOT controls the right-of-way. MnDOT allows the installation of pedestrian facilities such as trails within their right-of-way but requires a Limited Use Permit (LUP) for the construction, operation and maintenance of such facilities. Attached is a LUP for the proposed trail. This is a fairly standard agreement and similar to other LUP's the City has with MnDOT for similar existing facilities in town and replaces the existing LUP for this area.

Recommendation:

Resolution 2024-151 Approve Limited Use Permit 6612-0046 with Minnesota Department of Transportation for TH 60 Trail

Attachments:

1. Resolution 2024-151 Approve Limited Use Permit 6612-0046 with Minnesota Department of Transportation for TH 60 Trail
2. LUP 6607-0046 for City Council Approval

CITY OF FARIBAULT

RESOLUTION #2024-151

**APPROVE LIMITED USE PERMIT #6607-0046 WITH THE MINNESOTA
DEPARTMENT OF TRANSPORTATION FOR TH 60 TRAIL**

It IS RESOLVED, that the City of Faribault enter into Limited Use Permit #6607-0046 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the City of Faribault upon, along and adjacent to Trunk Highway No. 60 and the limits of which are defined in said Limited Use Permit.

IT IS FURTHER RESOLVED, by the City Council of the City of Faribault, Minnesota that the Mayor and City Administrator are authorized to execute the Limited Use Permit and its amendments.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

CERTIFICATION

I certify that the above resolution is an accurate copy of the Resolution adopted by the City Council of the City of Faribault, Minnesota at an authorized meeting held on the 23rd day of July 2024, as shown by the minutes of the meeting in my possession.

(Signature)

(Type or Print Name)

(Title)

Subscribed and sworn to before me this _____ day of _____, 2024.

Notary Public _____

My Commission Expires _____

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION**

LIMITED USE PERMIT

C.S. 6607 (T.H. 60)
County of Rice
LUP # 6607-0046
Permittee: City of Faribault
Expiration Date: 08/01/2034

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, ("MnDOT"), hereby grants a Limited Use Permit (the "LUP") to City of Faribault, ("Permittee"), to use the area within the right of way of Trunk Highway No. 60 as shown in orange (existing) and blue (new construction) on Exhibit "A", (the "Area") attached hereto and incorporated herein by reference. This Limited Use Permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto as Exhibit B.

Non-Motorized Trail

The Permittee's use of the Area is limited to only the constructing, maintaining and operating a nonmotorized trail ("Facility") and the use thereof may be further limited by 23 C.F.R. 652 also published as the Federal-Aid Policy Guide.

The permittee agrees that this permit totally replaces and supersedes the previously issued permits affecting the Area, specifically: The first permit, #6607-0029, was issued on 4/11/2023 on CS 6607 (TH 60). The second permit, #6607-0017, was issued on 11/24/2008 on CS 6607 (TH 60). Upon issuance of this permit each of these earlier issued permits are cancelled.

In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. **TERM.** This LUP terminates at 11:59PM on 08/01/2034 ("Expiration Date") subject to the right of cancellation by MnDOT, with or without cause, by giving the Permittee ninety (90) days written notice of such cancellation. This LUP will not be renewed except as provided below.

Provided this LUP has not expired or terminated, MnDOT may renew this LUP for a period of up to ten (10) years, provided Permittee delivers to MnDOT, not later than ninety (90) days prior to the Expiration Date, a written request to extend the term. Any extension of the LUP term will be under the same terms and conditions in this LUP, provided:

- (a) At the time of renewal, MnDOT will review the Facility and Area to ensure the Facility and Area are compatible with the safe and efficient operation of the highway and the Facility and Area are in good condition and repair. If, in MnDOT's sole determination, modifications and repairs to the Facility and Area are needed, Permittee will perform such work as outlined in writing in an amendment of this LUP; and
- (b) Permittee will provide to MnDOT a certified copy of the resolution from the applicable governmental body authorizing the Permittee's use of the Facility and Area for the additional term.

If Permittee's written request to extend the term is not timely given, the LUP will expire on the Expiration Date.

Permittee hereby voluntarily releases and waives any and all claims and causes of action for damages, costs, expenses, losses, fees and compensation arising from or related to any cancellation or termination of this LUP by MnDOT. Permittee agrees that it will not make or assert any claims for damages, costs, expenses, losses, fees and compensation based upon the existence, cancellation or termination of the LUP. Permittee agrees not to sue or institute any legal action against MnDOT based upon any of the claims released in this paragraph.

2. **REMOVAL.** Upon the Expiration Date or earlier termination, at the Permittee's sole cost and expense Permittee will:

- (a) Remove the Facility and restore the Area to a condition satisfactory to the MnDOT District Engineer; and
- (b) Surrender possession of the Area to MnDOT.

If, without MnDOT's written consent, Permittee continues to occupy the Area after the Expiration Date or earlier termination, Permittee will remain subject to all conditions, provisions, and obligations of this LUP, and further, Permittee will pay all costs and expenses, including attorney's fees, in any action brought by MnDOT to remove the Facility and the Permittee from the Area.

3. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

Before construction of any kind, the plans for such construction shall be approved in writing by the MnDOT's District Engineer. Approval in writing from MnDOT District Engineer shall be required for any changes from the approved plan.

The Permittee will construct the Facility at the location shown in the attached Exhibit "A", and in accordance with MnDOT-approved plans and specifications. Further, Permittee will construct the Facility using construction procedures compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all utilities located on the lands covered by this LUP at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

Any crossings of the Facility over the trunk highway shall be perpendicular to the centerline of the highway and shall provide and ensure reasonable and adequate stopping sight distance.

4. **MAINTENANCE.** Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way.
5. **USE.** Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this LUP shall remain subordinate to the right of MnDOT to use the property for highway and transportation purposes. This LUP does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge. No rights to relocation benefits are established by this LUP.

This LUP is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

6. **APPLICABLE LAWS.** This LUP does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.

Permittee at its sole cost and expense, agrees to comply with, and provide and maintain the Area, Facilities in compliance with all applicable laws, rules, ordinances and regulations issued by any federal, state or local political subdivision having jurisdiction and authority in connection with said Area including the Americans with Disabilities Act ("ADA"). If the Area and Facilities are not in compliance with the ADA or other applicable laws MnDOT may enter the Area and

perform such obligation without liability to Permittee for any loss or damage to Permittee thereby incurred, and Permittee shall reimburse MnDOT for the cost thereof, plus 10% of such cost for overhead and supervision within 30 days of receipt of MnDOT's invoice.

7. **CIVIL RIGHTS.** The Permittee for itself, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event improvements are constructed, maintained, or otherwise operated on the Property described in this Limited Use Permit for a purpose for which a MnDOT activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Permittee will maintain and operate such improvements and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Federal Highway Administration, (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said improvements.
8. **SAFETY.** MnDOT shall retain the right to limit and/or restrict any activity, including the parking of vehicles and assemblage of Facility users, on the highway right of way over which this LUP is granted, so as to maintain the safety of both the motoring public and Facility users.
9. **ASSIGNMENT.** No assignment of this LUP is allowed.
10. **IN WRITING.** Except for those which are set forth in this LUP, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this LUP.
11. **ENVIRONMENTAL.** The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall notify in writing MnDOT's District Engineer and shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.
12. **MECHANIC'S LIENS.** The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.
13. **NOTICES.** All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows: to Permittee at:

Mayor
Faribault City Hall
208 1st Ave NW
Faribault, MN 55021

and to MnDOT at:

State of Minnesota
Department of Transportation
District 6 Right of Way
2900 48th Street NW
Rochester, MN 55901-5848

The address to which notices are mailed may be changed by written notice given by either party to the other.

14. **INDEMNIFICATION AND RELEASE.** Permittee shall indemnify, defend to the extent authorized by the Minnesota Attorney General's Office, hold harmless and release the State of Minnesota, its Commissioner of Transportation, employees, the FHWA, and any successors and assigns of the foregoing, from and against all claims, demands, and causes of action for injury to or death of persons or loss of or damage to property (including Permittee's property) occurring on the Area and Facility or arising out of or associated with Permittee's use and occupancy of the Area and Facility, regardless of whether such injury, death, loss, or damage (i) is caused in part by the negligence (but not the gross negligence or willful misconduct) of MnDOT or (ii) is deemed to be the responsibility of MnDOT because of its failure to supervise, inspect, or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person. Nothing in this LUP shall obligate Permittee to indemnify or save MnDOT harmless from (a) any gross negligence or willful misconduct of MnDOT or its employees, contractors, agents, or anyone for whom MnDOT is legally responsible, or (b) any claims, demands or causes of action not arising out of or associated with Permittee's occupancy or use of the Area and Facility.

Permittee hereby releases the State of Minnesota, its Commissioner of Transportation, employees, the FHWA, and any successors and assigns of the foregoing, from and against all claims, demands, suits, losses, costs, expenses, and causes of action for loss of or damages to the Area and Facility or to Permittee's property on or about the Area and Facility, except when such loss or damage is caused solely by the negligence of MnDOT or its employees, contractors, agents, or anyone for whom MnDOT is legally responsible.

MnDOT's liability is subject to the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

MINNESOTA DEPARTMENT

OF TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____
District Engineer

Date _____

CITY OF FARIBAULT

By _____

Its _____

And _____

Its _____

APPROVED BY:

COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

Date _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.

K:\TWC_Civil\City of Faribault\NORTH VIADUCT PARK\CAD\Plan Sheets\Utility Plan.dwg January 19, 2024 - 11:10am

MUDOT ROW
LUP 6607-0029
New Segment
OF TRAIL
PERMIT
6B-US-2024-109588-38593917

UTILITY PLAN NOTES

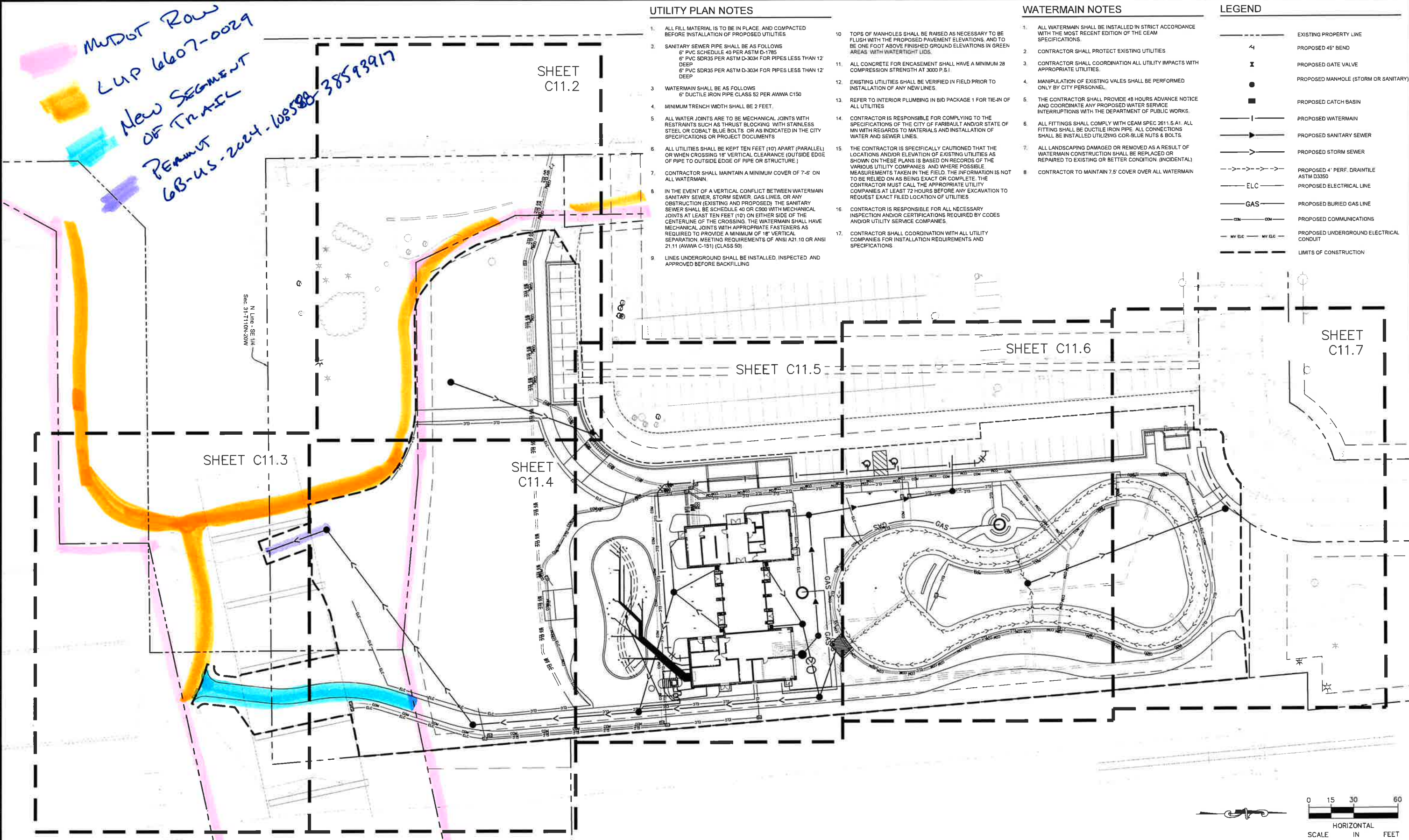
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6" PVC SCHEDULE 40 PER ASTM D-1785
6" PVC SDR35 PER ASTM D-3034 FOR PIPES LESS THAN 12' DEEP
6" PVC SDR35 PER ASTM D-3034 FOR PIPES LESS THAN 12' DEEP
- WATERMAIN SHALL BE AS FOLLOWS
6" DUCTILE IRON PIPE CLASS 52 PER AWWA C150
- MINIMUM TRENCH WIDTH SHALL BE 2 FEET
- ALL WATER JOINTS ARE TO BE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING WITH STAINLESS STEEL OR COBALT BLUE BOLTS OR AS INDICATED IN THE CITY SPECIFICATIONS OR PROJECT DOCUMENTS
- ALL UTILITIES SHALL BE KEPT TEN FEET (10') APART (PARALLEL) OR WHEN CROSSING 18" VERTICAL CLEARANCE (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE)
- CONTRACTOR SHALL MAINTAIN A MINIMUM COVER OF 7'-5" ON ALL WATERMAIN
- IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATERMAIN, SANITARY SEWER, STORM SEWER, GAS LINES, OR ANY OBSTRUCTION (EXISTING AND PROPOSED), THE SANITARY SEWER SHALL BE SCHEDULE 40 OR C900 WITH MECHANICAL JOINTS AT LEAST TEN FEET (10') ON EITHER SIDE OF THE CENTERLINE OF THE CROSSING. THE WATERMAIN SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18" VERTICAL SEPARATION. MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50)
- UTILITIES UNDERGROUND SHALL BE INSTALLED, INSPECTED AND APPROVED BEFORE BACKFILLING
- TOPS OF MANHOLES SHALL BE RAISED AS NECESSARY TO BE FLUSH WITH THE PROPOSED PAVEMENT ELEVATIONS, AND TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATIONS IN GREEN AREAS WITH WATERTIGHT LIDS
- ALL CONCRETE FOR ENCASEMENT SHALL HAVE A MINIMUM 28 COMPRESSION STRENGTH AT 3000 P.S.I.
- EXISTING UTILITIES SHALL BE VERIFIED IN FIELD PRIOR TO INSTALLATION OF ANY NEW LINES
- REFER TO INTERIOR PLUMBING IN BID PACKAGE 1 FOR TIE-IN OF ALL UTILITIES
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- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATIONS AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES
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- CONTRACTOR SHALL COORDINATION WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS

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- CONTRACTOR SHALL COORDINATION ALL UTILITY IMPACTS WITH APPROPRIATE UTILITIES
- MANIPULATION OF EXISTING VALES SHALL BE PERFORMED ONLY BY CITY PERSONNEL
- THE CONTRACTOR SHALL PROVIDE 48 HOURS ADVANCE NOTICE AND COORDINATE ANY PROPOSED WATER SERVICE INTERRUPTIONS WITH THE DEPARTMENT OF PUBLIC WORKS
- ALL FITTINGS SHALL COMPLY WITH CEAM SPEC 2611.5 A1. ALL FITTING SHALL BE DUCTILE IRON PIPE. ALL CONNECTIONS SHALL BE INSTALLED UTILIZING COR-BLUE NUTS & BOLTS
- ALL LANDSCAPING DAMAGED OR REMOVED AS A RESULT OF WATERMAIN CONSTRUCTION SHALL BE REPLACED OR REPAIRED TO EXISTING OR BETTER CONDITION (INCIDENTAL)
- CONTRACTOR TO MAINTAIN 7.5' COVER OVER ALL WATERMAIN

LEGEND

- EXISTING PROPERTY LINE
- PROPOSED 45° BEND
- PROPOSED GATE VALVE
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED 4" PERF. DRAINILE ASTM D3350
- PROPOSED ELECTRICAL LINE
- PROPOSED BURIED GAS LINE
- PROPOSED COMMUNICATIONS
- PROPOSED UNDERGROUND ELECTRICAL CONDUIT
- LIMITS OF CONSTRUCTION



No.	Date	Revisions	App.	DRAWING NAME
				Utility 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.

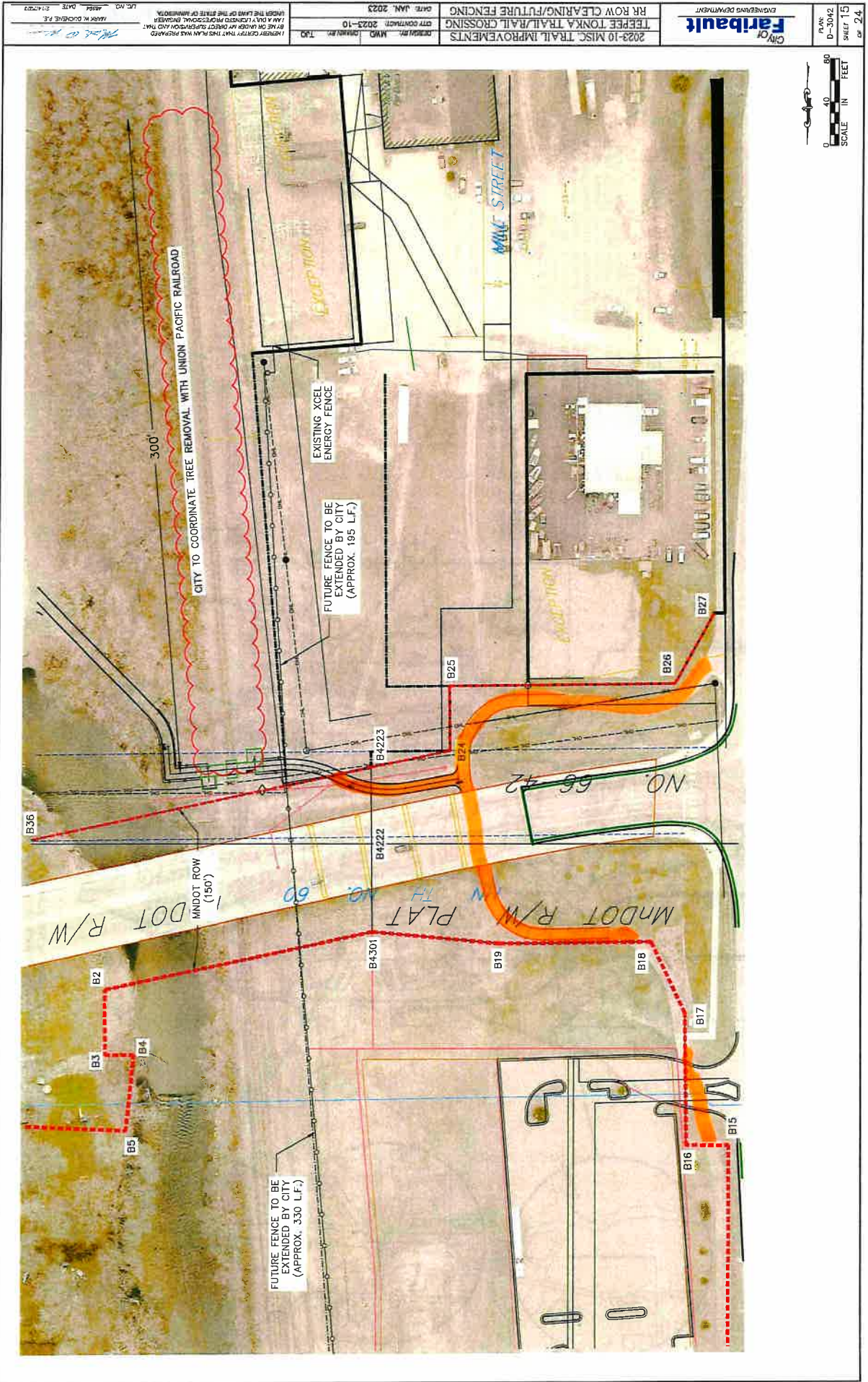
Daniel J. Boyle
DANIEL J. BOYLE, PE
DATE: 1/15/2024 MN LIC. NO. 44821



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

OVERALL UTILITY PLAN

SHEET NO.
C11.1
81



CITY OF FARIBAULT, MINNESOTA

CONSTRUCTION PLANS FOR

DOWNTOWN AREA PARK

BID PACKAGE 2 - SITE IMPROVEMENTS

ENGINEER
KIMLEY-HORN AND ASSOCIATES, INC.



PREPARED BY: DANIEL J. COYLE, PE
323 S BROADWAY
ROCHESTER, MN 55904
TELEPHONE (507) 424-3887

LEGEND

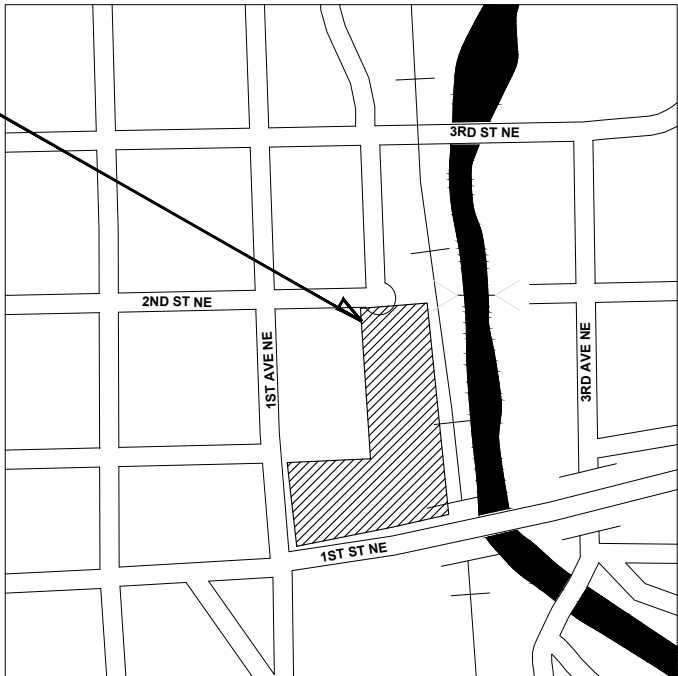
	EXISTING GATE VALVE
	EXISTING HYDRANT
	EXISTING CURB BOX
	EXISTING WATERMAIN MANHOLE
	EXISTING SANITARY MANHOLE
	EXISTING STORM MANHOLE
	EXISTING CATCH BASIN
	EXISTING GAS VALVE
	EXISTING UTILITY MANHOLE
	EXISTING HANDHOLE
	EXISTING ELECTRICAL PEDESTAL
	EXISTING ELECTRICAL MANHOLE
	EXISTING ELECTRICAL TRANSFORMER
	EXISTING LIGHT POLE
	EXISTING STREET SIGN
	EXISTING TREE
	EXISTING WATERMAIN
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING GAS MAIN
	EXISTING UNDERGROUND COMMUNICATIONS LINE
	EXISTING POWER
	EXISTING CURB AND GUTTER
	EXISTING PAVEMENT
	EXISTING RIGHT-OF-WAY
	PROPOSED SANITARY SEWER
	PROPOSED MANHOLE
	PROPOSED CATCH BASIN
	PROPOSED STORM SEWER
	PROPOSED GATE VALVE
	PROPOSED HYDRANT
	PROPOSED WATERMAIN
	PROPOSED CURB AND GUTTER



VICINITY
N.T.S.

SITE

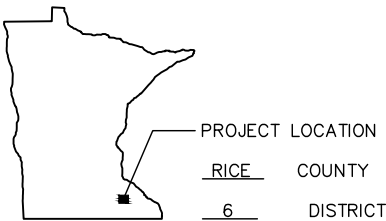
SECTION 31, TOWNSHIP 110N



SECTION 31, RANGE 20W

PLAN SET SCALES

LOCATION MAP	
PLAN	
ALIGNMENT	



Know what's below.
Call before you dig.

NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

THE EXACT LOCATION OF UNDERGROUND UTILITIES SHOWN IN THIS PLAN SET ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE PRIOR TO STARTING ANY EXCAVATION.

GOPHER STATE ONE CALL SYSTEM.....1-800-252-1166

No.	Date	Revisions	App.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN. ALL TRAFFIC CONTROL SIGNING AND DEVICES SHALL CONFORM TO THE MnMUTCD, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

SHEET NO.	DESCRIPTION
C0.1	COVER SHEET
C1.1 - C1.2	GENERAL NOTES
C2.1	TYPICAL SECTIONS
C3.1 - C3.6	EROSION CONTROL AND TEMPORARY TURF ESTABLISHMENT PLANS
C4.1 - C4.3	STORM WATER POLLUTION PREVENTION PLAN
C5.1 - C5.2	EXISTING CONDITIONS & REMOVAL PLANS
C6.1 - C6.2	PAVEMENT PROFILE PLANS
C7.1 - C7.2	STORM PROFILE PLANS
C8.1 - C8.3	ALIGNMENT PLAN AND TABULATION
C9.1 - C9.6	SITE PLAN
C10.1 - C10.2	GRADING PLAN
C11.1 - C11.9	UTILITY PLAN
L1.0 - L2.4	LANDSCAPE PLAN
HE0.1 - HE2.1	ELECTRICAL PLAN
A-001 - FT-001	SPLASHPAD PLANS

THIS PLAN SET CONTAINS 81 SHEETS



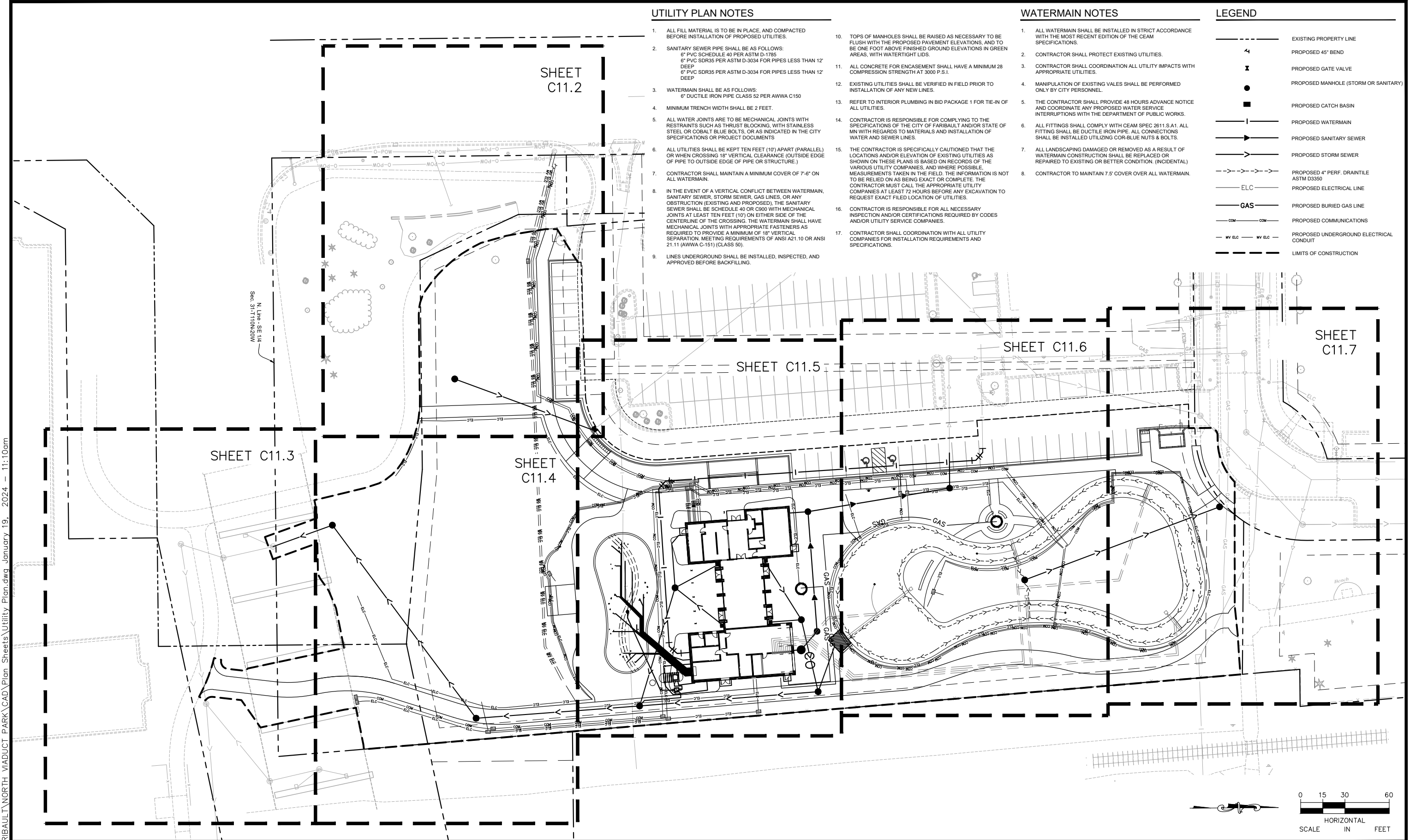
2022 KIMLEY-HORN AND ASSOCIATES, INC.
323 SOUTH BROADWAY, ROCHESTER MN, 55904
PHONE: (507) 216-6223
WWW.KIMLEY-HORN.COM

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

DATE 1/15/2024 LIC. NO. 44821

ENGINEER *Daniel J. Coyle*

K:\TWC_Civil\CITY OF FARIBAULT\NORTH VIADUCT PARK\CAD\Plan Sheets\Utility Plan.dwg, January 19, 2024 - 11:10am



UTILITY PLAN NOTES

1. ALL FILL MATERIAL IS TO BE IN PLACE, AND COMPACTED BEFORE INSTALLATION OF PROPOSED UTILITIES.
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6" PVC SCHEDULE 40 PER ASTM D-1785
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- EXISTING PROPERTY LINE
- 45° PROPOSED 45° BEND
- X PROPOSED GATE VALVE
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED 4" PERF. DRAINTILE ASTM D3350
- ELC PROPOSED ELECTRICAL LINE
- GAS PROPOSED BURIED GAS LINE
- COM COM PROPOSED COMMUNICATIONS
- WV ELC WV ELC PROPOSED UNDERGROUND ELECTRICAL CONDUIT
- LIMITS OF CONSTRUCTION

No.	Date	Revisions	App.	DRAWING NAME Utility 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. Doyle
DANIEL J. DOYLE, PE
DATE: 1/15/2024 MN LIC. NO. 44821



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

OVERALL UTILITY PLAN

SHEET NO.
C11.1
81



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: July 23, 2024
SUBJECT: Approve 2024 CIP Purchase Replacement – Engineering Department Truck

Background:

The 2024 Capital Improvement Plan (CIP) and budget have approved \$45,000.00 for the purchase of a truck used by the Engineering Department for surveying and construction inspections. The truck is scheduled to replace a 2007 F-150 with 30,340 miles. The 2007 F-150 will be traded-in.

Staff solicited quotes for a truck from both local dealers, RC Bliss Ford and Harry Browns, with only RC Bliss Ford responding to the request for quotes within the timelines given. The quote from RC Bliss Ford was: \$43,552.92.00 This includes tax, title and license fees. A topper for the truck is included in the \$45,000 budgeted, and it will be purchased in the near future.

The RC Bliss Ford quote includes a trade in value of \$5,100. Funding will be provided by the Capital Replacement Fund (431).

Recommendation:

Approve 2024 CIP Purchase Replacement – Engineering Department Truck from RC Bliss Ford, Faribault, MN

Attachments:

1. 2024 Ford F150 Supercrew Quote RC Bliss

R.C. BLISS



F A R I B A U L T

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

FARIBAULT, MINNESOTA 55021

www.blissford.com

July 16, 2024

City of Faribault Engineering
Dale Drentlaw

Bid on 2024 Ford F-150 Super Crew 4x4

We are pleased to offer the following for you:

\$47,574.00 Base Price

-2,300.00 Concession

\$ 45,274.00

-5,100.00 Trade 2007 Ford F-150 Super Cab

\$40,174.00

+3065.42 Tax, Title and License

\$43552.92



Jeff Bliss
R. C. Bliss, Inc.



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: July 23, 2024
SUBJECT: Approve 2024 CIP Purchase Replacement – Stormwater Utility Department Stormwater Utility Technician Truck

Background:

The 2024 Capital Improvement Plan (CIP) and budget have approved \$45,000.00 for the purchase of a truck used by the Engineering Department for stormwater and erosion control inspections. The truck is scheduled to replace a 2005 F-150 with 62,265 miles. The 2005 F-150 will be traded-in.

Staff solicited quotes for a truck from both local dealers, RC Bliss Ford and Harry Browns, with only RC Bliss Ford responding to the request for quotes within the timelines given. The quote from RC Bliss Ford was: \$41,985.00. This includes tax, title and license fees. A topper for the truck is included in the \$45,000 budgeted, and it will be purchased in the near future.

The RC Bliss Ford quote includes a trade in value of \$4,034. Funding will be provided by the Stormwater Utility Fund (603).

Recommendation:

Approve 2024 CIP Purchase Replacement – Stormwater Utility Department Stormwater Utility Technician Truck from RC Bliss Ford, Faribault, MN

Attachments:

1. 2024 Ford F150 Supercab Quote RC Bliss

R.C. BLISS



F A R I B A U L T

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

FARIBAULT, MINNESOTA 55021

www.blissford.com

July 16, 2024

City of Faribault Engineering

Dale Drentlaw

Bid on 2024 Ford F-150 Super ^{Cab}~~Crew~~ XL 4x4

We are pleased to offer the following for you:

\$45,334.00 Base Price

-2,300.00 Concession

\$ 43,034.00

-4,034.00 Trade 2005 Ford F-150 Super Cab

\$39,000.00

+2,985.00 Tax, Title and License

\$41,985.00



Jeff Bliss

R. C. Bliss, Inc.



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: July 23, 2024
SUBJECT: Approve Petition and Waiver Agreement for 1645 Lyndale Avenue North

Background:

Included in the City's 2024 Street Overlay and Sidwalk Project, Contract 2024-02, was improvements to the east frontage road along Lyndale Avenue. Note this frontage road is a private road and the adjacent property owners are responsible for the roadway. There is a portion of the frontage road adjacent to 1645 Lyndale Avenue N that never had the final lift of pavement constructed and the property owner and the City agreed to have the City complete the improvements as part of the City Contract 2024-02, similar to the agreement with the property owner at 1675 Lyndale Avenue N and then assess the property for 100% of the costs of the improvements through a petition and waiver agreement. The attached petition and waiver agreement lays out the terms and parameters for the improvements and is consistent with the City's special assessment policy.

Recommendation:

Approve Petition and Waiver Agreement for 1645 Lyndale Avenue North

Attachments:

1. 2024 Petition and Waiver Agreement - KJ Becker Properties



PETITION AND WAIVER AGREEMENT

This Agreement made this 11 day of July, 2024, by and between the City of Faribault, a Minnesota municipal corporation ("City") and KJ Becker Properties, a Minnesota Limited Liability Corporation ("Owner").

RECITALS

WHEREAS, the Owner is the fee owner of certain land in Rice County, Minnesota, which is located at: 1645 Lyndale Avenue N, Faribault, MN 55021 and is legally described on Exhibit A attached hereto (the "Property"); and

WHEREAS, the Owner has requested and the City has agreed to make frontage road improvements as itemized on Exhibit B attached hereto, on the Property ("Improvements"); and

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

WHEREAS, the Owner has requested that payment to the City of cost of the Improvements be financed by the City levying an assessment against the Property which will be payable to the City in installments over five (5) years; and

WHEREAS, the Owner requests that the City construct the Improvements without notice of hearing or hearing on the Improvements, and without notice of hearing or hearing on the assessment levied to finance the Improvements, and to levy 100 percent of the cost of the Improvements in a total amount of \$3,358.58 against the Property as an assessment; and

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

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

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

1. The Owner hereby petitions the City for construction of the Improvements. The Improvements to be constructed by the City are described as follows: make frontage road improvements as itemized on Exhibit B attached hereto.

2. The Owner represents and warrants that the Owner is the owner of 100 percent of the Property, that the Owner has full legal power and authority to encumber the Property as herein provided, and that as of the date hereof, the Owner has fee simple absolute title in the Property.

3. The Owner represents and warrants that the Property is not classified for tax purposes as to result in deferral of the obligation to pay the assessment; and the Owner agrees that the Owner will take no action to secure such tax status for the Property during the term of this Agreement.

4. The amount of the assessment which is to be assessed by the City against the Property is \$3,358.58. The Owner requests that this amount be assessed against the Property.

5. The Owner agrees that the assessment will be payable in installments over five (5) years. The Owner understands and agrees that the interest rate to be applied to the assessment will be seven (7) percent per annum.

6. The Owner waives the right to appeal the levy of the assessment in accordance with this Agreement pursuant to Minnesota Statutes Section 429.081, or reapportionment thereof upon land division pursuant to Minnesota Statutes Section 429.071, subdivision 3, or otherwise, and further specifically agrees with respect to such assessments against the Property or reapportionment that:

- a. Any requirements of Minnesota Statutes Chapter 429 with which the City does not comply are hereby waived by the Owner;
- b. The increase in fair market value of the Property resulting from construction of the Improvements will be at least equal to \$3,358.58, and that such increase in fair market value is a special benefit to the Property;
- c. Assessment of 100 percent of the cost of the Improvements against the Property is reasonable, fair and equitable and there are no other properties against which the cost should be assessed; and
- d. The Owner further specifically waives notice and the right to appeal reapportionment of such assessment upon land division pursuant to Minnesota Statutes Section 429.071, subdivision 3.

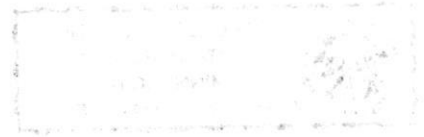
7. The Owner agrees that the assessment may be alternatively made against the Property

pursuant to Minnesota Statutes Sections 366.011, 366.012 or 415.01, or pursuant to any other authority available to the City.

8. The Owner further agrees that payment of the assessment will continue to be the Owner's personal obligation until it is paid and the Owner will pay any part of the assessment which the City is unable to collect through the assessment process.

9. The covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the Owner and shall run with the Property and bind all successors in interest thereof. It is the intent of the parties hereto that this Agreement be in a form which is recordable among the land records of Rice County, Minnesota; and the parties hereto agree to make any changes in this Agreement which may be necessary to effect the recording and filing of this Agreement against the title of the Property.

10. This Agreement shall terminate upon the final payment of the assessment levied against the Property regarding the Improvements.



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

OWNER

By: Kevin Becker

Printed Name: Kevin Becker

By: _____

Printed Name: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF Rice)

The foregoing instrument was acknowledged before me this 11th day of July, 2024, by Kevin Becker, Owner of KJ Becker Properties a Minnesota Limited Liability Corporation.

Danielle Radtke
Notary Public



CITY OF FARIBAULT

By: _____

Kevin F. Voracek

Its: Mayor

By: _____

Jessica L. Kinser

Its: City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Kevin F. Voracek and Jessica L. Kinser, the Mayor and City Administrator, respectively, of the City of Faribault, a municipal corporation under the laws of Minnesota, on behalf of the municipal corporation.

Notary Public

This document was drafted by:

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

EXHIBIT A

Legal Description of the Property

Parcel ID: 18.25.1.53.002
Address: 1645 Lyndale Avenue N, Faribault, MN 55021

EXHIBIT B

Scope of Work

1645 Lyndale Ave N			
<u>REMOVALS</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>SUM</u>
MILLING	97 S.Y.	\$1.50	\$145.50
<u>NEW INSTALL</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>SUM</u>
9.5 WEARING COURSE (1.5" LIFT) 3C	30 TON	\$92.50	\$2,775.00
SUB TOTAL			<u>\$2,920.50</u>
ENGINEERING FEES (15%)			\$438.08
TOTAL PRICE			<u>\$3,358.58</u>



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-152 Approve Tobacco License for All Smoke Vape Outlet Plus Inc.

Background:

Mohammed Alhataba owner of All Smoke Vape Outlet Plus Inc., located at 328 4th Street NW, has submitted an application for a Tobacco License in the city of Faribault. All required fees and paperwork have been submitted. If approved, the tobacco license would be valid July 24, 2024 through December 31, 2024.

Recommendation:

Approve Resolution 2024-152.

Attachments:

1. Resolution 2024-152 Approve Tobacco License for All Smoke and Vape Plus Inc

CITY OF FARIBAULT

RESOLUTION #2024-152

APPROVE TOBACCO LICENSE FOR ALL SMOKE VAPE OUTLET PLUS INC.

WHEREAS, Mohammed Alhataba owner of All Smoke Vape Outlet Plus Inc., located at 328 4th Street NW, has submitted an application for a Tobacco License in the city of Faribault; and

WHEREAS, Mohammed Alhataba has paid the required fee and completed the application packet to request the license; and

NOW, THEREFORE BE IT RESOLVED, Mohammed Alhataba owner of All Smoke Vape Outlet Plus Inc., located at 328 4th Street NW, be issued a Tobacco License valid July 24, 2024 through December 31, 2024.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: July 23, 2024
SUBJECT: Approve Professional Services Proposal for Viaduct Park Special Testing Services

Background:

As part of the construction contract and building permit requirements for the Viaduct Park building, the contract Owner (City) is responsible for hiring a special testing services agency for various tests required by the contract. The City solicited quotes from four qualified testing firms and received proposals back from two firms by the submittal deadline. After reviewing the two proposals received, it is recommended to award the contract for special testing to WSB. The final contract costs will be based on the actual number of inspections/tests completed but is estimated to be in the \$35K-40K range.

Recommendation:

Approve Professional Services Proposal for Viaduct Park Special Testing Services from WSB

Attachments:

1. WSB Proposal - Special Inspections and Materials Testing North Viaduct Park Building



July 15, 2024

Mark Duchene, PE
Director of Engineering
City of Faribault
1200 Belview Trail
Faribault, MN, 55021

Re: Proposal for Construction Materials Testing & Special Inspections
North Viaduct Park Building Project

Dear Mark Duchene,

WSB is pleased to present this proposal to provide professional services for construction materials testing and special inspections for the new multi-purpose building in the North Viaduct Area Park. The following includes our understanding of the project, an outline of the scope of work, and a fee estimate for our services.

PROJECT INFORMATION

It is our understanding that this project will consist of the construction of a new one-story multi-use building and the adjacent parking lot. The following documents were received and reviewed to aid in the development of our proposed cost estimate. Special inspections will be provided in accordance with the documents outlined below.

- Project Plans, dated December 19, 2023
- Project Manual, dated December 19, 2023
- Geotechnical Report, prepared by WSB, dated May 9, 2023

As the Geotechnical Engineer of record for this project and WSB's history with the City of Faribault we are the ideal candidate for providing materials testing and special inspections on this project. This project will require a large soil correction to remove unsuitable soils and we will be working directly with our geotechnical engineer Mark Osborn to ensure all design requirements are met. In the past 2 years WSB has performed special inspections and materials testing on projects similar to this such as the Mississippi Gateway Regional Park Project in Brooklyn Park, MN, Antlers Park Project in Lakeville, MN, and Hansen Park East Redevelopment Project in New Brighton, MN.

Enclosed is an overview of WSB, and outline of similar projects we have worked on in the past, and the Cost Estimate totaling **\$37,341.25** for the various phases of the work being proposed. If there are additional services necessary for this project that are not included in the Cost Estimate we would be happy to discuss how WSB can assist.

We look forward to continuing our partnership with the city to finish the delivery of the park building. Please contact us with any questions.

Sincerely,

Sam Lundquist
Project Manager, Materials
612.214.5949
slundquist@wsbeng.com

Mark Watson, MS, PE (MN)
Director, Materials
612.248.9365
mwatson@wsbeng.com



Firm Background & Overview

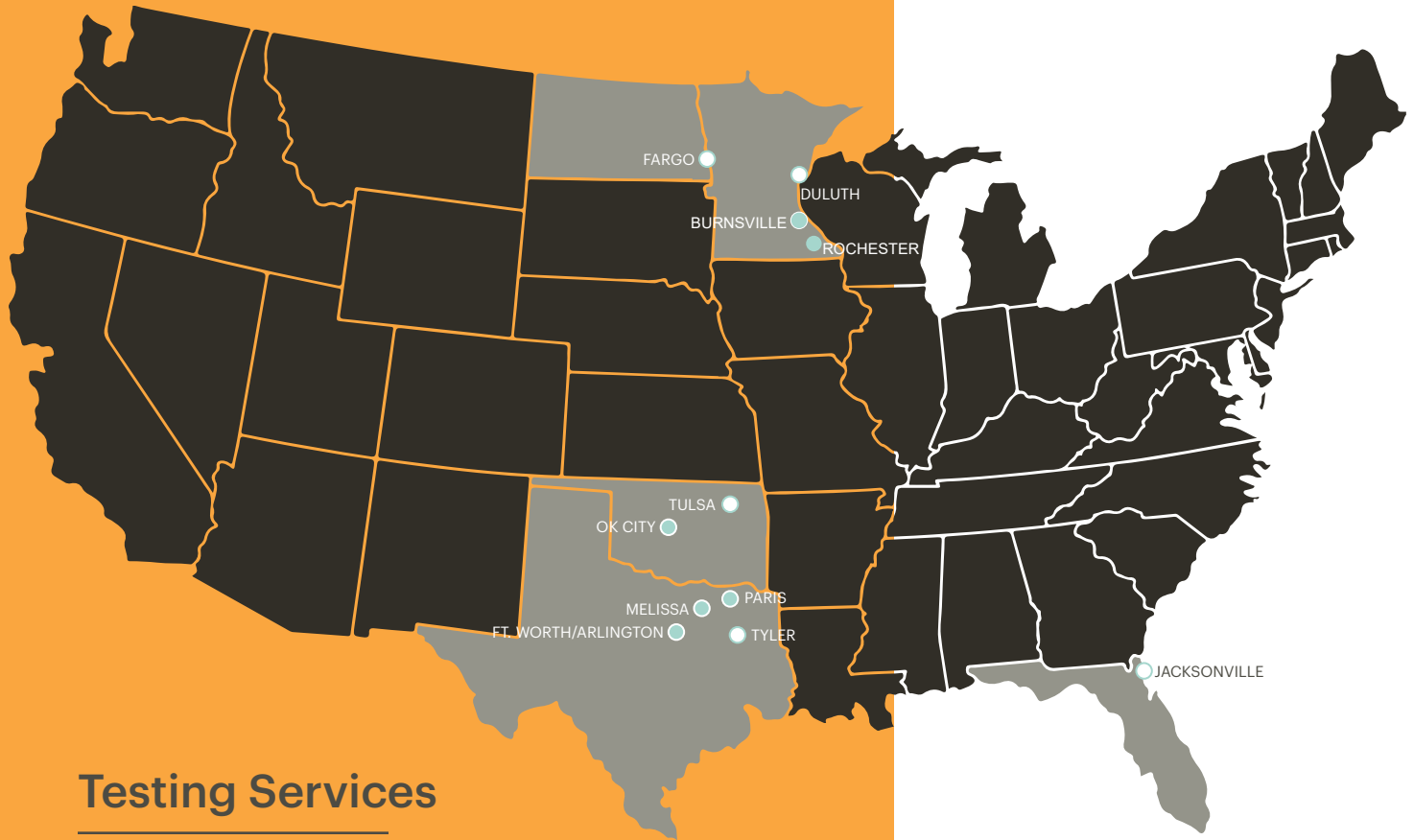
As a Minnesota based firm, WSB has spent more than 28 years dedicated to improving our services to successfully deliver high-quality, long-lasting products on behalf of clients and agencies, including Federal, State, Local, and private agencies to support their visions and goals. Our staff are committed to delivering quality products and look for opportunities for improvement throughout the lifespan of a project. They are dedicated to their careers and understand the expectations for working in the field and a variety of clients. At WSB, we understand quality is a result of intention and reflective of knowledgeable and experienced inspectors and materials testers. As a result, we are committed to properly educating and training our staff so our clients can be assured they are receiving a high-quality product with reduced risk of non-compliance or material failures.

WSB has provided Materials Testing and Sampling for numerous agencies including the FHWA, DOTs, counties, and cities. WSB has the expertise and staffing available to meet the demands of our clients to provide the necessary testing services. As a firm, we have been involved in the development of Materials Requirements, and from this have developed an in-depth understanding of the specifications, processes, and procedures for various material types. To add, we have been utilized by DOTs for our expertise related to materials, sampling and testing, and materials testing procedures. As an example, WSB was recently under contract with Minnesota DOT (MnDOT) to update their Materials Certification Process and create new training videos for the material testing of aggregates. Additionally, we are also instructors for multiple MnDOT Technical Certification Courses for inspection and material testing. With five state-of-the-art AASHTO re:source accredited materials testing lab alongside our expert field and lab personnel, we perform quality control and quality assurance testing to the highest standard. With this, our clients can be assured that WSB has the tools and expertise necessary to assist in maximizing the value of their assets, and the quality of the final outcome to help ensure a long-lasting product.



WSB Materials Testing

WSB offers material testing, inspection, and geotechnical services with offices in ten states, and five AASHTO Re:source Accredited Labs, as well as a five additional non-accredited labs and a mobile lab. In each of these locations, we provide the following services related to aggregate, bituminous, concrete, and soils testing.



Testing Services

Aggregates

- Absorption & Specific Gravity
- Aggregate Quality
- Particle Size Analysis
- Standard & Modified Proctor

Bituminous

- Extraction (Centrifuge & Ignition)
- Rice & Bulk Specific Gravity
- Permeability
- Asphalt Binder Recovery
- Mix Design (Hveem, Marshall, Superpave, SMA)
- Coring & Pavement Density

Concrete

- Compressive Strength
- Flexural Strength
- Plastic Concrete Testing & Sampling
- Alkali-Silica Reactivity
- Concrete Mix Designs

Soils

- Vibration Monitoring
- Piezometer Monitoring
- Soil Identification
- Atterberg
- pH Determination



Approach to Services

By selecting the WSB team, you will have a partner that offers all the technical expertise and capacity necessary to assure that construction of the project is performed in conformity with the plans, specifications, and contract documents for this project. We have intentionally selected qualified and experienced personnel that have the necessary expertise and background required to successfully deliver this project in a manner that exceeds expectations. With this expertise, our team understands how to effectively communicate during construction to ensure stakeholders are well-informed, in addition to having an in-depth understanding of project standards, specifications, and processes to support the successful delivery of this project.

We understand the need for timely and accurate reporting and findings, which we will provide with our qualified testing personnel. To add, we know how a knowledgeable tester can provide additional insight into the quality and workmanship of a product resulting in more reliable findings. More importantly, an experienced tester knows the limitations of their trade and does not jump to conclusions or provide false insight, when making conclusions or recommendations. To ensure the correct actions are taken, it is critical that testing is completed by qualified technicians with the proper expertise and training, and the results are verified for accuracy and completeness by an Engineer prior to reporting.

Project Experience

As you will see below, WSB has significant expertise and experience delivering projects with a range of scope, scale, and complexity. Notably, we have partnered with several state, local, and private agencies to provide special inspections, and field and laboratory materials testing services. Our staff are knowledgeable regarding testing, documentation, and reporting procedures in compliance with state and federal standards. As a firm, we are committed to delivering a high-quality, long-lasting product that continues to build trust with our clients, and help ensure their goals are achieved.

Mississippi Gateway Regional Park Brooklyn Park, MN

Construction of a new visitors center, maintenance building, reservable shelters, and parking additions and utility updates across the park.

- Excavations & Backfill
- Masonry & Grout
- Reinforcing Steel
- Structural Concrete Testing
- Concrete Flatwork
- Structural Steel
- Bituminous paving
- Geotechnical Borings
- Utility Installation Observations and Testing

Antlers Park Project Lakeville, MN

Construction of a new multi-use pavilion, picnic shelters, and parking additions and utility updates across the park and beach areas.

- Excavations and Soil Correction Observations
- Grading and Base
- Concrete Flatwork & Paving
- Concrete Reinforcing Steel
- Steel Construction
- Bituminous Paving
- Infiltration Pond Testing

Hansen Park East Redevelopment New Brighton, MN

Construction of a new bathroom building/reservable shelter, parking lot replacement, and utility updates across the park.

- Excavations and Soil Correction Observations
- Concrete Field & Lab Testing
- Concrete Reinforcing Steel
- Grading & Base
- Bituminous Paving
- Drainage and Storm Sewer
- Helical Pile Installation Observations





Construction Materials Testing Estimate of Costs

City of Faribault
North Viaduct Park Building
July 15, 2024

CMT Unit	Service Description	Estimated Units	Hourly or Unit Cost	Total Unit Cost
Aggregate and Soils				
<i>Field Testing</i>				
CMT03	Excavation Observations 5 trips at 4.00 hours each	20.00 hours	\$ 130.00	\$ 2,600.00
CMT02	Compaction Testing of Fill and Backfill 13 trips at 2.25 hours each	29.25 hours	\$ 105.00	\$ 3,071.25
3510	Nuclear Density Testing 15 tests on soil correction 4 tests on slab subbase 10 tests on footing backfill 10 tests on foundation wall/column backfill	39 tests	\$ 25.00	\$ 975.00
CMT01	Sample Pick Up 4 trips at 3.00 hours each	12.00 hours	\$ 90.00	\$ 1,080.00
2160	Trip Charge	22 trips	\$ 60.00	\$ 1,320.00
<i>Laboratory Testing</i>				
3260	Standard Proctor 2 tests on soil correction material 2 tests on backfill material 2 tests on trench backfill	6 tests	\$ 165.00	\$ 990.00
Subtotal				\$ 10,036.25
Concrete Reinforcement				
CMT03	Concrete Reinforcement Observations Footings 6 trips at 1.00 hours each Walls/Columns 6 trips at 1.00 hours each Slabs 4 trips at 1.00 hours each	16.00 hours	\$ 130.00	\$ 2,080.00
2160	Trip Charge	0 trips	\$ 60.00	\$ -
Subtotal				\$ 2,080.00
Concrete				
<i>Field Testing</i>				
CMT02	Testing of Concrete Footings 6 pours at 2.25 hours each Walls/Columns 6 pours at 2.25 hours each Slabs 4 pours at 2.25 hours each	36.00 hours	\$ 105.00	\$ 3,780.00
CMT01	Sample Pickup 10 trips at 1.75 hours each	17.50 hours	\$ 90.00	\$ 1,575.00
2160	Trip Charge	26 trips	\$ 60.00	\$ 1,560.00
<i>Laboratory Testing</i>				
2040	Concrete Curing and Compressive Strength Testing 16 sets at 4 cylinders each	64 cylinders	\$ 35.00	\$ 2,240.00
Subtotal				\$ 9,155.00

Masonry				
Field Testing				
CMT03	Masonry Observations and Testing <i>5 trips at 3.00 hours each</i>	15.00 hours	\$ 130.00	\$ 1,950.00
CMT01	Masonry Sample Pick Up <i>4 trips at 1.75 hours each</i>	7.00 hours	\$ 90.00	\$ 630.00
2160	Trip Charge	9 trips	\$ 60.00	\$ 540.00
Laboratory Testing				
2050	Compressive Strength Testing of Mortar <i>2 tests with 3 samples each</i>	6 tests	\$ 35.00	\$ 210.00
2055	Compressive Strength Testing of Grout Prisms <i>2 tests with 4 samples each</i>	8 tests	\$ 60.00	\$ 480.00
2060	Compressive Strength Testing of Masonry Prisms <i>2 tests with 3 samples each</i>	6 tests	\$ 260.00	\$ 1,560.00
2070	Compressive Strength Testing of CMU Blocks <i>2 tests with 3 samples each</i>	6 tests	\$ 185.00	\$ 1,110.00
Subtotal				\$ 6,480.00
Adhesive Anchors				
CMT03	Field - Inspection & Observation <i>2 trips at 4.00 hours each</i>	8.00 hours	\$ 130.00	\$ 1,040.00
2160	Trip Charge	2 trips	\$ 60.00	\$ 120.00
Subtotal				\$ 1,160.00
Structural Steel				
CMT04	Field - Inspection and Testing, Bolted Connections <i>3 trips at 4.00 hours each</i>	12.00 hours	\$ 140.00	\$ 1,680.00
CMT04	Field - Inspection and Testing, Welded Connections <i>3 trips at 4.00 hours each</i>	12.00 hours	\$ 140.00	\$ 1,680.00
2160	Trip Charge	6 trips	\$ 60.00	\$ 360.00
Subtotal				\$ 3,720.00
Project Supervision, Review and Management				
CMT80	Project Engineer/Manager	6.00 hours	\$ 205.00	\$ 1,230.00
CMT70	Project Assistant	20.00 hours	\$ 165.00	\$ 3,300.00
CMT90	Project Administrator	2.00 hours	\$ 90.00	\$ 180.00
Subtotal				\$ 4,710.00

Inspection and Testing Project Summary
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Aggregate and Soils	\$ 10,036.25
Concrete Reinforcement	\$ 2,080.00
Concrete	\$ 9,155.00
Masonry	\$ 6,480.00
Adhesive Anchors	\$ 1,160.00
Structural Steel	\$ 3,720.00
Project Supervision, Review and Management	\$ 4,710.00
Estimated Total	\$ 37,341.25

Assumptions

- Reinforcing steel testing will be performed immediately prior to concrete testing and will not require additional trips
- Fireproofing and Firestopping testing will not be required
- Building Envelope testing will not be required
- Testing for exterior improvements such as parking areas and utility installations is not included in scope of testing



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Kevin Bushard, Human Resources Director
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-153 Approve Hiring Water Sewer Operator

Background:

Due to a promotion, there is an opening for a Water Sewer Operator. The position was posted from June 12, 2024, to July 5, 2024.

Fifteen applications were received, reviewed and scored. From that review, ten applicants were selected for an interview. The interview panel consisted of Tom Judd and Travis Craig, Utilities Forepersons, Mike Glende, Utilities Superintendent, Travis Block, Public Works Director and Kevin Bushard, Human Resources Director. From the interview, Trenten Fritz was selected as the recommendation for hire.

Resolution 2024-153 approves the hiring of Trenten Fritz. Trenten will be hired at grade H step 1, as per the Local 70 CBA 2022-2024.

Recommendation:

Approve resolution 2024-153, approving the hiring of Trenten Fritz as Water Sewer Operator.

Attachments:

1. Resolution 2024-153 Approve Hiring Water Sewer Operator

CITY OF FARIBAULT

RESOLUTION #2024-153

APPROVE HIRING WATER SEWER OPERATOR

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

WHEREAS, the City has advertised and interviewed for the Water Sewer Operator position with the City; and

WHEREAS, the City Council desires to fill the vacant Water Sewer Operator position.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Trenten Fritz be extended an offer of employment to fill the vacant Water Sewer Operator position.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Kevin Bushard, Human Resources Director
MEETING DATE: July 23, 2024
SUBJECT: Resolution 2024-154 Approve Hiring Community Services Officer

Background:

Due to a promotion, there is a need to fill a Community Services Officer (CSO) position. The position was posted from June 14, 2024 to July 1, 2024.

Seven applications were received, reviewed, scored and interviewed. The interview panel consisted of Police Administration staff. From those interviews, Jauhem Byrd-Mix was selected for recommendation for hire.

Resolution 2024-154 approves hiring Jauhem Byrd-Mix. Jauhem will be hired at grade E step 3, as per the MNPEA CBA 2022-2024.

Recommendation:

Approve resolution 2024-154, approving the hiring of Jauhem Byrd-Mix as Community Services Officer.

Attachments:

1. Resolution 2024-154 Approve Hiring Community Services Officer

CITY OF FARIBAULT

RESOLUTION #2024-154

APPROVE HIRING COMMUNITY SERVICES OFFICER

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

WHEREAS, the City has advertised and interviewed for the Community Services Officer position with the City; and

WHEREAS, the City Council desires to fill the vacant Community Services Officer position.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Jauhem Byrd-Mix be extended an offer of employment to fill the vacant Community Services Officer position.

Date Adopted: July 23, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-14 Amending Chapter 18 of the City of Faribault Code of Ordinances (First Reading)

Background:

The ordinance regarding alcohol in the parks was last updated in 1980. A discussion was held at the May 21, 2024, City Council Work Session. 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. Over the years, there have been many changes to the types of beverages that have alcohol in them. This ordinance change only allows for canned alcoholic beverages in city parks. No glass is permitted in city parks.

Recommendation:

Approve Ordinance 2024-14 Allowing Alcohol in City Parks.

Attachments:

1. Ordinance 2024-14 Amending Chapter 18 of the City of Faribault Code of Ordinances

CITY OF FARIBAULT

ORDINANCE No. 2024-14

**AMENDING CHAPTER 18 OF THE CITY OF FARIBAULT CODE OF
ORDINANCES**

THE CITY OF FARIBAULT ORDAINS that the City Code of Ordinances shall be amended by the deletions of the stricken language and the additions in underlined language as follows:

Section 1. Chapter 18, Sec. 9-11 is amended as follows:

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~~ of this Code, within any park within the city is prohibited, except as provided in sections 18-10 and ~~18-11~~ of this article.

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.

Chapter 18, Sec. 18-11. The Faribault City Council hereby removes and repeals Chapter 18, Section 18-11. Designation of parks within city where alcoholic beverages may be consumed pursuant to special permit.

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

First Reading: July 23, 2024
Second Reading: August 14, 2024
Publication: August 20, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peaansky, Parks and Recreation Director
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-15 Amending Chapter 26 of the City of Faribault Code of Ordinances (First Reading)

Background:

The tree ordinance was last updated in 1971. The current tree ordinance deals primarily with Dutch elm disease. Updating the ordinance to be more generic 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.

There is also an addition to the ordinance that trees in boulevards are the responsibility of the landowner. This applies to tree removal and general upkeep.

Recommendation:

Approve Ordinance 2024-15 Approve Addressing Tree Diseases and Trees in City Limits.

Attachments:

1. Ordinance 2024-15 Amending Chapter 26 of the City of Faribault Code of Ordinances

CITY OF FARIBAULT

ORDINANCE No. 2024-15

**AMENDING CHAPTER 26 OF THE CITY OF FARIBAULT CODE OF
ORDINANCES**

THE CITY OF FARIBAULT ORDAINS that the City Code of Ordinances shall be amended by the deletions of the stricken language and the additions in underlined language as follows:

Section 1. Chapter 26, Sec. 1-3 is amended as follows:

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)~~ 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.

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.

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.

The public right-of-way between the street surface and the property lines, known as the boulevard, shall be the maintenance responsibility of the owner adjacent to said right-of-way, in terms of tree removal, general upkeep, etc.

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

Footnotes:

--- (2) ---

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

Section 2. Chapter 26, Sec. 16-26 is amended as follows:

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.

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 ~~Dutch elm disease fungus and elm bark beetles and is undertaken at the recommendation of the state commissioner of agriculture diseased trees.~~

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.

Cross reference— 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 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)~~tree, or part thereof, dead, living, hazardous, or infected to any degree with any known disease.
- (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.

Cross reference— Nuisances generally, Ch. 16.

State Law reference— 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.

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.

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~~ any disease fungus and elm bark beetles.
- (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.

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.

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.

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.

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.

State Law reference— 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.

Section 3. This ordinance amendment shall take effect and be in force after its passage and publication in accordance with Section 3.05 of the City Charter.

First Reading: July 23, 2024
Second Reading: August 14, 2024
Publication: August 20, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-11 Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City (Second Reading)

Background:

In 2023, the Charter Commission recommended, and the Council adopted changes to the Charter to allow administrative offenses to be punished by civil penalty, with an ordinance setting the policy/procedure to follow. This was approved by Ordinance 2023-18, which took effect in late November 2023. The proposed ordinance accomplishes the objectives of creating another tool in the City's tool box for code enforcement and compliance. The administrative citation process allows for a City official(s) to be named to issue a citation with a civil penalty for non-compliance. The individual receiving the citation has the ability to appeal, and the ordinance provides that the City can hire a hearing officer or the Council could serve as the hearing officer. This will be a decision the Council should discuss and determine how to proceed with the hearings, assuming adoption. Failure to pay will result in a line on a property or for the City to seek a judgment against a person. It is important to note that this will not be a process that results in action on the part of an owner or allows the City to abate a nuisance as defined in the code of ordinances. Non-compliance does give the City other avenues in the criminal or civil arena to get to the end goal of compliance/abatement of a nuisance.

There are additional steps that will need to occur before fully implementing this process (not in order):

- Code enforcement position - get Council approval of the position, post and hire
- Designate employees- a list of employees able to issue compliance letters and citations will come back to the Council on a consent agenda
- Adopt fee schedule - staff will bring back a proposed fee schedule for administrative citation violations
- Internal Workflow - staff needs to discuss/determine the format and issuance/tracking with the Finance Department for payments/collections

No administrative citations will be issued until these items are addressed.

This item directly relates to the strategic priority of Pride in Our Community.

Recommendation:

Approve the second reading of Ordinance 2024-11.

Attachments:

1. Ordinance 2024-11 Amend Chapter 17 to Regulate City Code Violations (Admin Citations) - Second Reading

**CITY OF FARIBAULT
ORDINANCE 2024-11**

**AMENDING CHAPTER 17 OF THE FARIBAULT CITY CODE OF
ORDINANCES TO REGULATE CITY CODE VIOLATIONS WITHIN THE
CITY**

THE CITY OF FARIBAULT ORDAINS that Chapter 17 of the City Code of Ordinances shall be amended as follows:

Section 1. Chapter 17 is amended to add the following:

ARTICLE V. ADMINISTRATIVE CITATIONS

Sec. 17-60. – Purpose.

The City Council seeks to offer an alternative method of enforcement for City Code violations rather than relying on the criminal court system. The formal criminal prosecution process does not provide an environment to adequately address the unique and sensitive issues that are involved in City Code violations, including, but not limited to, neighborhood concerns, livability issues, economic impact, physical limitations of the offenders and the stigma and unintended consequences of being charged with or convicted of a misdemeanor offense. In addition, the court system is a slow, overburdened and methodical process that is not conducive to dealing with the violations in a prompt and timely manner. Finally, the penalties afforded the criminal court system are restricted to fines or physical confinement, which are not always effective solutions to address City Code violations.

In order to provide more flexibility in addressing City Code violations on an individualized basis that will be more efficient and effective, the City Council finds that an alternative enforcement process is necessary. Therefore, to protect the health, safety and welfare of the citizens of the city, it is the City Council's intent to create a process for the use and imposition of administrative civil penalties that will provide the public and the city with a more effective alternative method for addressing City Code violations.

Sec. 17-61. – Authority.

The city is authorized to enact this administrative citation scheme pursuant to §1.19 of the City Code, §12.09 of the City Charter, and Minn. Stat. §§410.33, 412.221, 412.861, and 412.871.

- (a) **Administrative offense.** A violation of any provision of the City Code is an administrative offense that may be subject to an administrative citation and civil penalties. Each day a violation exists constitutes a separate offense.
- (b) **Exemption.** Alcohol and tobacco license violations, and motor vehicle violations are not subject to administrative citation under this ordinance.

Sec. 17-62. – Alternative methods of enforcement.

A violation of City Code is a penal offense pursuant to §1.19 of the City Code, however, this Section seeks to gain compliance with City Code as an alternative to any formal civil or criminal court action. The administrative civil penalties proceedings are in addition to any other legal or equitable remedy available to the city for City Code violations. The city may, in its discretion, choose not to issue an administrative citation and may initiate criminal charges instead.

Sec. 17-63. – Authority to issue compliance letters and administrative citations.

The City Administrator shall, in writing kept on file in City offices, designate appropriate City employees to issue compliance letters and administrative citations under this Section.

Sec. 17-64. – Compliance letter.

- (a) *Contents of compliance letter.* If a city employee or agent determines that a City Code violation has occurred, then, when appropriate, a compliance letter shall be issued. The compliance letter shall contain the following information:
 - (1) A description or address of the property on which the City Code violation has occurred;
 - (2) The nature of the violation, including a reference to the appropriate City Code section;
 - (3) A compliance deadline, providing a reasonable time for compliance based on the nature of the violation; and
 - (4) A statement that failure to correct the violation may result in the imposition of an administrative citation, including a civil penalty and stating the amount of the penalty as provided in the fee schedule.
- (b) *Service of compliance letter.* The compliance letter may be served on the offender by regular mail sent to the last known legal address, by personal

service or by posting a copy in a conspicuous place in or about the building or property affected by the letter.

- (c) *Reasonable extensions.* Following service of the compliance letter, the city shall attempt to work with the offender to resolve the violation, including, but not limited to, offering reasonable extensions for compliance.
- (d) *Exceptions to issuance of a compliance letter.* For violations of any of the following, the city shall not be required to issue a compliance letter and may proceed directly to issuance of an administrative citation as provided in §17-65 hereof:
 - (1) *Repeat offender.* If the same offender commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense. If the offense involves a property related offense, then the subsequent violation must occur at the same property within this 12-month period for this subsection to apply.
 - (2) *License violations.* For any license violation, including, but not limited to, not having a license.
 - (3) *Traffic or parking violations.* For traffic or parking violations under §15-90 of the City Code.
 - (4) *Animal violations.* For violations involving animals running at large and potentially dangerous or dangerous animals under Chapter 6 of the City Code.
 - (5) *Noise violations.* For any violation of §17-42 (nuisance noise).
 - (6) *Emergency situations.* When a condition exists that requires immediate action to protect the public health, safety and welfare, including any condition that represents a life-threatening condition.
 - (7) Disorderly conduct or other similar behavior that tends to disrupt, injure or annoy a reasonable person for which a compliance letter would be moot, as the conduct or behavior has terminated.
 - (8) *Tall Grass and Weeds.* For any violations of §31-6 (tall grass and weeds).

Sec. 17-65. – Administrative citation.

- (a) Upon the failure to correct the violation specified in the compliance letter within the time frame established in the compliance letter or any extension thereof granted by the city, or for any offense for which a compliance letter is not required, an administrative citation may be issued. The administrative citation shall be served by certified mail, by regular mail or by personal service and shall contain the following information:

- (1) A description or address of the property on which the City Code violation has occurred;
 - (2) Reference to the relevant portion of the City Code that is alleged to have been violated;
 - (3) The amount of the administrative civil penalty for the specific City Code violation, which shall be due and payable to the city within 30 days of the date the citation is mailed or personally served;
 - (4) A statement that the violation must be corrected or a subsequent administrative or a criminal citation may be issued;
 - (5) A statement that the violation and the amount of the administrative civil penalty may be contested to be heard before an independent hearing officer by notifying the City Clerk in writing within ten days after the citation was mailed or personally served; and
 - (6) A statement that failure to pay the administrative civil penalty may constitute a lien upon the property where the violation occurred or a personal obligation on the violator.
- (b) *Payment of penalty and correction of violation.* If the offender pays the administrative civil penalty and corrects the City Code violation, no further action will be taken for that same violation.
- (c) *Payment of penalty without correction of violation.* If the offender pays the administrative civil penalty but fails to correct the City Code violation, the city may issue a subsequent administrative citation, initiate criminal proceedings or initiate any other proceedings or remedies available in order to enforce correction of the City Code violation.
- (d) *No payment of penalty and no correction of violation.* If the offender fails to pay the administrative civil penalty and fails to correct the City Code violation, the city may do any of the following, or any combination thereof:
- (1) Issue a subsequent administrative citation, thereby commencing a new administrative penalties process;
 - (2) Find that the unpaid fee constitutes a lien upon the real property where the violation occurred, if the property or the improvements of the same were the subject of the violation;
 - (3) Find that the unpaid fee constitutes a personal obligation of the violator;
 - (4) Suspend or revoke any licenses or permits issued by the city related to the violation;
 - (5) Initiate criminal proceedings; and/or

- (6) Initiate other enforcement action authorized by law, including the cost of unpaid special charges as special assessments against the property benefitted to the extent allowed under Minn. Stat. § 429.101.

Sec. 17-66. – Contesting the administrative citation.

An offender receiving an administrative citation may contest the alleged City Code violation and the amount of the administrative civil penalty. In order to contest any part of the administrative citation, the offender must notify the City Clerk in writing within ten calendar days after the citation is mailed or personally served stating that the offender contests the alleged violation, the amount of the penalty or both, and pay a \$20 filing fee. If the violation is ultimately not upheld by the hearing officer after the administrative citation hearing, then the city will refund the \$20 filing fee to the offender.

Sec. 17-67. – Administrative citation hearing.

- (a) *Scheduling the hearing.* After receipt of the written notice to contest the citation as provided in § 17-66 hereof, the City Clerk shall schedule a hearing before the City Council or an independent hearing officer, which will be held within 30 days, unless otherwise agreed to in writing by the parties. The City Clerk shall notify the offender of the date, time, and location of the hearing.
- (b) *Independent hearing officer.* If the City Council appoints an independent hearing officer, who may be from the office of administrative law judges, the hearing officer shall preside over the administrative citation hearing.
- (c) *Conduct of the administrative citation hearing.* At the hearing, both parties may be represented by counsel, shall have the opportunity to present testimony, shall be able to call and question witnesses and introduce any exhibits; however, strict rules of evidence shall not apply. The hearing officer shall receive and give weight to the evidence, including hearsay evidence. The hearing shall be recorded and a full record of the proceedings shall be maintained by the city according to its data retention schedule.
- (d) *Authority of hearing officer.* The City Council or the independent hearing officer has the authority to do any of the following, or a combination thereof:
 - (1) Make a finding that a violation has occurred;
 - (2) Reduce, stay, or waive a scheduled administrative civil penalty either unconditionally or upon compliance with reasonable conditions;
 - (3) Require compliance with the City Code within a specified timeframe;

- (4) Make a finding that no violation has occurred and dismiss the administrative citation.
- (e) *Decision and order.* The City Council or hearing officer may announce a decision at the conclusion of the hearing or may take the matter under advisement. The City Council or hearing officer shall issue a decision in the form of an order and shall serve a written copy of the order upon the parties no later than ten days after the hearing. Any administrative civil penalty that the independent hearing officer imposes must be paid to the city within the time frame established in the order. If no date is specified, it must be paid within 30 days of the hearing officer's order. If the City Council or hearing officer determines that no violation occurred, then the city may not proceed with criminal prosecution for the same act or conduct.
- (f) *Offender found in violation.* If the violation is upheld, then the offender must pay for the cost of the hearing, in an amount not to exceed \$1,000.
- (g) *Failure to appear.* Failure to appear at the hearing shall result in a default judgment against the party who fails to appear. If the offender fails to appear, the administrative citation shall be sustained and the fee for the cost of the hearing shall be imposed. If the city fails to appear, the administrative citation shall be dismissed.

Sec. 17-68. – Appeal.

The City Council's or hearing officer's decision is final and may only be appealed to the Minnesota Court of Appeals.

Sec. 17-69. – Schedule of administrative civil penalties.

- (a) The city shall adopt a fee schedule of administrative civil penalties for City Code violations by resolution. The maximum amount of an administrative civil penalty may not exceed the maximum fine authorized by state law for misdemeanor offenses or the maximum fine authorized by state law for an administrative process.
- (b) *Non-payment.* If a civil penalty is not paid within the time specified, it will constitute:
- (1) A lien on the real property upon which the violation occurred if the property or improvements on the property was the subject of the violation; or
 - (2) A personal obligation of the violator in all other situations.
- (c) *Lien.* A lien may be assessed against the property and collected in the same manner as taxes.

- (d) *Personal obligation.* A personal obligation may be collected by appropriate legal means.
- (e) *Late Fees/Charges.*
 - (1) The fine will increase by ten percent (10%) for each week, starting ten (10) days after the citation was issued, that no action is taken to correct the violation.
 - (2) If payment arrives more than one (1) week after it was due, an additional ten percent (10%) of the fine may be assessed, together with interest, for each month, or part thereof, that the fine remains unpaid after the due date.
- (f) *License revocation or suspension.* Failure to pay a fine is grounds for suspending or revoking a license or permit related to the violation.

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

First Reading: July 9, 2024

Second Reading: July 23, 2024

Publication Date: July 27, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-11

AMEND CHAPTER 17 OF THE FARIBAULT CITY CODE OF ORDINANCES TO REGULATE CITY CODE VIOLATIONS WITHIN THE CITY

On July 23, 2024, the Faribault City Council adopted Ordinance 2024-11 Amending Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City (Second Reading). A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 NW 1st Avenue, Faribault, Minnesota.

First Reading: July 9, 2024
Second Reading: July 23, 2024
Publication: July 27, 2024



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-12 Amend Chapter 16 to Update Notification and Other Requirements (Second Reading)

Background:

This is the second reading of an ordinance that amends Chapter 16-Nuisances to update the notification requirements to reflect what is currently happening and make pronoun changes referencing the City Administrator.

Recommendation:

Approve the second reading of Ordinance 2024-12

Attachments:

1. Ordinance 2024-12 Amend Chapter 16 Nuisances to Update Notification, Other Requirements - Second Reading

**CITY OF FARIBAULT
ORDINANCE No. 2024-12**

**AMENDING CHAPTER 16- NUISANCES OF THE FARIBAULT CITY
CODE OF ORDINANCES TO UPDATE NOTIFICATION AND OTHER
REQUIREMENTS**

THE CITY OF FARIBAULT ORDAINS that the City Code of Ordinances shall be amended by the deletion of the ~~stricken~~ language and the addition of the underlined language as follows:

Section 1. Chapter 16, Sec. 7 is amended as follows:

Sec. 16-7. ~~Enforcement~~City Staff.

- (a) No officer, agent or employee of the city shall render himself personally liable for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties under this section. No person who institutes or assists in the prosecution of a criminal proceeding under this section shall be liable in damages therefor, unless he acted with actual malice and without reasonable grounds for believing that the person accused or prosecuted was guilty of an unlawful act or omission.
- (b) It shall be the duty of the city administrator or ~~his designate~~ their designee to enforce the provisions of this section [chapter].
Authorized officers may make, or cause to be made, inspections to determine the condition of exterior premises of property and may, during the course of their inspection, take pictures on the premises. The owner, operator or occupant of the outdoor premises being inspected shall give the enforcement officers free access thereto at all reasonable times for the purpose of inspecting and taking pictures. It shall be unlawful for any person to deny an officer access to the premises for the purpose of inspecting them or taking pictures.

Section 2. Chapter 16, Sec. 8 is amended as follows:

Sec. 16-8. Abatement and control of nuisances

~~(a) Written notice to abate. Before any person is prosecuted for creating, harboring or maintaining a nuisance in the city, the authorized officer shall give such person a ten (10) days' written notice ordering such person to abate such nuisance and to comply with applicable city regulations.~~

~~(b) Serving notice. Such notice described in subsection (a) of this section shall be served in the same manner as a summons in a civil action, and the original of such notice and the affidavit or certificate of service thereof shall be filed with the city administrator within eight (8) days after~~

~~service of such notice has been made.~~

~~(c)—Description of property. Such notice shall describe the property involved sufficiently to identify it, shall describe the violation which exists and the remedial actions required.~~

~~(d)—Compliance. If, upon receiving such notice, an individual is unable to abate a nuisance within the allotted ten-day period, he or she may establish the fact to the satisfaction of the city administrator or his designate. The individual may receive a reasonable extension to accomplish compliance by abating the nuisance.~~

~~(e)—Reoccurrence of nuisance; notice to abate. Where a nuisance has occurred and has either been abated by the violator or by the city, and where such nuisance reoccurs at any time within three (3) years of the last violation, a notice to abate shall provide no period of compliance and require immediate abatement. Otherwise, the responsible party is in violation of this chapter and subject to all penalties thereunder and abatement of the nuisance by the city.~~

(1) Procedures. The conditions declared in this section or any other provision of this code to be nuisances shall be subject to regulation enforced and applied in accordance with the procedures of this subsection.

(2) Notice. When the existence of a nuisance is found on any property, the city administrator or their designee, shall issue a written notice to the owner, and, if different, the occupant, of the property to remove or abate the nuisance within a time specified in the notice, but not longer than ten (10) days. The notice shall include:

(a) a description of the nuisance to be abated and the steps to be taken to abate the nuisance;

(b) notification that unless the nuisance is abated or removed by the deadline listed in the notice, the city may enter onto the property and abate or remove the nuisance at the expense of the owner under the city code and Minnesota Statutes, section 145A.08, 429.101, or other applicable state or local law; and

(c) notification that the owner and/or occupant of the property may appeal the notice to the city administrator or their designee. Any appeal must be requested before the deadline stated in the notice.

(3) Service. The written notices shall be served upon the owner, and if different, the occupant, or of the property in one of the following ways:

(a) by registered or certified mail;

(b) by an officer authorized to serve a warrant; or

(c) by a person aged 18 years or older who is not reasonably believed to be a party to any action arising from the notice.

- (4) Posting Notice. If either the owner or the occupant of the property is unknown or absent and has no known representative upon whom notice can be served, the city or its agent, shall post the notice on the property.
- (5) Appeal. The city administrator or their designee shall meet with the owner and/or occupant and the Director of Fire and Code Services or their designee within a reasonable time after receiving notice of an appeal. The city administrator or their designee shall consider the appeal and make a final decision within 48 hours following the meeting. The city administrator's decision shall be served on the owner and/or occupant by mail, email, or other means, and if the appeal is not granted, then the decision shall include a new date by which the owner and/or occupant must remove or abate the nuisance. An owner or occupant may appeal from the city administrator's decision pursuant to available remedies under state law.
- (6) Abatement. If the owner or occupant fails or neglects to remove or abate the nuisance described in the notice provided under subdivision 2 within the period of time specified in the notice and does not request an appeal, then the city, or a designated agent of the city, shall remove or abate the nuisance described in the notice and assess the cost to the owner pursuant to Section 16-11.
- (7) Interference with Access and Abatement Prohibited. Pursuant to Minnesota Statutes, Section 145A.04, subd. 10, it is a misdemeanor to deliberately hinder a city staff member or their agent from entering a property where contagion, infection, filth, or other source or cause of preventable disease exists or is reasonably suspected to exist, or otherwise to interfere with the performance of the duties of the city related to the inspection and abatement of a nuisance.

Section 3. Chapter 16, Sec. 9 is amended as follows:

Sec. 16-9. Penalty.

If the notice described above in section 16-8 is not complied with by the responsible person within the time prescribed, such person is in violation of this section [chapter] and is guilty of a misdemeanor and may be punished by (i) an administrative civil penalty pursuant to Chapter 17, Article V, (ii) a fine not to exceed five hundred dollars (\$500.00), or (iii) imprisonment for not more than ninety (90) days, or both all of the above, plus the costs of prosecution ~~in either case.~~ and/or additional costs as listed under Chapter 17.

Section 4. Chapter 16, Sec. 10 is amended as follows:

Sec. 16-10. Emergency Abatement.

~~If the notice described is not complied with within the time specified,~~

~~the enforcing officer shall report that fact forthwith to the city administrator. Thereafter the city may, after notice to the owner or occupant and an opportunity to be heard, choose to abate the nuisance. The notice shall be served in the same manner as notice by the enforcing officer and shall be given at least ten (10) days before the date stated in the notice when the council will consider the matter. If notice is given by posting, at least thirty (30) days shall elapse between the day of posting and the hearing.~~

If the city administrator or their designee determines that a public nuisance exists and that the public health, safety, or welfare may be in immediate danger, the city may implement emergency abatement procedures to remove or abate the nuisance. When emergency abatement is authorized, the city will post a notice at the property and attempt to notify the owner and any occupants of the property. Following emergency abatement, the City will mail notice of the action taken to the property owner and assess costs pursuant to Section 16-11.

Section . Chapter 16, Sec. 11 is amended as follows:

Sec. 16-11. Recovery of costs.

- (a) Personal liability. The owner of premises on which a nuisance has been abated by the city, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the city administrator or other official designated by the council shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city administrator.
- (b) Assessment. After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the city administrator or ~~his designate~~their designee shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, section 429.101 against each separate lot or parcel to which the charges are attributable.

The council may then spread the charges against such property under that statute and other pertinent statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the council may determine in each case.

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

First Reading: July 9, 2024

Second Reading: July 23, 2024

Publication Date: July 27, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-12

AMEND CHAPTER 16 TO UPDATE NOTIFICATION AND OTHER REQUIREMENTS

On July 23, 2024, the Faribault City Council adopted Ordinance 2024-11 Amending Amend Chapter 16 to Update Notification and Other Requirements. A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 NW 1st Avenue, Faribault, Minnesota.

First Reading: July 9, 2024
Second Reading: July 23, 2024
Publication: July 27, 2024



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-13 Vacate a Portion of Drainage and Utility Easement at 1950 13th St NW (Second Reading)

Background:

On July 9, 2024, the Faribault City Council approved the first reading of Ordinance 2024-13, which vacates an unnecessary portion of a drainage and utility easement at 1950 13th Street NW. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Recommendation:

Approve the second reading of Ordinance 2024-13.

Attachments:

1. Ordinance 2024-13 Vacate a Portion of Drainage and Utility Easement at 1950 13th St NW

(Space Reserved for Recording)

**CITY OF FARIBAULT
ORDINANCE No. 2024-13**

VACATE A PORTION OF DRAINAGE AND UTILITY EASEMENT AT 1950 13TH ST NW

WHEREAS, Rick Cashin, (the "Applicant") requests vacating a portion of a drainage and utility easement at 1950 13th St NW, depicted and legally described in Exhibit A; and

WHEREAS, City Staff reviewed the application and made a report to the Planning Commission; and

WHEREAS, the Planning Commission, on July 1, 2024, following proper notice, held a public hearing regarding the Applicant's request; and

WHEREAS, based on a review of the City Staff report and the results of the public hearing, the Planning Commission recommended approval of the Applicant's request per the following findings as required by Section 2-540 of the City's Unified Development Ordinance:

1. Criteria: No private rights will be injured or endangered as a result of the vacation.

Finding: The easement is completely within the applicant's property and will not impact the private rights of other properties or property owners.

2. Criteria: The public will not suffer loss or inconvenience resulting from the granting of the requested vacation.

Finding: The easement is completely within the applicant's property and the public will not suffer any loss or inconvenience with the requested vacation.

3. Criteria: No written objection has been received, prior to the public hearing, from an adjacent property owner who did not join in the application.

Finding: City staff received no objections to the easement vacation.

WHEREAS, the City Council conducted the first reading of this ordinance on July 9, 2024, and the second reading of this ordinance on July 23, 2024; and

WHEREAS, based on the City Staff's report, the results of the public hearing, and the written findings and recommendation of the Planning Commission, the City Council concurred with the findings of the Planning Commission as stated in the above recitals and made identical findings.

NOW, THEREFORE, THE CITY OF FARIBAULT ORDAINS:

Section 1. Findings. The recitals and exhibits in this ordinance are incorporated into this ordinance, and, where applicable, constitute the City Council's findings.

Section 2. Vacation of a Portion of Right-of-Way. Pursuant to City of Faribault Unified Development Ordinance, Chapter 2, Article 10 and Minn. Stat. § 412.851, the City of Faribault hereby vacates the public drainage and utility easements situated in the City of Faribault, County of Rice, State of Minnesota, legally described and depicted in Exhibit A.

Section 3. Authorization to take Additional Steps. City Staff, City Consultants, and the City Attorney are authorized and directed to take any additional steps and actions necessary or convenient to accomplish the intent of this ordinance.

Section 4. Effective Date. This ordinance shall be effective immediately upon its passage and publication according to the Faribault City Charter.

First Reading: July 9, 2024
Second Reading: July 23, 2024
Publication Date: July 30, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

Exhibit A
Easement Vacation Legal Description

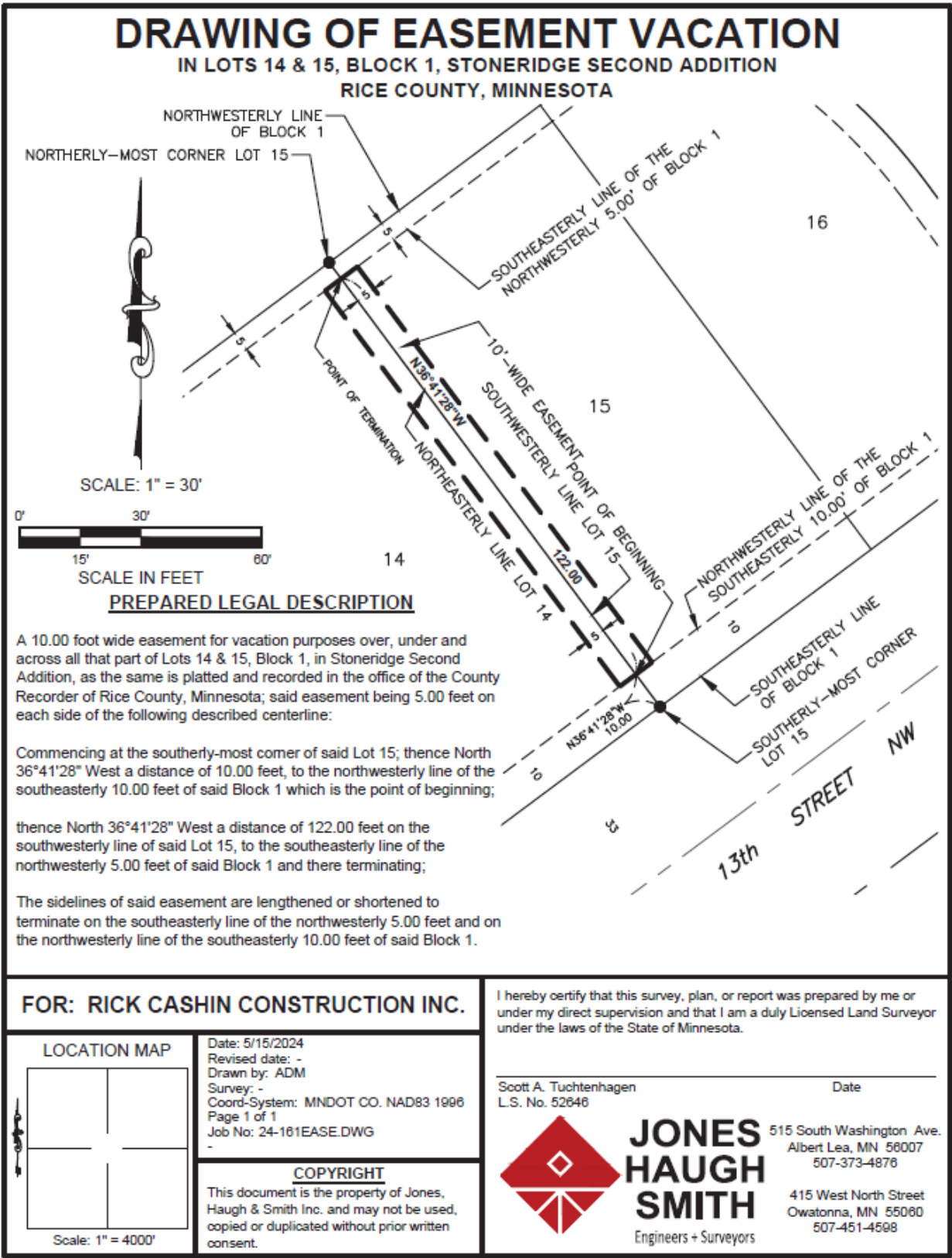
A 10.00 foot wide easement for vacation purposes over, under and across all that part of Lots 14 & 15, Block 1, in Stoneridge Second Addition, as the same is platted and recorded in the office of the County Recorder of Rice County, Minnesota; said easement being 5.00 feet on each side of the following described centerline:

Commencing at the southerly-most corner of said Lot 15; thence North 36°41'28" West a distance of 10.00 feet, to the northwesterly line of the southeasterly 10.00 feet of said Block 1 which is the point of beginning;

thence North 36°41'28" West a distance of 122.00 feet on the southwesterly line of said Lot 15, to the southeasterly line of the northwesterly 5.00 feet of said Block 1 and there terminating;

The sidelines of said easement are lengthened or shortened to terminate on the southeasterly line of the northwesterly 5.00 feet and on the northwesterly line of the southeasterly 10.00 feet of said Block 1.

Exhibit A
Easement Vacation Area





Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: July 23, 2024
SUBJECT: Ordinance 2024-13 Summary Publication

Background:

Ordinance 2024-13 will take effect on the date of its publication in the official newspaper of the City of Faribault. Instead of publishing the entire ordinance, the Faribault City Charter allows the City Council, with a five-sevenths vote, to approve a summary publication of the ordinance that informs the public of the ordinance's title, intent, and effect. The summary must also state the complete text of the ordinance is on file at the city administrator's office. Refer to the attached summary publication of Ordinance 2024-13.

Recommendation:

Approve the summary publication for Ordinance 2024-13.

Attachments:

1. Ordinance 2024-13 Summary Publication

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-13

VACATE A PORTION OF DRAINAGE AND UTILITY EASEMENT AT 1950 13TH ST NW

On July 23, 2024, the Faribault City Council adopted Ordinance 2024-13 vacating a portion of drainage and utility easement at 1950 13th St NW. A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 NW 1st Avenue, Faribault, Minnesota.

First Reading: July 9, 2024
Second Reading: July 23, 2024
Publication: July 30, 2024

CITY OF FARIBAULT
MAJOR FUND FINANCIAL SUMMARY REPORT
6 MONTHS ENDING June 30, 2024
50.00%



GENERAL FUND

	Actual	Annual Budget	Actual to Date	YTD %
	FY 2023	FY 2024	FY 2024	Collected
Revenues				
Taxes	\$ 9,686,807	\$ 10,621,995	\$ 4,821,202	45.39%
Permit & Licenses	849,511	665,450	320,900	48.22%
Intergovernmental Revenue	8,764,561	7,796,176	523,687	6.72%
Charges for Services	1,809,971	1,845,562	327,700	17.76%
Fines & Forfeits	142,315	133,000	60,507	45.49%
Miscellaneous Revenue	847,988	286,040	277,327	96.95%
Other Sources	439,325	(467,418)	-	0.00%
Total	\$ 22,540,479	\$ 20,880,805	\$ 6,331,323	30.32%
Expenditures				
Council	\$ 422,221	\$ 550,827	\$ 280,424	50.91%
City Administration	313,447	342,933	277,620	80.95%
Communications	105,036	104,496	68,669	65.71%
Elections	1,928	44,310	16,989	38.34%
Finance Administration	475,179	524,303	268,555	51.22%
Information Services	269,657	431,304	174,163	40.38%
Legal Services	222,535	262,100	134,049	51.14%
Personnel Administration	351,903	365,906	223,537	61.09%
Planning & Zoning	352,383	490,690	228,390	46.54%
City Hall Maintenance	170,656	179,330	79,950	44.58%
Police Administration	1,317,954	1,223,480	842,663	68.87%
Criminal Investigation	1,213,105	1,239,037	581,101	46.90%
Uniform Patrol	3,494,868	3,762,268	1,693,448	45.01%
Police Records	313,580	381,885	166,075	43.49%
Fire Administration	310,569	327,627	153,145	46.74%
Fire Suppression	1,586,171	1,722,877	763,232	44.30%
Code Enforcement - Inspection	495,319	499,700	209,601	41.95%
Emergency Management	3,905	6,250	3,289	52.62%
Community Services	333,657	352,202	99,139	28.15%
Public Works Administration	135,168	134,294	61,962	46.14%
Street Maintenance Projects	1,594,517	1,643,304	773,569	47.07%
Ice & Snow Removal	140,880	131,000	97,347	74.31%
Equipment Maintenance	299,147	299,873	145,677	48.58%
Street Lighting	325,984	324,400	116,629	35.95%
Traffic Signs & Signals	30,733	45,630	17,075	37.42%
Engineering	585,922	615,135	285,585	46.43%
Community Center Administration	640,637	733,165	326,291	44.50%
Community Center Building	622,692	603,618	324,663	53.79%
Aquatic Center	387,520	384,866	77,305	20.09%
Washington Center	65,363	73,429	27,707	37.73%
Soccer Complex	41,611	31,857	6,505	20.42%
North Viaduct Area Park	-	-	-	
Adult Programs	164,804	165,797	67,563	40.75%
Youth Programs	146,723	151,337	48,008	31.72%
Parks	1,213,319	1,274,838	519,779	40.77%
Library	1,226,301	1,366,260	628,868	46.03%
Miscellaneous Unallocated	592,895	80,477	6,768	8.41%
Mass Transit	-	10,000	26,236	262.36%
Total	\$ 19,968,288	\$ 20,880,805	\$ 9,821,576	47.04%
	2,572,191	-	(3,490,253)	
Lease Proceeds				
* transfer to capital funds	-			
YTD Fund Balance Increase (Decrease)	2,572,191			

CITY OF FARIBAULT
MAJOR FUND FINANCIAL SUMMARY REPORT
6 MONTHS ENDING June 30, 2024
50.00%



WATER FUND

	Actual FY 2023	Annual Budget FY 2024	Actual to Date FY 2024	YTD % Collected
Revenues				
Charges for Services	\$ 4,436,059	\$ 4,248,227	\$ 2,036,506	47.94%
Miscellaneous Revenue	451,616	189,530	137,231	72.41%
Other Sources	682,450	-	125,000	
Total	\$ 5,570,124	\$ 4,437,757	\$ 2,298,737	51.80%
Expenses				
Personnel Services	\$ 615,650	\$ 617,228	\$ 347,667	56.33%
Supplies	694,274	833,900	472,923	56.71%
Other Services & Charges	1,760,469	663,460	419,094	63.17%
Capital Outlay	-	4,132,275	191,931	4.64%
Debt Service	82,550	540,030	40,015	7.41%
Other Uses	90,000	141,134	45,000	31.88%
Total	\$ 3,242,942	\$ 6,928,027	\$ 1,516,630	21.89%
YTD Fund Balance Increase (Decrease)	2,327,182	(2,490,270)	782,107	
Depreciation	-	(1,100,000)	(550,000)	
YTD Fund Balance Increase (Decrease) with depreciation	2,327,182		232,107	

SEWER FUND

	Actual FY 2023	Annual Budget FY 2024	Actual to Date FY 2024	YTD % Collected
Revenues				
Charges for Services	\$ 7,222,123	\$ 6,843,375	\$ 3,457,319	50.52%
Fines & Forfeits	-	-	16,580	
Miscellaneous Revenue	802,906	351,590	285,597	81.23%
Other Sources	28,268	-	-	
Total	\$ 8,053,298	\$ 7,194,965	\$ 3,759,496	52.25%
Expenses				
Sewer Collection				
Personnel Services	\$ 496,979	\$ 551,760	\$ 266,060	48.22%
Supplies	87,606	67,850	54,772	80.72%
Other Services & Charges	927,581	286,329	116,722	40.76%
Capital Outlay	-	2,444,500	935,524	38.27%
Other Uses	113,773	114,337	52,500	45.92%
Water Reclamation Plant				
Personnel Services	978,379	1,041,568	505,155	48.50%
Supplies	590,931	463,188	383,391	82.77%
Other Services & Charges	2,425,667	1,274,771	557,925	43.77%
Capital Outlay	-	687,669	99,774	14.51%
Debt Service	230,403	1,496,942	104,971	7.01%
Other Uses	105,000	105,000	52,500	50.00%
Total	\$ 5,956,318	\$ 8,533,914	\$ 3,129,293	36.67%
YTD Fund Balance Increase (Decrease)	2,096,980	(1,338,949)	630,203	
Depreciation	-	(1,725,000)	(862,500)	
YTD Fund Balance Increase (Decrease) with depreciation	2,096,980		(232,297)	

STORM WATER FUND

	Actual FY 2023	Annual Budget FY 2024	Actual to Date FY 2024	YTD % Collected
Revenues				
Charges for Services	\$ 1,550,620	\$ 1,677,484	\$ 914,645	54.52%
Miscellaneous Revenue	811,657	123,177	77,784	63.15%
Intergovernmental	28,000	5,000	-	0.00%
Total	\$ 2,390,277	\$ 1,805,661	\$ 992,429	54.96%
Expenses				
Personnel Services	\$ 195,599	\$ 243,204	\$ 112,106	46.10%
Supplies	20,258	27,250	5,468	20.07%
Other Services & Charges	544,120	233,673	41,963	17.96%
Capital Outlay	-	1,859,500	944,127	50.77%
Other Uses	23,024	868	-	
Total	\$ 783,001	\$ 2,364,495	\$ 1,103,664	46.68%
YTD Fund Balance Increase (Decrease)	1,607,276	(558,834)	(111,235)	
Depreciation	-	(330,000)	(165,000)	
YTD Fund Balance Increase (Decrease) with depreciation	1,607,276		(276,235)	

CITY OF FARIBAULT
MAJOR FUND FINANCIAL SUMMARY REPORT
6 MONTHS ENDING June 30, 2024
50.00%



CASH AND INVESTMENTS					
101	General Fund	10,362,143		Average interest Rate	
	Fire Insurance Escrow	5,628	Wells Fargo	121,459	0.00%
210	Charitable Gambling Board	52,837	4M Fund	1,740,742	5.28%
211	City Rental Property Mgmt	111,054	State Bank of Faribault	1,550,117	5.43%
215	Public Safety Programs	17,843	Citizens Community Federal	7,840,669	5.44%
217	Library Estate Donation	3,017,624	RBC	32,228,976	1.72%
225	Airport	717,172	Oppenheimer	10,443,911	3.61%
239	Tax Abatements	-		<u>\$ 53,925,874</u>	
240	Community Development	(75,746)			
241	Public Housing	569,559			
	Security Deposits Escrow	22,616			
243	Industrial Development Loan	280,769	Petty cash (on hand)	2,045	
244	Rental Housing Rehabilitation	200,348	Escrow Accounts	42,901	1.90%
247	SCDP Revolving Loans	393,060		<u>\$ 44,946</u>	
248	Federal MIF Loans	663,961			
249	Minnesota Investment Fund	14,920			
254	CRV Rehabilitation Program	60,590			
263-276	TIF Districts	166,675			
280	Faribault HRA	1,072,525	TOTAL CASH	<u><u>\$ 53,970,820</u></u>	
290	Economic Development Authority	644,501			
292	EDA Revolving Fund	378,666			
344-349	Debt Service Funds	2,061,388			
401	Street Improvement Projects	4,892,676			
404	Park Land Dedication	676,735			
431	Capital Replacement Fund	762,002			
437	Public Facility Projects	(15,708)			
601	Water Fund	7,152,697			
602	Sewer Fund	13,611,435			
603	Storm Water Fund	4,043,494			
704	Worker's Compensation	303,581			
705	Property Liability Reserve	209,408			
873	Roberds Lake Sewer District	9,932			
897	Elderly Housing Corporation	472,924			
898	Robinwood Manor	1,098,852			
	Escrow Account	14,657			
	Total	<u>\$ 53,970,820</u>			