



CITY COUNCIL AGENDA

COUNCIL CHAMBERS

TUESDAY, SEPTEMBER 10,
2024

6:00 PM

- 1. Call to Order/Roll Call/Pledge of Allegiance**
- 2. Approve Agenda**
- 3. Presentations/Introductions**
 - A. Constitution Week Proclamation
- 4. Approve minutes of the August 27, 2024, City Council Meeting**
 - A. Minutes of the August 27, 2024, City Council Meeting
- 5. Requests to be Heard**
- 6. Consent Agenda**
 - A. List of Claims for Release
 - B. Approve Application for Display of Fireworks/Pyrotechnic Special Effects
 - C. Approve Use of North Alexander Park by Rice County Historical Society
 - D. Resolution 2024-180 Approve Street Closure for Faribault Fall Festival
 - E. Resolution 2024-181 Approve an Address Change from 2101 Legacy Drive to 2402 14th Street NE for Fieldstone Family Homes Inc
 - F. Approve Use of Teepee Tonka Park for BlackTop Cruisers Midwest Car Show
 - G. Resolution 2024-182 Approve Hiring Police Officers
 - H. Resolution 2024-183 Approve Hiring CSO Police Recruits
 - I. Resolution 2024-184 Approve Hiring Property Maintenance and Fire Code Inspector
 - J. Resolution 2024-185 Accept Donation to Parks and Recreation Department
 - K. Resolution 2024-190 Approve CROP Hunger Walk Street Closures
 - L. Resolution 2024-186 Approve On-Street Parking Restrictions
 - M. Resolution 2024-188 Approve an Encroachment Agreement between the City of Faribault and Jennie-O Turkey Store
 - N. Resolution 2024-191 Approve Appointment of Board and Commission Member
 - O. Resolution 2024-192 Accept Donated Equipment to the Police Department - K9 Vest
- 7. Public Hearings – None**
- 8. Items for Discussion**
 - A. Resolution 2024-187 Adopt the TH 60 West Master Plan
 - B. Ordinance 2024-19 Vacate a Portion of Drainage and Utility Easement at 2343 14th St NE (First Reading)
 - C. Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW (First Reading)

- D. Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date
- E. Resolution 2024-178 Approving the Faribault Economic Development Authority Preliminary Property Tax Levy for Fiscal Year 2025
- F. Resolution 2024-179 Approving the Faribault Housing and Redevelopment Authority Preliminary Property Tax Levy for Fiscal Year 2025
- G. Resolution 2024-189 Approve Amended Public Purpose Expenditures and Purchasing Policy
- H. Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board - First Reading

9. Bids - None

10. Boards and Commissions Reports, Announcements and Project Updates

11. Adjournment

(The Council may meet as a group for dinner)

NOTE:

 **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

WHEREAS, Our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States; and,

WHEREAS, it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend against all enemies; and,

WHEREAS, September 17, 2024, marks the two hundred thirty seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Conventions; and,

WHEREAS, it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary, and,

WHEREAS, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through 23, 2024, as designated by proclamation of the President of the United States of America in accordance with Public Law 915;

NOW, THEREFORE, I, Kevin Voracek, Mayor of the City of Faribault, do hereby proclaim the week of September 17 through 23, 2023, as Constitution Week in the City of Faribault.

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

Mayor

Date

September 10, 2024



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, AUGUST 27,
2024

6:00 PM

Call to Order/Roll Call/Pledge of Allegiance

The meeting of the City Council was called to order by Mayor Kevin Voracek at 6:00 p.m. Councilors in attendance included Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis, Tom Spooner and Chuck Thiele. Also in attendance were City Administrator Jessica Kinser, City Clerk Heather Slechta, Community and Economic Development Director David Wanberg, Parks and Recreation Director Paul Peanasky, Public Works Director Travis Block, City Engineer Mark DuChene, Police Chief John Sherwin, and Fire Chief Dustin Dienst.

Approve Agenda

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

Presentations/Introductions – None

Approve minutes of the August 14, 2024, City Council Meeting and the August 20, 2024, Special City Council Meeting

Motion by Ross, seconded by Thiele to a Approve minutes of the August 14, 2024, City Council Meeting and the August 20, 2024, Special City Council Meeting and carried unanimously.

Requests to be Heard – None

Consent Agenda

- A. List of Claims for Release
- B. Approve Change Order No 1 for Viaduct Park Bid Package 1
- C. Approve Memorandum of Understanding with Great River Greening
- D. Approve 2024-2025 School Resource Officer Contract
- E. Resolution 2024-171 Approve Tobacco License for Indigo Dreams Vape Shoppe
- F. Resolution 2024-172 Approve New Vehicles for Hire License
- G. Approve Hangar Rental Agreement
- H. Resolution 2024-173 Removing Jay Welborn from the Library Advisory Board and Declaring a Vacancy
- I. Resolution 2024-175 Authorize Payment as Recommended by the Charitable

- Gambling Board to the Falcon Educational Enrichment Program
- J. Accept the 2023 Annual Comprehensive Financial Report
- K. Resolution 2024-174 Authorize the Fire Department to Apply for the Compeer Financial Emergency Response Equipment Grant
- L. Resolution 2024-176 Authorize Payment as Recommended by the Charitable Gambling Board to the Faribault Youth Empowerment Center

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

Public Hearings – None

Items for Discussion

Ordinance 2023-20 Authorizing a Study and Imposing a Moratorium on the Establishment and Operation of Cannabis Businesses within the City of Faribault (second reading) and Approve Summary Publication of Ordinance 2023-20

City Clerk Heather Slechta explained that the City Council held a public hearing at their August 14, 2024, City Council meeting to review and discuss Ordinance 2023-20 Authorizing a Study and Imposing a Moratorium on the Establishment and Operation of Cannabis Businesses within the City of Faribault. There were no comments received during the public hearing and since the August 14, 2024, meeting, staff has not received any comments nor have any changes been made to the ordinance.

Motion by van Sluis, seconded by Caron to approve Ordinance 2023-20 Authorizing a Study and Imposing a Moratorium on the Establishment and Operation of Cannabis Businesses within the City of Faribault (Second Reading)

Roll Call Vote:

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

Motion by Spooner, seconded by Ross to Approve Summary Publication of Ordinance 2023-20 and carried unanimously.

Ordinance 2024-5 Approve Rezoning Properties in 1900 Block of 4th Street NW to I-1 (Second Reading) and Ordinance 2024-5 Summary Publication

Community and Economic Development Director David Wanberg stated that on August 14, 2024, the Faribault City Council approved the first reading of Ordinance 2024-5, which proposes a zoning map amendment at 1919 2nd St NW, northeast of the intersection between 4th St NW and 20th Ave NW. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Motion by Ross, seconded by Spooner to approve Ordinance 2024-5 Approve Rezoning Properties in 1900 Block of 4th Street NW to I-1 (Second Reading)

Roll Call Vote:

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

Nay:

Motion carried 7:0

Motion by Thiele, seconded by Doumbouya to approve Ordinance 2024-5 Summary Publication and carried unanimously.

Ordinance 2024-6 Vacate a Portion of Drainage and Utility Easement at 1919 2nd St NW (Second Reading) and Ordinance 2024-6 Summary Publication

Community and Economic Development Director David Wanberg stated that on August 14, 2024, the Faribault City Council approved the first reading of Ordinance 2024-6, which proposes an easement vacation at 1919 2nd St NW, northeast of the intersection between 4th St NW and 20th Ave NW. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Motion by Doumbouya, seconded by Caron to approve Ordinance 2024-6 Vacate a Portion of Drainage and Utility Easement at 1919 2nd St NW (Second Reading)

Roll Call Vote:

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

Nay:

Motion carried 7:0

Motion by van Sluis, seconded by Thiele to approve Ordinance 2024-6 Summary Publication and carried unanimously.

Bids – None

Boards and Commissions Reports, Announcements and Project Updates

Mayor Voracek stated that the pool is closed for the season, Parks and Recreation Director Paul Peanasky stated that there is another leak at the pool that they are working on. The Rice County Law Enforcement softball game will be tomorrow at 5:30 p.m. Councilor van Sluis informed the Council that the 7th Street bridge was hit again.

Adjournment

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

The meeting was adjourned at 6:07 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: September 10, 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 \$1,130,324.05, which includes check numbers 181434 to 181507 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. 09-10-2024 Council AP List

AP

AP Council Approval 09-10-2024



User: astadler
Printed: 9/5/2024 2:04:27 PM

Check Num	Last Name	Acct 1	Amount	Description
181438	Able Hose & Rubber LLC	602-49480-000-42210	996.66	6 Inch Hose Fittings
	Able Hose & Rubber LLC		996.66	
0	Ag Partners Coop	101-45200-450-42160	185.70	Fertilizer/Pesticide
	Ag Partners Coop		185.70	
181439	Alltrees LLC	431-41580-410-45400	1,635.70	Longer Antennas for Well Houses
	Alltrees LLC		1,635.70	
181440	Amazon Capital Services	101-45500-450-42190	29.95	Books
181440	Amazon Capital Services	101-45500-450-42410	69.00	Garden Hose
181440	Amazon Capital Services	101-45500-450-42190	22.78	Books
181440	Amazon Capital Services	101-42123-420-42170	106.20	Flares
181440	Amazon Capital Services	101-43121-430-42110	16.62	Clorox Wipes
181440	Amazon Capital Services	101-45500-450-42190	38.89	Books
181440	Amazon Capital Services	101-45500-450-42190	128.03	Books
181440	Amazon Capital Services	101-45200-450-42210	183.17	Belts and Blades for Lawn Mower
181440	Amazon Capital Services	101-45500-450-42192	29.47	Audio/Visual
181440	Amazon Capital Services	101-45500-450-42190	117.13	Books
181440	Amazon Capital Services	101-41580-410-42420	74.95	Spare Keyboards and Mouses
181440	Amazon Capital Services	101-45500-450-42190	27.51	Books
181440	Amazon Capital Services	101-45500-450-43130	21.99	3D Printer Filament
181440	Amazon Capital Services	101-45500-450-42110	28.36	Nitrile Gloves
181440	Amazon Capital Services	101-42220-420-42110	31.85	Out of Service Tags
	Amazon Capital Services		925.90	
181441	Ampion PBC	101-43160-430-43810	26.55	800 Lyndale Ave SW
181441	Ampion PBC	101-45200-450-43810	20.45	330 9th Ave SW Sr High Tennis Cts
181441	Ampion PBC	101-45200-450-43810	714.83	1815 Alexander Dr

Check Numb	Last Name	Acct 1	Amount	Description
181441	Ampion PBC	101-45200-450-43810	212.50	900 Lyndale Ave N
181441	Ampion PBC	602-49450-000-43810	17.88	319 Lind St Lift Station
181441	Ampion PBC	602-49450-000-43810	171.09	2219 Grant St NW Lift Station
181441	Ampion PBC	101-43160-430-43810	29.57	1904 Grant St
181441	Ampion PBC	902-00000-000-23935	-15,507.95	Solar Bill - July
181441	Ampion PBC	101-43170-430-43810	25.70	2200 30 St NW Signal Lights
181441	Ampion PBC	601-49430-000-43810	3,816.18	1904 Fairgrounds Dr Well
181441	Ampion PBC	101-45127-450-43810	138.22	705 17 St SW (Soccer Complex)
181441	Ampion PBC	101-45126-450-43810	575.15	117 Shumway Ave
181441	Ampion PBC	101-43160-430-43810	237.23	495 Heritage Place
181441	Ampion PBC	101-43160-430-43810	187.01	1602 2nd Ave NW
181441	Ampion PBC	101-43160-430-43810	355.56	210 3 St NE St Light
181441	Ampion PBC	602-49450-000-43810	20.76	1150 Willow St Lift Station
181441	Ampion PBC	101-45200-450-43810	60.81	920 9th Ave SW
181441	Ampion PBC	101-45200-450-43810	74.39	1800 Alexander Dr Concession Stand
181441	Ampion PBC	101-43160-430-43810	22.93	1000 Lyndale Ave S
181441	Ampion PBC	601-49430-000-43810	4,986.77	350 Alexander Park Well #6
181441	Ampion PBC	902-00000-000-23935	15,507.95	Solar Bill 07/01/2024-07/31/2024
181441	Ampion PBC	101-43170-430-43810	40.92	1990A Lyndale Ave N
181441	Ampion PBC	101-45200-450-43810	42.50	520 3rd St NW (Central Pk Bandstand)
181441	Ampion PBC	101-43170-430-43810	217.37	1500 7th St NW Signal Lights
181441	Ampion PBC	101-45200-450-43810	19.75	1000 7th Ave SW
181441	Ampion PBC	101-43160-430-43810	306.18	3305 Highway 60
181441	Ampion PBC	101-43170-430-43810	207.63	4050 Highway 60W Signal Lights
181441	Ampion PBC	101-42210-420-43810	965.55	122 2nd St NW (Fire Hall)
181441	Ampion PBC	101-43160-430-43810	12.16	1690 Highway 60W Street Lighting
181441	Ampion PBC	101-45500-450-43810	2,043.23	11 Division St E (Library)
	Ampion PBC		15,548.87	
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	48.13	Legal Notice - 8/14
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	48.13	Legal Notice 8/14
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	178.75	Legal Notice 8/27
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	82.50	Legal Notice 2024-165
0	APG Media of Southern Minnesota LLC	101-41910-410-43510	123.75	Public Notice for PC 9/3/2024 Meeting
	APG Media of Southern Minnesota LLC		481.26	
181442	Aqua Logic Inc	101-45125-450-44010	43,867.56	Pool Company Leak Repair Bill for Aquatic Center
	Aqua Logic Inc		43,867.56	
0	Arrow Electric LLC	601-49430-000-44045	4,723.21	Well 7 Electrical Repairs

Check Numb	Last Name	Acct 1	Amount	Description
0	Arrow Electric LLC	101-42110-420-44010	70.00	Convert Basement Restroom Light Fixture to LED
0	Arrow Electric LLC	602-49480-000-44040	2,579.54	VFD Install
0	Arrow Electric LLC	101-43160-430-44045	1,750.74	Signal Light Repair
0	Arrow Electric LLC	101-43160-430-44045	236.40	Streetlight Repair
0	Arrow Electric LLC	101-43160-430-44045	2,037.49	Streetlight Repair
0	Arrow Electric LLC	101-45122-450-44010	200.00	Service Call - No Power in Community Center Office Area
0	Arrow Electric LLC	101-41410-410-42410	735.00	Electrical Work for Air at Precinct 4
Arrow Electric LLC			12,332.38	
0	Auto Value Parts Store	101-42121-420-42210	-139.98	CREDIT: Invoice 48211537 / #21
0	Auto Value Parts Store	101-42121-420-42210	147.99	Battery - Street Unit 215
0	Auto Value Parts Store	101-42700-420-42210	215.99	Battery / #15
0	Auto Value Parts Store	101-43121-430-42210	13.20	Oil Filter - Street Unit 518
0	Auto Value Parts Store	101-43190-430-42210	19.81	Transmission Filter Kit and Oil Filter
0	Auto Value Parts Store	101-43190-430-42210	-15.40	Transmission Filter Kit Return
0	Auto Value Parts Store	602-49450-000-42210	8.82	Oil Filters Unit 10
0	Auto Value Parts Store	101-45200-450-42210	72.99	Transmission Filter Kit
0	Auto Value Parts Store	101-42121-420-42210	139.98	Suspension Shock Abs / #21
0	Auto Value Parts Store	101-42121-420-42210	4.41	Oil Filter / #10
0	Auto Value Parts Store	101-43121-430-42210	9.99	Mass Air Flow Cleaner - Street Unit 118
0	Auto Value Parts Store	602-49480-000-42210	240.99	Battery
0	Auto Value Parts Store	602-49450-000-42210	38.98	Air and Oil Filters for Stock
0	Auto Value Parts Store	101-42123-420-42210	7.69	Fuses and Black Ties for Stock
0	Auto Value Parts Store	601-49430-000-42210	11.54	Fuses and Black Ties for Stock
0	Auto Value Parts Store	601-49430-000-42210	38.98	Air and Oil Filters for Stock
0	Auto Value Parts Store	101-45200-450-42210	15.37	Fuses and Black Ties for Stock
0	Auto Value Parts Store	601-49430-000-42210	2.99	Spark Plug
0	Auto Value Parts Store	101-43121-430-42210	47.99	Brake Pads - Street Unit 407
0	Auto Value Parts Store	101-42123-420-42210	25.99	Air and Oil Filters for Stock
0	Auto Value Parts Store	101-45200-450-42210	51.97	Air and Oil Filters for Stock
0	Auto Value Parts Store	101-43121-430-42210	8.82	Oil Filter - Street Unit 407
0	Auto Value Parts Store	101-43121-430-42210	103.94	Air and Oil Filters for Stock
0	Auto Value Parts Store	101-43121-430-42210	30.76	Fuses and Black Ties for Stock
0	Auto Value Parts Store	602-49450-000-42210	11.54	Fuses and Black Ties for Stock
0	Auto Value Parts Store	101-45200-450-42210	14.52	Air Filter and Hydraulic Filter for Stock
0	Auto Value Parts Store	602-49450-000-42210	10.90	Air Filter and Hydraulic Filter for Stock
0	Auto Value Parts Store	101-43121-430-42210	29.06	Air Filter and Hydraulic Filter for Stock
0	Auto Value Parts Store	601-49430-000-42210	10.90	Air Filter and Hydraulic Filter for Stock
0	Auto Value Parts Store	101-42123-420-42210	7.27	Air Filter and Hydraulic Filter for Stock
Auto Value Parts Store			1,188.00	

Check Numb	Last Name	Acct 1	Amount	Description
181443	Baker & Taylor Entertainment	101-45500-450-42190	37.77	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	797.92	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	70.31	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	10.99	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	478.11	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	17.50	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	163.34	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	24.43	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	125.56	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	131.71	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	7.95	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	484.36	Books
181443	Baker & Taylor Entertainment	101-45500-450-42190	140.30	Books
Baker & Taylor Entertainment			2,490.25	
181444	Bauer Ryan	101-45125-450-44010	280.00	Repair of Hot Water Mixer for Faucets and Showers
181444	Bauer Ryan	101-45500-450-44010	827.43	Replace Men's Toilet
181444	Bauer Ryan	101-45200-450-44010	409.67	Repair Leak in Utility Building at Fleckenstein Park
181444	Bauer Ryan	101-45125-450-44010	172.91	Aquatic Center Toilet Valve Repair
181444	Bauer Ryan	101-45200-450-44010	439.33	Repaired Water Bottle Filler
181444	Bauer Ryan	101-41940-410-44010	848.14	Install Valve for City Hall 3rd Floor Bottle Filler
181444	Bauer Ryan	101-41940-410-44010	1,587.12	Replace Pressure Reducing Valve - City Hall
Bauer Ryan			4,564.60	
0	BHE Renewables	602-49480-000-43810	13,569.62	Solar Energy - July
BHE Renewables			13,569.62	
0	Blue Cross Blue Shield of Minnesota	101-42123-420-41310	655.25	
0	Blue Cross Blue Shield of Minnesota	101-42123-420-41310	820.63	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	56.98	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-21707	135,286.46	Health Insurance Premiums - September
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	1,874.91	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	892.61	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	179.14	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	999.77	
0	Blue Cross Blue Shield of Minnesota	101-42123-420-41310	1,868.96	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	999.77	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	999.77	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	999.77	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	410.26	

Check Numb	Last Name	Acct 1	Amount	Description
0	Blue Cross Blue Shield of Minnesota	101-00000-000-21707	712.23	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	712.23	
0	Blue Cross Blue Shield of Minnesota	101-00000-000-11510	2,136.69	
	Blue Cross Blue Shield of Minnesota		149,605.43	
0	Border States Industries Inc	602-49480-000-42110	36.59	Fuses
	Border States Industries Inc		36.59	
181445	Buffington The Estate of Jeff	601-00000-000-20200	48.03	Refund Check 017718-000, 10 7 St NW
	Buffington The Estate of Jeff		48.03	
0	Bussert Karen M	101-42123-420-43090	950.00	Graphics / #11
0	Bussert Karen M	101-42110-420-43090	284.00	Graphics / UTV
	Bussert Karen M		1,234.00	
181446	Caswell Dave	601-00000-000-20200	41.13	Refund Check 024445-002, 846 Valleyview Rd
	Caswell Dave		41.13	
181447	Cengage Learning Inc	101-45500-450-42190	41.00	Books
	Cengage Learning Inc		41.00	
0	Cintas Corporation	602-49480-000-44060	6.43	Floor Mats
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	603-49500-000-42110	0.74	Mop - Disposable Towels
0	Cintas Corporation	601-49430-000-42110	5.25	Mop - Disposable Towels
0	Cintas Corporation	603-49500-000-44060	5.45	Uniform Cleaning Storm
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	101-43126-430-44060	24.40	Shop Towels
0	Cintas Corporation	602-49450-000-42110	5.25	Mop - Disposable Towels
0	Cintas Corporation	101-43121-430-42110	50.40	Mop - Disposable Towels
0	Cintas Corporation	601-49430-000-44060	56.06	Uniform Cleaning Water
0	Cintas Corporation	101-45200-450-44060	36.51	Laundry
0	Cintas Corporation	101-43126-430-44060	9.55	Uniform Cleaning Mechanics
0	Cintas Corporation	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels

Check Numb	Last Name	Acct 1	Amount	Description
0	Cintas Corporation	601-49430-000-44060	28.56	Uniform Cleaning Water
0	Cintas Corporation	603-49500-000-44060	5.45	Uniform Cleaning Storm
0	Cintas Corporation	602-49480-000-44060	42.61	Uniform Laundry
0	Cintas Corporation	101-45200-450-44060	36.51	Laundry
0	Cintas Corporation	602-49480-000-44060	48.44	Lab Towels/Floor Mats
0	Cintas Corporation	101-43121-430-44060	31.22	Uniform Cleaning Streets
	Cintas Corporation		525.89	
181448	City of Owatonna	101-42220-420-44330	548.57	12 Month eDispatch Services 08/01/2024-07/31/2025
	City of Owatonna		548.57	
0	CivicPlus	101-45110-450-43095	933.73	CivicRec Parks & Recreation Standard Header Annual Fee
0	CivicPlus	101-45110-450-43095	12,993.82	CivicRec Software Annual Fee & Maintenance-Support Fee
	CivicPlus		13,927.55	
181449	Community Co-op Oil Assn	602-49480-000-44040	25.00	Tire Repair
181449	Community Co-op Oil Assn	101-43121-430-44040	360.00	Tire Mounting/Valve Stems/Used Tire Discard - Street Unit 118
181449	Community Co-op Oil Assn	101-42220-420-42120	46.09	Fuel
181449	Community Co-op Oil Assn	101-00000-000-15520	10,160.00	Unleaded Fuel
181449	Community Co-op Oil Assn	101-00000-000-15520	11,965.98	Diesel Fuel
181449	Community Co-op Oil Assn	101-45200-450-44040	15.00	Tire Repair
181449	Community Co-op Oil Assn	101-42400-420-42120	-1.67	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-42220-420-42120	-2.68	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45122-450-42120	-2.38	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45200-450-42120	-4.93	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-43121-430-42120	-1.10	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45122-450-42120	-2.37	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	602-49480-000-42120	-0.57	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	602-49450-000-42120	-1.34	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-42220-420-42120	-9.79	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45122-450-42120	-2.38	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-43126-430-42110	27.94	Propane Cylinder Exchange - Shop
181449	Community Co-op Oil Assn	101-42220-420-42120	-1.66	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45200-450-42120	-1.84	Credit for Federal Tax on Purchase at C-Store
181449	Community Co-op Oil Assn	101-45122-450-42120	-3.21	Credit for Federal Tax on Purchase at C-Store
	Community Co-op Oil Assn		22,564.09	
181450	Consolidated Communications	601-49430-000-43250	64.98	Water Plant DSL w/Static IP

Check Numb	Last Name	Acct 1	Amount	Description
	Consolidated Communications		64.98	
181451	Core & Main LP	601-49430-000-42110	3,131.00	Warranty Upgrade Meters
181451	Core & Main LP	601-49430-000-42110	431.74	Reagents for Water Testing
181451	Core & Main LP	601-49430-000-42110	3,795.00	MXU Radio Changout Install
181451	Core & Main LP	601-49430-000-42110	92,345.00	MXU Radio Changeout Installs
	Core & Main LP		99,702.74	
0	Crane Creek Asphalt	101-45200-450-44050	4,680.62	Asphalt/Trail Repairs
	Crane Creek Asphalt		4,680.62	
181452	Dalco	101-42220-420-42110	144.63	Laundry Detergent for Turnout Gear
181452	Dalco	601-49430-000-42230	6.20	Mop
181452	Dalco	101-43121-430-42230	59.55	Mop
181452	Dalco	602-49450-000-42230	6.20	Mop
181452	Dalco	603-49500-000-42230	0.88	Mop
	Dalco		217.46	
181453	Davis Jerry	601-00000-000-20200	28.87	Refund Check 008887-000, 1308 25 Ave NW
	Davis Jerry		28.87	
181454	Department of Human Services	101-45127-450-43090	476.00	State Crew Services
181454	Department of Human Services	101-45200-450-43090	2,074.00	State Crew Services
	Department of Human Services		2,550.00	
0	E O Johnson Company Inc-Dallas	101-45500-450-44160	315.60	Lanier C2500 Copier
	E O Johnson Company Inc-Dallas		315.60	
181455	Ehlers & Associates Inc	290-46500-462-43090	150.00	Expert and Legal Fees for Rebound 55
181455	Ehlers & Associates Inc	290-46500-462-43090	150.00	Expert and Legal Fees for Rebound 55
181455	Ehlers & Associates Inc	290-46500-462-43090	387.50	Expert Consulting Fees for Riverchase and Archer Data Center
	Ehlers & Associates Inc		687.50	
0	Empower Retirement-HCSP	101-00000-000-21720	763.05	PR Batch 00517.08.2024 Health Care Savings Plan L70 1
0	Empower Retirement-HCSP	101-00000-000-21720	1,508.85	PR Batch 00517.08.2024 Health Care Savings Plan 357

Check Numb	Last Name	Acct 1	Amount	Description
0	Empower Retirement-HCSP	101-00000-000-21720	885.19	PR Batch 00517.08.2024 Health Care Savings Plan L70 2
0	Empower Retirement-HCSP	101-00000-000-21720	1,171.18	PR Batch 00517.08.2024 Health Care Savings Act Fire
	Empower Retirement-HCSP		4,328.27	
181458	Environmental Equipment & Service	101-43121-430-42210	434.00	Proximity Sensors - Street Unit 317
	Environmental Equipment & Service		434.00	
181459	Falcon Education Enrichment Program	210-46100-410-44383	3,500.00	Gambling Donation
	Falcon Education Enrichment Program		3,500.00	
181460	Fame Awards	101-45130-450-42110	35.50	Men's Regular Season Softball Champion Plaque
	Fame Awards		35.50	
181461	Faribault Ace Hardware	101-45200-450-42110	32.00	Landscape Mulch
181461	Faribault Ace Hardware	101-42220-420-42110	-36.96	Nuts & Bolts - CREDIT
181461	Faribault Ace Hardware	101-42220-420-42110	27.92	Nuts & Bolts for TRT Trailer
181461	Faribault Ace Hardware	101-45200-450-42110	32.00	Landscape Mulch
181461	Faribault Ace Hardware	101-42220-420-42110	36.96	Nuts & Bolts for TRT Trailer
181461	Faribault Ace Hardware	101-45122-450-42110	7.18	Keys
181461	Faribault Ace Hardware	101-42220-420-42110	7.00	Hex Bushings
181461	Faribault Ace Hardware	101-41800-410-44382	573.77	New Grill for Employee Program Grill Outs
181461	Faribault Ace Hardware	602-49480-000-42110	58.56	Paint Supplies
181461	Faribault Ace Hardware	101-41800-410-44382	23.38	Walk for Wellness Luncheon
181461	Faribault Ace Hardware	101-41800-410-44382	11.69	Walk for Wellness End of Year Wellness Luncheon
181461	Faribault Ace Hardware	602-49480-000-42110	126.85	Light Bulbs/Gloves
181461	Faribault Ace Hardware	602-49480-000-42110	23.35	Tissue/Distilled Water
181461	Faribault Ace Hardware	101-41940-410-42230	10.99	Joint Compound
181461	Faribault Ace Hardware	101-41940-410-42110	25.19	Computer Surge Protector Outlet
181461	Faribault Ace Hardware	101-45122-450-42110	8.99	Power Strip with Outlets
181461	Faribault Ace Hardware	101-45122-450-42110	49.45	Shower Curtain/Curtain Hooks/Weed Killer/Thermometer
181461	Faribault Ace Hardware	602-49480-000-42110	9.56	Bolts
181461	Faribault Ace Hardware	101-45200-450-42110	26.99	Sawzall Blades
181461	Faribault Ace Hardware	101-45122-450-42230	67.97	Paint
181461	Faribault Ace Hardware	101-42210-420-42230	8.99	LED Bulbs
181461	Faribault Ace Hardware	101-45200-450-42110	25.19	Spray Nozzle
181461	Faribault Ace Hardware	101-41940-410-42110	15.98	Clorox Wipes
	Faribault Ace Hardware		1,173.00	

Check Numb	Last Name	Acct 1	Amount	Description
0	Faribault Fleet Supply Inc	603-49500-000-42410	40.46	Scissors and Whisk Brooms
0	Faribault Fleet Supply Inc	101-45200-450-42110	17.99	Scissors
0	Faribault Fleet Supply Inc	602-49450-000-42410	79.99	Jet Spray Gun
0	Faribault Fleet Supply Inc	603-49500-000-42410	86.71	Tools for Storm Repairs
0	Faribault Fleet Supply Inc	101-43121-430-42110	13.99	Bug Spray
	Faribault Fleet Supply Inc		239.14	
181462	Faribault Interiors	101-45126-450-42110	1,500.00	Turf for Gaga Pit
	Faribault Interiors		1,500.00	
181463	Faribault Youth Empowerrment Center	210-46100-410-44383	1,150.00	Gambling Donation
	Faribault Youth Empowerrment Center		1,150.00	
181464	Faribo Downtown Central LLC	280-46310-461-43130	250,000.00	FDC Phase II Payment from the HRA
	Faribo Downtown Central LLC		250,000.00	
181465	Farmer Nichole M	601-00000-000-20200	665.09	Refund Check 018587-000, 1300 Willow St A
181466	Farmer Nichole M	601-00000-000-20200	39.34	Refund Check 024919-000, 1300 Willow St
	Farmer Nichole M		704.43	
0	Fette Electronics Inc	603-49500-000-44010	4.64	Monthly Monitoring Fire & Sprinkler/ Automatic Test
0	Fette Electronics Inc	602-49450-000-44010	32.68	Monthly Monitoring Fire & Sprinkler/ Automatic Test
0	Fette Electronics Inc	225-49810-430-44010	299.88	Monthly Monitoring of Fire & Sprinkler
0	Fette Electronics Inc	601-49430-000-44010	32.68	Monthly Monitoring Fire & Sprinkler/ Automatic Test
0	Fette Electronics Inc	101-43121-430-44010	314.00	Monthly Monitoring Fire & Sprinkler/ Automatic Test
	Fette Electronics Inc		683.88	
0	Filan Kevin	101-45200-450-43090	225.00	Tree Injection
	Filan Kevin		225.00	
181467	Fine Line Furniture & Cabinet Design	101-42110-420-42410	4,000.00	Gun Cleaning Cart - Sink Cabinet / Down Payment
	Fine Line Furniture & Cabinet Design		4,000.00	
181468	Flom Septic & Drain Inc	602-49450-000-43090	600.00	Sanitary Jetting 9th Ave SW

Check Num	Last Name	Acct 1	Amount	Description
	Flom Septic & Drain Inc		600.00	
0	Fobbe Contracting Inc	601-49430-000-44045	1,200.00	Hydrant Repair
	Fobbe Contracting Inc		1,200.00	
181434	GIS Benefits	101-00000-000-21715	5,662.72	Dental Insurance Prepaid - September
181434	GIS Benefits	101-00000-000-11510	31.65	Dental Insurance - [REDACTED]
181434	GIS Benefits	101-00000-000-11510	31.65	Dental Insurance - [REDACTED] r
181434	GIS Benefits	101-00000-000-11510	31.65	Dental Insurance - [REDACTED]
181434	GIS Benefits	101-00000-000-21717	558.64	Vision Insurance Prepaid - September
181434	GIS Benefits	101-00000-000-21711	852.40	Voluntary Short Term Disability - September
181434	GIS Benefits	101-00000-000-11510	31.65	Dental Insurance - [REDACTED] - September
181434	GIS Benefits	101-00000-000-11510	79.02	Dental Insurance - [REDACTED] - September
181434	GIS Benefits	101-00000-000-11510	31.65	Dental Insurance - [REDACTED] - June
181434	GIS Benefits	101-00000-000-21716	1,123.20	Accident/Critical Illness - September
181434	GIS Benefits	101-00000-000-11510	79.02	Dental Insurance - [REDACTED] - September
181434	GIS Benefits	101-00000-000-21710	1,394.38	Voluntary Life Insurance - September
	GIS Benefits		9,907.63	
181469	Glenn's Service LLC	101-42123-420-44040	120.00	Mount and Balance Tires / #17
	Glenn's Service LLC		120.00	
0	Godfather's Pizza	101-45125-450-42990	15.00	Pizza for Sale at Aquatic Center Concession Stand
0	Godfather's Pizza	101-45125-450-42990	135.00	Pizza for Sale at Aquatic Center Concession Stand
0	Godfather's Pizza	101-45125-450-42990	15.00	Pizza for Sale at Aquatic Center Concession Stand
0	Godfather's Pizza	101-45125-450-42990	150.00	Pizza for Sale at Aquatic Center Concession Stand
0	Godfather's Pizza	101-45125-450-42990	75.00	Pizza for Sale at Aquatic Center Concession Stand
	Godfather's Pizza		390.00	
0	Gustafson Jay	101-45140-450-43090	900.00	Interpreting Services - Cub Football
	Gustafson Jay		900.00	
181470	Harlequin Sales Corp/Reader Service	101-45500-450-42190	27.56	Books - Acct #328689393
	Harlequin Sales Corp/Reader Service		27.56	
0	Harry Brown's LLC	101-42121-420-42210	767.55	Absorber / Suspension / #21

Check Numb	Last Name	Acct 1	Amount	Description
0	Harry Brown's LLC	101-42121-420-44040	189.95	Labor to Fix AC
	Harry Brown's LLC		957.50	
0	Hart's Auto Supply	101-42123-420-42210	942.23	Front and Rear Brake Pads /
	Hart's Auto Supply		942.23	
0	Hawkins Inc	601-49430-000-42160	3,086.50	Sodium Permanganate/ Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	4,523.40	Ammonia/Sodium Permanganate/Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	3,154.40	Sodium Permanganate Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	2,322.00	Chlorine
	Hawkins Inc		13,086.30	
181471	HD Supply Inc	602-49480-000-42110	187.40	Sludge Judge
	HD Supply Inc		187.40	
0	Herauf Derek	101-45500-450-43150	4,300.00	Tuition Reimbursement
	Herauf Derek		4,300.00	
181472	Heyer David Or Diane	603-00000-000-20200	22.78	Refund Check 017441-000, 1420 St Paul Ave
	Heyer David Or Diane		22.78	
181473	Hillyard Hutchinson	101-45126-450-42230	1,657.81	Floor Pads - Towels - Gym Finish
181473	Hillyard Hutchinson	101-45122-450-42230	2,704.86	Floor Pads - Towels - Gym Finish
	Hillyard Hutchinson		4,362.67	
181474	House of Print	101-45110-450-42030	3,268.36	Printing Services - Fall Buckham Bulletin
	House of Print		3,268.36	
181475	Hy-Vee - Accounts Receivable	101-45122-450-42110	22.47	Viaduct Park Ground Breaking Supplies
181475	Hy-Vee - Accounts Receivable	101-41800-410-44382	187.66	Walk For Wellness Luncheon
	Hy-Vee - Accounts Receivable		210.13	
0	Innovative Office Solutions LLC	101-45500-450-42010	4.89	Date Stamp
0	Innovative Office Solutions LLC	101-42124-420-42010	8.22	Labels

Check Numb	Last Name	Acct 1	Amount	Description
0	Innovative Office Solutions LLC	101-42210-420-42010	18.76	Pens
0	Innovative Office Solutions LLC	101-42210-420-42010	62.48	Printer Paper / Label Tape / Highlighters
0	Innovative Office Solutions LLC	101-41800-410-42010	12.70	Supplies - Batteries
0	Innovative Office Solutions LLC	101-42124-420-42010	90.68	Heavy Duty Staplers - Heavy Duty Staples
0	Innovative Office Solutions LLC	101-42124-420-42010	1.16	Small Binder Clips
	Innovative Office Solutions LLC		198.89	
0	Insty-Prints	101-42123-420-42030	59.50	Business Cards / M Kolling
0	Insty-Prints	101-43121-430-42030	94.00	Business Cards
	Insty-Prints		153.50	
0	Internal Revenue Service	101-00000-000-21704	13.18	PR Batch 00518.08.2024 Medicare Employee
0	Internal Revenue Service	101-00000-000-21701	39,245.47	PR Batch 00517.08.2024 Federal Income Tax
0	Internal Revenue Service	101-00000-000-21703	56.40	PR Batch 00518.08.2024 FICA Employee
0	Internal Revenue Service	101-00000-000-21704	6,817.84	PR Batch 00517.08.2024 Medicare Employee
0	Internal Revenue Service	101-00000-000-21704	13.18	PR Batch 00518.08.2024 Medicare Employer
0	Internal Revenue Service	101-00000-000-21704	6,817.84	PR Batch 00517.08.2024 Medicare Employer
0	Internal Revenue Service	101-00000-000-21703	56.40	PR Batch 00518.08.2024 FICA Employer
0	Internal Revenue Service	101-00000-000-21703	19,735.03	PR Batch 00517.08.2024 FICA Employer
0	Internal Revenue Service	101-00000-000-21703	19,735.03	PR Batch 00517.08.2024 FICA Employee
	Internal Revenue Service		92,490.37	
0	Kielmeyer Construction Inc	101-43121-430-42240	3,724.89	Class 5 Rock
0	Kielmeyer Construction Inc	602-49480-000-45300	2,481.19	Rock
0	Kielmeyer Construction Inc	101-43121-430-42240	1,418.59	Crushed Rock
	Kielmeyer Construction Inc		7,624.67	
0	Kline Distributing LLC	101-41800-410-44382	459.55	Walk for Wellness End of Year Luncheon
	Kline Distributing LLC		459.55	
181476	Krampitz Jr Martin Havin	603-49500-000-44045	1.06	Rupture Disc Assembly
181476	Krampitz Jr Martin Havin	602-49450-000-44045	7.40	Rupture Disc Assembly
181476	Krampitz Jr Martin Havin	101-43121-430-44045	71.14	Rupture Disc Assembly
181476	Krampitz Jr Martin Havin	601-49430-000-44045	7.40	Rupture Disc Assembly
	Krampitz Jr Martin Havin		87.00	
0	Krenik Mark	101-42123-420-43310	15.00	Lunch Per Diem / SFST Refresher

Check Numb	Last Name	Acct 1	Amount	Description
	Krenik Mark		15.00	
0	Lano Equipment Inc	603-49500-000-42210	177.86	Parts for Unit 29
	Lano Equipment Inc		177.86	
0	Lath Stakes & Hubs LLC	101-43190-430-42110	587.80	Stakes and Hubs
	Lath Stakes & Hubs LLC		587.80	
181477	League of Minnesota Cities Ins Trust	705-41950-000-44450	1,456.04	Claim CA376800
	League of Minnesota Cities Ins Trust		1,456.04	
181478	Loffler Companies Inc	101-42124-420-44045	38.49	Police Records & Evidence Print Fee
181478	Loffler Companies Inc	101-42110-420-44045	10.71	Police Administration Print Fee
181478	Loffler Companies Inc	101-41510-410-44045	30.71	Finance Print Fee
181478	Loffler Companies Inc	602-49480-000-44045	18.85	Waste Water Print Fee
181478	Loffler Companies Inc	101-43121-430-44045	0.42	Sign Shop Print Fee
181478	Loffler Companies Inc	601-49430-000-44045	12.77	Public Works Water Plant
181478	Loffler Companies Inc	101-42110-420-44045	4.99	Police Investigations Print Fee
181478	Loffler Companies Inc	101-41800-410-44045	27.64	HR Print Fee
181478	Loffler Companies Inc	902-00000-000-23935	230.07	Loffler Print Subscription
181478	Loffler Companies Inc	902-00000-000-23935	-230.07	Loffler Print Subscription
181478	Loffler Companies Inc	101-45110-450-44045	2.11	Community Center Back Desk/Paul Print Fee
181478	Loffler Companies Inc	101-41320-410-44045	3.01	Administration Print Fee
181478	Loffler Companies Inc	101-43110-430-44045	0.02	Public Works Department Print Fee
181478	Loffler Companies Inc	101-43126-430-44045	2.50	Public Works Maintenance Shop Print Fee
181478	Loffler Companies Inc	602-49450-000-44045	0.64	Utilities Desk in Back Print Fee
181478	Loffler Companies Inc	101-42123-420-44045	77.21	Police Patrol Print Fee
181478	Loffler Companies Inc	101-42400-420-44160	40.27	Copier Charges 7/1/24-7/31/24
	Loffler Companies Inc		270.34	
181435	Madison National Life Insurance Co Inc	101-42220-420-41330	68.54	Part-Time Firefighters Life Insurance
181435	Madison National Life Insurance Co Inc	101-00000-000-11510	19.77	Life Insurance - ████████ - September
181435	Madison National Life Insurance Co Inc	101-00000-000-21710	3,106.99	Life Insurance - September
181436	Madison National Life Insurance Co Inc	101-00000-000-21711	1,653.47	LTD - September
	Madison National Life Insurance Co Inc		4,848.77	
181479	Mankato Bearing Company	603-49500-000-42210	96.74	Bearing Unit 29

Check Numb	Last Name	Acct 1	Amount	Description
	Mankato Bearing Company		96.74	
0	Met-Con Construction Inc	437-41940-410-45200	9,675.75	City Hall Remodel - Payment #8
	Met-Con Construction Inc		9,675.75	
0	Metronet Holdings LLC	101-41320-410-43250	39.89	Hosted Phone System
0	Metronet Holdings LLC	101-43190-430-43250	213.81	Hosted Phone System
0	Metronet Holdings LLC	101-45126-450-43250	251.24	Hosted Phone System
0	Metronet Holdings LLC	101-41800-410-43250	69.26	Hosted Phone System
0	Metronet Holdings LLC	101-41510-410-43250	119.68	Hosted Phone System
0	Metronet Holdings LLC	902-00000-000-23935	8,233.02	Hosted Phone System
0	Metronet Holdings LLC	101-42110-420-43250	880.13	Hosted Phone System
0	Metronet Holdings LLC	603-49500-000-43250	19.94	Hosted Phone System
0	Metronet Holdings LLC	101-42121-420-43250	160.80	Hosted Phone System
0	Metronet Holdings LLC	101-45200-450-43250	59.85	Hosted Phone System
0	Metronet Holdings LLC	902-00000-000-23935	-8,233.02	Hosted Phone System
0	Metronet Holdings LLC	101-45110-450-43250	450.96	Hosted Phone System
0	Metronet Holdings LLC	101-43121-430-43250	157.33	Hosted Phone System
0	Metronet Holdings LLC	101-45125-450-43250	554.06	Hosted Phone System
0	Metronet Holdings LLC	101-41940-410-43250	623.77	Hosted Phone System
0	Metronet Holdings LLC	101-42700-420-43250	65.65	Hosted Phone System
0	Metronet Holdings LLC	240-46210-460-43250	187.81	Hosted Phone System
0	Metronet Holdings LLC	101-45500-450-43250	601.68	Hosted Phone System
0	Metronet Holdings LLC	225-49810-430-43250	205.93	Hosted Phone System
0	Metronet Holdings LLC	101-42124-420-43250	140.86	Hosted Phone System
0	Metronet Holdings LLC	101-42123-420-43250	642.15	Hosted Phone System
0	Metronet Holdings LLC	101-41110-410-43250	19.94	Hosted Phone System
0	Metronet Holdings LLC	602-49480-000-43250	354.59	Hosted Phone System
0	Metronet Holdings LLC	101-43110-430-43250	295.13	Hosted Phone System
0	Metronet Holdings LLC	101-42400-420-43250	59.85	Hosted Phone System
0	Metronet Holdings LLC	601-49430-000-43250	410.75	Hosted Phone System
0	Metronet Holdings LLC	101-43126-430-43250	115.14	Hosted Phone System
0	Metronet Holdings LLC	101-41580-410-43250	813.13	Hosted Phone System
0	Metronet Holdings LLC	101-42210-420-43250	288.13	Hosted Phone System
0	Metronet Holdings LLC	101-41910-410-43250	39.89	Hosted Phone System
0	Metronet Holdings LLC	602-49450-000-43250	49.31	Hosted Phone System
0	Metronet Holdings LLC	240-46210-460-43250	342.36	Hosted Phone System-Robinwood
	Metronet Holdings LLC		8,233.02	
0	Midwest Tape LLC	101-45500-450-42192	53.97	Audio/Visual

Check Numb	Last Name	Acct 1	Amount	Description
0	Midwest Tape LLC	101-45500-450-42192	9.74	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	79.98	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	11.99	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	7.49	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	38.98	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	26.24	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	506.88	Audio/Visual
	Midwest Tape LLC		735.27	
181480	Minnesota Ag Power Inc	601-49430-000-42210	25.12	Lawn Mower Switch
	Minnesota Ag Power Inc		25.12	
0	Minnesota Child Support Payment Center	101-00000-000-21716	1,297.81	PR Batch 00517.08.2024 Child Support
	Minnesota Child Support Payment Center		1,297.81	
181481	Minnesota Department of Health	601-00000-000-20800	18,021.00	Service Connection Fee 1660002
	Minnesota Department of Health		18,021.00	
181482	Minnesota Department of Public Safety	602-49480-000-44390	25.00	Chemical Storage Fee
	Minnesota Department of Public Safety		25.00	
0	Minnesota Department of Revenue	101-00000-000-21702	19,239.32	PR Batch 00517.08.2024 State Income Tax
0	Minnesota Department of Revenue	101-00000-000-21702	15.00	PR Batch 00518.08.2024 State Income Tax
	Minnesota Department of Revenue		19,254.32	
181483	Minnesota Department of Transportation	602-49450-000-45300	98.95	2023-08 Materials Testing
	Minnesota Department of Transportation		98.95	
0	Minnesota Elevator Inc	101-45200-450-42110	360.00	Pollinator Signs
	Minnesota Elevator Inc		360.00	
0	Minnesota Paving & Materials	101-45200-450-44010	686.17	Rip Rap (Teepee Tonka) Flood
0	Minnesota Paving & Materials	101-45200-450-44010	462.63	Rip Rap Rock (Teepee Bridge Repair)

Check Numb	Last Name	Acct 1	Amount	Description
	Minnesota Paving & Materials		1,148.80	
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Class/Seminar
0	Minnesota Recreation and Parks Association	101-45200-450-43140	50.00	Seminar/Training
	Minnesota Recreation and Parks Association		350.00	
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	234.00	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	484.00	SIU Lab Testing
	Minnesota Valley Testing Labs Inc		1,186.00	
0	Motor Parts & Equipment Corp	101-42110-420-42210	6.58	Adapter - Seal Tape / #2
0	Motor Parts & Equipment Corp	101-43121-430-42210	97.91	Mirror - Street Unit 217
0	Motor Parts & Equipment Corp	101-43121-430-42210	74.70	Power Steering Pressure Hose/Supply Hose - Street Unit 294
	Motor Parts & Equipment Corp		179.19	
181484	Motorola Solutions Inc	101-00000-000-10113	-40,739.76	Portable Radios - PSA Funds
181484	Motorola Solutions Inc	101-42220-420-42410	40,739.76	Portable Radios - PSA Funds
181484	Motorola Solutions Inc	101-00000-000-10100	40,739.76	Portable Radios - PSA Funds
181484	Motorola Solutions Inc	101-42220-420-42410	31,480.72	Portable Radios - PSA Funds
181484	Motorola Solutions Inc	101-00000-000-10113	-31,480.72	Portable Radios - PSA Funds
181484	Motorola Solutions Inc	101-00000-000-10100	31,480.72	Portable Radios - PSA Funds
	Motorola Solutions Inc		72,220.48	
0	MTI Distributing Inc	101-45200-450-42110	381.87	Plumbing Parts
	MTI Distributing Inc		381.87	
181485	Muddy Paws LLC	101-42700-420-43090	1,665.00	Pound Fees
	Muddy Paws LLC		1,665.00	

Check Numb	Last Name	Acct 1	Amount	Description
181486	Muska Lighting	217-45500-450-45200	24,350.00	Great Hall Lighting
	Muska Lighting		24,350.00	
181487	Myers Supply Inc	101-42220-420-42110	95.00	SCBA Detergent
	Myers Supply Inc		95.00	
181437	NCPERS Group Life Ins	101-00000-000-21710	160.00	PR Batch 00517.08.2024 PERA Life Insurance
	NCPERS Group Life Ins		160.00	
181488	Northland Chemical Corporation	101-42220-420-42110	153.24	Truck Wash
	Northland Chemical Corporation		153.24	
0	O'Brien Kevin	101-45110-450-43310	142.00	Per Diems - State Conference
	O'Brien Kevin		142.00	
181489	Oraskovich Brent	601-00000-000-20200	59.03	Refund Check 022161-000, 1506 Bethel Ct
	Oraskovich Brent		59.03	
0	Orchard Trust Company	101-00000-000-21706	8,799.00	PR Batch 00517.08.2024 MN Deferred Comp
0	Orchard Trust Company	101-00000-000-21706	2,432.00	PR Batch 00517.08.2024 Roth Deferred Compensation
	Orchard Trust Company		11,231.00	
0	Pantheon Computer Systems Inc	101-41580-410-43090	10,520.00	September IT Services
	Pantheon Computer Systems Inc		10,520.00	
0	Papenfus Ronnie	602-49480-000-42110	144.00	Air Scrubber Steel
0	Papenfus Ronnie	101-42220-420-42110	724.40	Steel for TRT Trailer
	Papenfus Ronnie		868.40	
0	Peanasky Paul	101-45110-450-43310	142.00	Per Diems - State Conference
	Peanasky Paul		142.00	
0	Pewowaruk Devin	101-45110-450-43310	142.00	Per Diems - State Conference

Check Numb	Last Name	Acct 1	Amount	Description
	Pewowaruk Devin		142.00	
181490	Powerplan OIB	602-49480-000-42210	426.80	Lawn Mower Clutch
	Powerplan OIB		426.80	
0	Public Employees Retirement Association	101-00000-000-21705	28,767.66	PR Batch 00517.08.2024 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	301.23	PR Batch 00517.08.2024 PERA Defined
0	Public Employees Retirement Association	101-00000-000-21705	17,205.45	PR Batch 00517.08.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	19,178.45	PR Batch 00517.08.2024 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	19,852.50	PR Batch 00517.08.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	301.23	PR Batch 00517.08.2024 PERA Defined
	Public Employees Retirement Association		85,606.52	
0	PVS Technologies Inc	602-49480-000-42160	10,896.43	Phos Removal
	PVS Technologies Inc		10,896.43	
0	R C Bliss Inc	101-42700-420-42210	83.15	Spark Plug / Gasket / #15
0	R C Bliss Inc	101-45200-450-42210	10.41	Lamp Assembly
	R C Bliss Inc		93.56	
181491	Ramy Turf Products LLC	101-45200-450-42110	2,460.00	Lawn Seed and New Turf Covering
181491	Ramy Turf Products LLC	101-45200-450-42110	1,415.00	Lawn Seed Covering and Staples
	Ramy Turf Products LLC		3,875.00	
181492	Rice County	101-41410-410-42110	1,327.60	Primary Ballots
181493	Rice County	273-46500-462-44900	154.90	0113-0 No.16 Farmer Seed Excess TIF
181492	Rice County	101-41410-410-44370	576.51	Nursing Home Voting Fees
	Rice County		2,059.01	
0	Ronco Engineering Sales	101-43126-430-42110	673.54	Hydraulic Fittings/Hose - Shop
	Ronco Engineering Sales		673.54	
181494	Rosen Roger	101-45500-450-42190	204.44	Books

Check Numb	Last Name	Acct 1	Amount	Description
	Rosen Roger		204.44	
181495	Schindler Elevator Corporation	101-45500-450-44010	572.13	Elevator Quarterly Maintenance Contract
	Schindler Elevator Corporation		572.13	
0	SHI International Corp	101-41510-410-43095	98.55	Windows 365 Software - Add'l Liicense
0	SHI International Corp	101-43190-430-42420	342.12	Docking Station
0	SHI International Corp	101-45110-450-42420	1,101.81	Notebook Computer and Docking Station
0	SHI International Corp	101-42400-420-42420	938.74	Ipad/Monitor/Docking Station -New Work Station
	SHI International Corp		2,481.22	
0	Shuda Matthew	101-42121-420-42180	100.00	SWAT Jacket - SWAT Polo
0	Shuda Matthew	101-42121-420-43310	75.00	Lunch Per Diem / Crisis Negotiation
	Shuda Matthew		175.00	
181496	Simon Maynard	601-00000-000-20200	19.66	Refund Check 009552-002, 826 10 Ave SW
	Simon Maynard		19.66	
181497	Simonson Mark	601-00000-000-20200	41.96	Refund Check 013649-000, 1212 Newhall Dr
	Simonson Mark		41.96	
181498	Sir Lines-A-Lot	101-43170-430-42240	5,747.84	Centerline Painting
	Sir Lines-A-Lot		5,747.84	
181499	Southern Minnesota Inspection Co LLC	101-43121-430-43090	3,412.48	Crane Cable/Hook Repair - Shop
	Southern Minnesota Inspection Co LLC		3,412.48	
0	Springbrook Holding Company LLC	601-49430-000-43095	32.00	ESS - Subscription
0	Springbrook Holding Company LLC	602-49480-000-43095	104.00	ESS - Subscription
0	Springbrook Holding Company LLC	603-49500-000-43095	16.00	ESS - Subscription
0	Springbrook Holding Company LLC	101-41800-410-43095	1,848.00	ESS - Subscription
	Springbrook Holding Company LLC		2,000.00	
181500	Star Sports & Apparel LLC	101-45500-450-42010	10.00	Name Tag

Check Numb	Last Name	Acct 1	Amount	Description
	Star Sports & Apparel LLC		10.00	
0	Strodtman Jill	101-45110-450-43310	39.00	Per Diems - State Conference
	Strodtman Jill		39.00	
181501	The UPS Store	101-43126-430-42110	3.21	Mailing Envelope for Parts Return
	The UPS Store		3.21	
0	Truck Center Companies East LLC	101-42220-420-42210	72.80	Valve Dash #2115
0	Truck Center Companies East LLC	101-43121-430-42210	116.60	Oil Filter Kits - Streets
	Truck Center Companies East LLC		189.40	
0	Ultimate Safety Concepts Inc	101-42220-420-42410	125.00	Oxygen Sensor for Gas Monitor
0	Ultimate Safety Concepts Inc	101-42220-420-42410	1,874.97	Hose Nozzle
0	Ultimate Safety Concepts Inc	101-42220-420-42410	935.60	Fire Hose
	Ultimate Safety Concepts Inc		2,935.57	
0	Utility Consultants Inc	602-49480-000-43090	1,280.22	SIU Lab Testing
0	Utility Consultants Inc	601-49430-000-43090	267.75	Total Coliform Samples
	Utility Consultants Inc		1,547.97	
181502	Verizon Wireless	101-42110-420-43210	735.28	Cell Phone Service - Police Administration
181502	Verizon Wireless	101-42220-420-43210	263.77	Cell Phone Service - Fire Suppression
181502	Verizon Wireless	101-42123-420-43210	1,372.24	Cell Phone Service - Patrol
181502	Verizon Wireless	101-43121-430-43210	61.25	Cell Phone Service - Streets
181502	Verizon Wireless	101-42400-420-43210	264.99	Cell Phone Service - Building Codes
181502	Verizon Wireless	603-49500-000-43210	122.50	Cell Phone Service - Storm Water Utility
181502	Verizon Wireless	101-42121-420-43210	247.38	Cell Phone Service - Investigations
181502	Verizon Wireless	101-43110-430-43210	61.25	Cell Phone Service - PW Admin
181502	Verizon Wireless	601-49430-000-43210	302.57	Cell Phone Service - Water Distribution
181502	Verizon Wireless	101-45200-450-43210	20.02	Cell Phone Service - Parks
181502	Verizon Wireless	101-43190-430-43210	101.29	Cell Phone Service - Engineering
181502	Verizon Wireless	101-41510-410-43210	41.23	Cell Phone Service - Finance
181502	Verizon Wireless	101-42210-420-43210	61.25	Cell Phone Service - Fire Administration
181502	Verizon Wireless	101-41580-410-43210	92.46	Cell Phone Service - IT
181502	Verizon Wireless	101-42700-420-43210	136.66	Cell Phone Service - Special Services
181502	Verizon Wireless	101-41800-410-43210	41.23	Cell Phone Service - HR

Check Numb	Last Name	Acct 1	Amount	Description
181502	Verizon Wireless	902-00000-000-23935	4,437.74	Monthly Phone Bill-August
181502	Verizon Wireless	101-45110-450-43210	122.47	Cell Phone Service - Parks & Rec
181502	Verizon Wireless	101-41350-410-43210	41.23	Cell Phone Service - Communications
181502	Verizon Wireless	101-45500-450-43210	41.23	Cell Phone Service - Library
181502	Verizon Wireless	101 41940 410 43210	82.46	Cell Phone Service Building Maintenance
181502	Verizon Wireless	602-49450-000-43210	183.75	Cell Phone Service - Sewer Collection
181502	Verizon Wireless	101-41320-410-43210	41.23	Cell Phone Service - Admin
181502	Verizon Wireless	902-00000-000-23935	-4,437.74	Monthly Phone Bill-August
	Verizon Wireless		4,437.74	
181503	VonRuden DeDe	101-00000-000-22000	1,000.00	Escrow Release for 202300214 for 406 Chestnut Lane
	VonRuden DeDe		1,000.00	
181504	Wal-Mart	101-45110-450-44325	2.58	Finance Charge-Late Fee
181504	Wal-Mart	101-45500-450-43130	45.76	Snacks for Programming
181504	Wal-Mart	101-45500-450-42110	28.88	Swiffer Dusters
181504	Wal-Mart	101-45500-450-42010	59.33	Lysol Spray/Paper Towels/Gallon Ziplock Baggies/Hand Sanitizer/K
181504	Wal-Mart	101-45130-450-42110	105.70	Pet Parade Candy
181504	Wal-Mart	101-45140-450-42110	33.48	Fun Center Supplies
181504	Wal-Mart	101-45140-450-42110	19.40	Fun Center Supplies
181504	Wal-Mart	101-45140-450-42110	38.92	Fun Center Supplies
181504	Wal-Mart	101-45122-450-42110	44.29	Viaduct Park Ground Breaking Ceremony Refreshments
181504	Wal-Mart	101-45140-450-42110	79.92	Fun Center Supplies
181504	Wal-Mart	101-45140-450-42110	40.83	Pet Parade Supplies
	Wal-Mart		499.09	
181505	Wells Brooke	601-00000-000-20200	33.07	Refund Check 024436-000, 1209 Westwood Dr
	Wells Brooke		33.07	
181506	Wieber Physical Therapy Inc	101-42123-420-43090	185.00	Pre Employment Physical / Y Noor
	Wieber Physical Therapy Inc		185.00	
0	WSB & Associates Inc	601-49430-000-45300	2,013.00	Professional Services 7/1 to 7-31 - Final
	WSB & Associates Inc		2,013.00	
181507	Xcel Energy	101-45200-450-43810	34.54	51-8498418-5 - 1800 Alexander Dr
181507	Xcel Energy	101-45125-450-43810	52.14	303727721 Aquatic Center 1830 Alexander Dr

Check Numb	Last Name	Acct 1	Amount	Description
181507	Xcel Energy	101-45125-450-43810	4,809.62	303727721 Aquatic Center 1830 Alexander Dr
	Xcel Energy		4,896.30	
			1,130,324.05	



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: September 10, 2024
SUBJECT: Approve Application for Display of Fireworks/Pyrotechnic Special Effects

Background:

An Application for Display of Fireworks/Pyrotechnic Special Effects was submitted by Lew's Fireworks, Inc on behalf of Divine Mercy Catholic Church for an event on September 16, 2024, at 139 Mercy Drive (located in the hay field southeast of school). A review of Lew's Fireworks, Inc insurance has been approved by the city attorney. The application has been reviewed and approved by the Parks and Recreation Director, Police Chief and Fire Chief.

Recommendation:

Approve fireworks permit.

Attachments:



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: September 10, 2024
SUBJECT: Approve Use of North Alexander Park by Rice County Historical Society

Background:

Dave Nichols, on behalf of the Rice County Historical Society (RCHS), has requested the use of a section of North Alexander Park for parking for their Fall Flea Market on Saturday, September 21, 2024.

RCHS is requesting use of the grassy area east of the Faribault Ice Arena as they have in previous years. They will start setting up on Friday evening, September 20, and they have requested any park rental fees be waived.

Recommendation:

Approve Rice County Historical Society's use of a section of North Alexander Park as requested with all park rental fees waived.

Attachments:

1. RCHS Request
2. Map

From: [Paul Peanasky](#)
To: [Denise Hansen](#)
Subject: Fwd: RCHS Fall Flea Market
Date: Tuesday, August 27, 2024 4:32:57 PM

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Executive Director <director@rchistory.org>
Sent: Tuesday, August 27, 2024 4:03:36 PM
To: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Subject: RCHS Fall Flea Market

Hi Paul,

Just reaching out to reserve north Alex park for the RCHS Flea Market on Sept. 21

Thanks,

Dave

Dave Nichols
Executive Director
Rice County Historical Society
1814 NW 2nd Ave
Faribault, MN 55021
507-332-2121
director@rchistory.org
rchistory.org

"Preserving the Past for Future Generations"



th Alexander Park:
0 2nd Avenue NW

North Alexander Park



0 250 500
Fe



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-180 Approve Street Closure for Faribault Fall Festival

Background:

A request has been made by Devin Winjum, on behalf of the Faribault Area Chamber of Commerce, to close 2nd Street from 1st Avenue NE to Central Avenue on Saturday, October 5, 2024, from 9:00 a.m. to 4:00 p.m. for the Faribault Fall Festival. The Chamber also requested to close 2nd Street from Central Avenue to 2nd Avenue NW on Saturday, October 5, 2024, from 1:00 p.m. to 1:30 p.m. for the Fall Festival Kids' Parade.

Recommendation:

Approve Resolution 2024-180 to close 2nd Street as requested on Saturday, October 5, 2024, for the Faribault Fall Festival and Kids' Parade.

Attachments:

1. Resolution 2024-180 Approve Street Closure for Faribault Fall Festival
2. Fall Festival Request

CITY OF FARIBAULT

RESOLUTION #2024-180

APPROVE STREET CLOSURE FOR FARIBAULT FALL FESTIVAL

WHEREAS, Faribault Area Chamber of Commerce is hosting the Faribault Fall Festival in downtown Faribault on Saturday, October 5, 2024, from 9:00 a.m. to 4:00 p.m.; and

WHEREAS, they plan to close 2nd Street from 1st Avenue NE to Central Avenue for the Faribault Fall Festival from 9:00 a.m. to 4:00 p.m.; and

WHEREAS, they also plan to close 2nd Street from Central Avenue to 2nd Avenue NW from 1:00 p.m. to 1:30 p.m. for the Fall Festival Kids' Parade; and

WHEREAS, the Faribault City Council is supportive of this event; and

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

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Faribault that 2nd Street from 1st Avenue NE to Central Avenue will be closed for the Faribault Fall Festival on Saturday, October 5, 2024, from 9:00 a.m. to 4:00 p.m., and 2nd Street from Central Avenue to 2nd Avenue NW on Saturday, October 5, 2024, will be closed from 1:00 p.m. to 1:30 p.m. for the Fall Festival Kids' Parade.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica Kinser, City Administrator



Street Closure Application

(I) (we) hereby request consideration for closure of 2nd Street
Street Address

between 2nd Ave NW and 1st Ave NE
(Street Name) (Street Name)

for Faribault Fall Festival
(description of event)

between the hours of 9:00am and 4:00pm on Date: 10/5/24

Applicant information:

Name: Devin Wijman
Address: 530 Wilson Ave, Faribault
Phone: 507-491-3585

2nd Contact person:

Name: Cassie Stoeves
Address: 530 Wilson Ave, Faribault
Phone: 507-491-6175

Orange traffic cones are available upon request. The applicant will be responsible for picking up and returning the cones.
Applicant will make arrangements with Public Works at 333-0361 for date of pickup.

This application has been reviewed and approved on: _____

By: _____
Public Works Department

By: _____
Fire Department

By: _____
Police Department

Denise Hansen

From: Paul Peanasky
Sent: Tuesday, August 27, 2024 2:40 PM
To: Denise Hansen
Subject: FW: Fall Festival Road Closer Form (Kids Events)



PAUL J. PEANASKY
Parks and Recreation Director

OFFICE | 507-334-2064

EMAIL | ppeanasky@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | 15 W. Division St., Faribault, MN 55021

From: Devin Winjum <devin@faribaultmn.org>
Sent: Tuesday, August 27, 2024 1:32 PM
To: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Subject: Re: Fall Festival Road Closer Form (Kids Events)

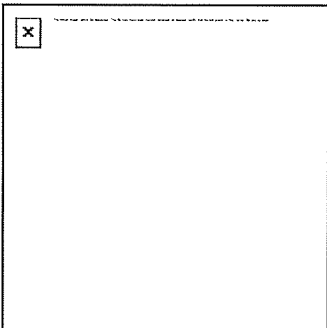
Hello,

Our intention is to only block central during our kid's parade between 1:00pm - 1:30pm.

Currently our other activities will only close the block between Central and 1st Ave NE.

Please let me know if you need any addition information.

Best Regards,



Devin Winjum

Director of Marketing & Communications
Faribault Area Chamber of Commerce & Tourism
[507-334-4381](tel:507-334-4381) | [507-491-3585](tel:507-491-3585) | Devin@faribaultmn.org
www.faribaultmn.org | www.visitfaribault.com
530 Wilson Avenue Faribault, MN 55021



From: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Sent: Tuesday, August 27, 2024 1:00:33 PM
To: Devin Winjum <devin@faribaultmn.org>
Subject: RE: Fall Festival Road Closer Form (Kids Events)

Are you crossing Central Avenue then? Traffic will need to still be able to flow.



PAUL J. PEANASKY
Parks and Recreation Director

OFFICE | 507-334-2064

EMAIL | ppeanasky@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | 15 W. Division St., Faribault, MN 55021

From: Devin Winjum <devin@faribaultmn.org>

Sent: Tuesday, August 27, 2024 12:03 PM

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

Subject: Fall Festival Road Closer Form (Kids Events)

Hello,

Please see the attached road closer form for the Faribault Fall Festival on October 5th, 2024. Let me know if you have any questions or need any additional information.

Best Regards,



Devin Winjum

Director of Marketing & Communications

Faribault Area Chamber of Commerce & Tourism

507-334-4381 | 507-491-3585 | Devin@faribaultmn.org

www.faribaultmn.org | www.visitfaribault.com

530 Wilson Avenue Faribault, MN 55021





Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
David Wanberg, CED Director
FROM: Harry Davis, City Planner
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-181 Approve an Address Change
from 2101 Legacy Drive to 2402 14th Street NE
for Fieldstone Family Homes Inc

Background:

Fieldstone Family Homes Inc., property owner of 2101 Legacy Drive (PID # 18.20.4.26.028) requests changing the address of the home on the property to 2402 14th St NE. City staff reviewed the request and determined that the main entrance to the home faces 14th St NE. The request complies with the E-911 address location system and addressing policies in the Community Management Program.

Recommendation:

Approve Resolution 2024-181

Attachments:

1. Resolution 2024-181 Approve an Address Change from 2101 Legacy Drive to 2402 14th Street NE for Fieldstone Family Homes Inc

CITY OF FARIBAULT

RESOLUTION #2024-181

**APPROVE AN ADDRESS CHANGE FROM 2101 LEGACY DRIVE TO 2402 14TH STREET
NE FOR FIELDSTONE FAMILY HOMES INC**

WHEREAS, Fieldstone Family Homes Inc., property owner of the subject site, requests an address change for 2101 Legacy Drive, Property Identification Number: 18.20.4.26.028; and,

WHEREAS, the main entrance location for the house on the property faces 14th St NE; and

WHEREAS, City staff recommends the address be changed to 2402 14th St NE to conform with the E-911 address location system and addressing policies in the Community Management Program; and

WHEREAS, City staff completed a review of the request and made a report about said request, a copy of which has been presented to the City Council; and

WHEREAS, the City Council reviewed the staff report recommending approval of the address change and finds that the request will not impact other property owners; and

WHEREAS, the City Council finds that a waiver of the City policy requiring a public hearing before changing addresses is warranted to expedite this change and assist in future emergency responses to the subject site.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY FARIBAULT, MINNESOTA AS FOLLOWS:**

Section 1: Waiver of Public Hearing Policy. The City Council hereby waives the public hearing requirement stated in the Community Management Program.

Section 2. Approval of Address Change. The City Council approves the change of address from 2101 Legacy Drive to 2402 14th Street NW for Fieldstone Family Homes.

Section 3. Compliance. The City Council authorizes the Mayor, City Administrator, City Planner, and the City Attorney to take any additional steps and actions necessary or convenient to accomplish the intent of this resolution.

Section 4. Effective Date. This resolution shall become effective immediately upon its passage and without publication.

Date Adopted: September 10, 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: September 10, 2024
SUBJECT: Approve Use of Teepee Tonka Park for BlackTop Cruisers Midwest Car Show

Background:

Nick Matejcek has requested the use of Teepee Tonka Park to host the Blacktop Cruisers Midwest Car Show on Saturday, October 5, 2024. He is requesting to use the park from 8:00 a.m. to 4:00 p.m. with the show running from 11:00 a.m. to 3:00 p.m. All proceeds from the car show will be donated to Loved Ones Surviving Suicide (L.O.S.S.). He also requested any park rental fees be waived.

Recommendation:

Approve the use of Teepee Tonka Park for the BlackTop Cruisers Midwest Car Show as requested with all park rental fees waived.

Attachments:

1. Car Show Request

Denise Hansen

From: Nick Matejcek <blktopcruisers@gmail.com>
Sent: Thursday, August 29, 2024 4:30 PM
To: Denise Hansen
Subject: Re: FW: Park use request 10-5-2025
Attachments: image001.jpg

Yes, same show as last year, 10-3. Proceeds go to LOSS and we're working on one more that benefits veterans.

Thank you

On Thu, Aug 29, 2024, 4:16 PM Denise Hansen <dhansen@ci.faribault.mn.us> wrote:

Hi Nick,

Is this the same as last year? Will show run from 11am to 3pm? And do the proceeds go to LOSS or do you have a different charity this year?

Just want to clarify in our request to Council. Thank you!

Denise

DENISE HANSEN

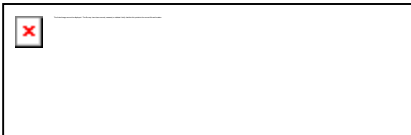
Administrative Coordinator

OFFICE | 507-334-2064

EMAIL | dhansen@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | [15 W. Division St., Faribault, MN 55021](#)



From: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Sent: Thursday, August 29, 2024 3:28 PM
To: Denise Hansen <dhansen@ci.faribault.mn.us>
Subject: FW: Park use request 10-5-2025

For next City Council meeting



PAUL J. PEANASKY

Parks and Recreation Director

OFFICE | 507-334-2064

EMAIL | ppeanasky@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | [15 W. Division St., Faribault, MN 55021](#)

From: Nick Matejcek <blktopcruisers@gmail.com>
Sent: Thursday, August 29, 2024 11:33 AM
To: Paul Peanasky <ppeanasky@ci.faribault.mn.us>
Subject: Park use request 10-5-2025

My car group BlackTop Cruisers Midwest would like to use Teepee Tonka Park for our annual charity car show Saturday October 5th 2024 from 8am to 4pm.

Thank you.

Nick Matejcek

507-491-4398



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Kevin Bushard, Human Resources Director
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-182 Approve Hiring Police Officers

Background:

Due to resignations, there is a need to hire Police Officer positions. The positions were posted from April 5, 2024 to June 28, 2024.

Twelve applications were received, reviewed and scored. From that review, six applicants were selected for an interview. The panel consisted of administrative staff from the Police Department. From those interviews, Yahye Noor and Alejandra Schloo were selected for recommendation for hire.

Resolution 2024-182 recommends hiring Yahye Noor and Alejandra Schloo. Yahye will be hired at grade J step 1 and Alejandra will be hired at grade J step 3, as per the LELS CBA 2022-2024.

Recommendation:

Approve resolution 2024-182, approving the hiring of Yahye Noor and Alejandra Schloo as Police Officers.

Attachments:

1. Resolution 2024-182 Approve Hiring Police Officers

CITY OF FARIBAULT

RESOLUTION #2024-182

APPROVE HIRING POLICE OFFICERS

WHEREAS, the City of Faribault (the "City") presently has vacant Police Officer positions that need to be filled by qualified candidates; and

WHEREAS, the City has advertised and interviewed for the Police Officer positions with the City; and

WHEREAS, the City Council desires to fill the vacant Police Officer positions.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Yahye Noor and Alejandra Schloo be extended an offer of employment to fill the vacant Police Officer positions.

Date Adopted: September 10, 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: September 10, 2024
SUBJECT: Resolution 2024-183 Approve Hiring CSO Police Recruits

Background:

With a state grant offered to the City of Faribault for CSO Police Recruits, there is a need to fill two positions. The position was posted from June 12, 2024 to July 5, 2024.

Thirteen applications were received, reviewed and scored for the positions. From that review, eight were selected for an interview. The interview panel consisted of Police Administration staff. From that interview, Nicholas Smith and Muna Mohamed were selected as the recommendations for hire.

Resolution 2024-183 recommends the hiring of Nicholas Smith and Muna Mohamed. Nicholas and Muna will be hired at grade E step 1, as per the MNPEA CBA 2022-2024.

Recommendation:

Approve resolution 2024-183, approving the hiring of Nicholas Smith and Muna Mohamed as CSO Police Recruits.

Attachments:

1. Resolution 2024-183 Approve Hiring CSO Police Recruits

CITY OF FARIBAULT

RESOLUTION #2024-183

APPROVE HIRING CSO POLICE RECRUITS

WHEREAS, the City of Faribault (the "City") presently has vacant CSO Police Recruit positions that need to be filled by qualified candidates; and

WHEREAS, the City has advertised and interviewed for the CSO Police Recruit positions with the City; and

WHEREAS, the City Council desires to fill the vacant CSO Police Recruit positions.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Nicholas Smith and Muna Mohamed be extended an offer of employment to fill the vacant CSO Police Recruit positions.

Date Adopted: September 10, 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: September 10, 2024
SUBJECT: Resolution 2024-184 Approve Hiring Property Maintenance and Fire Code Inspector

Background:

Due to a retirement and change in duties, there is a need to hire a Property Maintenance and Fire Code Inspector. The position was posted from July 29, 2024 to August 16, 2024.

Six applications were received, reviewed and scored. From that review, five applicants were selected for an interview. The interview panel consisted of John Rued, Building Official, Dustin Dienst, Fire Chief, and Kevin Bushard, Human Resources Director. After the interview, Jeffrey Van Ryn was selected as the recommendation for hire.

Resolution 2024-184 recommends the hiring of Jeffrey Van Ryn. Jeffrey will be hired at grade I step 4, as per the Amended Non-Union Compensation Plan 2022-2024.

Recommendation:

Approve resolution 2024-184, recommending the hiring of Jeffrey Van Ryn as Property Maintenance and Fire Code Inspector.

Attachments:

1. Resolution 2024-184 Approve Hiring Property Maintenance and Fire Code Inspector

CITY OF FARIBAULT

RESOLUTION #2024-184

APPROVE HIRING PROPERTY MAINTENANCE AND FIRE CODE INSPECTOR

WHEREAS, the City of Faribault (the "City") presently has a vacant Property Maintenance and Fire Code Inspector position that needs to be filled by a qualified candidate; and

WHEREAS, the City has advertised and interviewed for the Property Maintenance and Fire Code Inspector position with the City; and

WHEREAS, the City Council desires to fill the vacant Property Maintenance and Fire Code Inspector position.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Jeffrey Van Ryn be extended an offer of employment to fill the vacant Property Maintenance and Fire Code Inspector position.

Date Adopted: September 10, 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: September 10, 2024
SUBJECT: Resolution 2024-185 Accept Donation to Parks and Recreation Department

Background:

Donations are received on behalf of the Faribault Parks and Recreation Department. These monetary donations are received to support existing programs and to provide enhancements to the City of Faribault Parks and Recreation Department.

This is a request to accept a donation from Gardeners Reaching Out With Service (GROWS) in the amount of \$905.00 to purchase trees for the City Parks.

Recommendation:

Approve Resolution 2024-185 Accept Donation to Parks and Recreation Department as requested.

Attachments:

1. Resolution 2024-185 Accept Donation to Faribault Parks and Recreation Department

CITY OF FARIBAULT

RESOLUTION #2024-185

ACCEPT DONATION TO THE PARKS AND RECREATION DEPARTMENT

WHEREAS, Faribault Parks and Recreation Department is responsible for providing programs and leisure activities to the City and surrounding townships; and

WHEREAS, Faribault Parks and Recreation received a donation of \$905.00 from Gardeners Reaching Out With Service (GROWS) to purchase trees for the City parks; and

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorizes Faribault Parks and Recreation Department to accept the donation of \$905.00 from Gardeners Reaching Out With Service to purchase trees for the City parks.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica 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: September 10, 2024
SUBJECT: Resolution 2024-190 Approve CROP Hunger Walk Street Closures

Background:

Father Henry Doyle, on behalf of the Faribault Area Christian Ministerial Association, has contacted us regarding hosting the CROP Hunger Walk on Saturday, October 5, 2024. The walk begins at 9:00 a.m. and will require some intermittent street closures. Volunteers will assist with intersections along the route.

Locations will be closed intermittently on October 5, 2024, from approximately 9:00 a.m. to 11:30 a.m. to allow use for the CROP Hunger Walk. The walk will begin at the Cathedral of our Merciful Saviour, proceed east on 6th Street NW, south on Central Avenue, west on Division Street, north on 3rd Avenue NW, east on 3rd Street NW, north on 2nd Avenue NW and east on 6th Street back to the Cathedral of Our Merciful Saviour.

Recommendation:

Approve Resolution 2024-190 to intermittently close the listed roads for the CROP Hunger Walk on Saturday, October 5, 2024.

Attachments:

1. Resolution 2024-190 Approve CROP Hunger Walk Street Closures

CITY OF FARIBAULT

RESOLUTION #2024-190

APPROVE CROP HUNGER WALK STREET CLOSURES

WHEREAS, the Faribault Area Christian Ministerial Association is sponsoring the CROP Hunger Walk on Saturday, October 5, 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 restrictions by means of Council resolution.

NOW, THEREFORE, BE IT RESOLVED, that locations will be closed intermittently on October 5, 2024, from approximately 9:00 a.m. to 11:30 a.m. to allow use for the CROP Hunger Walk. The walk will begin at the Cathedral of our Merciful Saviour, proceed east on 6th Street NW, south on Central Avenue, west on Division Street, north on 3rd Avenue NW, east on 3rd Street NW, north on 2nd Avenue NW and east on 6th Street back to the Cathedral of Our Merciful Saviour.

ALSO, BE IT RESOLVED, that the event sponsor should enter into the City's standard agreement regarding street closures and sponsored events.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-186 Approve On-Street Parking Restrictions

Background:

A request was received for the installation of additional no-parking signage along Airtech Drive. Tru-View has recently installed a shipping and receiving dock on the north side of the building that accesses off of Airtech Drive. Trucks from a nearby painting business parking on Airtech Drive are making it difficult for trucks to enter and exit the Tru-View site. Currently, there is no parking posted along Airport Drive and a small portion of Airtech Drive. Additionally, no parking signage in this location will also help with semi-trucks using Airtech Drive as a staging area. The matter was reviewed at the June 18, 2024, Development Review Committee (DRC) meeting where the DRC recommended no parking on Airtech Drive.

This matter was discussed at the September 3, 2024, Council Work Session where staff recommended installing No-Parking signage along Airtech Drive. The Council concurred with staff's recommendation.

A request was received for the installation of no-parking signage along 10th Street NE in front of the Rice County Activity Center. The request is to allow for better visibility when entering and exiting the parking lot. Currently, a small bus converted to an RV parks in between the two accesses to the lot, making it difficult for buses from the Rice County Activity Center to see when leaving their lot.

This matter was discussed at the September 3, 2024, Council Work Session where staff recommended installing no-parking signage on 10th Street NE between the two accesses to the Rice County Activity Center. The Council concurred with staff's recommendation.

Recommendation:

Approve Resolution 2024-186

Attachments:

1. Resolution 2024-186 Approve On-Street Parking Restrictions

CITY OF FARIBAUT

RESOLUTION #2024-186

APPROVE ON-STREET PARKING RESTRICTIONS

WHEREAS, the City of Faribault received a request to install no-parking signage along Airtech Dr.; and

WHEREAS, the City of Faribault received a request for no-parking on 10th St. NE; and

WHEREAS, a review of these two matters was discussed at the Council Work Session on September 3, 2024; and

WHEREAS, the recommendation to install No-Truck Parking signage on Airtech Dr. and 10th St. NE was made; and

WHEREAS, all signage to be installed on City streets or parking lots must be approved by the City Council as required by Section 15-57 of the Faribault Code of Ordinances.

NOW, THEREFORE BE IT RESOLVED,

Section 1. The installation of no-parking signage on Airtech Dr. and 10th St. NE is hereby approved.

Section 2. The Public Works Director shall arrange for installation of said signage.

Section 3. This resolution shall be in full force and effect upon installation of said signage.

Date Adopted: September 10, 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: David Wanberg, Community and Economic Development Director
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-188 Approve an Encroachment Agreement between the City of Faribault and Jennie-O Turkey Store

Background:

Earlier this year, the City issued a building permit for a small building addition at the southwest corner of the Jennie-O Turkey Store plant at 1116 4th Street NW. While the addition meets the required building setbacks, after the contractor installed the building addition foundation, City Staff discovered the building addition encroached a few feet into a 20-foot wide existing drainage and utility easement. A public watermain exists in the easement. While the construction does not appear to have affected the watermain, the City may have to replace or repair the watermain in the future.

The attached resolution and Encroachment Agreement outline that the City is willing to allow the encroachment of the chiller addition to remain. However, the City will not be responsible for any damages to the building addition should the City need to access the easement to repair or replace the watermain.

Recommendation:

Approve Resolution 2024-188

Attachments:

1. Resolution 2024-188 Approve an Encroachment Agreement between the City of Faribault and Jennie-O Turkey Store

CITY OF FARIBAULT

RESOLUTION #2024-188

APPROVE AN ENCROACHMENT AGREEMENT BETWEEN THE CITY OF FARIBAULT AND JENNIE-O TURKEY STORE

WHEREAS, the City of Faribault issued a building permit for a small building addition at the southwest corner of the Jennie-O Turkey Store plant at 1116 4th Street NW; and

WHEREAS, the said building addition meets the required building setbacks; and

WHEREAS, after the contractor constructed the building addition foundation, City Staff discovered that the building addition encroached a few feet into a 20-foot wide drainage and utility easement, in which a public watermain exists; and

WHEREAS, the building addition does not appear to have affected the watermain, but the City may have to repair or replace the watermain in the future; and

WHEREAS, the City is willing to allow the encroachment of the chiller addition to remain provided that the City and Jennie-O Turkey Store enter into an Encroachment Agreement that outlines the terms and conditions of the encroachment as it relates to the easement; and

WHEREAS, the City prepared the Encroachment Agreement attached to this Resolution; and

WHEREAS, the Faribault City Council acknowledges that the said Encroachment Agreement is in a draft form that may require limited revisions before the execution and recording of the said Agreement.

NOW, THEREFORE BE IT RESOLVED, that Faribault City Council hereby approves the Encroachment Agreement attached to this Resolution and authorizes City Staff and the City's Consultants to make limited revisions to the Agreement if needed to finalize the Agreement and its exhibits.

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

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

ENCROACHMENT AGREEMENT

THIS ENCROACHMENT AGREEMENT made and entered into as of this _____ day of _____, 2024, by and between the City of Faribault, a Minnesota municipal corporation (the "City"), and Jennie-O Turkey Store, Inc., a Minnesota corporation under the laws of Minnesota (the "Owner") together with the City (the "Parties") or each (a "Party ").

RECITALS

- A. The Owner is the fee owner of the following described real property (the "Property"):

Lot 1, Block 1, SOUTH ALEXANDER THIRD ADDITION, in the City of Faribault, Rice County, Minnesota.
- B. The Property is subject to a twenty (20) foot wide public drainage and utility easement on its western boundary (the "Easement") as depicted on the plat of the Property, filed with the Rice County Registrar of Titles on December 27, 2017, and included in Exhibit A of this Agreement.
- C. The Owner constructed a chiller addition in 2024 that is partially in the Easement. The City advised the Owner of the Easement and that a public watermain is in the easement. The City requested that the Owner prepare a Certificate of Survey showing the public watermain's location and the chiller addition.
- D. Timothy S. Peterson, a licensed land surveyor under the laws of the State of Minnesota, prepared a Certificate of Survey dated August 2, 2024, included in Exhibit B of this Agreement (the "Certificate of Survey"). The Certificate of Survey identifies the location of a public watermain in the Easement and a chiller addition constructed by the Owner in 2024. The chiller addition is partially in the Easement (the "Encroachment") contrary to laws and regulations (the "Encroachment Area").

- E. The Owner requested permission from the City to maintain and use the Encroachment of the chiller addition in the Easement.
- F. The City is willing to allow the Encroachment to remain in the Encroachment Area subject to the terms and conditions of this Agreement.

AGREEMENT

In consideration of each Party's mutual covenants, terms, and conditions outlined in this Agreement, the Parties mutually agree to the following:

- 1. Incorporation of Recitals.** The recitals and exhibits in this Agreement are integral to this Agreement.
- 2. Limited Use Within the Encroachment Area.** The City warrants that it has the right to grant this limited use interest affecting the Encroachment Area. Per the terms and conditions of this Agreement, the City grants the Owner the right to encroach into the Encroachment Area for the sole purpose of maintaining the Encroachment. The Owner must not alter the grade or permit alterations in the Easement, including but not limited to, planting trees or shrubs, without the City's prior express written consent. The Owner must conduct all of its activities in the Easement in a manner that does not interfere with the operation and maintenance of the public watermain.
- 3. Protection of the Public Watermain.** The Owner agrees to protect the public watermain at all times from damage resulting from the Encroachment or other activities in the Easement.
- 4. Maintenance and Repair of the Encroachment.** The Owner agrees to repair and maintain the Encroachment in a manner consistent with the City's ordinances. If the Owner fails to repair or maintain the Encroachment Area during the term of this Agreement, the City may revoke the limited use granted by this Encroachment Agreement.
- 5. City's Right to Use the Easement.** The City reserves the right to use the Easement, including the Encroachment Area, during the term of this Encroachment Agreement for its purposes. Nothing in this Agreement prevents the City from taking any action necessary to exercise its interest in the Easement, including excavation that may render the Encroachment Area unusable. The Owner shall have no

claim against the City if the Encroachment Area becomes unusable for the use contemplated in this Agreement.

- 6. City's Access, Use of Its Watermain, and the Easement.** If the City must remove or affect any of the Encroachment within the Easement to construct, maintain, operate, repair, remove, or resize the City's existing or additional watermain, the Owner or its respective heirs, successors, and assigns must pay the cost of removing and replacing or reconstructing the Encroachment with City's written consent. The City must repair and maintain its existing or additional watermain in a reasonable workmanlike manner, and the City must restore the surface and grade disturbed by the work. The City shall not be liable for loss, damage, repair, or replacement of the Encroachment or any associated equipment and facilities within the Easement. The Owner releases the City, its employees, and agents from all liability for any such loss or damage. In no way does this Encroachment Agreement constitute a waiver by the City of its rights to use its Easement unencumbered by the Encroachment within the Easement.
- 7. Assumption of Risk.** The Owner assumes all risks for damages, injuries, or loss to either property or persons that the Owner or its respective agents, invitees, or licensees may incur in or near the Easement in any way associated with the Encroachment.
- 8. Hold Harmless; Indemnification.** Any and all claims that arise or may arise against the Owner, its officers, employees, agents or contractors while engaged in its use of the Encroachment Area shall in no way be the obligation of the City. Furthermore, the Owner must indemnify, hold harmless and defend the City, their officials, employees, contractors, and agents from and against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including reasonable attorneys' fees which the City, its officers, employees, agents or contractors may sustain, incur, or be required to pay, arising out of by reason of any act or failure to act by Owner, its officers, employees, agents or contractors or arising out of or by reason of this Agreement. Nothing in this Agreement shall be construed as a waiver by the City of any immunity, defenses, or other limitations on liability to which the City is entitled by law.
- 9. Insurance.** During the term of this Agreement, the Owner must procure and keep in force a general property casualty insurance policy that includes the area designated within the Encroachment Area. Any claims for damages based upon the Owner's use of the

Encroachment Agreement shall be submitted to Owner's insurance policy.

10. Term. This Agreement shall be effective upon execution and shall terminate when the Owner removes the Encroachment from the Easement, or the City vacates the portion of the Easement within the Encroachment Area.

11. Termination. The Owner or City may terminate this Agreement at any time by giving the other Party 30 days' written notice. Unless the City vacates the Easement within the Encroachment Area, upon termination of this Agreement, the Owner shall immediately remove the Encroachment from the Encroachment Area and return the Encroachment Area to the condition it was in before the Owner's use at the Owner's sole cost.

12. Notices. Any notice, demand, or other communication under this Agreement by either Party to the other shall be sufficiently given or delivered if it is dispatched by certified or registered mail or delivered personally to the respective address of each Party as outlined as follows:

As to the Owner: Jennie-O Turkey Store
Attn: Plant Manager
1116 4th Avenue NW
Faribault, MN 55021

As to the City: City of Faribault
Attn: City Administrator
208 NW 1st Avenue
Faribault, MN 55021

with a copy to: Kennedy & Graven Chartered
Faribault City Attorney
150 South Fifth Street, Suite 700
Minneapolis, MN 55402

13. Recording. On behalf of the Owner and at the Owner's cost, the City shall record this Agreement and any amendments to it in the office of the Rice County Recorder or Registrar of Titles.

14. Entire Agreement; Modification. This Agreement constitutes the entire Agreement between the Parties and supersedes any other written or oral agreements between the Parties related to the Encroachment and the Encroachment Area. Any modification of this

By: Kevin F. Voracek

STATE OF MINNESOTA)
)ss.
COUNTY OF RICE)

(Seal)

Prepared by:
City of Faribault, Minnesota
Community and Economic Development Department
208 1st Avenue NW
Faribault, MN 55021

EXHIBIT A Plat of the Property

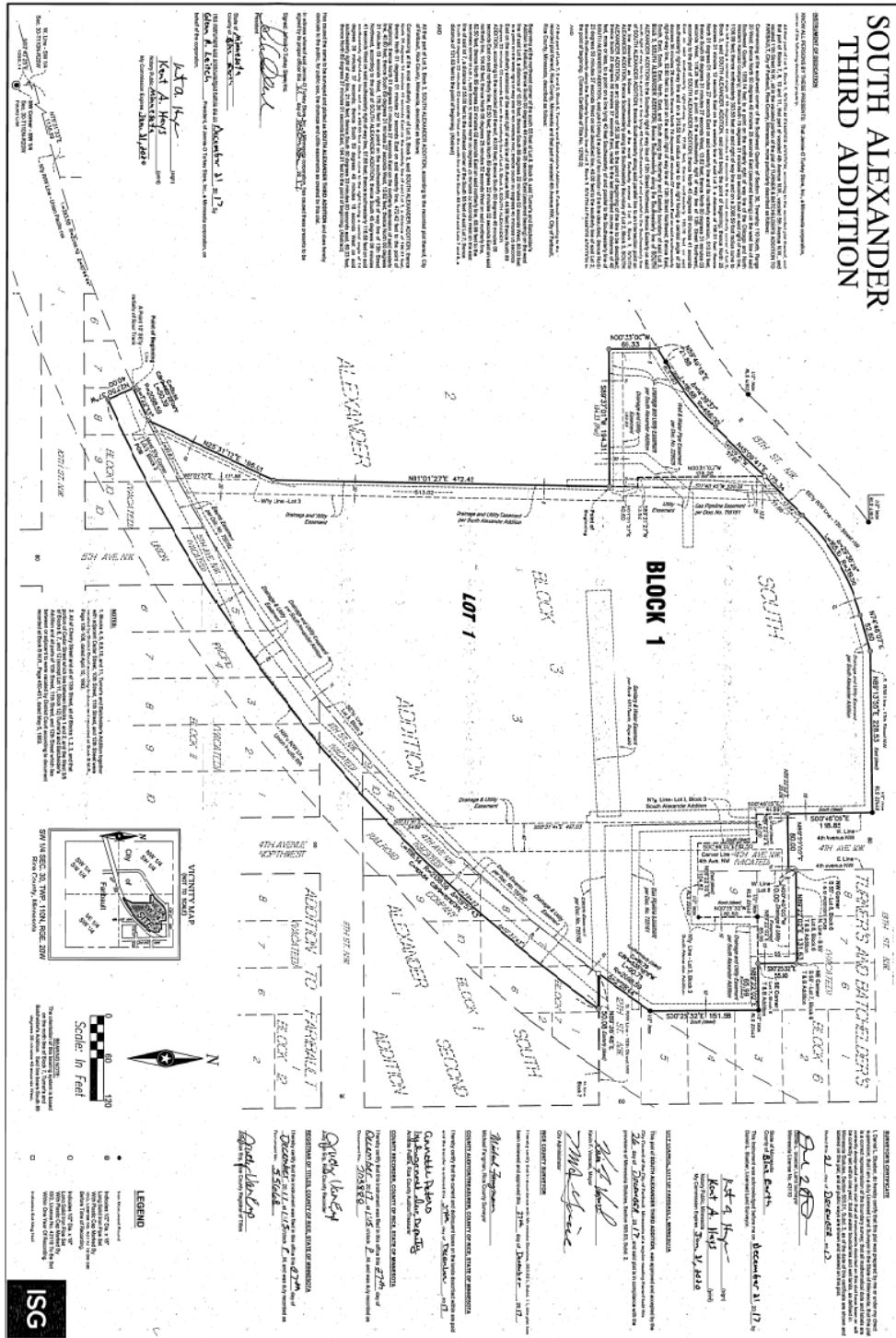
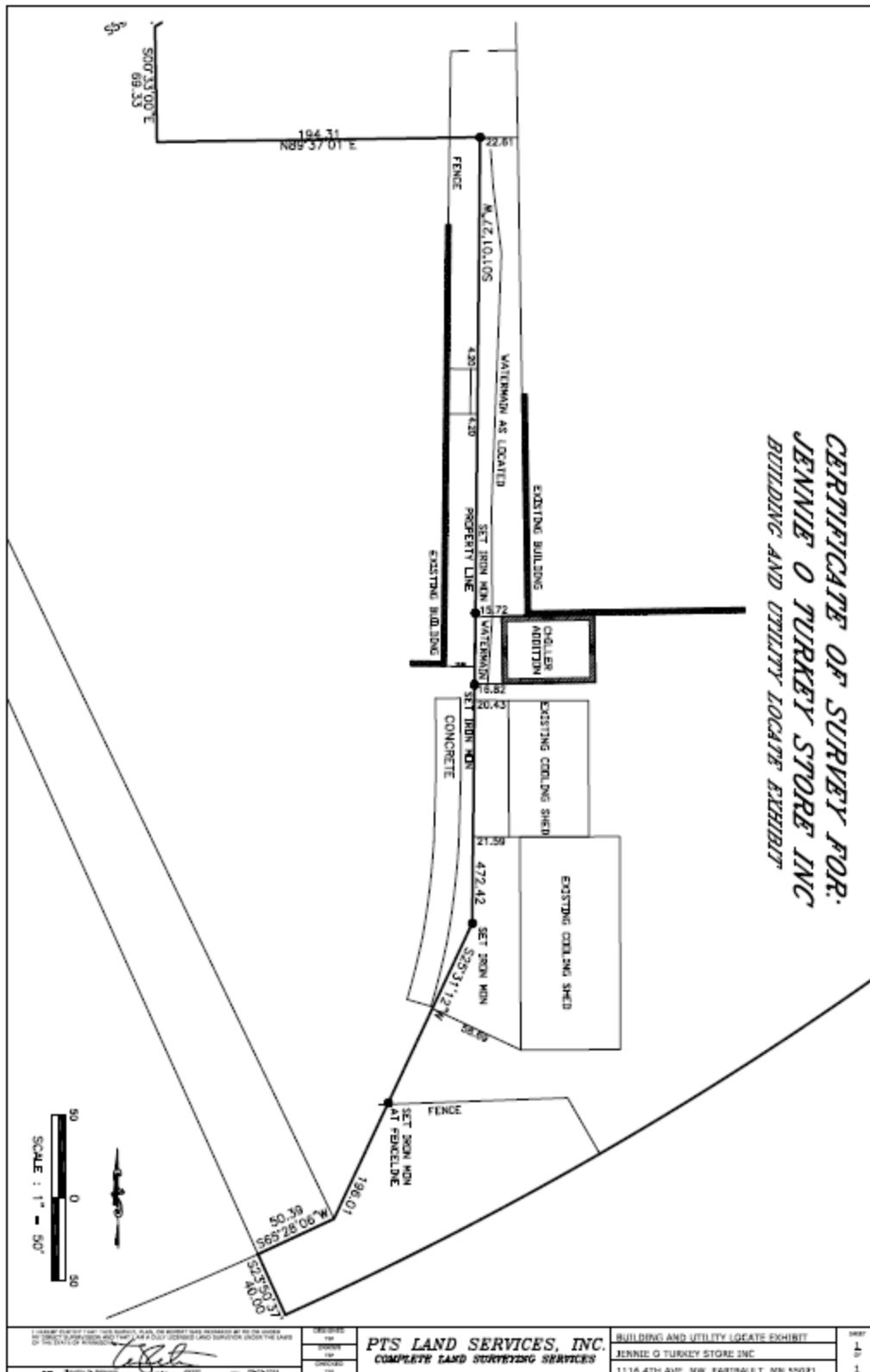


EXHIBIT B: Certificate of Survey





Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-191 Approve Appointment of Board and Commission Member

Background:

A vacancy was declared on the Library Advisory Board at the August 27, 2024, City Council meeting. Staff received an application for the Library Advisory Commission from Samuel Powell. If appointed, Powell's term will end on January 31, 2025.

Recommendation:

Approve Resolution 2024-191.

Attachments:

1. Resolution 2024-191 Approve Appointment of Board and Commission Members

CITY OF FARIBAULT

RESOLUTION #2024-191

APPROVE APPOINTMENT OF BOARD AND COMMISSION MEMBERS

WHEREAS, there exist numerous vacancies for boards and commissions for the City of Faribault; and

WHEREAS, the City received applications from individuals interested in serving on these boards and commissions; and

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council hereby appoints the following individual to the listed board or commission with the date of term expiration as identified:

<u>Appointee</u>	<u>Board/Commission</u>	<u>Expiration</u>
Powell, Samuel	Library Advisory Board	1/31/2025

Date Adopted: September 10, 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: John Sherwin, Chief of Police
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-192 Accept Donated Equipment to the Police Department - K9 Vest

Background:

In late August, the department was contacted by a non-profit organization called Brady's K9 Fund. Brady's K9 Fund is an Ohio-based organization established by Brady Snakosky, a middle school student, who wants to protect police K9s. Brady's K9 Fund recently received a large donation from a Minnesota donor - enough to provide a vest for every police dog in the state.

The vest they'd like to donate to Faribault PD is a ballistic-rated vest that doubles as a tracking harness and has a value of approximately \$1,200. The vest will be custom-made for our police K9 "Thor" and shipped to the department in approximately 90 days. While not used every day, there will likely be situations where the donning of this vest is applicable.

Recommendation:

Approve Resolution 2024-192

Attachments:

1. Resolution 2024-192 Accept Donated Equipment to the Police Department - K9 Vest

CITY OF FARIBAULT

RESOLUTION #2024-192

ACCEPT DONATED EQUIPMENT TO THE POLICE DEPARTMENT - K9 VEST

WHEREAS, the Faribault Police Department strives to provide professional and impartial law enforcement services that meet the highest standards of ethics and law; and

WHEREAS, officers, including our police K9, place themselves at risk in providing law enforcement services that necessitate the donning of protective vests; and

WHEREAS, a non-profit organization, Brady's K9 Fund, has contacted the department and wishes to donate a \$1,200 custom-made ballistic-rated vest for K9 Thor at no cost to the department;

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorizes the Faribault Police Department to accept the vest for K9 Thor.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica Kinser, City Administrator



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-187 Adopt the TH 60 West Master Plan

Background:

The TH 60 West area includes a largely undeveloped gateway into Faribault that the City's Journey to 2040 Comprehensive Plan guides for a mix of commercial and residential uses north of TH 60 West and a mix of commercial and industrial uses south of TH 60 West. The City extended municipal utilities to this area decades ago with the expectation of big-box commercial development. However, that development did not occur, and the area has remained mostly undeveloped.

Recently, landowners and developers have expressed renewed interest in developing the area, but they have requested additional guidance regarding the City's vision for the area. The Faribault Economic Development Authority (the "EDA") and Xcel Energy provided funding to hire a consultant to assist the City in creating a master plan to help promote development in the area. A master plan is an aspirational document intended to help inspire and guide future development. It does not dictate nor regulate land use.

The master plan consultant conducted an inventory and analysis of the area, which included meetings with major property owners to learn their vision for the area. The Faribault Planning Commission, City Council, EDA, and major property owners reviewed concept plans for the area and expressed general support for the concept plans. Based on their feedback, the consultant completed a draft of the TH 60 West Master Plan (see the attached plan), and the City noticed a public hearing to solicit public input on the master plan.

The Planning Commission held a public hearing on September 3 to solicit public input on the master plan. Four people spoke at the public hearing. Two residents from the existing residential development in Wells Township expressed concerns about the traffic in the area, particularly at

the intersection of Wells Lake Drive and TH 60 West. Two people spoke in favor of the master plan. The Planning Commission unanimously recommended that the City Council approve Resolution 2024-187, which adopts the master plan based on the findings outlined in the resolution.

Again, it is important to note the TH 60 West Master Plan is an aspirational document intended to help promote development in a manner consistent with the City's Comprehensive Plan. The Plan does not dictate or regulate land use. Property owners can work with developers to submit different development plans for City review and action.

Recommendation:

Approve Resolution 2024-187

Attachments:

1. Resolution 2024-187 Adopt the TH 60 West Master Plan
2. TH 60 Master Plan

CITY OF FARIBAULT

RESOLUTION #2024-187

ADOPT THE TH 60 WEST MASTER PLAN

WHEREAS, the TH 60 West area is a largely undeveloped gateway into Faribault (generally shown in Exhibit A) that the City's Journey to 2040 Comprehensive Plan guides for a mix of commercial and residential uses north of TH 60 West and a mix of commercial and industrial uses south of TH 60 West; and

WHEREAS, the City extended utilities to the TH 60 West area decades ago with the expectation that there would be significant new big-box commercial development in the area; and

WHEREAS, the area has remained largely undeveloped; and

WHEREAS, landowners and developers have expressed renewed interest in developing the area, but have requested additional guidance regarding the City's vision for the area; and

WHEREAS, the Faribault Economic Development Authority (the "EDA") and Xcel Energy provided funding to hire a consultant to assist the City in creating a master plan to help promote development in the area; and

WHEREAS, a master plan provides an aspirational guide for future development, but it does not dictate nor regulate the use of property; and

WHEREAS, the master plan consultant conducted an inventory and analysis of the area, which included meeting with major property owners to learn their vision for the area; and

WHEREAS, the Faribault Planning Commission, City Council, EDA, and major property owners reviewed concept plans of the area and expressed general support for the concept plans; and

WHEREAS, based on feedback from the property owners and the City, the master plan consultant completed a draft of the TH 60 West Master Plan, which is on file with the City and available for public review in person or on the City's website; and

WHEREAS, City Staff properly noticed a September 3, 2024, public hearing to consider the City's adoption of the TH 60 West Master Plan; and

WHEREAS, City Staff sent the public hearing notice to all property owners and all adjacent property owners within 350 feet of the master plan study area, and

WHEREAS, City Staff also sent the public hearing notice to Rice County, Warsaw Township, Wells Township, the Minnesota Department of Transportation, and the Minnesota Department of Natural Resources; and

WHEREAS, City Staff made a report to the Planning Commission and recommended that the City adopt the TH 60 West Master Plan based on the findings outlined in this resolution; and

WHEREAS, the Planning Commission, on September 3, 2024, following proper notice, held a public hearing to review the request, listen to public comments, and make a recommendation to the City Council regarding the TH 60 West Master Plan adoption; and

WHEREAS, following the public hearing, the Planning Commission recommended that the City Council adopt the TH 60 West Master Plan based on the following written findings:

1. The review process provided adequate opportunity for public review and comment on the requested amendment; and
2. Approval of the TH 60 West Master Plan is in the best interest of the community's general health, safety, and welfare. The master plan furthers the land use plan and various goals, policies, and implementation steps for this part of Faribault and surrounding properties; and
3. The existing and future infrastructure, including sanitary sewer, water, stormwater, and transportation, associated with the TH 60 West area is suitable for commercial/residential mixed-use north of TH 60 and commercial/industrial mixed-use south of TH 60; and
4. The TH 60 West Master Plan is consistent with the City's Journey to 2040 Comprehensive Plan; and

WHEREAS, the City Council held a public meeting on September 10, 2024, to consider adopting the TH 60 Master Plan; and

WHEREAS, based on the City Staff report, the results of the public hearing, and the written findings of the Planning Commission, the City Council concurs with the written findings of the Planning Commission and makes identical findings.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1: Incorporation of Recitals and Exhibits. Where applicable, the recitals and exhibits incorporated in this resolution constitute the written findings of the City Council.

Section 2: Adoption of the TH 60 West Master Plan. The City Council hereby adopts the TH 60 West Master Plan on file with the City, subject to final clerical and clarifying edits.

Section 3: Authorization to Take Additional Steps. The City Council authorizes and directs the Mayor, City Staff, and City Consultants to take any additional steps and actions necessary and convenient to accomplish the intent of this resolution.

Section 4: Effective Date. This resolution is effective immediately upon its passage and without publication.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

EXHIBIT A
Graphic Depiction of TH 60 West Area



Study area bound in yellow dashed line.



**BOLTON
& MENK**

TRUNK HIGHWAY 60 MASTER PLAN

JULY 2024



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Acknowledgements

Dave Wanberg - Director, Community & Economic Development

Harry Davis - City Planner

Marc Duchene - Director of Engineering

Tim Murray - City Administrator (former)

Special thanks to Xcel Energy for financial support

An aerial night photograph of a highway interchange and surrounding urban area. The image is monochromatic, showing a mix of dark, textured terrain and bright, illuminated structures. A multi-lane highway runs diagonally from the bottom left towards the top right, featuring a complex interchange with several overpasses and ramps. To the right of the highway, a dense urban area is visible, with numerous buildings and streetlights creating a bright, glowing pattern. To the left of the highway, the terrain is more open and less developed, with some scattered buildings and a large, dark, irregularly shaped area that could be a pond or a large field. The overall scene is captured from a high angle, providing a comprehensive view of the infrastructure and its surroundings.

INTRODUCTION

TH 60 WEST AREA GOALS, AND PRINCIPLES

A West Side Welcome

Located on the west edge of Faribault, the study area greets incoming travelers with a natural aesthetic featuring rolling hills and pockets of dense vegetation, giving way to farmland that stretches to the bank of Wells Lake.

TH 60 bisects the area, offering access to a select few developments that have emerged over the last 50 years. The critical east-west highway also offers access from Downtown Faribault to neighboring communities as far west as the Mankato Metro.

Since 1858, the Calvary Cemetery has sat watching over the City from its elevated hilltop. The earliest development emerged in the 1970's, as the Dairy Queen, a hotel (now a Regency Inn & Suites), and Matejcek's introduced the first non-residential city development west of I-35. In the years that followed, the industrial and commercial buildings south of TH 60, including KGPCo telecommunications, emerged at the "foothill" of Calvary Cemetery and the higher areas to the south.

While some residential development has joined legacy agricultural around the edges, the study area remains largely unchanged since the early 2000's. Efforts to attract a big box or national chain store have thus far been unsuccessful, and a renewed effort is underway to vision a market-supported vision of this Faribault's western gateway.

An Eye Towards Opportunity

The future of the TH 60 West area should reflect and celebrate Faribault's many strengths, and embrace the City's aspiration of being an outstanding place to live, work, grow, invest, and visit. The city commits to embracing the future while plans for positive change through innovation and excellence.

Realizing this city-wide aspiration and commitment within this area of the part of the city requires an "eyes wide open" pragmatic understanding of place, and a willingness to think outside the box. Further, with nearly all land here privately owned, an area vision must align area property owners' interests while supporting a common good.

AREA VISION

- An active front door into Faribault where regional economic activity and new neighborhoods are woven into the natural landscape.

AREA PRINCIPLES

- Establish the area as an attractive gateway welcoming people into the city.
- Embrace site topography to create interesting places and development patterns as a means of preserving the natural landscape.
- Respect other city growth areas and compliment existing city businesses.
- Leverage multimodal connectivity offered by I-35 and the Sakatah Singing Hills State Trail.
- Provide needed housing for current and future city residents while exploring new ideas and innovation to move the needle on development expectations.
- Protect and celebrate the Calvary Cemetery and Wells Lake, ensuring public access for years to come.



Study area in context



Study area

FUTURE GROWTH AND STRATEGIC DEVELOPMENT

Faribault's Journey to 2040 Comprehensive Plan identifies numerous strategic development areas, guiding former or underutilized sites towards Commercial/Residential mixed use infill. This is done as an effort to improve community livability, stimulate targeted reinvestment, and efficiently use existing infrastructure.

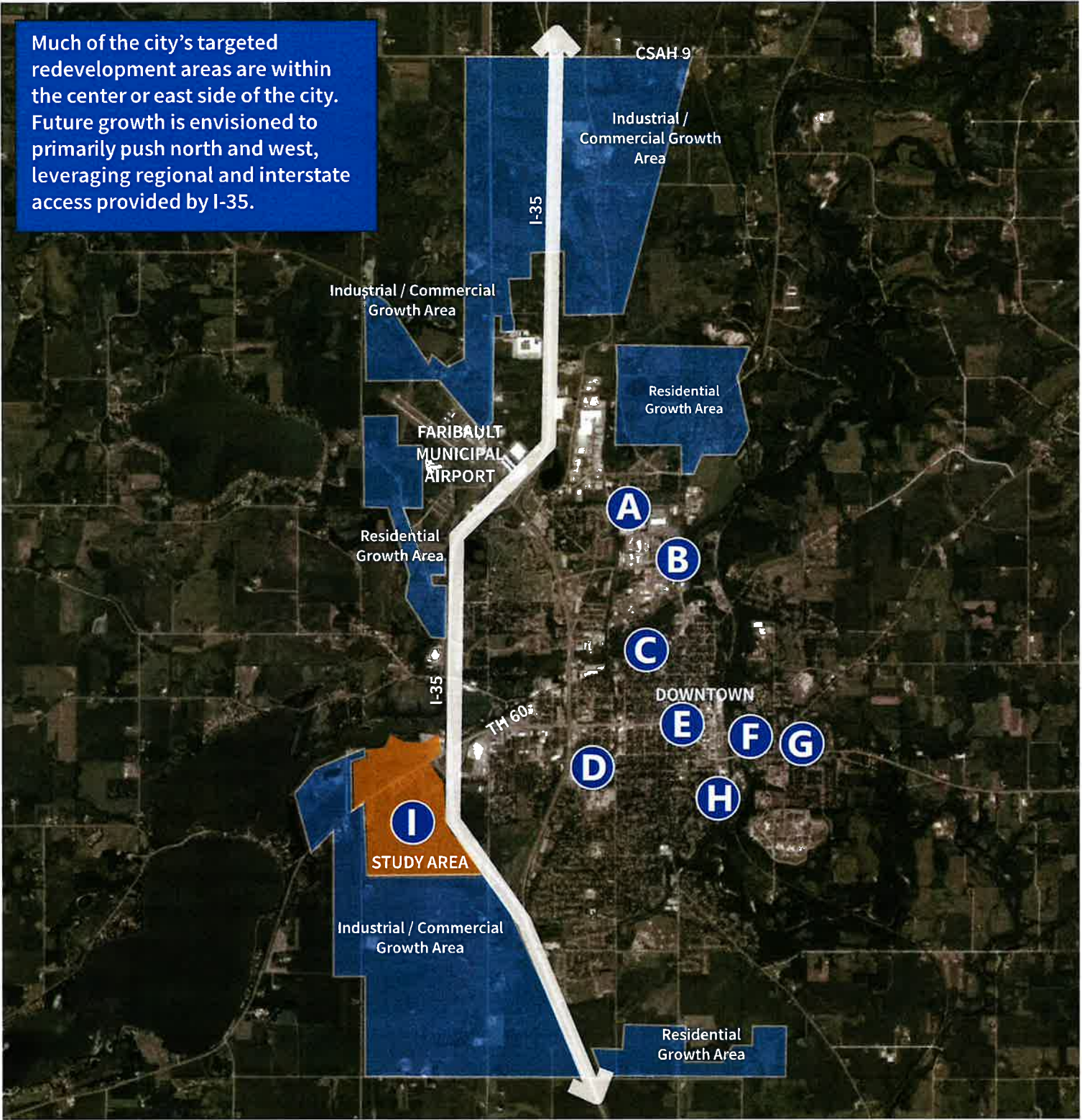
Journey to 2040 identifies staged growth areas primarily along the I-35 corridor that may accommodate industrial and commercial growth demand, benefiting from interstate adjacency. Many of these growth areas intend to accommodate desired and anticipated industrial growth, since suitable industrial land within the city limits has become scarce.

The TH 60 West area is identified both as a Strategic Development Area and Staged Growth Area. Journey 2040 suggests the area of north of TH 60 be guided for Commercial / Residential Mixed Use, and the southern portion is guided Commercial / Industrial Mixed Use. The Comprehensive Plan then envisions a broader vision that extends these uses further west and south.

The Comprehensive plan's guidance for the study area results in competition with other named strategic development sites identified for new commercial or residential development. Sites within the city core can leverage adjacent development in attracting market interest, while the TH 60 West must simultaneously stimulate market demand and establish a sense of place.

Further north along I-35, at CSAH 9, is approximately 2,000 acres within a commercial/industrial city growth area. Rice County and Faribault are currently reviewing plans to refine land use expectations in this area and establish need and timeline for a future interchange. Both the I-35/CSAH 9 and TH 60 West growth areas are competing for similar uses.

TH 60 West's strongest asset, compared to other areas of the city, is the adjacency of I-35 interchange creating convenient access to interstate commerce. The amount of people and goods traveling on the corridor and great visibility for adjoining properties are incredible attributes to this area's future success. However, I-35 does limit access due to a limited amount of crossing locations, as well as technical and financial costs of creating new connections to the rest of the city.



Strategic Development Areas

FROM JOURNEY TO 2040 FARIBAULT COMPREHENSIVE PLAN

- A** 28th St NW
Commercial/Industrial Mixed Use
- B** State Hwy 3
Commercial/Residential Mixed Use
- C** 7th St NW
Downtown, Commercial/Industrial Mixed Use
- D** Division St and Prairie Ave
Commercial/Residential Mixed Use
- E** Downtown
Mixed Use, Public, Institutional
- F** East Straight River
Established Residential Neighborhood
- G** State Hwy 60/First St NE
Commercial/Residential Mixed Use
- H** Willow St and Fowler St
Downtown, Commercial/Residential Mixed Use
- I** TH 60 West (study area)
Commercial/Residential Mixed Use, Commercial/Industrial Mixed Use

COMMUNITY AND MARKET SNAPSHOT

Faribault Today

Faribault is the economic engine for the region, with more than 50% of the county's jobs located within the city limits, and almost 40% of it's residents calling Faribault home. While a majority of the city's jobs are designated white collar, it holds a higher percentage of blue collar and industrial jobs compared to both Rice County and neighboring Owatonna.

Housing affordability and unit availability are long- and short-term issues for Faribault to address. For the Faribault area, as of August 2023, there were approximately 100 homes for sale with a median listing price around \$300,000. Newly constructed homes in that group however carried a median price over \$400,000 (Source: Realtor.com), highlighting the often prohibitive cost of new construction.

At the same time, Faribault has a very limited supply of commercial and industrial properties. As of August 2023, the city had a cluster of unimproved industrial sites on the north side of town, two warehouse properties, and one small retail site on public commercial listings (Source: MNCAR).

While the city has a higher rate of poverty and lower median income than Owatonna, home values are much higher in Faribault, and residents are about equally likely to be cost burdened. This may indicate strong borrowing potential for larger purchases such as housing.

That said, Faribault's "spending potential index", a measure of spending related to a national average score of '100' across different consumer categories, is 71, indicating a spending power below the national average.

Faribault Tomorrow

Faribault anticipates population growth at a similar rate to the County through 2030, and twice that of neighboring Owatonna. Population estimates show anticipated increases in both average age and diversity.

Southeastern Minnesota will likely see a five percent increase in jobs from 2020 to 2030. The main drivers of job growth are accommodation and food service plus arts, entertainment, and recreation.

Given the constraints in housing and shovel-ready commercial and industrial sites elsewhere in the city, TH 60 West is well-positioned to take advantage of market demand.



Residents

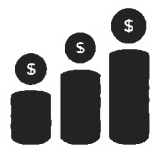
Total Population	67,905	24,809	26,466
Forecasted Annual 10-year Growth (2020 - 2030)	0.37%	0.47%	.11%



Households

Households	23,772	8,754	10,674
Household Size	2.55	2.57	2.44
Unit Vacancy	n/a	.5%**	5.2%

**market rate vacancy identified from 2021 Rental Housing Needs Analysis study, by Maxfield



Income and Wealth

Median Household Income	\$68,838	\$55,610	\$73,813
Median Net Worth	\$218,493	\$120,368	\$180,712
Households Below the Poverty Line	9%	14%	8.8%

*Owatonna is located in Steele County, but is a comparable community to Faribault, including its location on the I-35 Corridor

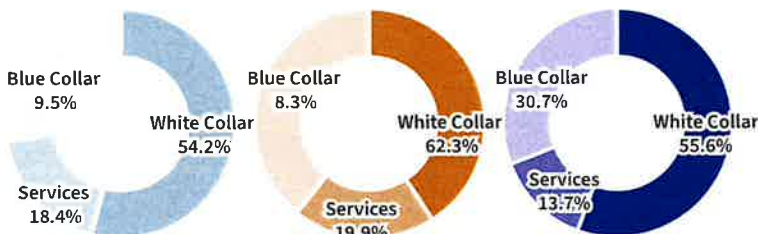
All information is 2023 estimates unless otherwise noted.

Workplace and Workforce



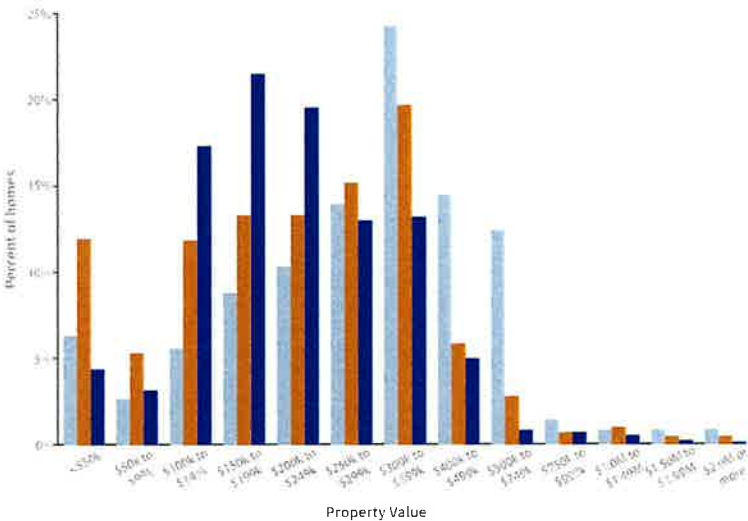
Total Businesses	2,087	870	1,110
Total Employees	28,256	15,274	22,368

Occupations and Industries



Total Employees	32,982	9,799	11,934
Agriculture/Mining	3.1%	2.3%	1.8%
Construction	7.6%	7.4%	6.2%
Manufacturing	15.6%	24.8%	24.7%
Wholesale Trade	2.2%	1.2%	1.5%
Retail Trade	8.6%	9.9%	11.7%
Transportation/Utilities	5.7%	7.1%	3.6%
Information	0.6%	0.9%	1.3%
Finance/Insurance/Real Estate	3.2%	2.1%	8.9%
Services	49.6%	39.4%	34.9%
Public Administration	3.8%	5.0%	5.3%

Home Values



Home Ownership Costs

Percent of residents who own their home	75.6%	65.4%	69.0%
Median home value	\$313,134	\$230,483	\$173,400
Percent of owners spending 30% or more of monthly income on mortgages	23.0%	13.8%	14.8%

Renting Costs

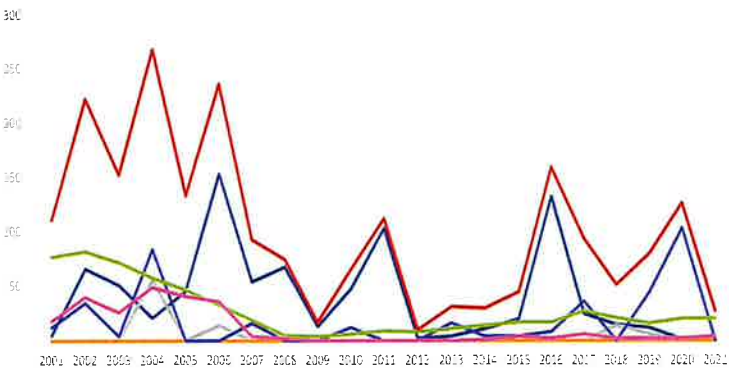
Percent of residents who rent their home	24.4%	34.6%	31.0%
Median monthly rent	\$1,048	\$973	\$854
Percent of renters spending 30% or more of monthly income on rent	35.1%	48.4%	60.9%

DEVELOPMENT AND LAND ECONOMICS

Construction History and Build Out

When combined with growth projections, past development activity is used to estimate demand for land accommodating future development. However, due to wide variability in development types, actual land use may vary — especially with redevelopment that may involve no net land increases.

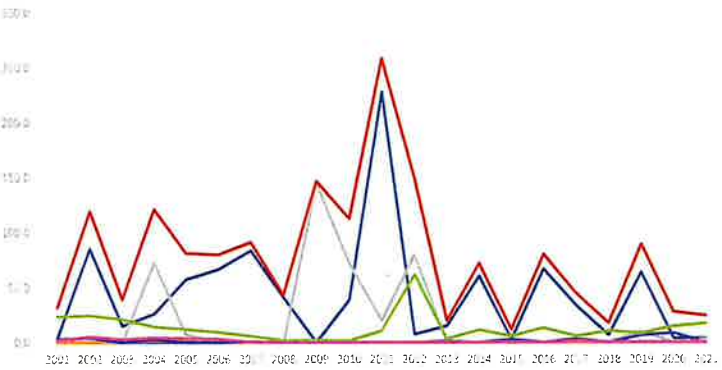
Permits Issued by Use Type (2001-2021)



Faribault saw a surge of building activity during the housing boom of the early 2000's. After the 2008 market crash growth stalled until recently, when new multifamily and commercial permit activity increased. This renewal was in part driven by benefits and incentives of the Federal Opportunity Zone program. The city then saw steep drop in 2020 stemming from market uncertainty in the COVID pandemic.



Acreage Absorption (2001-2021)



Absorption is the amount of land used up by development. Land absorption rates spiked in the post housing market crash era, before establishing a fairly rhythmic pattern over the last ten years. The city has seen fairly negligible condominium development, so that category is not included in the calculations above.

Land Absorption Rates

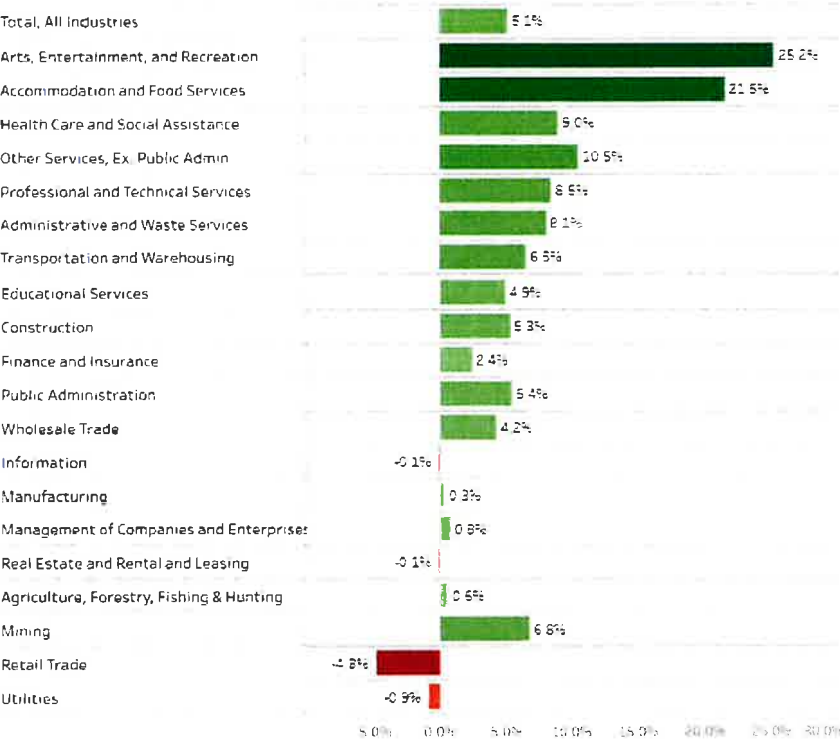
The table below shows land absorption rates based on 5-, 10-, and 20- year averages. Absorption rates and zoning regulations, like density and lot coverage, can estimate future demand for land.

Use Type	5-Year Average				10-Year Average				20-Year Average			
	Total Acres Absorbed	Average Acres	Total Units Built	Average Units Built per Year	Total Acres Absorbed	Average Acres Absorbed per Year	Total Units Built	Average Units Built per Year	Total Acres Absorbed	Average Acres Absorbed per Year	Total Units Built	Average Units Built per Year
Multifamily homes	19.0	3.8	183.5	36.7	23.1	2.3	215.8	21.6	30.8	1.5	366.3	18.3
Single-family residences	57.3	11.5	104.0	20.8	153.3	15.3	171.0	17.1	257.2	12.9	506.0	25.3
Townhomes	3.4	0.7	16.0	3.2	4.1	0.4	23.0	2.3	25.5	1.3	221.0	11.1
Commercial	112.1	22.4	277,430.4	55,486.1	265.2	26.5	956,217.8	95,621.8	906.0	45.3	1,841,461.9	92,073.1
Industrial	12.8	2.6	147,453.8	29,490.8	92.9	9.3	447,452.8	44,745.3	409.7	20.5	542,629.9	27,131.5

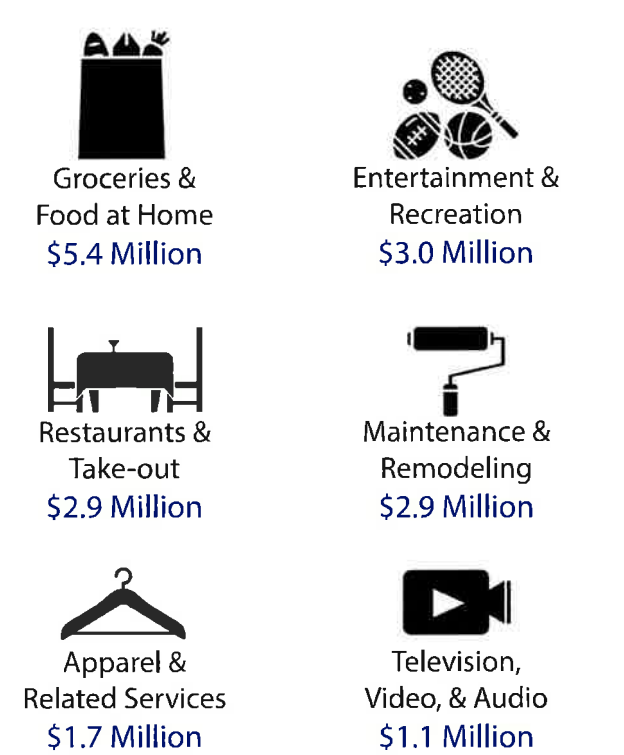
Commercial and Industrial Growth

While housing demand is largely a factor of household type and income, commercial and industrial generally have many more variables. The chart below shows expected industry growth trends in the region. The decline of retail reflects the rise of online shopping.

Southeast Minnesota Job Growth by Industry (2020-2030)



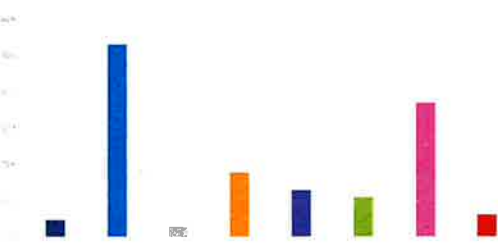
Faribault 5-Year Projected Spending Growth (2023-2028)



Development Footprint and Tax Capacity

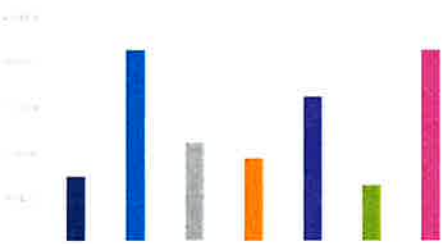
Tax capacity of different land use types demonstrate the potential public revenue benefits of development projects.

Percent Parcel Developed (2001-2021)



The footprint of multifamily housing like condominiums and townhomes take up the largest percentage of development sites.

Tax Revenue Per Acre (2001-2021)



Multifamily housing yields the highest average tax revenue per acre. This reflects the more intensive use of these sites in terms of their property footprint.

Cody - add legend here
Larger y-axis labels on both charts

HOUSING INVENTORY AND OPPORTUNITIES

Local Market Trends

Faribault has a median household size of 2.6 people — about on track with the state average of 2.5. About 36% of owner occupied and 52% of rental housing are families with children. These households tend to seek out larger, multi-bedroom units, leading to a shortage of dwellings with 3 or more bedrooms.

Consumer data and construction trends demonstrate a growing preference toward sustainable and resilient housing. These may include efficient/sustainable building materials, and renewable energy capturing technologies like solar panels and wind turbines. These green alternatives are increasingly sought after for residential, commercial, and industrial construction.

Housing Affordability in Faribault

Locally, there’s a projected demand for housing units appealing to first time home buyers of a modest size (up to 1,500 square feet). With an estimated housing construction cost of \$200 per square foot*, and estimated mortgage rates of 6%*, the average household could afford around a 1,500 square foot home before becoming “cost burdened” - a term referring to more than 30% of monthly household income being used on housing and related expenses.

*Spring 2023 estimate

Gaps in the Current Housing Market

There are two major multifamily housing projects recently completed near downtown Faribault. In both projects, more than 80% of all the units were leased before construction finished.

Quick lease-ups of these units indicate a resident demand for housing in a mixed-use, urban environment. In Faribault, these options, while increasing, are still limited.

Further, the city has limited supply of housing available that meets these characteristics:

- Two-bedroom units of a modest size
- Sale price under \$300,000
- Monthly gross rent under \$900 per 2 bedrooms dwellings
- Located within a walkable neighborhood with variety of shopping, dining, and entertainment options within a 1/4 mile walking distance

A well-connected mixed-use environment, located adjacent to commercial, light industrial and industrial employment centers, and buffered yet connected by open/green spaces and trails is suitable for this type of housing.



Multifamily Residences
Straight River Apartments



Townhomes
Stoneridge Community

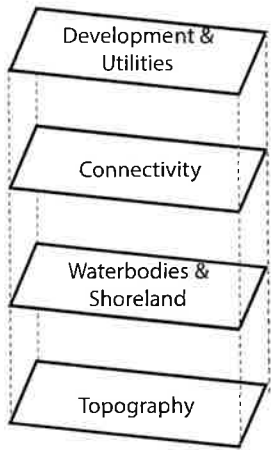


Single-family Homes
Stoneridge Community

AREA CONDITIONS FRAMEWORK

Physical Conditions

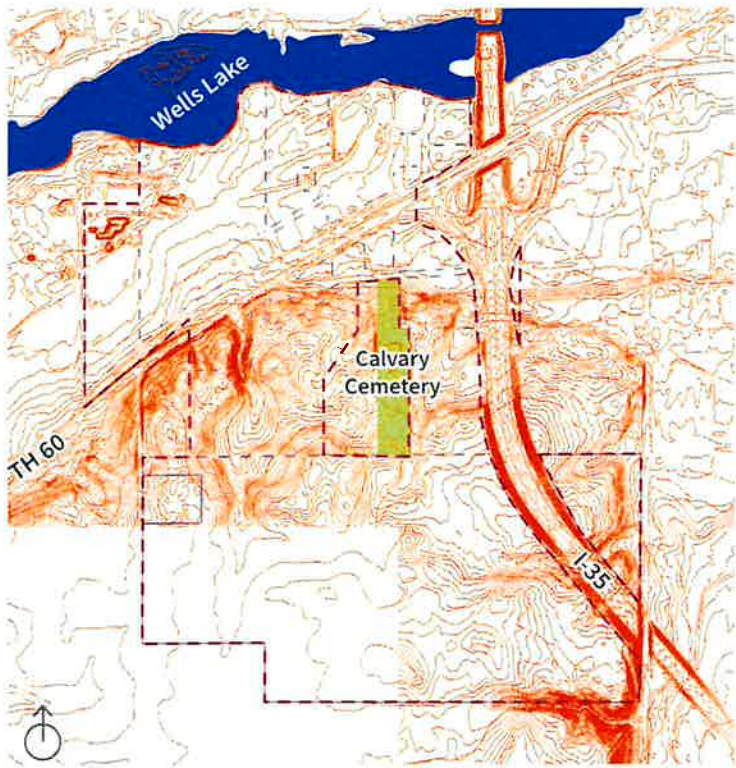
Understanding the physical conditions of the TH 60 West area was informed by a layered approach to place-based thinking, where physical characteristics are “stacked” upon each other to create an interrelated understanding of place. Details of these elements are outlined to the right.



Policy Conditions

Major policy considerations of the area include:

- A Shoreland Overlay District extends 1000’ from Wells Lake and regulates lot size, coverage, and density, which create additional regulation on dense and non-residential development near the lake.
- 100- and 500-yr flood areas exist around the NE commercial area. This pocket of commercial does not experience regular flooding today, but floodplain regulations do impact future development.
- There are numerous private easements throughout the site, and the largest is a major gas line running north/south through the study area. This wide easement prohibits any development within its boundaries.
- City officials must be open to rezoning some or all of the study area based on comprehensive plan guidance and market-based support.
- Interstate 35 is designated as an Alternative Fuel Corridor by MnDOT and the Federal Highway Administration, opening up increased funding opportunities for EV charging, hydrogen, propane, and natural gas fueling infrastructure.

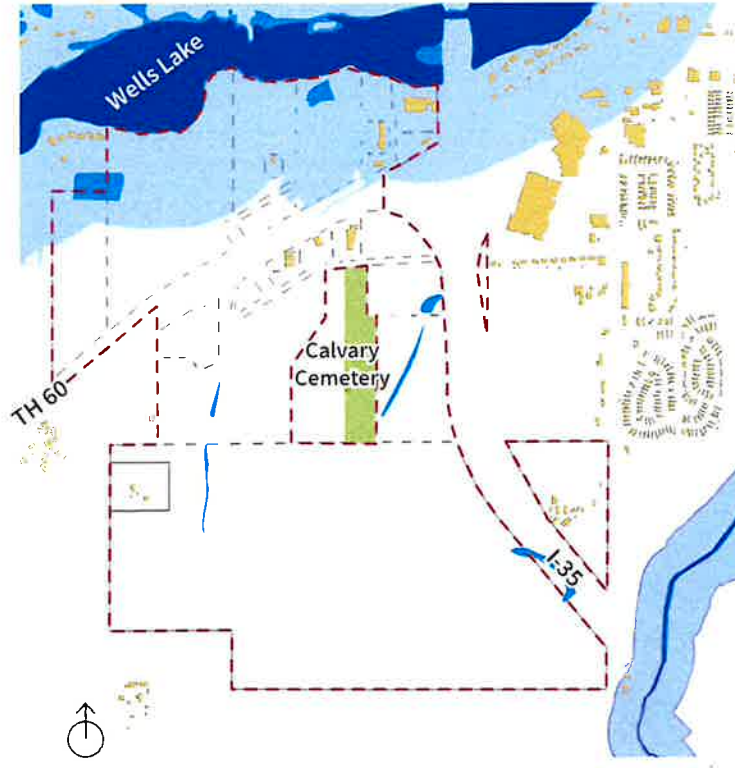


TOPOGRAPHY

A defining feature of the study area is the steep topography south of TH 60. From the roadside of TH 60, the elevation climbs rapidly to as much as 80-feet, providing beautiful sweeping views to the north and west.

Land north of TH 60 is comparatively flatter, and provides a gradual transition down to Wells Lake.

*The SW portion of the study area uses 10-foot contours, as 2-foot contours are unavailable.

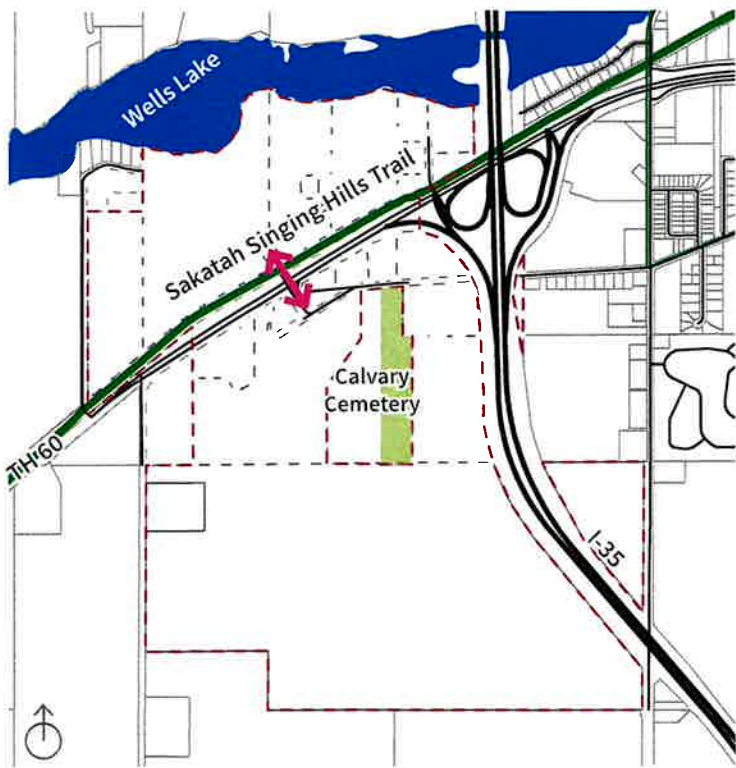


WATERBODIES AND SHORELAND

The study area is bounded to the north by Wells Lake, which provides a potentially significant asset for future development and recreation.

The Shoreland Overlay District for Wells Lake creates a protected area 1000’ from the shoreline, and regulates the scale, intensity, and impervious coverage of buildings within the overlay.

There are some flood areas in the study area, but are mostly limited to the northeast and therefore have minimal impact on the study area.

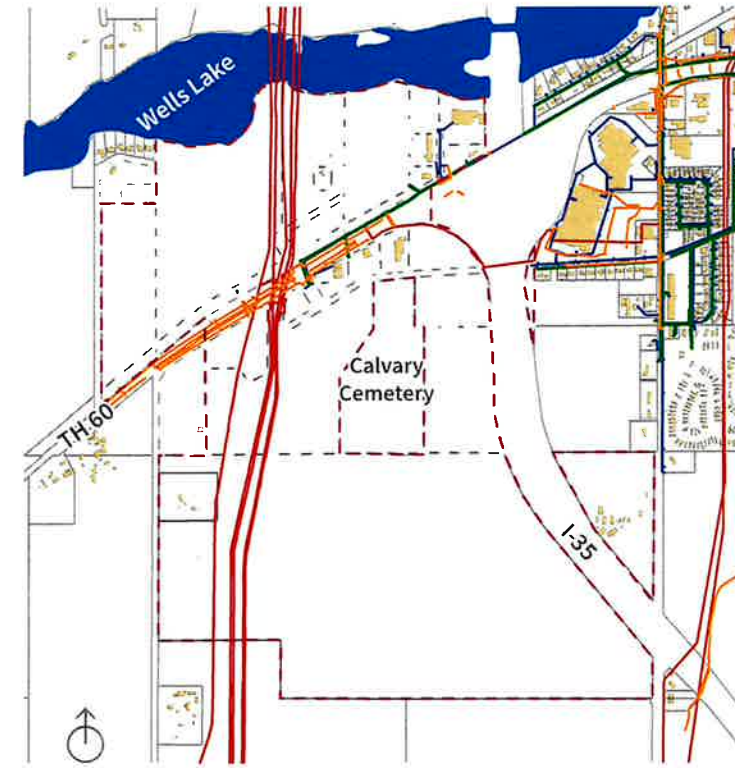


CONNECTIVITY

TH 60 West’s strongest marketing attribute includes easy access to Interstate 35 and travel along the corridor. However, the interstate does limit existing east-west access down to one point: the I-35/TH 60 interchange.

TH 60 bisects the study area and operates without signalized intersections or pedestrian crossings. Future improvements along TH 60 should include intersection and pedestrian improvements.

The Sakatah Singing Hills Trail runs along the north edge of TH-60 within state ROW, providing regional recreational access through the heart of the area.



DEVELOPMENT AND UTILITIES

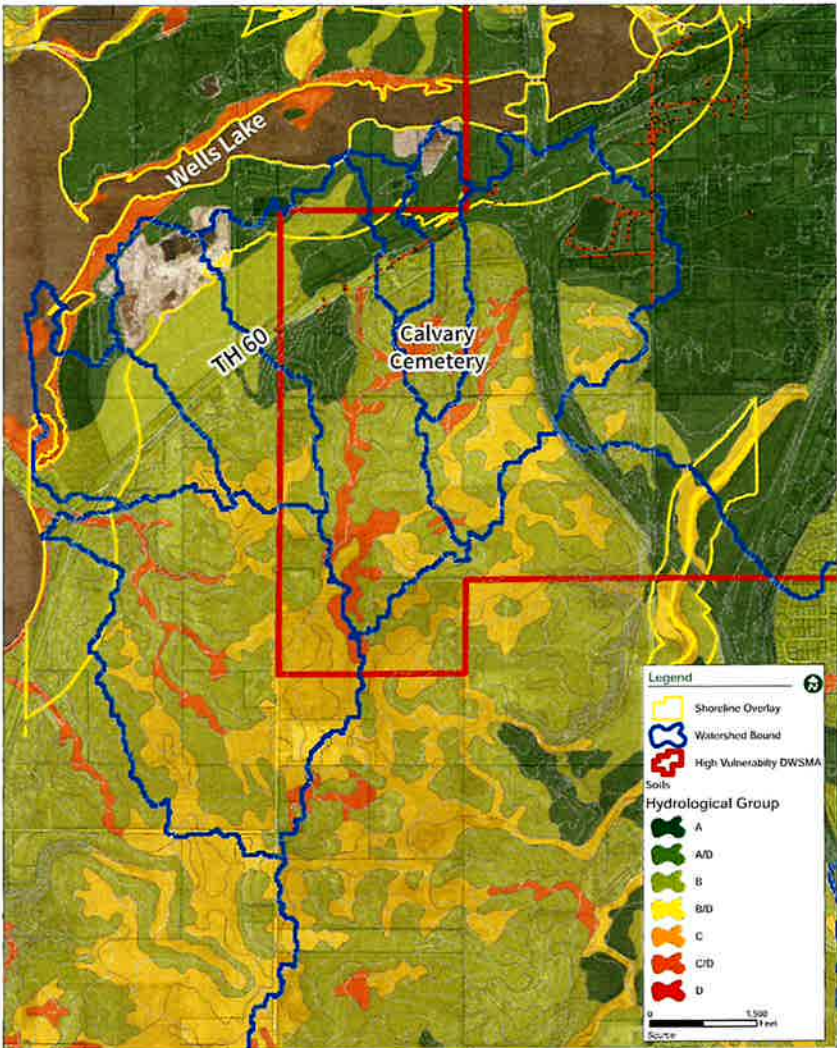
Development in the study dates to the 1970s north of TH 60 and the 1980s-1990s south of the Th 60.

City water and sewer serve the study area and extend to 38th Ave NW.

Among the most significant encumbrances for the study area includes multiple natural gas lines running north-south in an easement several hundred feet wide.

Crossing the easement will require cooperation with Northland Natural Gas.

SOILS AND WATER RESOURCES



Soils

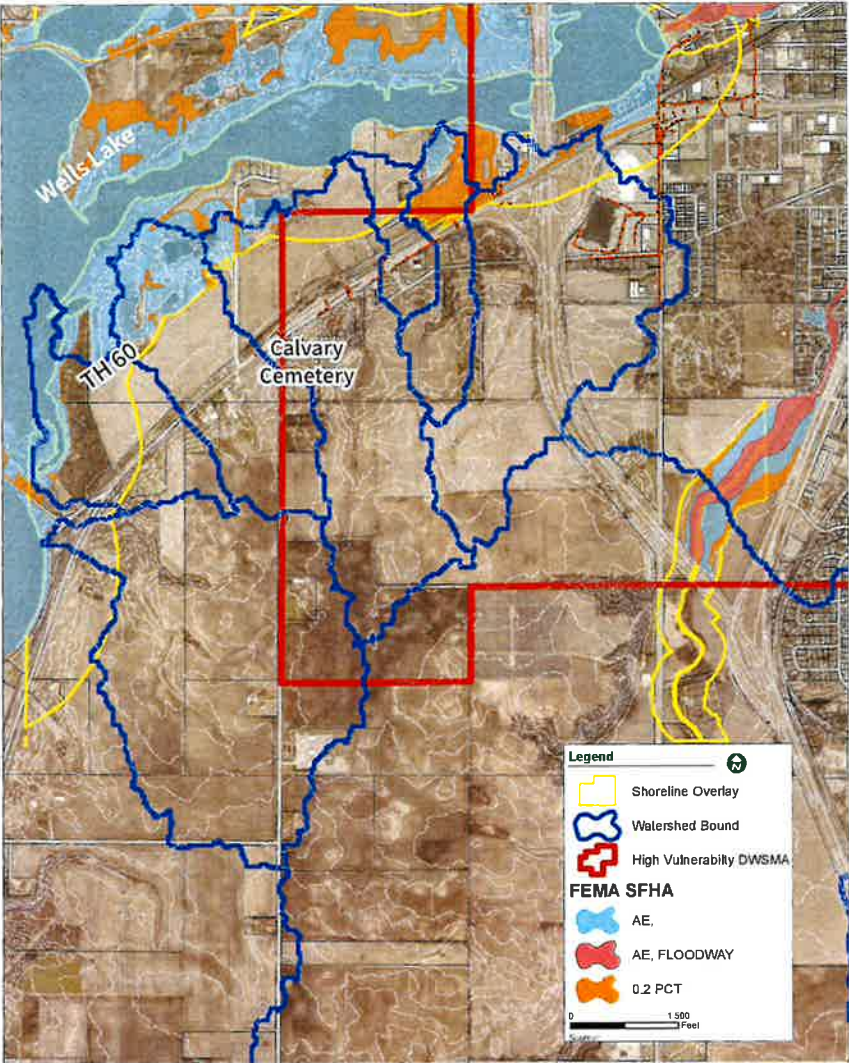
Area soils are generally sandy with moderate to good infiltration capacity. These well-draining soils provide opportunities and challenges in terms of stormwater management

Sandy soils are great for meeting volume control standard. With some additional geotechnical investigation, the sandy soils can be utilized to reduce stormwater management footprints by enhancing regional infiltration.

When sandy soils are paved, the change in runoff volume is more exaggerated than tighter clay soils as most of the water soaks into sandy soils before it starts to move across the land. When those soils are paved over, stormwater runoff is almost instant meaning managing rate control could add to the overall stormwater footprint.

Some of this volume change can be mitigated through the use of larger regional facilities, as opposed to individual lot stormwater management practices.

However, sandy soils can also lead to higher vulnerability of drinking water supply management areas (DWSMAs). In this case, Faribault has a high vulnerability DWSMA that extends over a portion of the development area. Stormwater infiltration may be limited, or even prohibited, in these areas. During preliminary site planning, it will be important to recognize these limitations and provide higher level engineering should infiltration be necessary in these areas.



Stormwater & Treatment

Stormwater runoff in the study area currently drains from south to north and on the ground surface. Regional drainage is largely defined by steep swales and largely stable ravines south of TH 60. As drainage enters the Cannon River floodplain north of TH 60, topographic grades dramatically flatten.

Each ravine has a culvert crossing at Highway 60. These may be good boundary conditions for upstream development. As such, regional stormwater management could be split south and north of Highway 60 to leverage the existing infrastructure.

The Cannon River has been studied for flooding and has a FEMA defined special flood hazard area. The flood fringe and floodway designations offer both limitations and

flexibility. While fill is allowed within the flood fringe to elevate a structure above the 100-year base flood elevation, the floodway and flood fringe are very close together in this area resulting in development becoming difficult to achieve without mitigation measures.

Currently, the floodplain areas north of Highway 60 have in-place stormwater ponds and/or material mining. These low areas should be explored for use in regional stormwater management approaches to limit additional excavation.

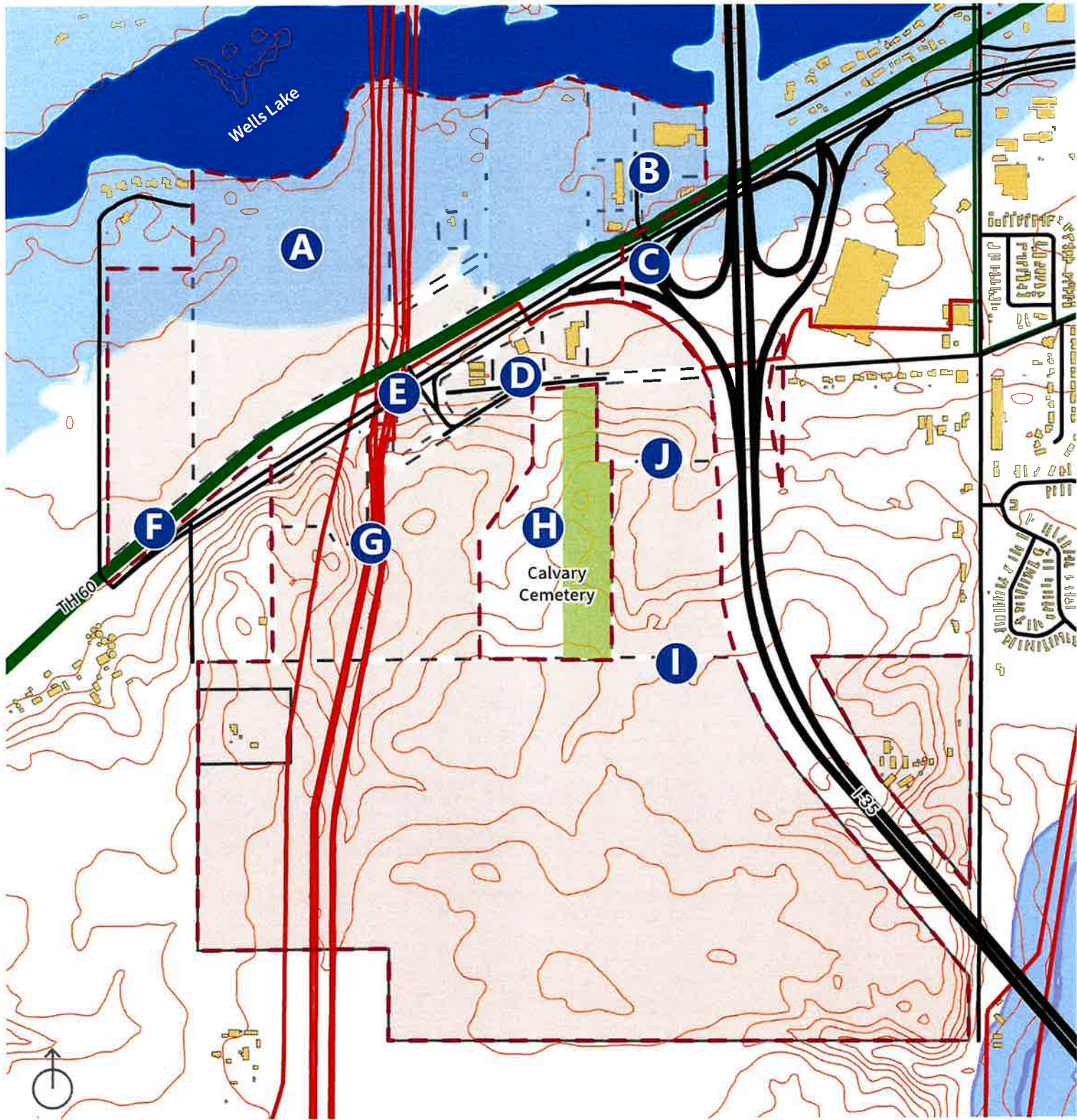
AREA CONDITIONS SUMMARY

Challenges

- Steep topography, particularly to the south, creating difficult conditions for access and dense, large scale development.
- A series of natural gas lines running north-south and associated private easement, creating a bisecting hurdle for development and connectivity.
- The Shoreland Ordinance, which extends 1000' from the Wells Lake shoreline, provides additional and at times unclear, regulation of development type and density above and beyond city zoning.
- A single point of access (TH 60) connecting the study area to the rest of the City limiting connectivity with other city areas.
- The site must compete with other identified redevelopment and growth areas across the city.

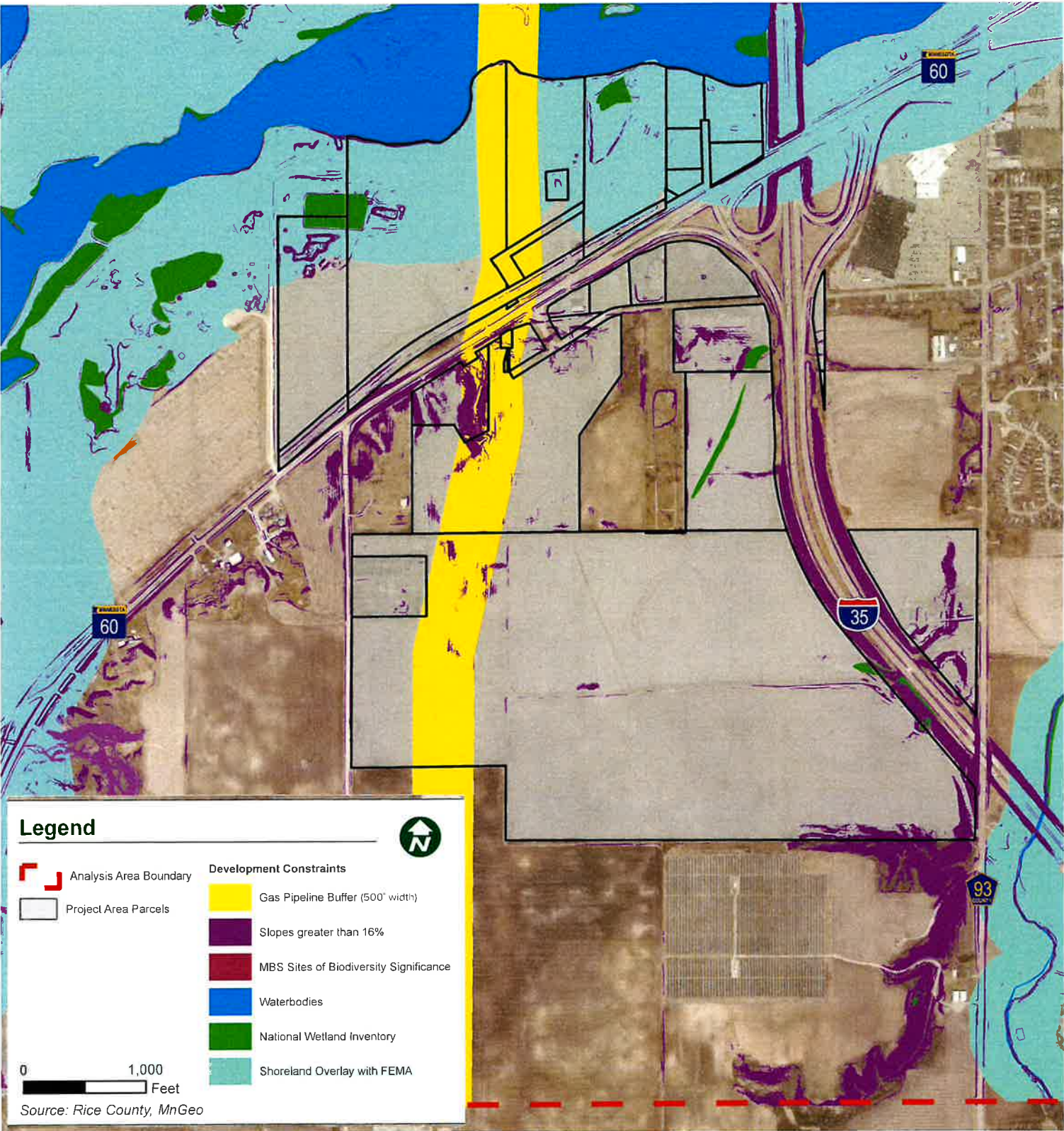
Opportunities

- As one of three Interstate 35 access points for Faribault, the area has great access to regional, state, and interstate commerce.
- The area has great potential as an attractive and welcoming gateway into Faribault.
- Steep topography presents pristine views of the city and natural features.
- Future access to Wells Lake could be a major attractor for future homes, or lake-oriented recreation.
- The Sakatah Singing Hills State Trail provides regional bike access and tourism opportunities through the middle of the site.
- The area is already served with sufficient public utilities, reducing the cost of extension for future buildout.
- New housing in the study area can support city-wide housing demands and provide a range of dwelling types and price points.



- A** The Shoreland Ordinance significantly regulates development density and coverage, making multifamily and non-residential development difficult. However, because much of the area was zoned Commercial prior to Ordinance adoption, there is greater flexibility in total lot coverage allowance.
- B** Existing commercial uses date back to the 1970's and are clustered in the NW quadrant of the interchange
- C** I-35 provides exceptional visibility, interstate commerce and travel access, but is also a barrier to accessing the rest of the city
- D** Development south of TH 60 is a mix of industrial and commercial uses dating back to the 1990s
- E** TH 60 bisects the study area but provides critical access to and through the area, while offering a direct connection to Downtown Faribault
- F** The Sakatah Singing Hills State Trail offers regional connectivity and recreation, connecting to the Western Ave Trail and City of Faribault Trail.
- G** Five major gas lines and the associated easement create a major area encumbrance, particularly for development and interior connectivity
- H** Cavalry Hills Cemetery, dating back to 1858, is a centerpiece of the area and final resting place of Alexander Faribault. Half the property is used for the cemetery, while the other half is used for agricultural land. Enhancing and celebrating this iconic location should be central to area's future.
- I** Sandy soils and numerous natural drainage areas at low points within the steep topography should be utilized for exploring regional (multi-site) stormwater management.
- J** Significant and steep topography define the southern portion of the study area, presenting sizable development barriers, but also opportunities to create uniquely sited uses with some of the best views in the city.

DEVELOPABILITY AND SUITABLE USES



Developable Area

Of the approximately 495 acres within the study area, a total of 412 acres are developable when controlling for the following criteria

- Topography — slopes > 15%
- Water constraints — protected floodplain and/or wetland areas
- Easements — the presence of significant easements, specifically the north-south natural gas line

70 acres of this developable area is also within the Shoreland Overlay, which regulates development intensity. While not prohibiting development, it does result in lower allowed development intensity.

Preliminary Development Suitability

1. North of TH 60



Suitable for:

- Single family and other low-density neighborhoods within the Shoreland Overlay District
- Transitions to multifamily dwellings along edges of the Shoreland Overlay District
- Mixed-use and/or small-scale commercial along TH 60 outside of the Shoreland Overlay District with connections to adjacent residential neighborhoods
- Gradual redevelopment of existing business sites.

2. South of TH 60



Likely suitable for:

- Highway-oriented or regional commercial, leveraging access to I-35
- Light and medium industrial users requiring interstate access
- Specialty users such as green energy or data centers
- Gradual redevelopment of existing business sites.

An aerial photograph of a landscape. A multi-lane road runs diagonally from the bottom left towards the top right. To the left of the road are large, dark, irregularly shaped fields. To the right of the road, there is a mix of fields and a densely built-up area with many small, light-colored buildings, likely a town or village. The overall color palette is dominated by dark browns and greys, with some lighter, yellowish-brown areas representing buildings or cleared land.

DESIGN FRAMEWORK

LAND USE FRAMEWORK

Leveraging the Interstate

Interstate access is among the biggest economic assets of the area. However, there are several different types of commercial uses that are drawn to an interchange. The TH 60 West Master Plan strives to determine an appropriate balance of uses that can boost economic growth, while also elevating a unique quality of place at the western gateway to the city.

The plan seeks a balance of two ends of a land use spectrum, both of which is drawn to an interchange.

Auto-Serving: Uses that are oriented to selling, servicing, or enhancing vehicles, or those that people do not need to leave a vehicle to experience, such as fast food restaurants. Generally speaking, these uses are single trip destinations with strong economic value.

These uses could also be understood as “traditional highway oriented uses”, in that they are more commonly found adjacent highways, and are comparably more reliant on interchange proximity.

People-Serving: Uses oriented to personal service, entertainment, or recreation, or other businesses types requiring people to leave their cars, such as sit-down restaurants. Generally speaking, these uses encourage visiting multiple destinations during a trip due to proximity, often by walking between each. There are unique economic and quality of place value in these uses, however people-serving uses were not viewed as inherently more-desireable uses.

These uses could also be understood as alternative highway oriented uses, since they find interchange proximity highly desirable but are comparatively less reliant on an interchange. As such they are less commonly found adjacent to highways.



Auto Serving / Traditional Highway Uses



People Serving / Alternative Highway Uses

Residential Neighborhoods

Due to topography and other encumbrances, the north study area is identified as more appropriate for new, complete neighborhoods that could offer a more natural aesthetic and smaller scale, not found elsewhere in the city. Likewise, the natural gas line easement serves as a delineation between the commercial district adjacent to the interchange and two proposed neighborhood types further west.

The first neighborhood type embraces a conservation-style development design, recognizing the Shoreland Overlay District limiting development intensity near Wells Lake.. Modestly-sized homes in this conservation-style development provide cost-efficient opportunities for home ownership.

The second neighborhood type envisions multifamily housing for those areas outside the Shoreland Overlay. These medium- and high-density apartments and townhomes are critical for supporting surrounding commercial uses, and offer the city much needed new housing stock.

Housing in this study area differentiates itself from other housing in the city through proximity and access to Wells Lake and orientation around natural, public spaces.



Sustainable Industrial

The city needs large, shovel-ready development sites for medium- and large-scale industrial uses. The southern-most portions of the study area would be most appropriate for these uses as it contains the largest areas of developable land, has adequate access and visibility to Interstate 35, and does not competes against residential and commercial uses experiencing strong market draws in the north.

Rather than simply allowing traditional manufacturing, the city should leverage I-35 as an alternative fuel corridor, using energy programs from both the State and area utility providers to pursue green, sustainable manufacturing and design. Businesses may include producers of green energy components, utilization of sustainable sources of energy, or building design decisions like naturalized landscapes, low-salt site design, EV charging stations, or greenspace preservation.

This may also include closed-loop production systems in which the “waste” of one user becomes an input for another, thereby reducing total system byproducts. This approach requires signiciant coordiantion across users, ensuring public and private infrastructure sufficiently supports system needs.



Public Space

New public space opportunities are explored primarily within neighborhood and commercial areas of the north study area. Recognizing that Wells Lake is a unique natural asset, these public spaces embrace the water and provide area residents and visitors the chance to view and connect with Wells Lake. When combined with interchange proximity, water-oriented public spaces function as a catalyzing anchor of the northern land use vision.

More naturalized public spaces are concentrated in the residential neighborhoods, while more programmed spaces are considered within the commercial district adjacent the interchange.

Additionally, the plan recognize regional stormwater and drainageways as natural, public amenities. These not only helped organize land uses, but could provide key stormwater management for new development



TRADITIONAL HIGHWAY ORIENTED LAND USES

Truck Stop
8-12 Acres



Auto/Implement Dealer
5-10 Acres



Gas Station
.5-3 Acres



Destination Stop
10-20 Acres



Car Dealer
3-8 Acres



Fast Food
1 Acre



ALTERNATIVE HIGHWAY ORIENTED LAND USES

Hotel

2-4 Acres



Charging Stations

Site design



Water Commercial / Event Center

1-5 Acres



Casual Restaurants

1 Acre



Medical Office / Clinic

1-5 Acres



Enhanced Facades / Design

Building Design



CONSERVATION NEIGHBORHOODS

Jackson Meadow, Marine-on-St. Croix, MN
salmela architects



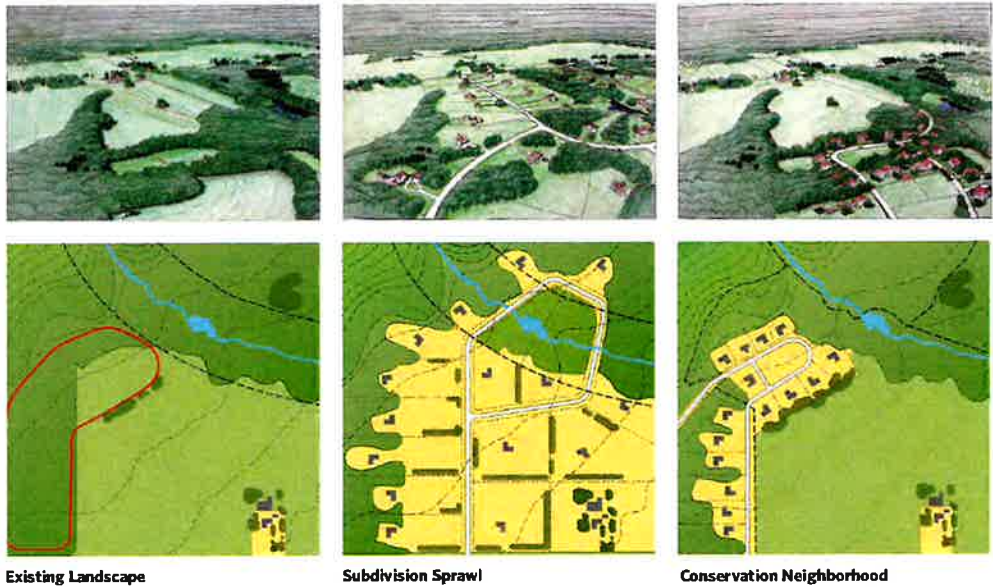
Pocket Neighborhood



Native Plant Preservation
landscape conservation



Development Patterns
Source: bettertowntoolkit



Preserved Landscape
landscape conservation



Rural Trail
Connect Neighborhoods



INDUSTRIAL, GREEN MANUFACTURING

Industrial Flex
2-20+ Acres



Embrace Natural Aesthetics
Site design



Roof/Supportive Solar Panel
Site/Building design



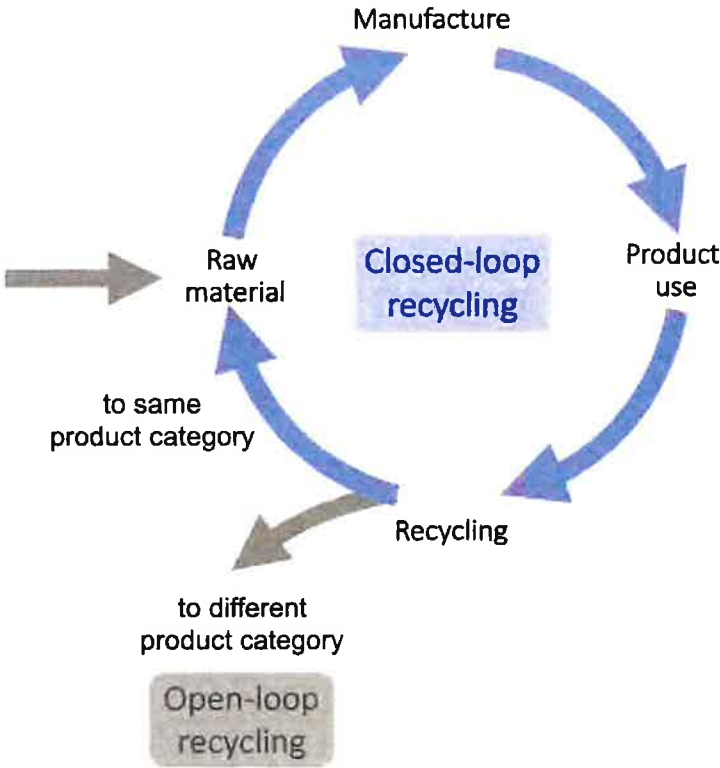
Enhanced Facade / Design
Building Design



Green Manufacturing
5-15+ Acres



Closed-Loop System
Industrial Systems Approach



SHORELINE PUBLIC SPACE IDEAS

SHORE EDGE

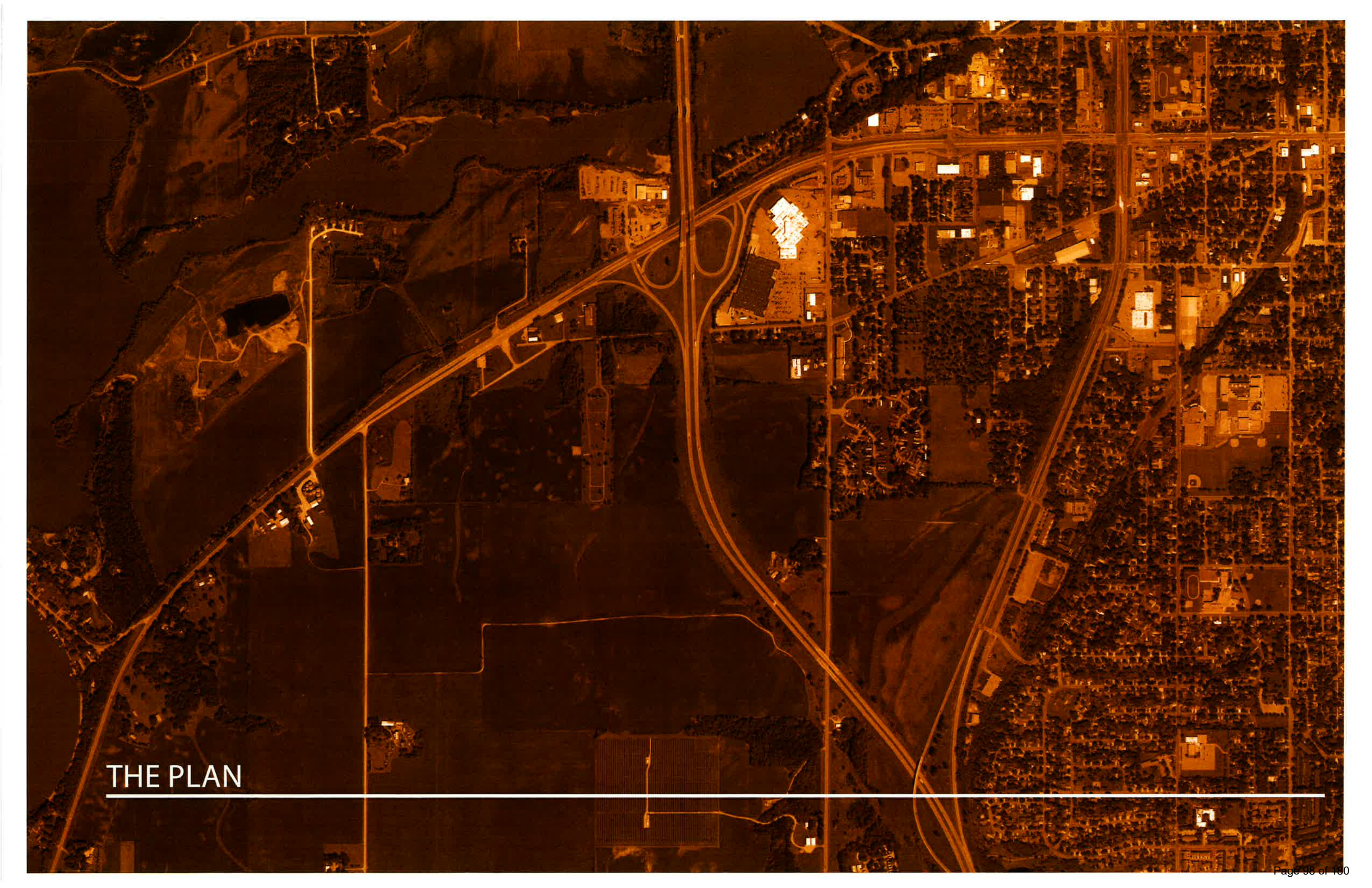


WATER ACCESS



COMMERCIAL ACTIVITY



An aerial night photograph of a highway interchange and surrounding urban area. The image is monochromatic, showing only shades of brown and black. A multi-lane highway runs diagonally from the bottom left towards the top right. A complex interchange with several overpasses and ramps is visible in the center. To the right of the highway, there is a dense residential or commercial area with many small, brightly lit buildings. To the left of the highway, there are large, dark, irregular shapes that appear to be fields or undeveloped land. The overall scene is illuminated by the lights of the buildings and the highway, creating a high-contrast image.

THE PLAN



STATE TRAIL

NORTH STUDY AREA



- 1 Modest, multifamily housing outside the Shoreland Overlay
- 2 Single family neighborhood within the Shoreland Overlay
- 3 Partially built out to shoreline with some public spaces, and amenities
- 4 Amenitized stormwater with centralized, public greenspace
- 5 Trail spur and amenitized drainage way bisecting the commercial area
- 6 People- and highway-oriented commercial uses
- 7 People- and water-oriented commercial uses, with connections to the waterfront park space
- 8 Large- and small-format commercial - i.e. regional dealership, showroom, truck stop

LAND USES

Interstate access is among the biggest economic assets of the area. However, there are several different types of land uses that are drawn to an interchange. This plan seeks to answer was an appropriate balance of people-serving and auto-serving uses by recognizing that some uses see interchange proximity as a necessity, while others see proximity as a convenience.

The north study area suggests using the natural gas line easement as east-west delineator between commercial businesses dependent on interstate proximity to the east and uses not dependent on interstate proximity to the west.



New Riverfront Neighborhoods

The western portion of the study area presents an opportunity for new neighborhoods with varying price points and types for Faribault. These two neighborhoods, blended together, respond to both local housing needs and restrictions presented by the Shoreland Overlay District

Conservation Neighborhood

Constructing a conservation subdivision addresses site and design restrictions found in the Shoreland Overlay District. This neighborhood contains small lots, clustered single family homes, and generous natural landscape. A conservation subdivision celebrates a natural aesthetic by promoting land conservation and access to the water.

Housing Types: Low lot coverage single family homes.

Traditional Neighborhood

Once out of the Shoreland Overlay District, developers may construct medium- and high-density housing. Leveraging near access to trails, new parks, the water, the interchange, and just minutes from downtown Faribault, Multi-family development at this location creates a unique and attractive neighborhood type not found elsewhere in Faribault.

Housing Types: Townhomes, small and large apartments

Commercial Districts

This plan proposes that larger use types, generally those oriented to regional and inter-state markets, concentrate near the interchange and at the signalized intersection of 30th Ave NW. These auto-serving users require interstate access as a necessity.

Further to the west, the plan envisions a smaller cluster of people-serving commercial uses. These uses encourage longer visits by people leaving their car and visiting multiple businesses, the riverfront park, or state trail. These uses are still drawn to the interchange, but proximity becomes more of a convenience than necessity.

Parcels may range from 6-10+ac nearer the interchange, down to 1-3ac to the west adjacent the natural gas line. This variation in size reflect intended use types within the commercial district.

CONNECTIVITY FRAMEWORK - STREETS & TRAILS



The city has invested significantly in infrastructure readiness for future development in the TH 60 West area. As such, roadway tie ins within the center of the are have already been developed and are ready to be expanded upon.

The street network largely runs parallel to TH 60, connecting 30th Ave NW, 38th Ave NW, and a realigned Wells Lake Dr. On either side of the natural gas line easement, streets diverge from the main street network and reconnect in a loop, providing access to more commercial and residential land.

To ensure long-term maintenance and quality of the street network, the plan envisions new roadways as public streets, designed and constructed as development occurs.

The plan recommends maintaining existing intersections along TH 60, with the exception of Wells Lake Dr, which shifts alignment with Canby Ave. This intersection could benefit from being signalized as development occurs and warrants improvements.

1 CONSERVATION NEIGHBORHOOD STREETS

Streets within the conservation neighborhood should be be designed as low-speed and low-volume, seeking to minimize impervious coverage within the Shoreland Overlay District. On-street parking is provided on at least one side, and sidewalks should be on both sides wherever possible.



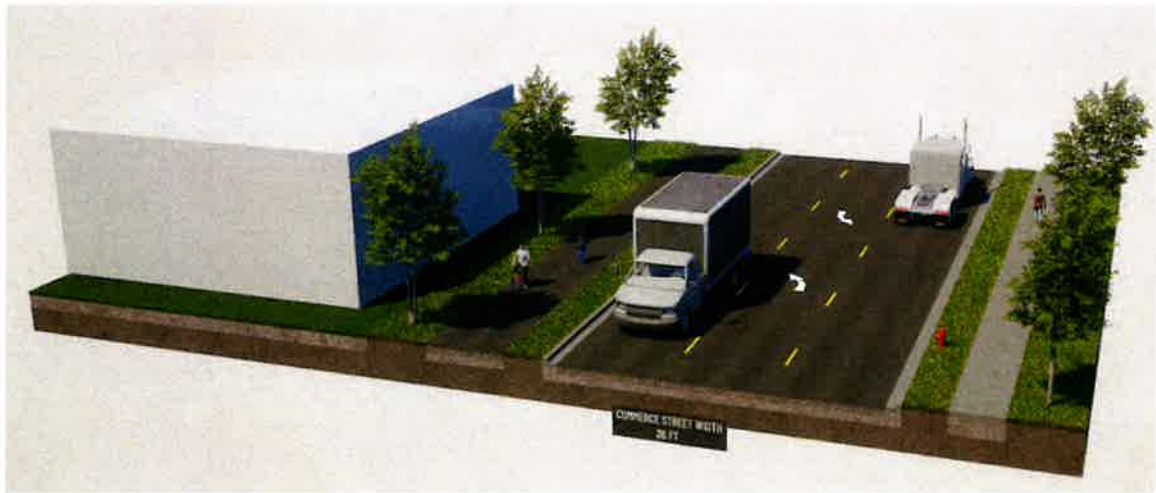
2 NEIGHBORHOOD STREETS

Neighborhood streets are designed to balance vehicle and pedestrian access and circulation. On-street parking is provided on both sides of the street, and sidewalks should be on both sides wherever possible.



3 STREETS OF COMMERCE

Commerce streets promote safe circulation of commercial vehicles and business access, yet remain accommodating to those walking and biking. Parking is off-street, and a center turn lane supports business access and larger vehicle turn movements. A sidewalk is provided on one side, with the other contains a shared use path when possible to accommodate bike and pedestrians.



4 TRAIL SPUR

Trail spurs within the northern section of the study area connect residences and businesses with the Sakatah Singing Hills State Trail. This spur runs alongside a stormwater drainage feature, landscaped with native plants. These routes promote area circulation and leverage the amenitization of area infrastructure as attractive development features.



PUBLIC SPACES FRAMEWORK

The plan proposes a series of new public spaces as connective organizing amenities across the northern study area. The three primary spaces are organized within, and programmed to support, surrounding land use context. Each leverages the proximity to Wells Lake by providing views or even access to the water, and celebrates natural drainage patterns by continuing to daylight drainageways.



Neighborhood Park

Located amidst new shoreline housing, the neighborhood lakefront park provides passive, natural spaces for surrounding residents to relax and enjoy Wells Lake.

The neighborhood park is the northern-most extent of a green connection and trail spur extending up from Sakatah Singing Hills State Trail through the heart of the residential neighborhoods to Wells Lake.



Destination Commercial Park

The commercial district park provides programmed public space to complement surrounding people-oriented land uses. This destination park draws additional activity for those working, shopping, and passing through the commercial district. Connections into the park are complementing of adjacent development, encouraging use and recreation.



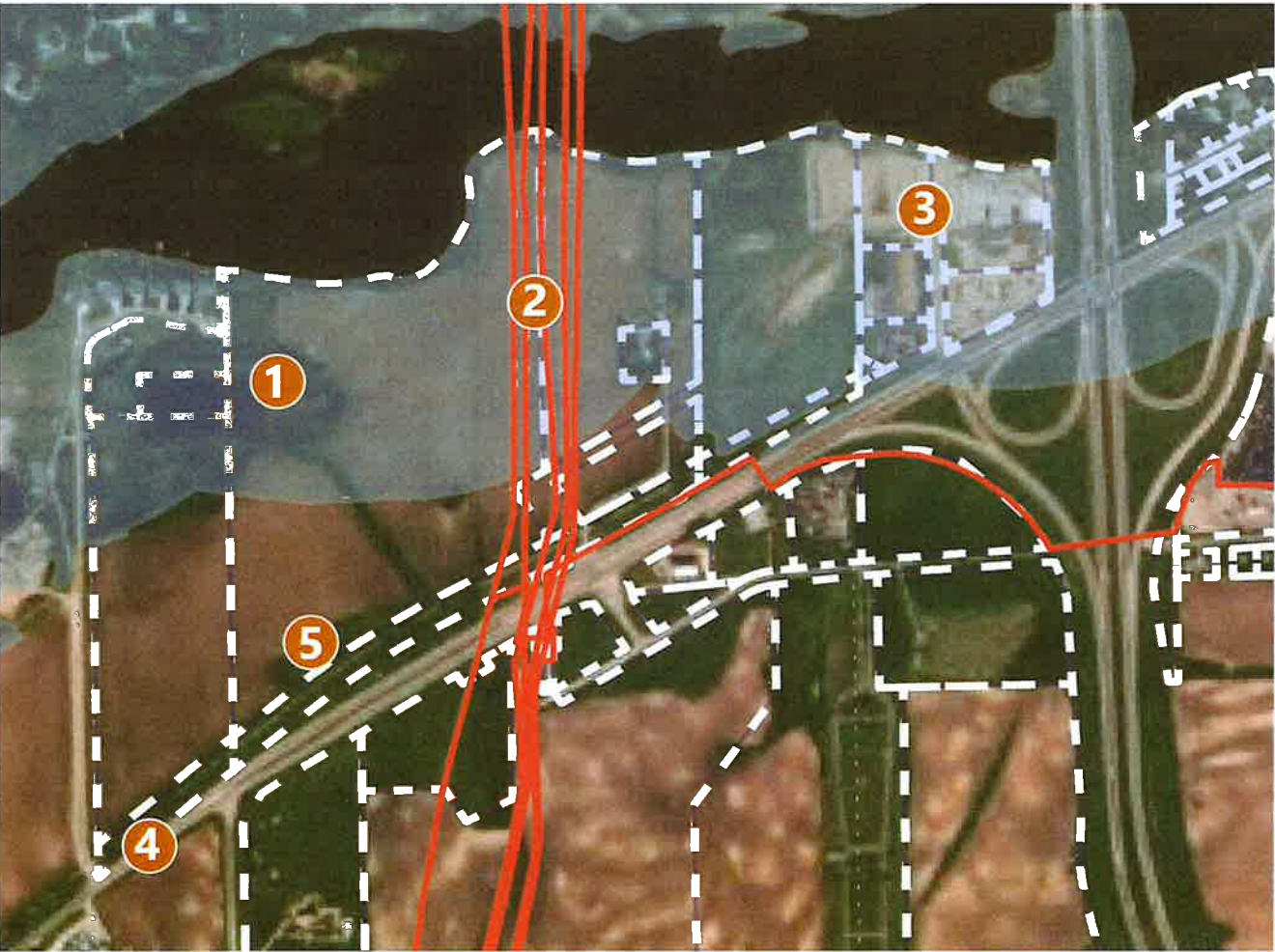
STORMWATER PARK

Expanding and enhancing the existing storm pond provides a central public gathering space surrounded by new housing.. This feature provides a naturalized public amenity within the heart of the neighborhoods, and establishing key regional stormwater management. The stormwater park is also the core of the green connection from Sakatah Singing Hills State Trail to Wells Lake.

NORTH STUDY AREA SUMMARY

CHALLENGE

- 1 SHORELAND AREA RESTRICTS DEVELOPMENT DENSITY, REQUIRES ADDITIONAL APPROVALS
- 2 GAS LINE CONTAINS EASEMENT, RESTRICTS DEVELOPMENT
- 3 IMMEDIATE PROXIMITY TO I35 SUPPORTS TRADITIONAL HIGHWAY COMMERCIAL
- 4 MISALIGNED INTERSECTION REDUCES CONNECTIVITY ACROSS THE HIGHWAY
- 5 DISTANCE FROM I35 REDUCES COMMERCIAL DEVELOPMENT INTEREST



SOLUTION

- 1 LIMIT HOUSING TYPE TO SMALL LOT SINGLE FAMILY HOUSING, IN A CONSERVATION STYLE NEIGHBORHOOD
- 2 EMBRACE THE GAS LINE EASEMENT AS AN EAST/WEST DELINEATOR
- 3 TRANSITION FUTURE COMMERCIAL FROM AUTO-SERVING TO PEOPLE-SERVING
- 4 REALIGN WELLS LAKE DR TO CANBY AVE
- 5 ALLOW FOR MEDIUM AND HIGH DENSITY RESIDENTIAL, WITH SOME SMALL COMMERCIAL



SOUTH STUDY AREA



EXISTING DRAINAGE,

NORTHERN NATURAL GAS
LINE AND EASEMENT



EXISTING DRAINAGE

EXISTING DRAINAGE

STEEP TOPOGRAPHY

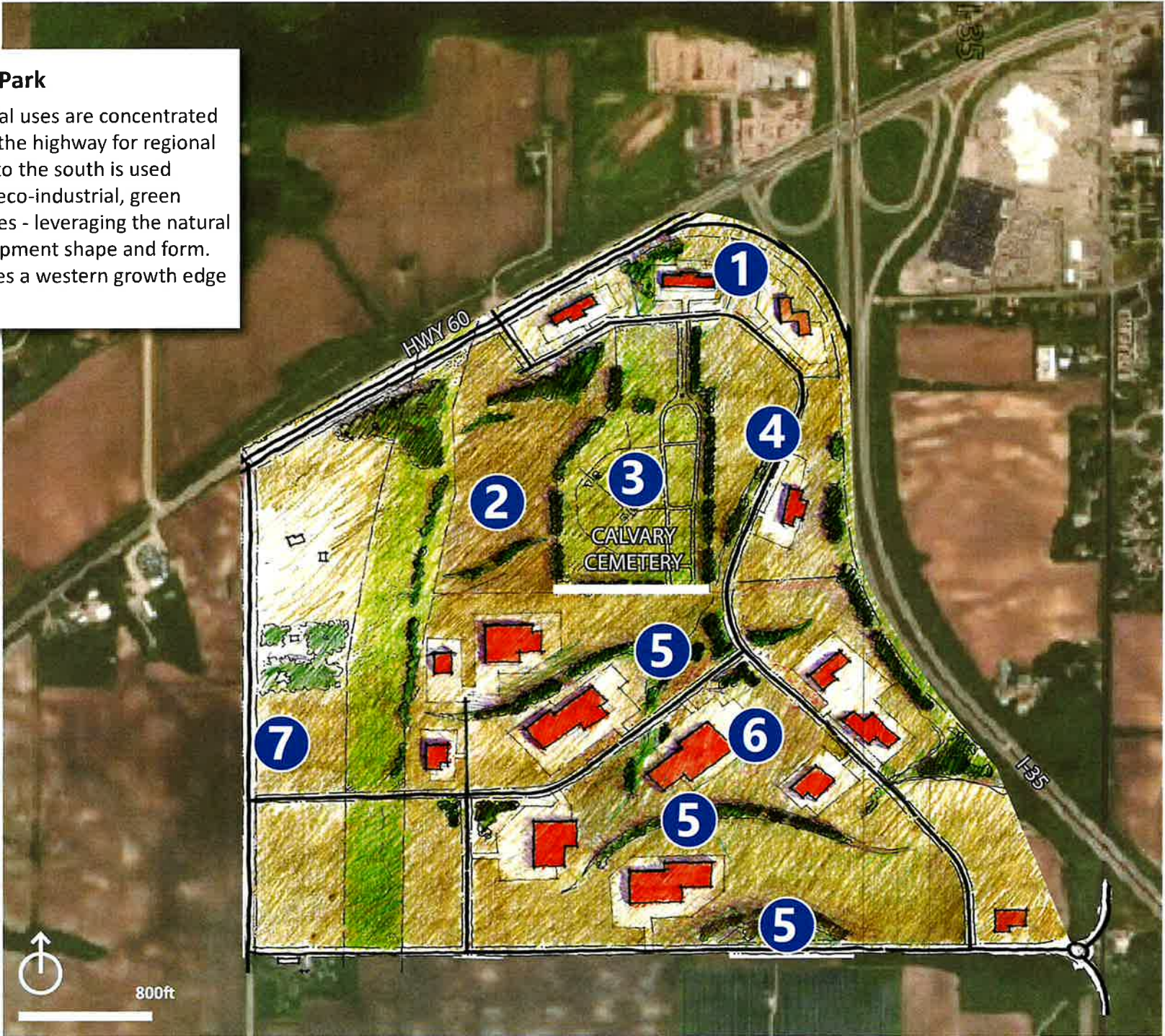
STEEP TOPOGRAPHY AND
NATURAL DRAINAGE
PATTERNS

STEEP TOPOGRAPHY
AREA HIGH POINT

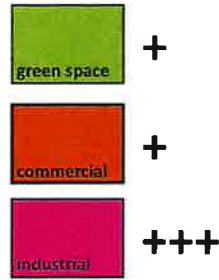
SOUTH STUDY AREA

A Rolling Eco-Industrial Park

Highway-oriented commercial uses are concentrated in the northeast, leveraging the highway for regional commerce. Remaining land to the south is used almost entirely for terraced eco-industrial, green manufacturing, or similar uses - leveraging the natural topography to define development shape and form. The gas line easement creates a western growth edge for the full area



- 1 3-5 acre highway commercial, with direct access to and visibility from the interchange.
- 2 Steep topography west of the cemetery, along with the gas line easement, makes development very unlikely.
- 3 Preserve and protect Calvary Cemetery, as an important destination.
- 4 Follow natural topography for future roads, while preserving a buffered space adjacent the cemetery.
- 5 Embrace topography by tiering developable areas, carving out large flat lots and interesting viewsheds from each tier.
- 6 Medium and large scale green industrial, manufacturing or energy uses that benefit from being near the interchange, but rely on large sites.
- 7 Due to topographic constraints, the natural gas line easement, and relative isolation of this area, development is not currently envisioned to the west of the easement



LAND USE FRAMEWORK

The plan proposes locating commercial uses along TH 60 in the northeast part of this focus area, complimenting the commercial district to the north. Commercial uses are generally constrained to the northeast corner and sites east of the cemetery due to topographical and natural gas line easement restrictions.

The southern part of this focus area includes long-term development of green and sustainable industrial uses, which supports city-wide needs for large-lot, shovel-ready sites. Development in this area requires creative grading solutions for tackling topography, but strong potential remains for the southern area supporting long-term industrial uses.



Commercial

The plan envisions a cluster of high-way oriented commercial uses along TH 60, which are either auto- or people-serving. Interchange proximity and visibility from I-35 and TH 60 draw both kinds of commercial uses..

Parcels are around 5 acres for each site, but can flex to accommodate different use and business needs. Large-lot commercial sites should generally locate in the commercial district on the north side of TH 60.



Industrial District

The city needs large-lot, shovel-ready sites for medium- and large-scale industrial uses. While the southern-most section of this area is a future, opportunity-driven area, it could accommodate these uses well. This area also has abundant opportunity to support local and regional aspirations of green and renewable energy, green production, and closed loop systems of production.

MnDOT identifies this segment of I-35 as an Alternatives Fuel Corridor, potentially opening up opportunities for funding and infrastructure to support alternative and green energy systems. Along with existing utility infrastructure, Xcel Energy has expressed interest and the ability to support large energy users within the city, and along the I-35 corridor.

The plan envisions terracing the area's steep grade into a series of large "landings", to accommodate large-footprint users. These may be manufacturing, data centers, or distribution users. As a result, exact development layout and lot sizes will depend greatly on development staging, and coordination amongst interested developers, property owners, and the city.

CONNECTIVITY FRAMEWORK

For the near term, Calvary Drive will remain the main point of access to the area. The road will extend to the east, before turning south and following topography south and west until it reaches the larger area south of Calvary Cemetery. Due to topography, the natural gas line easement, and lack of developability, extending Cavalry Drive west, then south of the cemetery is likely not viable.

To help Cavalry drive from becoming a dead-end, a connection from Canby Ave to the west and south of the cemetery will help increase circulation and provide a second point of industrial access.

Additionally, the viability of future development further south will require new access from the south, that can connect to the larger transportation network of the city. The plan envisions a new east-west connection along the study area's southern edge that ties in to Bagly Ave.



1 INDUSTRIAL STREETS

Because developing industrial sites in the south will cause industrial traffic, streets are designed and built to accommodate heavier truck traffic, and facilitate circulation, access, and turning needs. Parking is provided off-street, and a center turn lane supports business access and larger vehicle turn movements. Sidewalks are provided on one side of each street to support employees walking between businesses, or recreating throughout the day.



2

This plan proposes a large, long-term project connecting the study area to Bagley Ave, Western Ave, and Lyndale Ave to fully capitalize on limited eat-west access. This connection would connect to Lyndale Ave at Highland Pl, requiring a four-way, signalized intersection. This connection must consider existing creek and wetlands that run parallel to Western between the two roads, and would require necessary mitigation.

Longer term, the city would benefit from further studying existing and future access to I-35 from Lyndale and Western Ave/Bagley Ave. As shown, the plan envisions a future improvement that provides southbound and northbound access between I-35 and Western Ave. - connections that don't exist today.



PUBLIC SPACE FRAMEWORK

Public spaces in the southern study area remain limited to the Calvary Cemetery. Views from the Cemetery should be preserved, which could be done by establishing building height restrictions between the Cemetery and I-35. At a minimum, buffering should be required for any new development immediately adjacent to the cemetery.

As anticipated industrial development occurs, the city will work with prospective developers to identify and establish public space requirements within each development site to providing protection of existing natural environments. These spaces should also provide recreational activities for employees, or organizing features for building architecture.



Existing view from Calvary Cemetery, looking east towards I-35

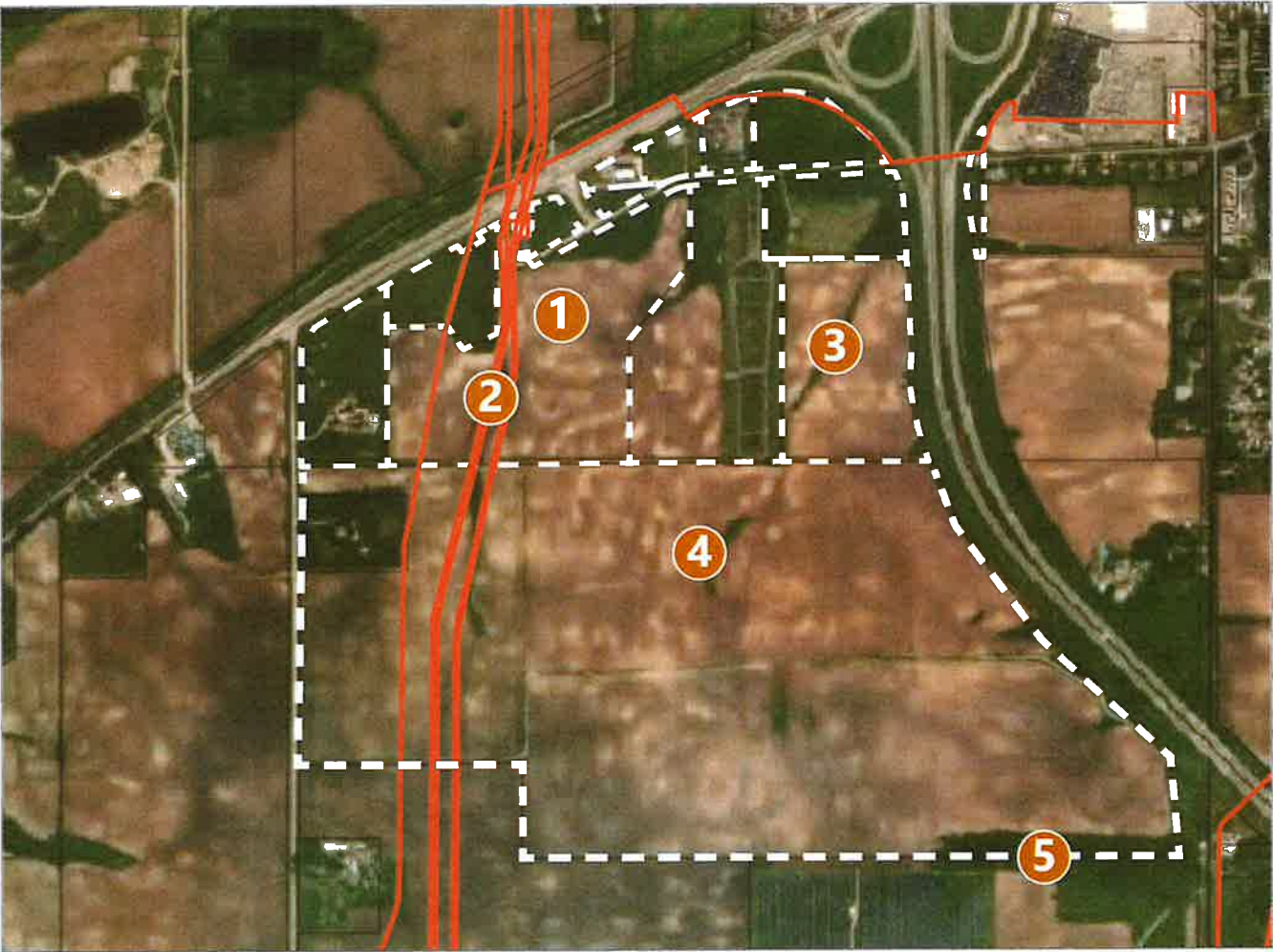


Terraced development, preserving natural spaces

SOUTH STUDY AREA SUMMARY

CHALLENGE

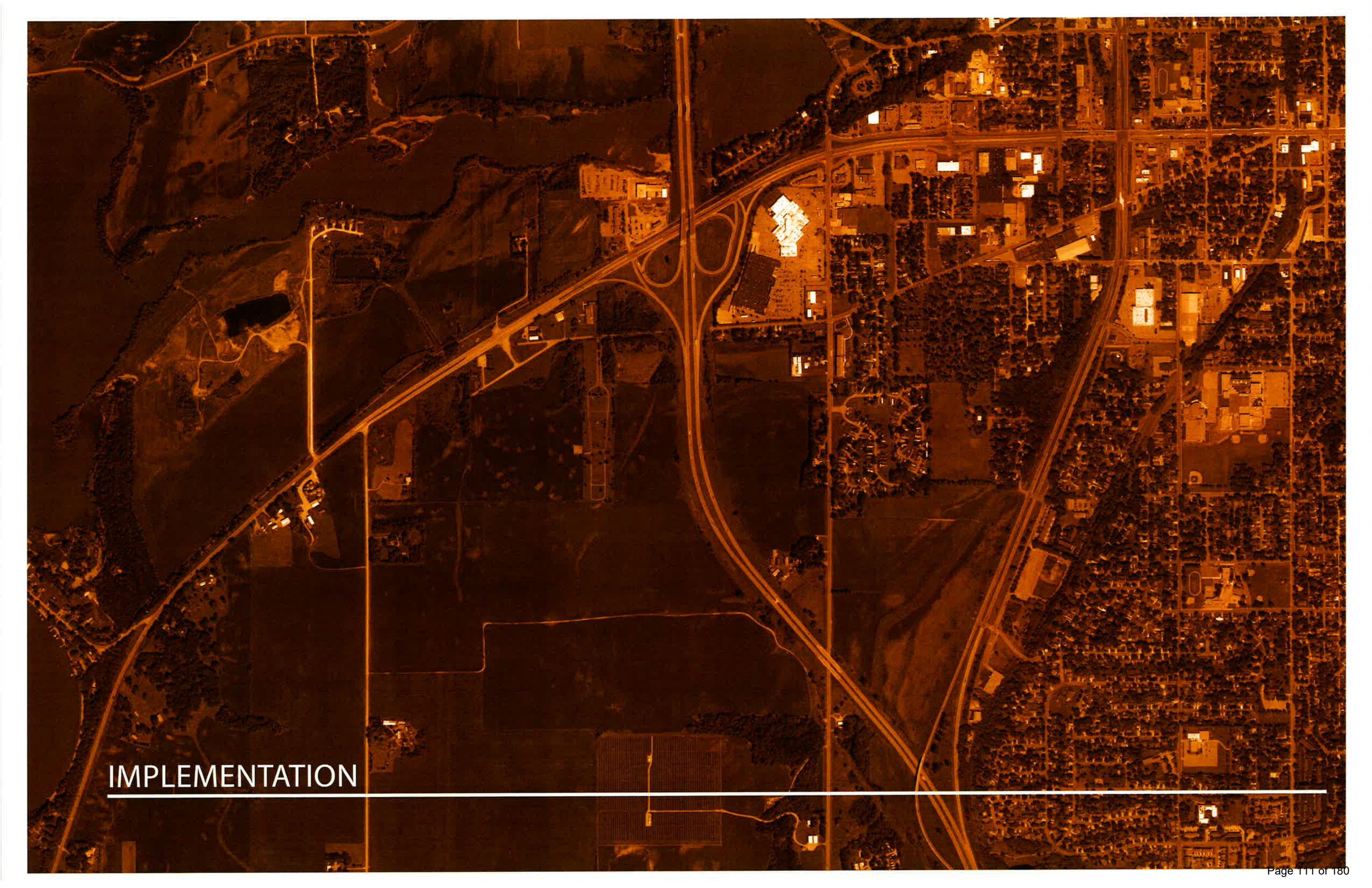
- 1 STEEP TOPOGRAPHY AND GAS LINE INFRASTRUCTURE MAKES DEVELOPMENT DIFFICULT
- 2 GAS LINE CONTAINS EASEMENT, RETRICTS DEVELOPMENT
- 3 DIFFICULT TOPOGRAPHY, GRADE, AND DRAINAGE MAKE DEVELOPMENT DIFFICULT
- 4 LAND OUTSIDE OF CITY BOUNDARIES, NO NEAR TERM DEVELOPMENT PLANS
- 5 LACK OF SOUTHERN ACCESS LIKELY LIMITS DEVELOPMENT POTENTIAL



SOLUTION

- 1 CONCENTRATE DEVELOPMENT TO THE NORTH, EAST, AND SOUTH OF THE AREA ONLY
- 2 EMBRACE THE GAS LINE EASEMENT AS A WEST GROWTH EDGE
- 3 EMBRACE NATURAL TOPOGRAPHY AND DRAINAGE PATTERNS TO GUIDE DEVELOPMENT AND INFRASTRUCTURE
- 4 MAINTAIN COMMUNICATION WITH CURRENT AND FUTURE OWNERS, LOOKING FOR OPPORTUNITY-DRIVEN DEVELOPMENT IN THE FUTURE
- 5 ESTABLISH NEW ROADWAY ACCESS AND CIRCULATION FROM THE SOUTH



An aerial night photograph of a highway interchange and surrounding area. The image is monochromatic, showing a mix of dark, textured terrain and bright, illuminated structures. A multi-lane highway runs diagonally from the bottom left towards the top right, featuring a complex interchange with several overpasses and ramps. To the right of the highway, a dense residential or commercial area is visible, with numerous small, brightly lit buildings and streets. To the left of the highway, there are large, dark, irregular shapes that appear to be fields or undeveloped land, with some scattered lights and structures. The overall scene is captured from a high angle, providing a comprehensive view of the infrastructure and its surroundings.

IMPLEMENTATION

REALIZING THE PLAN

Development of the TH 60 area will be driven by private owner land sales, and developer interest. While owners and developers will determine the timing of development, there are several things the City and its partners can continue doing to further prepare the area for development and growth.

COST RANGE EST.
\$ = \$0 - 100,000
\$\$ = \$100,00 - 250,000

ACTION	LEAD	COST	TIMING
CONTINUE COORDINATION WITH PRIVATE PROPERTY OWNERS ON DEVELOPMENT PLANS, AND MARKETING OF PROPERTIES	CITY OF FARIBAULT, PRIVATE PROPERTY OWNERS	N/A	ACTIVE, ONGOING
CONTINUE COORDINATION WITH XCEL ENERGY, MnDOT, AND OTHER PARTNERS ON ALTERNATIVE FUEL, ENERGY, AND, DEVELOPMENT SUPPORT PROGRAMS	CITY OF FARIBAULT	N/A	ACTIVE, ONGOING
REVIEW AND CONSIDER UPDATES TO THE ZONING CODE NECESSARY TO SUPPORT THE DEVELOPMENT VISION, INCLUDING: - Review and update residential district density metrics to provide clarity on dwelling units per acre, design standards, and lot coverage. - Review the neighborhood commercial district zoning district for lot coverage, and consider the allowance of mixing commercial and residential uses. - Review and update commercial zoning districts for design standards that align with city's elevated quality and design expectations. - Review the single family residential district to ensure ability to comply with standards outlined in the Shoreland Overlay District, in support of conservation-style neighborhoods.	CITY OF FARIBAULT	\$	NEAR TERM
COMMISSION A STREETSCAPE AND PUBLIC REALM STUDY TO ESTABLISH AN AESTHETIC TO SUPPORT AREA DEVELOPMENT, AND TO INFORM PUBLIC AND PRIVATE REALM DESIGN DECISIONS	CITY OF FARIBAULT	\$\$	AS DEVELOPMENT PLANNING & DESIGN OCCURS

REALIZING THE PLAN (CONT.)

COST RANGE EST.
\$ = \$0 - 100,000
\$\$ = \$100,00 - 250,000

ACTION	LEAD	COST	TIMING
COMMISSION PUBLIC PARK STUDY AND DESIGN, IN PARTNERSHIP WITH FUTURE STORMWATER AND SOILS STUDIES, TO DESIGN PARK SPACES ENVISIONED IN THE PLAN AND TO INFORM PUBLIC AND PRIVATE REALM DESIGN DECISIONS	CITY OF FARIBAULT	\$\$	AS DEVELOPMENT PLANNING & DESIGN OCCURS
COMMISSION A SUBREGIONAL WATERSHED STUDY OF THE NORTH AND SOUTH AREAS TO FURTHER UNDERSTAND STORMWATER IMPACTS AND OPPORTUNITIES, PARTICULARLY FOR ANY FUTURE REGIONAL SYSTEMS	CITY OF FARIBAULT	\$	NEAR TERM
INITIATE PRELIMINARY CONVERSATIONS WITH MnDOT TO DETERMINE STEPS NECESSARY FOR EXPANDING I-35 ACCESS FROM LYNDALE AVE, AND WESTERN AVE/BAGLEY AVE	CITY OF FARIBAULT, MnDOT	N/A	ACTIVE, ONGOING
CONTINUE PARTNERING WITH XCEL ENERGY AND OTHER UTILITY AND ECONOMIC DEVELOPMENT PARTNERS, TOWARD THE DEVELOPMENT AND DELIVERY OF BUSINESS SUPPORT PROGRAMS	CITY OF FARIBAULT, XCEL ENERGY	N/A	ACTIVE, ONGOING
DEVELOP A PUBLIC-FACING LIST OF DEVELOPMENT SUPPORT PROGRAMS AND FUNDING SOURCES, FOR USE BY PROSPECTIVE DEVELOPERS	CITY OF FARIBAULT	\$	NEAR TERM

XCEL ENERGY BUSINESS ATTRACTION PROGRAMS

Leveraging Partnerships

Xcel Energy partners with the City of Faribault to provide business attraction programs for current and prospective customers. Prospective businesses or residential properties that develop in the area should consider taking advantage of these or other business support and attraction programs.

Xcel Business Support Programs

ENERGY AUDITS, STUDIES, AND HOLISTIC PROGRAMS

- Business Energy Assessments
- Business New Construction Energy Design Assistance
- Business New Construction Energy Efficient Buildings
- Compressed Air Studies
- Data Center Efficiency Study
- Data Center Design Assistance
- Energy Benchmarking
- Engineering studies for lighting, heating, cooling, motors, refrigeration, or other systems
- Load Strategy Analysis
- Multi-family Building Efficiency
- Process and Commercial Efficiency

CLEAN TRANSPORTATION SOLUTIONS

- EV Supply Infrastructure
- Optimize Your Charge

FINANCING

- Trillion BTU financing

EQUIPMENT REBATES

- Clean Water Pumps
- Custom Efficiency
- Data Center Equipment Efficiency rebates
- Dynamic Thermal Storage
- Efficiency Controls
- Fan Energy Index
- Foodservice Equipment
- HVAC-R
- HVAC-R Trade Partner-Driven rebates
- Lighting Efficiency Retrofit Fixture rebates
- Lighting Efficiency New Construction rebates
- Lighting Efficiency Instant Rebates on Lamps
- Lighting Efficiency One-Stop Efficiency Shop
- Ozone Laundry
- Self-Direct

CARBON-REDUCING PROGRAMS

- Renewable Connect®
- Solar Rewards®
- Solar Rewards™ Community

DEMAND MANAGEMENT

- AC Rewards for Business
- Electric Rate Savings
- Peak Flex Credit
- Peak Partner Rewards
- Saver's Switch

ENERGY RESILIENCY SOLUTIONS

- Empower Resiliency

NONPROFIT OR INCOME-QUALIFIED PROGRAMS

- Multi-family Building Efficiency for Affordable Housing
- Income-Qualified Multi-family Energy Appliance Upgrades
- New Construction Affordable Housing Incentives
- Nonprofit Energy Savings Program

To learn more about available MN programs, visit

<https://www.xcelenergy.com/staticfiles/xcelenergy/Marketing/Files/MN-Business-Program-Summary.pdf>



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
David Wanberg, CED Director
FROM: Harry Davis, City Planner
MEETING DATE: September 10, 2024
SUBJECT: Ordinance 2024-19 Vacate a Portion of Drainage and Utility Easement at 2343 14th St NE (First Reading)

Background:

Johnson Reiland Builders & Remodelers (the Applicant /Developer) with an affidavit of consent from Shattuck-St. Mary's School (the Owner) requests approval of a partial easement vacation at 2343 14th St NE, southwest of the intersection of 14th St NE and Legacy Drive. The proposal is to partially vacate an easement platted in The Legacy Addition plat from 1996 and carried through with the Green View Estates plat in 2005. The easement encumbers much of the west and southwest portions of the lot.

The proposed vacation is consistent with the planning and zoning aspects of the City's Unified Development Ordinance. A detailed breakdown of how the proposal meets findings required by the Unified Development Ordinance may be found in the associated ordinance.

On September 3, 2024, this request came to the Planning Commission during a public meeting with a public hearing. The Planning Commission voted unanimously in favor of recommending the request to the City Council.

Recommendation:

Approve Ordinance 2024-19 (First Reading)

Attachments:

1. Ordinance 2024-19 Vacate an Portion of Drainage and Utility Easement at 2343 14th St NE
2. PC Staff Report

**CITY OF FARIBAULT
ORDINANCE No. 2024-19**

**APPROVE VACATING A PORTION OF DRAINAGE AND UTILITY EASEMENT AT 2343
14TH ST NE**

WHEREAS, Johnson Reiland Builders & Remodelers, (the "Applicant"), on behalf of Shattuck-St. Mary's School (the "Owner"), requests vacating a portion of public drainage and utility easements near 2343 14th St NE, 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 September 3, 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 owner's property and will not impact 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 owner'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: No objections to the easement vacation were received.

WHEREAS, the City Council conducted the first reading of this ordinance on September 10, 2024, and the second reading of this ordinance on September 24, 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 Drainage and Utility Easement. 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:	September 10, 2024
Second Reading:	September 24, 2024
Summary Publication Date:	October 1, 2024

Faribault City Council

Kevin F. Voracek, Mayor

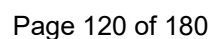
ATTEST:

Jessica L. Kinser, City Administrator

Exhibit A
Easement Vacation Legal Description

EASEMENT VACATION DESCRIPTION

That part of Lot 1, Block 1, GREEN VIEW ESTATES, Rice County Minnesota, described as follows: Beginning at the Northwest corner of said Lot 1; thence North 58 degrees 28 minutes 34 seconds East, along the northwesterly line of said Lot 1, a distance of 42.20 feet; thence South 31 degrees 31 minutes 26 seconds East, a distance of 10.00 feet to the point of beginning of the land to be described; thence South 31 degrees 31 minutes 26 seconds East, a distance of 147.63 feet to a point that is distant 10.00 feet northerly measured at right angles to the South line of said Lot 1; thence North 87 degrees 34 minutes 57 seconds West, parallel to said South line a distance of 38.81 feet to a point that is distant 10.00 feet northeasterly, measured at right angles to the southwesterly line of said Lot 1; thence North 31 degrees 31 minutes 26 seconds West, parallel to said Southwesterly line, a distance of 125.96 feet to a point that is distant 10.00 feet Southeasterly, measured at right angles to the Northwesterly line of said Lot 1; thence North 58 degrees 28 minutes 34 seconds East, parallel to said northwesterly line, a distance of 32.20 feet to the point of beginning.





Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: David Wanberg, Community and Economic Development Director
FROM: Harry Davis, City Planner
Mark DuChene, Director of Engineering/City Engineer
MEETING DATE: September 3, 2024
SUBJECT: Approve a Partial Vacation of a Drainage and Utility Easement – Johnson Reiland/2343 14th St NE

Request:	Applicant requests approval of a partial easement vacation.
Recommendation:	The DRC, City Engineer, and City Planner recommend approval of a partial easement vacation at 2343 14 th St NE to City Council based on the findings and conditions in the attached draft ordinance.
Recommended Motion:	Motion to forward and recommend approval of a partial easement vacation at 2343 14 th St NE to City Council, with findings and conditions suggested by city staff.

Request:

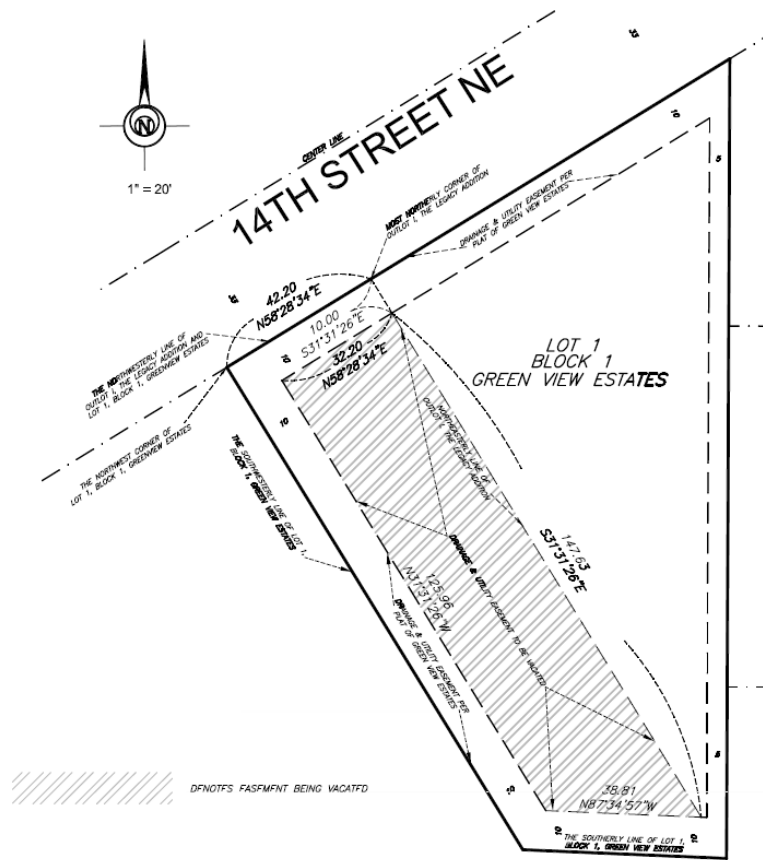
Johnson Reiland Builders & Remodelers (the Applicant /Developer) with an affidavit of consent from Shattuck-St. Mary's School (the Owner) requests approval of a partial easement vacation at 2343 14th St NE, southwest of the intersection of 14th St NE and Legacy Drive, as depicted in the attached plans.



Location along 14th St NE

Background:

The proposal is to partially vacate an easement platted in The Legacy Addition plat from 1996 and carried through with the Green View Estates plat in 2005. The easement encumbers much of the west and southwest portions of the lot.



Vacation Area

The vacation area is completely within LOT 1, BLOCK 1 of GREEN VIEW ESTATES.

Project Description:

The proposed area for vacating the drainage and utility easement is approximately 4,400 square feet.

Discussion:

The proposed vacation is consistent with the planning and zoning aspects of the City's Unified Development Ordinance. A detailed breakdown of how the proposal meets findings required by the Unified Development Ordinance may be found in the associated Ordinance.

Development Review Committee Recommendation. The City's Development Review Committee (DRC) reviewed the proposed application on August 20, 2024, and recommended approval of the vacation.

Public Comment. The City Planner received no public comment prior to publishing this report. Notification for this item was published in the paper on August 22, 2024 and letters sent to property owners within 350-feet on August 21, 2024.

Recommendation:

The DRC, City Engineer, and City Planner recommend approval of a partial easement vacation at 2343 14th St NE to City Council based on the findings and conditions in the associated draft ordinance.



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
 David Wanberg, CED Director
FROM: Harry Davis, City Planner
MEETING DATE: September 10, 2024
SUBJECT: Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW (First Reading)

Background:

The City of Faribault (the Applicant/Owner) requests a zoning map amendment for 812 8th Ave NW (Water Treatment Plant). The proposed rezoning is from R-2, Low Density Residential to P/I, Public/Institutional. In early 2023, the City of Faribault completed a large zoning map amendment for multiple properties based on the Comprehensive Plan. The zoning map amendments focused on properties in the city that were used by institutions, governments, schools, and other similar uses and guided in the Comprehensive Plan for said uses. The zoning for these properties changed to P/I, Public Institutional to better reflect the Comprehensive Plan and their purpose and use. The Water Treatment Plant is guided as Major Utilities in the Comprehensive Plan and not among the properties rezoned in 2023. To better reflect future plans the property, Public Works and CED departments are collaborating on a zoning map amendment for the City's utility plant.

The proposed zoning map amendment is consistent with the planning and zoning aspects of the City's Comprehensive Plan and Unified Development Ordinance. More details regarding meeting amendment criteria may be found in the associated ordinance. The City's Development Review Committee (DRC) reviewed the proposed application on August 20, 2024 and recommended approval of the amendment. The City Planner notified MN DNR of the proposed zoning map amendment because the subject property is partially within the shoreland overlay area. The City Planner received a response on August 28 stating no concerns with the proposal.

On September 3, 2024, the Planning Commission held a public hearing for this request. The Planning Commission heard a request from staff that included the Water Treatment Plant at 812 8th Ave NW and the Wastewater Treatment Plant (WWTP) at 214 14th St NE. During the meeting, Planning Commissioners took issue with not including the adjoining property to the

WWTP which has a compost site and water treatment lagoons associated with the WWTP. The Planning Commission voted 5-1 in favor of the ordinance with Commissioner White dissenting for the reasons above. Staff has since amended the request to remove the WWTP and focus on the more immediate needs at the WTP from Public Works.

Recommendation:

Approve Ordinance 2024-18 (First Reading)

Attachments:

1. Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW
2. Amended PC Staff Report

**CITY OF FARIBAULT
ORDINANCE No. 2024-18**

APPROVE A ZONING MAP AMENDMENT FOR 818 8TH AVE NW

WHEREAS, the City of Faribault (the Applicant/Owner) requests zoning map amendments to change the zoning district of property at 818 8th Ave NW, from R-2, Low Density Residential to P-I, Public Institutional; and

WHEREAS, the Property described in the above recitals and graphically depicted in Exhibit A are hereinafter referred to as the subject property; and

WHEREAS, City Staff prepared a report to the Planning Commission; and

WHEREAS, the Planning Commission, on September 3, 2024, following proper notice, held a public hearing to review the request, listen to public comments, and make a recommendation to the City Council regarding the Applicant's request; and

WHEREAS, following the public hearing, the Planning Commission recommends City Council approve the requested zoning map amendment based on the following written findings of the Planning Commission as required by Section 2-180 of the City's Unified Development Ordinance:

1. Criteria: Whether the amendment is consistent with the applicable policies of the City's Land Use Plan.

Finding: The proposed zoning map amendment for the subject properties is consistent with the Comprehensive Plan as it matches the land use designation of major utility with the by-right uses in P/I.

2. Criteria: Whether the amendment is in the public interest and is not solely for the benefit of a single property owner.

Finding: The continued use of the existing property for the Water Treatment Plant is critical for continued city services. The uses will function better under P/I, which is written to permit government buildings and essential services and is therefore in the public interest.

- 3. Criteria: Whether the existing uses of property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification, where the amendment is to change the zoning classification of a particular property.**

Finding: The use of the subject property under the proposed P/I district will continue to be what it currently is: the Water Treatment Plant. The P/I district is written to allow institutional uses be compatible with adjoining zoning and uses. The current and future uses for this subject property is compatible with existing uses nearby.

- 4. Criteria: Whether there are reasonable uses of the property in question permitted under the existing zoning classification, where the amendment is to change the zoning classification of a particular property.**

Finding: The proposed P/I district will bring the current use and property into more reasonable use and closer to compliance with city zoning and development codes. It is not reasonable to move the existing use elsewhere within the city.

- 5. Criteria: Whether there has been a change in the character or trend of development in the general area of the property in question, which has taken place since such property was placed in its present zoning classification, where the amendment is to change the zoning classification of a particular property.**

Finding: The current character of the property as city infrastructure will not change with the proposal and is not a reflection of changing market forces. It is a change that better reflects the zoning available now versus when the property was last rezoned. The P/I district is a new zone from the Comprehensive Plan that provides a zoning

designation that is better for institutions, government uses, and schools.

WHEREAS, the City Council held a public meeting on September 10, 2024, to consider approval of the first reading of Ordinance 2024-18; and

WHEREAS, the City Council also held a public meeting on September 24, 2024 to consider approval of the second reading of Ordinance 2024-18; and

WHEREAS, based on the City Staff's report, the results of the public hearing, and the written findings of the Planning Commission, the City Council of the City of Faribault concurs with the written findings of the Planning Commission and makes the identical findings.

NOW, THEREFORE, THE CITY OF FARIBAULT ORDAINS:

Section 1: Findings and Incorporation of Recitals and Exhibits. Where applicable, the recitals and exhibits incorporated in this ordinance constitute the written findings of the City Council.

Section 2: Rezoning Approval. The City Council hereby rezones the subject property graphically depicted in Exhibit A to P/I, Public/Institutional. The effective date of the rezoning shall be as outlined in Section 5 of this resolution.

Section 3: Official Zoning Map. The City does not need to republish the City's official zoning map to show the rezoning. However, the City Planner shall show the rezoning on the official zoning map on file with the City.

Section 4: Authorization to Take Additional Steps. The City Council authorizes and directs the Mayor, City Staff, and City Consultants to take any additional steps and actions necessary and convenient to accomplish the intent of this ordinance.

Section 5: Effective Date. This ordinance is effective immediately upon its passage and publication per the City Charter.

First Reading: September 10, 2024

Second Reading: September 24, 2024

Publication Date: October 1, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

EXHIBIT A:
Graphic Depiction of Subject Property to be Rezoned
to P/I, Public/Institutional



Properties to be Rezoned:

- PID # 18.30.3.26.001 – 812 8th Ave NW



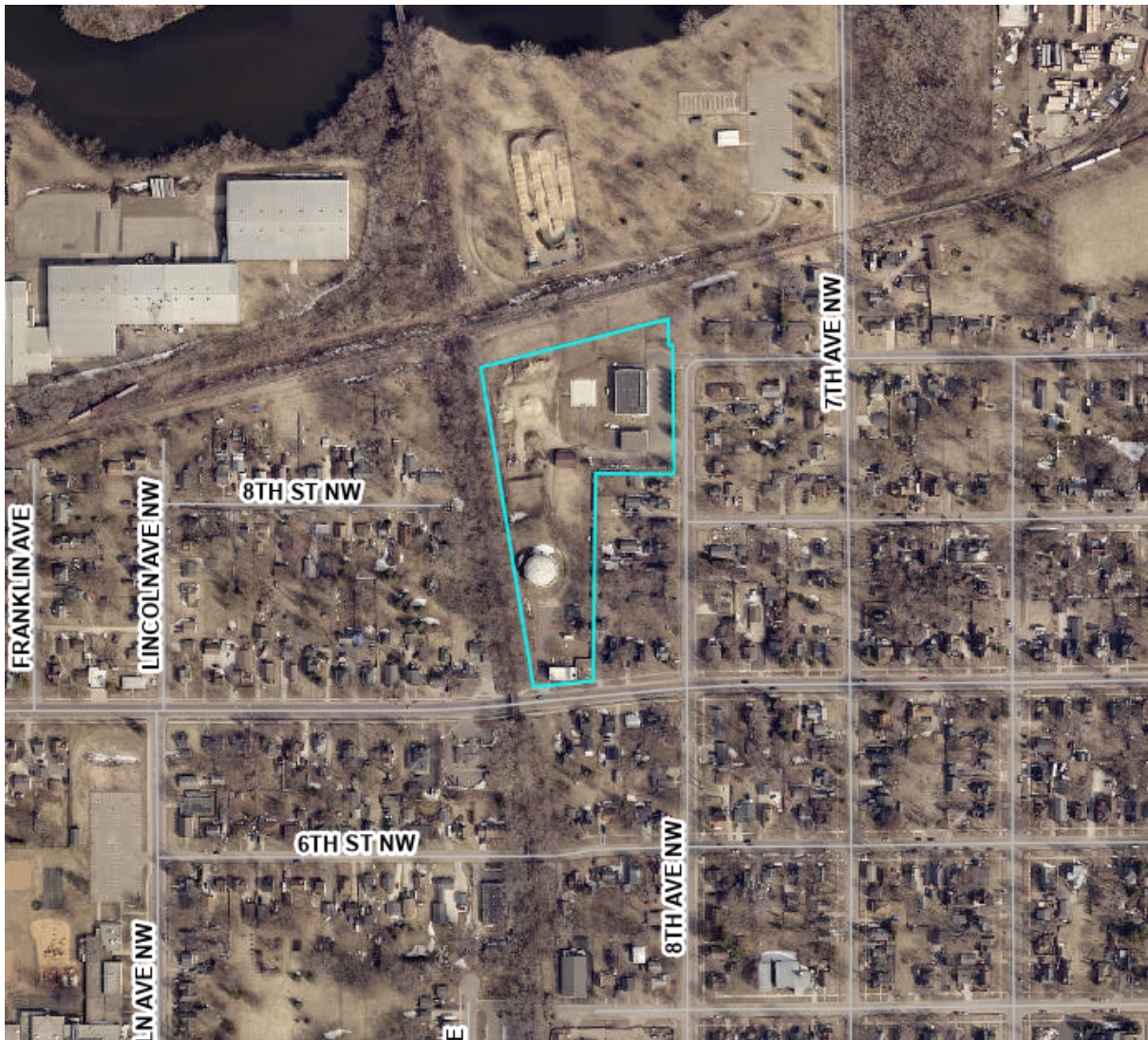
Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: David Wanberg, Community and Economic Development Director
FROM: Harry Davis, City Planner
MEETING DATE: September 3, 2024 **AMENDED POST PC ON 9/4/24**
SUBJECT: Approve Zoning Map Amendment – City of Faribault/812 8th Ave NW

Request:	City request zoning map amendments for 812 8 th Ave N.
Recommendation:	The DRC and City Planner recommend approval of zoning map amendment for 812 8th Ave NW to City Council based on the findings in the attached draft ordinance.
Recommended Motion:	Motion to forward and recommend approval of zoning map amendment for 812 8th Ave NW to City Council, with findings suggested by city staff.

Request:

City of Faribault (the Applicant/Owner) requests a zoning map amendment for 812 8th Ave NW (Water Treatment Plant). The proposed rezoning is from R-2, Low Density Residential to P/I, Public/Institutional.



Water Treatment Plant at 812 8th Ave NW

Background and Project Description:

In early 2023, the City of Faribault completed a large zoning map amendment for multiple properties based on the Comprehensive Plan. The zoning map amendments focused on properties in the city that were used by institutions, governments, schools, and other similar uses and guided in the Comprehensive Plan for said uses. The zoning for these properties changed to P/I, Public Institutional to better reflect the Comprehensive Plan and their purpose and use. The Water Treatment Plant is guided as Major Utilities in the Comprehensive Plan and not among the properties rezoned in 2023. To better reflect future plans the property, Public Works and CED departments are collaborating on a zoning map amendment for the City's utility plant.

Discussion:

The proposed zoning map amendment is consistent with the planning and zoning aspects of the City's Comprehensive Plan and Unified Development

Ordinance. The following provides an overview of the key planning and zoning-related items associated with:

Zoning Map Amendment

- 1. Summary.** The comprehensive plan shows the subject property as a major utility use, which is permitted in P/I, Public/Institution. This zoning district did not previously exist when the property was zoned R-2, but P/I will ensure the Water Treatment Plant's critical operations continue into the future and in a compatible way with adjoining properties. More details regarding meeting amendment criteria may be found in the associated ordinance.

Development Review Committee Recommendation. The City's Development Review Committee (DRC) reviewed the proposed application on August 20, 2024 and recommended approval of the amendment.

Public Comment. The City Planner received no public comment prior to publishing this report. Notification for this item was published in the paper on August 22, 2024 and letters sent to property owners within 350-feet on August 21, 2024.

MN DNR. The City Planner notified MN DNR of the proposed zoning map amendment because the subject property is partially within the shoreland overlay area. The City Planner received a response on August 28 stating no concerns with the proposal.

Recommendation:

The DRC and City Planner recommend approval of zoning map amendment for 812 8th Ave NW to City Council based on the findings in the attached draft ordinance.



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date

Background:

The City of Faribault is required to adopt a preliminary tax levy no later than September 30th of each year. Through a number of work sessions and discussions with City Council, the preliminary tax levy is proposed to be a 14.68% increase over the 2024 property tax request. While this is abnormal compared to recent history, below is a summary of differences between 2024 and 2025. This data can also be viewed on the attached property tax summary showing a five-year history.

- The amount requested for the General Fund has increased by 12.5% over 2024. This is due mostly to higher personnel costs being budgeted. All collective bargaining agreements are up for renewal and none have settled as of the date of this meeting. Other costs are increasing as well, including utilities, financial software maintenance fees, and other smaller items.
- The amount requested for Community & Economic Development has increased due to multiple factors. 2025 marks an end to a prior policy of eliminating property tax revenue support for this fund, as there is not another revenue source available to support the operations. The position of Economic Development Coordinator is also new in 2024 and is fully budgeted in 2025. The tax levy also includes \$53,757 to cover the 2023 operating deficit.
- Tax abatements decreased from 2024, as the Sage Glass abatement ends in 2024. A new abatement for Vetrotech comes online in 2025, but not at a full property valuation. This number will continue to fluctuate in future years as valuations and property taxes paid to the City control how quickly a tax abatement reaches its top dollar threshold.
- The tax levy for debt service has also increased. This includes \$80,000 for interest to be paid on an internal capital equipment

loan. The Council will not take action on this loan until later in the year.

A more comprehensive presentation will occur as part of the September 10th City Council meeting. The increase from 2024 to 2025 is expected to go down with the final budget, as a number of unknowns become known over the next 3 months. A work session in November will go through any changes before the public hearing is held on December 10, 2024.

Recommendation:

To approve Resolution 2024-177

Attachments:

1. Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date
2. 9.10.24 Preliminary Levy

CITY OF FARIBAULT

RESOLUTION #2024-177

ADOPTING THE 2025 PRELIMINARY PROPERTY TAX LEVY AND ESTABLISHING THE BUDGET MEETING DATE

WHEREAS, the City annually adopts an operating levy for the coming year in accordance with City Charter and Minnesota Statutes; and

WHEREAS, Minnesota Statutes 275.065, Subdivision 1 requires cities to certify a maximum proposed levy on or before September 29, 2024 and to establish a public meeting date for the purpose of discussing said proposed levy; and

WHEREAS, the Faribault City Council has reviewed the preliminary levy as found attached in "Exhibit A".

NOW, THEREFORE BE IT RESOLVED, that:

Section 1: The preliminary 202 net tax levy to be certified to the Rice County Auditor of \$14,402,896 is hereby established as the maximum possible net tax levy for property tax payable in 2025.

Section 2: That Tuesday, December 10, 2024 is hereby established for the public meeting on the proposed 2025 budget and tax levy to be held at the City Hall Council Chambers beginning at 6:00 p.m.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

Exhibit A



2024 Preliminary Property Tax Levy Certification

	2025
OPERATING LEVY:	
General Fund	\$11,680,460
Community Development	\$463,031
Special PERA Levy	\$12,544
	\$12,156,035
DEBT SERVICE LEVY:	
G.O. Crossover Refunding Bonds 2021B-2012A-2006B	\$ 555,975
G.O. Crossover Refunding Bonds 2021B-2012A-2008A	\$ 393,698
G.O. Refunding Improvement Bonds, 2021B-2014A	\$ 116,875
G.O. Crossover Refunding Bonds 2015A-2007A	\$ 184,866
G.O. Improvement Bonds, 2015A	\$ 73,990
Internal Capital Equipment Loan, 2025	\$ 80,000
	\$1,405,405
TAX ABATEMENT LEVY:	
Sage Electrochromics, Inc.	\$ 37,562
Steinair, Inc.	\$ 5,952
Daikin Corp.	\$ 122,241
Trystar, LLC.	\$ 43,891
Tru Vue, Inc.	\$ 19,390
Vetrotech Saint-Gobain North America, Inc.	\$ 8,097
	\$ 237,133
Total City Levy	
	\$13,798,573

**CITY OF FARIBAULT
2025 Tax Levy**

9/10/24

MARKET AND TAX CAPACITY VALUES						
Tax Years Payable	2021	2022	2023	2024	Preliminary 2025	Change
Taxable Market Value	1,554,252,000	1,661,037,400	1,952,217,600	2,154,605,500	2,236,590,300	3.81%
Tax Capacity:						
Gross Tax Capacity	19,538,157	20,686,820	23,879,474	26,199,879	26,673,803	1.81%
Less: Captured Tax Increment	(208,810)	(254,980)	(305,930)	(448,837)	(570,798)	27.17%
Net Tax Capacity	19,329,347	20,431,840	23,573,544	25,751,042	26,103,005	1.37%
Operating Tax Levies						
General (101)	8,134,852	8,675,211	9,255,408	10,220,851	11,680,460	1,459,609
LGA One Time Tyler in 2024						
Airport (225)	20,000	10,000	-	-	-	-
Community Development (240)	264,602	198,451	132,300	66,149	409,274	343,125
CED Shortfall 2023					53,757	53,757
CED Shortfall 2024					-	-
Tax Abatement Projects (239)	354,939	426,275	401,976	409,651	237,133	(172,518)
Property Tax Levy	8,774,393	9,309,937	9,789,684	10,696,651	12,380,624	1,683,973
Special PERA Levy (101)	12,544	12,544	12,544	12,544	12,544	-
Bond Principal & Interest (300's)	1,375,329	1,236,597	1,382,104	1,323,410	1,405,405	81,995
Net Tax Levy (Actual Levy)	10,162,266	10,559,078	11,184,332	12,032,605	13,798,573	14.68%
Special Tax Levies						
HRA (280)	295,900	309,820	328,850	380,253	416,418	36,165
EDA (290)	289,982	303,623	322,273	372,648	408,089	35,441
Total Tax Rate Special Levies	0.0303	0.0300	0.0276	0.0292	0.0316	0.0804
Net Tax Levy - All City Levies	10,748,148	11,172,521	11,835,455	12,785,506	14,623,080	
Local Government Aid (LGA)	5,988,340	6,029,788	6,102,837	6,972,221	6,982,826	0.15%
Local Government Aid Change	88,053	41,448	114,497	942,433	10,605	



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-178 Approving the Faribault Economic Development Authority Preliminary Property Tax Levy for Fiscal Year 2025

Background:

The City of Faribault Economic Development Authority adopted Resolution 2024-10 approving the preliminary tax levy for the EDA at the maximum amount allowed, \$408,089, at their July meeting. This request has been built into the City's preliminary property tax request through the attached resolution, which follows through on the request from the EDA.

The EDA has not reviewed their budget for 2025, but when reviewed/approved this will come to the City Council at a future work session for a more formal presentation.

Recommendation:

To approve Resolution 2024-178.

Attachments:

1. Resolution 2024-178 Approving the Faribault Economic Development Authority Preliminary Property Tax Levy for 2025
2. 2024-10 Resolution Approve 2025 Preliminary Tax Levy

CITY OF FARIBAULT

RESOLUTION #2024-178

**APPROVING THE FARIBAULT ECONOMIC DEVELOPMENT AUTHORITY
PRELIMINARY PROPERTY TAX LEVY FOR FISCAL YEAR 2025**

WHEREAS, the City of Faribault may levy a tax in any year for the benefit of the activities of the Economic Development Authority pursuant to Minnesota Statute 469.107 Subdivision 1.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Faribault hereby gives preliminary approval for the collection of a levy for the benefit of economic development activities within the community in fiscal year 2025 in an amount not to exceed \$408,089.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF FARIBAULT, MINNESOTA

RESOLUTION #2024-10

ESTABLISH THE EDA'S PRELIMINARY TAX LEVY FOR FISCAL YEAR 2025

WHEREAS, Minnesota Statute 469.107, Subdivision 1 provides that a City may, at the request of its Economic Development Authority (the "EDA"), levy a tax each year on all taxable property within the taxing district for the benefit of the EDA; and

WHEREAS, Minnesota Statute 469.107, Subdivision 1 limits the levy to a maximum of 0.01813 percent of the estimated taxable market value in the district; and

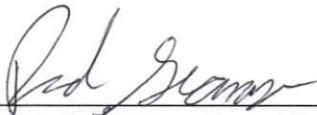
WHEREAS, the 2024 estimated taxable market value in the district is \$2,250,909,500; and

WHEREAS, the maximum the City Council can levy for EDA purposes in 2025 is \$408,809 ($\$2,250,909,500 \times 0.0001813 = \$408,089$); and

WHEREAS, the EDA's work program and budget depend on whether the EDA receives the maximum levy amount allowed by Minnesota Statutes; and

NOW, THEREFORE, BE IT RESOLVED, by the Economic Development Authority of Faribault, Minnesota (the "EDA"), that it establishes and recommends that the City Council approve a 2025 tax levy of \$408,089 for the EDA's purposes.

ADOPTED: July 18, 2024



Rod Gramse, President

ATTEST:



AJ Smith, Secretary/Treasurer



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-179 Approving the Faribault Housing and Redevelopment Authority Preliminary Property Tax Levy for Fiscal Year 2025

Background:

The Faribault Housing and Redevelopment Authority has adopted a resolution requesting the maximum amount of property taxes available under state statute, which is \$416,418, for 2025. As part of the preliminary tax levy, the City Council is required to take concurring or differing action. Resolution 2024-179 provides for the preliminary tax levy to include the collection of the full amount requested in 2025. The resolution showing action by the HRA is also attached with this item.

The HRA has not had a chance to fully review/approve an operating budget for 2025, but once that action has occurred a presentation/discussion with the City Council will occur.

Recommendation:

To approve Resolution 2024-179.

Attachments:

1. Resolution 2024-179 Approving the Faribault Housing and Redevelopment Authority Preliminary Property Tax Levy for 2025
2. 2024-09 Resolution to Establish the HRA Preliminary Tax Levy for Fiscal Year 2025

CITY OF FARIBAULT

RESOLUTION #2024-179

APPROVING THE FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY PRELIMINARY PROPERTY TAX LEVY FOR FISCAL YEAR 2025

WHEREAS, the Housing and Redevelopment Authority of the City of Faribault (the "HRA") may request the establishment of a special benefit tax pursuant to Minnesota Statute 469.033 Subdivision 6; and

WHEREAS, Minnesota Statute 469.033 Subdivision 6 requires the consent, by resolution, of the governing body of the municipality to levy said tax.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Minnesota Statute 469.033 Subdivision 6, the special benefit tax as determined by the Housing and Redevelopment Authority of the City of Faribault is given approval of collection in fiscal year 2025 in the amount of \$416,418.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

**HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT,
MINNESOTA**

RESOLUTION #2024-09

ESTABLISH THE HRA PRELIMINARY TAX LEVY FOR FISCAL YEAR 2025

WHEREAS, Minnesota Statute 469.033, Subdivision 6 provides that a City may, at the request of its Housing and Redevelopment Authority (HRA), levy a tax each year on all taxable property within the taxing district for the benefit of the HRA; and

WHEREAS, Minnesota Statute 469.033, Subdivision 6 limits the levy to a maximum of 0.0185 percent of the estimated taxable market value in the district; and

WHEREAS, the 2025 estimated taxable market value in the district is \$2,250,909,500; and

WHEREAS, the maximum the City Council can levy for HRA purposes in 2025 is \$416,418 ($\$2,250,909,500 \times 0.000185 = \$416,418$); and

WHEREAS, the HRA's work program and budget depend on whether the HRA receives the maximum levy amount allowed by the statute.

NOW, THEREFORE, BE IT RESOLVED, by the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), that it establishes and recommends the City Council approve a 2025 tax levy of \$416,418 for HRA purposes.

ADOPTED: July 8, 2024



Loni Ahlers, Chair

ATTEST:



Travis McColley, Vice Chair/Secretary-Treasurer

**FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY
GENERAL FUND
PRELIMINARY 2025 HRA LEVY CALCULATIONS**

Authority

Minnesota Statutes 469.033, Subdivision 6

"The amount of the levy shall be an amount approved by the governing body of the city, but shall not exceed 0.0185 percent of the taxable market value."

Maximum Levy Calculation

PY Estimated Market Value	\$ 2,250,909,500
Percentage Allowed	0.0185
Maximum Levy	\$ 416,418

HRA Levy History

<u>Year</u>	<u>Gross Levy*</u>	<u>Net Levy</u>	<u>% of Gross Levy</u>
1998	\$ 74,703	\$ 67,000	
1999	56,325	48,622	
2000	71,356	63,611	
2001	75,568	67,864	
2002	100,267	100,267	100%
2003	105,280	105,280	100%
2004	124,330	124,330	100%
2005	139,552	139,552	100%
2006	156,357	156,357	100%
2007	177,288	177,288	100%
2008	188,107	188,107	100%
2009	270,690 **	211,834	78%
2010	273,620	234,468	86%
2011	266,485	234,468	88%
2012	251,068	239,157	95%
2013	219,726	219,726	100%
2014	197,300	197,300	100%
2015	197,300	197,300	100%
2016	201,682	201,682	100%
2017	206,937	206,937	100%
2018	217,365	217,365	100%
2019	229,713	229,713	100%
2020	251,907	251,907	100%
2021	295,900	295,900	100%
2022	309,820	309,820	100%
2023	328,850	328,850	100%
2024	380,253	380,253	100%
2025	416,418	416,418	100%

*Assumes \$7,704 HACA for years 1990-2001

*The percentage allowed was increased by the 2008 Legislature from .0144 to .0185.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH:
MEETING DATE: July 8, 2024
SUBJECT: Resolution 2024-11 Designate Authorized Signatories for All Housing and Redevelopment Authority of Faribault, Minnesota Accounts

BACKGROUND:

Per Minnesota State Statute 118A, the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") may designate authorized signatories for its financial institution accounts. The HRA has five accounts with Citizens Community Federal. Jeanne Schmuck, the City's Finance Director, is currently an authorized signatory. However, Jeanne has accepted employment in another community. Consequently, the attached Resolution 2024-11 allows Kevin Voracek (Mayor) and Jessica Kinser (City Administrator) to be the signatories on all HRA accounts, effective July 17, 2024.

REQUESTED ACTION:

Approve Resolution 2024-11.

ATTACHMENTS:

1. Resolution 2024-11



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 10, 2024
SUBJECT: Resolution 2024-189 Approve Amended Public Purpose Expenditures and Purchasing Policy

Background:

In May, the City Council amended the Public Purpose Expenditure and Purchasing Policy, making minor changes regarding what positions have what authority and the procurement method. This was ahead of understanding the set-up and workflow of the new Tyler Munis ERP system, and there is now a need to update the policy again to align with what the software has the capability to do. Abdo Financial Services has also reviewed the policy and recommended minor language changes. Below is a summary of those changes. An attached document shows the mark-up of changes in addition to the clean copy of the revised policy for which approval is requested.

- Remove authority for not budgeted expenditures- Unfortunately, there is not a way to create a workflow/approval process in Tyler for the not-budgeted expenditures. Therefore, table 2E needs to be eliminated.
- Purchasing guidance table - the remaining table in 2E is being amended to include the requirement for purchase orders to be completed when an invoice is \$5,001 or greater. This will initiate a different level of approval and workflow in the system. There is extra work involved with creating a purchase order, so we will be monitoring the number of PO's between \$5,000-\$10,000 and see if there is a workload reason that would justify bringing forward an amendment in 2025 to change this table. Regardless of whether a PO is required, every invoice is required to be approved by the department head and the Finance Director before it appears on a claims list to be paid.
- Quotes - Section 3C specifies the ways in which purchases can be made. Changes are proposed to subsection 3- quotes. The League of Minnesota Cities recommends two quotes which was not stated. This language has been added. The language requiring that

documentation of the quotes be included with the request for a purchase order has also been added.

This is a policy that, per the Code of Ordinances, is to be reviewed annually. I anticipate this coming forward in 2025 as we continue to work out the new software with our policies.

Recommendation:

Approve Resolution 2024-189.

Attachments:

1. Resolution 2024-189 Approve Amended Public Purpose and Purchasing Policy
2. Public Purpose Expenditures and Purchasing Policy 9.10.24 Revision
3. MARK UP Public Purpose Expenditures and Purchasing Policy

CITY OF FARIBAULT

RESOLUTION #2024-189

APPROVE AMENDED PUBLIC PURPOSE EXPENDITURES AND PURCHASING POLICY

WHEREAS, expenditures by a public entity must be authorized by statute or Charter and also must have a public purpose; and

WHEREAS, the City of Faribault has only such powers as are determined by statute or Charter which may be necessarily and reasonably implied there from and may make expenditures only in the reasonable exercise of those powers; and

WHEREAS, the City Council wishes to defined certain practices and procedures as they relate to public purpose expenditures and purchasing practices; and

WHEREAS, the Public Purpose Expenditures/Purchasing Policy is presented with amendments that comply with the Minnesota Office of the State Auditor and the League of Minnesota Cities.

NOW, THEREFORE BE IT RESOLVED, that the attached Public Purpose Expenditures/Purchasing Policy dated September 10, 2024, is hereby adopted as written.

Date Adopted: September 10, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Public Purpose Expenditure/Purchasing Policy

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

1. PURPOSE

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

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

2. GUIDELINES

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

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

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

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

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

- C. All disbursements shall be authorized by the City Council. All accounts, claims, and invoices shall be audited by the Finance Department and presented to the Council for approval. The City Council has delegated its authority to the City Administrator to pay certain claims made against the City prior to formal authorization. A resolution approving the administrator purchasing and contracting authority, is executed by the City Council annually, per the Faribault City Charter, Section 6.05, Purchases and Contracts. This resolution authorizes the City Administrator to make purchases and approve contracts when the amount involved does not exceed \$10,000, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval, or \$25,000 for purchases included in the current year's Budget and/or Capital Improvement Plan. The City Administrator may delegate purchasing and signature authority as listed in 2E of this policy
- D. The Faribault City Charter, Section 6.05, Purchases and Contracts, provides that all contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the Mayor and the City Administrator on behalf of the City and shall be executed in the name of the City.
- E. Purchasing and budgetary control is the responsibility of each department head. The department head may designate other staff within their department to purchase goods and services in compliance with the annual budget. Department heads and their designees are authorized to make purchases according to the following thresholds:

Dollar Amount	Approval	Purchasing Procedure	Payment Method	PO Required
\$5,000 or less	Supervisor/ Department Director or Designee	Open Market	Credit Card Charge Account Check/ACH/Wire	No
5,001 to 15,000	Department Director or Designee	Quote	Charge Account Check/ACH/Wire	Yes
15,001 to 25,000	City Administrator	Quote, Bid, Proposal	Charge Account Check/ACH/Wire	Yes
\$25,001 to \$175,000	City Council	Multiple Quotes or RFP	Check/ACH/Wire	Yes
>\$175,000	City Council	Sealed Bid	Check/ACH/Wire	Yes

Notes:

- All payments are presented to the City Council for final approval.
- If a cooperative purchasing agreement is in place, quotations are not needed.

- Authorized purchasers are only allowed to authorize funds from within their department's budget. Purchaser should collaborate with other authorized purchaser from the necessary departments to make joint purchases.
- Employees will not make any purchases for personal use through the City and all items purchased by the City must be delivered to a City owned location
- Information technology (IT) purchases should be coordinated with the City's IT Coordinator to ensure purchases are compatible with and supported by the City's IT infrastructure systems.

3. PURCHASING PROCESS

A. Decentralized Purchasing

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

All other purchases should follow the rules below:

1. Determine the need for commodities or services.
2. Research the cost of the purchase and determine proper purchasing alternative.
3. Determine the appropriate account coding and whether there is sufficient funds available in that budget line item.
4. Request approval from department director or designee to make purchase.
5. Following purchase, invoices should be directed to City Hall, Accounts Payable. They will be processed for coding and approval followed by review and processing through the Finance Department.
6. If a department uses a new vendor, the department must request a copy of the vendor's W-9 and submit to Finance before payment can be made.
7. Accounts payable claims listing is approved by City Council.
8. Payment is made by the Finance Department.

B. Purchasing Practice

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

indicated herein, has a financial interest or other interest in or a tangible personal benefit from a firm considered for a contract.

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

addition, Minnesota's Cooperative Purchasing Venture and other joint purchasing agreements will be considered.

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

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

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

C. Purchasing Options

The following options may be used for making public purchases:

1. Sealed Bids

- a. A formal sealed bid procedure is required for all purchases in excess of \$175,000 except for professional services.
- b. A published notice of bid is required in the official City newspaper and/or the City's website per MN Statute 331A.03 at least ten days in advance of bid opening, except in cases where the estimated costs of the contract exceed \$350,000 or special assessments are intended to finance a local improvement project, in which case the City will follow statutory requirements. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City's official web site; however, this publication is in addition to the official newspaper publication.
- c. All bid openings are to be administered by originating department.
- d. The preparation of all specifications are to be the responsibility of the originating department.
- e. Required authorization for all plans and specifications is the responsibility of the originating department.
- f. Contract change orders may be approved by the City Administrator or his/her designee provided the total change does not exceed purchasing limitations as outlined in the City Charter. Details are provided in the Purchasing Procedures.
- g. The City Council must formally approve the bid contract.

2. State, County, and Other Cooperative Purchasing Contracts

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

3. Quotes

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

department making the purchase, and are required to be included with all requests for a Purchase Order if the purchase is greater than \$5,001.

4. Emergency

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

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

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

5. Professional Services

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

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

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

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

6. Lease Purchases

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

7. On-Line Purchases

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

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

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

EXHIBIT A

Public Purpose Expenditures

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

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

Permitted Expenditures

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

A. Employee Recognition and Retention

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

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

B. Employee Wellness and Safety Programs

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

The incentives provided to employees through the Wellness Program are considered to be “additional compensation” for work performed by employees, but is entirely dependent on receiving funding from year-to-year.

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

C. Meals and Refreshments

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

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

D. Membership, Dues and Contributions

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

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

E. International, Cultural, and Economic Development Programs

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

F. Community Events, Festivals, and Celebrations

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

G. City Apparel

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

Appropriation of Funds

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

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

Approved:

Mayor

City Administrator

September 10, 2024



Public Purpose Expenditure/Purchasing Policy

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

1. **PURPOSE**

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

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

2. **GUIDELINES**

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

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

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

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

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

- C. All disbursements shall be authorized by the City Council. All accounts, claims, and invoices shall be audited by the Finance Department and presented to the Council for approval. The City Council has delegated its authority to the City Administrator to pay certain claims made against the City prior to formal authorization. A resolution approving the administrator purchasing and contracting authority, is executed by the City Council annually, per the Faribault City Charter, Section 6.05, Purchases and Contracts. This resolution authorizes the City Administrator to make purchases and **approve** let contracts when the amount involved does not exceed \$10,000, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval, or \$25,000 for purchases included in the current year's Budget and/or Capital Improvement Plan. The City Administrator may delegate purchasing and signature authority as listed in 2E of this policy
- D. The Faribault City Charter, Section 6.05, Purchases and Contracts, provides that all contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the Mayor and the City Administrator on behalf of the City and shall be executed in the name of the City.
- E. Purchasing and budgetary control is the responsibility of each department head. The department head may designate other staff within their department to purchase goods and services in compliance with the annual budget. Department heads and their designees are authorized to make purchases according to the following thresholds:

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

Dollar Amount	Approval	Purchasing Procedure	Payment Method	PO Required
<\$5,000 or less	Supervisor/ Department Director or Designee	Open Market	Credit Card Charge Account Check/ACH/Wire	No
5,001 to 15,000	Department Director or Designee	Quote	Charge Account Check/ACH/Wire	Yes
15,001 to 25,000	City Administrator	Quote, Bid, Proposal	Charge Account Check/ACH/Wire	Yes
\$25,001 to \$175,000	City Council	Multiple Quotes or RFP	Check/ACH/Wire	Yes
>\$175,000	City Council	Sealed Bid	Check/ACH/Wire	Yes

Notes:

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

3. PURCHASING PROCESS

A. Decentralized Purchasing

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

All other purchases should follow the rules below:

1. Determine the need for commodities or services.
2. Research the cost of the purchase and determine proper purchasing alternative.
3. Determine the appropriate account coding and whether there is sufficient funds available in that budget line item.
4. Request approval from department director or designee to make purchase.
5. Following purchase, invoices should be directed to City Hall, Accounts Payable. They will be processed for coding and approval followed by review and processing through the Finance Department.
6. If a department uses a new vendor, the department must request a copy of the vendor's W-9 and submit to Finance before payment can be made.

7. Accounts payable claims listing is approved by City Council.
8. Payment is made by the Finance Department.

B. Purchasing Practice

1. The City will use documented purchasing procedures which will reflect applicable State and local laws and regulations and conform to applicable federal law.
2. The City will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or performance agreements.
3. The City of Faribault holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and open and free competition among prospective suppliers. The following code of conduct regarding purchasing conflicts of interest and the performance of its employees will be upheld:
 - a. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial interest or other interest in or a tangible personal benefit from a firm considered for a contract.
 - b. Officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, **vendors** or parties to subcontracts.
 - c. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, it may be allowable upon review **by the City Administrator**.
 - d. Violations of these standards by officers, employees, or agents of the City will result in disciplinary action up to and including termination.
 - e. If federal funding is involved, the City must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity.
 - f. In keeping with the values and ethical standards expected from City employees, they should avoid the following practices when making purchases on behalf of the City:
 1. Circumventing competitive bidding requirements by splitting purchases so that they can be made through several small purchases; using the emergency procedure process when no true emergency exists; using a "sole source" exemption when competition is available; or other manners of avoiding competitive bidding.
 2. Denying one or more vendors the opportunity to bid on a contract using unnecessarily restrictive specifications; pre-qualifying bidders on a discriminatory basis; removing companies from a bidders list without just cause; requiring unnecessarily high bonding; or other manners of denying opportunities for vendors to bid.

3. Giving favored vendors an unfair advantage by providing vendors with information regarding their competition's offers in advance of a bid opening; making information available to favored vendors and not to others; giving un-favored vendors inaccurate or misleading information; or other manners to provide unfair advantages.
 4. Avoiding the use of outside vendors by using employees of the City to provide goods or services through their personal business practices; not providing fair opportunity to vendors for all goods or services required for City operations; or other means to use City employees as an alternative to outside vendors.
4. City employees will avoid acquisitions of unnecessary or duplicative items. In addition, each department will implement internal controls to ensure that goods and services ordered are received, that only goods and services actually received are paid for, that goods and services ordered are necessary and that no duplicate payments are made.
5. City employees will seek out purchasing alternatives that result in the most economical outcomes. Consideration will be given to consolidating or breaking out purchases, lease versus purchase options, and other appropriate alternatives. In addition, Minnesota's Cooperative Purchasing Venture and other joint purchasing agreements will be considered.
6. Construction contracts will be awarded based on Minnesota Statute §412.311 which allows the City to use a "Best Value" alternative instead of awarding the bid to the lowest responsible bidder. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, qualifications of key personnel and financial and technical resources.
7. The City staff will maintain records sufficient to detail the history of its purchases. These records will include, but are not necessarily limited to, the rationale for the method of procurement, the selection of contract type, the contractor selection or rejection, and the basis for the contract price.
8. The City is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include source evaluation, protests, disputes, and claims.
9. All procurement transactions will be conducted in a manner following written procedures that provide full and open competition. For federal contracts that includes prohibiting the use of statutorily or administratively imposed state or local geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographical preference. In addition:

- a. All solicitations will provide for clear and accurate descriptions of the technical requirements that must be provided for the material, product, or service to be procured.
 - b. All solicitations will identify the requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Also, the City will not preclude potential bidders from qualifying during the solicitation period.
10. The City will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and veterans' business enterprises are used when possible including:
- a. Placing qualified businesses and enterprises on solicitation lists.
 - b. Assuring that qualified businesses and enterprises are solicited whenever they are potential sources.
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by these businesses and enterprises.
 - d. Establishing delivery schedules, when requirements permit, that encourage participation by these businesses and enterprises.
 - e. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
11. City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.
12. If the purchase of items results in the need to dispose of existing city property, the following guidelines apply:
- a. City staff will make a recommendation to the City Council and the Council will determine if the capital assets are surplus and should be subsequently sold or disposed.
 - b. Council must approve the disposal of equipment via trade-in, which may be performed as part of the approval of the purchase of new equipment.

- c. Surplus capital assets in a condition for sale are to be sold at public auction, online auction or through a sealed bid process with reasonable public notice regarding the upcoming sale.
- d. Minnesota Statute §471.345, subd. 17 states that a city “may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.”
- e. No employee of the City who is a member of the administrative staff, department head, a member of the Council, or an advisor serving the City in a professional capacity may be a purchaser of property sold under this section. Other City employees may be purchasers if they are not directly involved in the sale, if they are the highest responsible bidder in the public disposition process.
- f. Assets not in a condition for sale should be disposed of according to waste management guidelines.
- g. In all instances, the City will abide by applicable Minnesota Statutes in regards to the disposal or sale of capital assets.

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

C. Purchasing Options

The following options may be used for making public purchases:

1. Sealed Bids

- a. A formal sealed bid procedure is required for all purchases in excess of \$175,000 except for professional services.
- b. A published notice of bid is required in the official City newspaper and/or the City’s website per MN Statute 331A.03 at least ten days in advance of bid opening, except in cases where the estimated costs of the contract exceed \$350,000 or special assessments are intended to finance a local improvement project, in which case the City will follow statutory requirements. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City’s official web site; however, this publication is in addition to the official newspaper publication.
- c. All bid openings are to be administered by originating department.
- d. The preparation of all specifications are to be the responsibility of the originating department.

- e. Required authorization for all plans and specifications is the responsibility of the originating department.
- f. Contract change orders may be approved by the City Administrator or his/her designee provided the total change does not exceed purchasing limitations as outlined in the City Charter. Details are provided in the Purchasing Procedures.
- g. The City Council must formally approve the bid contract.

2. State, County, and Other Cooperative Purchasing Contracts

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

3. Quotes

At least two quotes are required. Quotes should be submitted in writing by the vendor. If the quotes are not written, the requestor who received the verbal quote must document the quote in writing. All such quotes must be kept on file by the department making the purchase, **and are required to be included with all requests for a Purchase Order if the purchase is greater than \$5,001.**

4. Emergency

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

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

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

5. Professional Services

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

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

- Background and scope of the project
- The project's budget to ensure that the proposals stay within that range
- Proposal requirements should include adequate information to allow for proper review and evaluation including:
 - Description of firm and qualifications, including any specialized experience related to the project
 - A list of similar projects that the firm has completed
 - Project timetables including: estimate of hours, breakdown by hours by phase, and the City's expectation of a completion date
 - Designation of a firm principal who will be in charge of the project
 - Résumés for all staff who will work on the project
 - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the City's approval
 - Estimate of cost to provide the service, outline of fee schedule and payment schedule
 - Description of City's selection process
 - City's evaluation criteria, which typically may include:
 - Quality and thoroughness of the proposal
 - Similar past experience and/or experience
 - References
 - Cost estimate
 - The following statement must be included: "The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City's best interest."
 - Submittal deadline: date, time, project name, and addressee
 - Statement: "Proposers are solely responsible for delivery of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered and will be returned."
 - Information about where questions should be directed

6. Lease Purchases

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

7. On-Line Purchases

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

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

- Standard purchasing guidelines should be followed.

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

MARKUP

EXHIBIT A

Public Purpose Expenditures

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

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

Permitted Expenditures

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

A. Employee Recognition and Retention

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

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

B. Employee Wellness and Safety Programs

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

The incentives provided to employees through the Wellness Program are considered to be “additional compensation” for work performed by employees, but is entirely dependent on receiving funding from year-to-year.

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

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

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

E. International, Cultural, and Economic Development Programs

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

F. Community Events, Festivals, and Celebrations

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

G. City Apparel

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

Appropriation of Funds

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

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

Approved:

Mayor

City Administrator

September 10, 2024

MARKUP



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Delane James, Library Services Director
MEETING DATE: September 10, 2024
SUBJECT: Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board - First Reading

Background:

The Library Advisory Board reviewed Article II of Chapter 13 at their March 11, 2024, meeting. The Board found the wording confusing regarding who can serve and how members are appointed to the Library Advisory Board. They suggested the following revisions to the ordinance:

- (a)The library advisory board shall consist of seven (7) members.
- (b)The library advisory board shall consist of six (6) residents of the city, or a township in the library's legal service area within Rice County who shall be appointed by the council for terms of three (3) years each, with so-called staggered terms, expiring on January 31 at the end of their term.
- ~~(c)The Rice County Board may appoint one additional (seventh) member to the library board. Such appointment shall be for a three-year term and shall expire on January 31 of the second year of the term.~~
- (d)~~A high school student~~youth age 13 years or older who is a resident of the city or a township in the library's legal service area within Rice County a~~city high school may~~shall be appointed for a one-~~or two~~-year term. The student member will be one of the seven (7) regular members and have voting rights.
- (e)A vacancy occurring during any member's term shall be filled by the council for the unexpired term.

Buckham Memorial Library's legal service area includes residents of the surrounding Rice County townships. Rice County funds a portion of the library's operating budget to support library services for township residents. The above changes would allow rural residents to serve as Board members and clarify who the appointing body is for the Library Advisory Board. These changes would also define the membership of a youth Board member and their term of office.

At the September 3, 2024, City Council Work Session the Council reviewed

the recommended changes and was in support of updating the current ordinance.

Recommendation:

Approve the first reading of Ordinance 2024-20.

Attachments:

1. Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board - First Reading

CITY OF FARIBAULT

ORDINANCE No. 2024-XX

**AMENDING CHAPTER 13, ARTICLE II OF THE FARIBAULT CITY CODE
REGARDING LIBRARY ADVISORY BOARD**

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 13, Library, Article II. Library

Sec. 13-22. Appointment of members; terms.

(a)The library advisory board shall consist of seven (7) members.

(b)The library advisory board shall consist of six (6) residents of the city, or a township in the library's legal service area within Rice County who shall be appointed by the council for terms of three (3) years each, with so-called staggered terms, expiring on January 31 at the end of their term.

~~(c)The Rice County Board may appoint one additional (seventh) member to the library board. Such appointment shall be for a three-year term and shall expire on January 31 of the second year of the term.~~

(d)~~A high school student~~youth age 13 years or older who is a resident of the city or a township in the library's legal service area within Rice County~~a city high school may~~shall be appointed for a ~~one- or two-year~~ term. The student member will be one of the seven (7) regular members and have voting rights.

(e)A vacancy occurring during any member's term shall be filled by the council for the unexpired term.

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: _____, 2024

Second Reading: _____, 2024

Publication: _____, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator