



CITY COUNCIL AGENDA

COUNCIL CHAMBERS

TUESDAY, SEPTEMBER 24,
2024

6:00 PM

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approve Agenda**
3. **Presentations/Introductions**
4. **Approve minutes of the September 10, 2024 City Council Meeting**
 - A. Approve minutes of the September 10, 2024 City Council Meeting
5. **Requests to be Heard**
6. **Consent Agenda**
 - A. List of Claims for Release
 - B. Approve Hangar Rental Agreement
 - C. Approve 2024 CIP Purchase- Replacement Water Treatment Plant Cold Storage Building
7. **Public Hearings**
8. **Items for Discussion**
 - A. Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board (Second Reading)
 1. Ordinance 2024-20 Summary Publication
 - B. Ordinance 2024-19 Vacate a Portion of Drainage and Utility Easement at 2343 14th St NE (Second Reading)
 1. Ordinance 2024-19 Summary Publication
 - C. Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW (Second Reading)
 1. Ordinance 2024-18 Summary Publication
 - D. Resolution 2024-196 Deny Variance at 15 3rd Ave SW
 - E. City of Faribault/JNJ Properties - Comprehensive Plan Amendment; Zoning Map Amendment
 1. Resolution 2024-197 Deny a Comprehensive Plan Amendment to Guide Certain Properties in 500 and 400 Blocks of 20th St NW
 2. Resolution 2024-198 Deny a Zoning Map Amendment for Certain Properties in 500 and 400 Blocks of 20th Street NW
 - F. Resolution 2024-194 Rescinding and Replacing Resolution 2024-177 and Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date
 - G. Resolution 2024-195 Approving Credit Card Use Policy Amendment
9. **Bids**

10. Boards and Commissions Reports, Announcements and Project Updates

11. Adjournment

(The Council may meet as a group for dinner)

NOTE:

CC Closed Captioning of Council meetings available on FCTV.

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

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



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, SEPTEMBER 10,
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, Administrative Assistant Kari Casper, 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, Human Resource Director Kevin Bushard, Library Services Director Delane James, Economic Development Coordinator Robert Harris III, City Planner Harry Davis, and Fire Chief Dustin Dienst.

Approve Agenda

Motion by Ross, seconded by Doumbouya to approve the agenda with the addition of the Lakelanders Proclamation and the introduction of Robert Harrison III.

Presentations/Introductions

The Constitution Week Proclamation and the Lakelanders Proclamation were presented to the organizations by Mayor Voracek.

Robert Harrison III was introduced by Community and Economic Development Director David Wanberg. Harrison is the newly hired Economic Development Coordinator.

Approve minutes of the August 27, 2024, City Council Meeting

Motion by Thiele, seconded by van Sluis to approve the minutes of the August 27, 2024, City Council Meeting and carried unanimously.

Requests to be Heard

Arleace Green from SBA Disaster spoke to the Council. Ms. Green is a Specialist for the Office of Disaster Recovery and Resilience. Ms. Green explained the various programs for disaster relief including programs for both physical damage and economic damages. Residents have until September 30 to apply for assistance through the SBA.

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

Motion by Ross, seconded by Doumbouya to approve Consent Agenda Items A-O with a date correction on 6B. Approve Application for Display of Fireworks/Pyrotechnic Special Effects to September 21, 2024 and carried unanimously.

Public Hearings – None

Items for Discussion

Resolution 2024-187 Adopt the TH 60 West Master Plan

Community and Economic Development Director David Wanberg explained that 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, 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.

Motion by Doumbouya, seconded by Spooner to approve Resolution 2024-187 Adopt the TH 60 West Master Plan and carried unanimously.

Ordinance 2024-19 Vacate a Portion of Drainage and Utility Easement at 2343 14th St NE (First Reading)

City Planner Harry Davis stated that Johnson Reiland Builders & Remodelers with an affidavit of consent from Shattuck-St. Mary's School requested 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. On September 3, 2024, this request was reviewed by 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.

Motion by Ross, seconded by van Sluis to approve Ordinance 2024-19 Vacate a Portion of Drainage and Utility Easement at 2343 14th St NE (First Reading)

Roll Call Vote:

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

Nay:

Motion carried 7:0

Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW (First Reading)

City Planner Harry Davis explained that the City of Faribault requested a zoning map amendment for 812 8th Ave NW for the Water Treatment Plant (WTP). 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.

The proposed zoning map amendment is consistent with the planning and zoning aspects of the City's Comprehensive Plan and Unified Development 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, 2024, 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.

Motion by Ross, seconded by Thiele to approve Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW (First Reading)

Roll Call Vote:

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

Nay:

Motion carried 7:0

Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date; Resolution 2024-178 Approving the Faribault Economic Development Authority Preliminary Property Tax Levy for Fiscal Year 2025; Resolution 2024-179 Approving the Faribault Housing and Redevelopment Authority Preliminary Property Tax Levy for Fiscal Year 2025

City Administrator Jessica Kinser explained that the City 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. 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 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. Kinser stated that 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.

Kinser stated that the City of Faribault Economic Development Authority (EDA) adopted Resolution 2024-10 approving the preliminary tax levy for the EDA at the maximum amount allowed, \$408,089, at their July meeting. The EDA has not reviewed their budget for 2025, but when reviewed and approved this will come to the City Council at a future work session for a more formal presentation.

Kinser stated that the Faribault Housing and Redevelopment Authority (HRA) 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 HRA has not had a chance to fully review/approve an operating budget for 2025, but once that action has occurred a presentation and discussion with the City Council will occur.

Councilor Ross asked if the LGA amount budgeted was a hard number, Kinser stated that it was.

Motion by Ross, seconded by Caron to approve Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date and carried unanimously.

Motion by van Sluis, seconded by Doumbouya to approve Resolution 2024-178 Approving the Faribault Economic Development Authority Preliminary Property Tax Levy for Fiscal Year 2025 and carried unanimously.

Motion by Caron, seconded by Thiele to approve Resolution 2024-179 Approving the Faribault Housing and Redevelopment Authority Preliminary Property Tax Levy for Fiscal Year 2025 and carried unanimously.

Resolution 2024-189 Approve Amended Public Purpose Expenditures and Purchasing Policy

City Administrator Kinser stated that 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. 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 reviewed the policy and recommended minor language changes.

Kinser stated that the updated policy removes authority for not budgeted expenditures because there is not a way to create a workflow/approval process in Tyler for the not-budgeted expenditures. In the purchasing guidance table, the remaining table in section 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 Staff 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.

As for quotes, the League of Minnesota Cities recommends two quotes which was not stated in the policy, therefore 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.

Kinser stated that this is a policy that, per the Code of Ordinances, is to be reviewed annually. She anticipates this coming forward in 2025 as Staff continue to implement the new software system.

Motion by Thiele, seconded by van Sluis to approve Resolution 2024-189 Approve Amended Public Purpose Expenditures and Purchasing Policy and carried unanimously.

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

Library Services Director Delane James explained that 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 that the library advisory board be made up of six (6) residents of the city or a township in the library's legal service area in Rice County, removing language that allows for the Rice County Board appointing a member and changing the student member language to a youth aged 13 years or older who is a resident of the city or a township in the library's legal service area.

At the September 3, 2024 City Council Work Session the Council reviewed the suggested language and supported the changes.

Motion by Caron, seconded by Ross to approve Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board - First Reading

Roll Call Vote:

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

Nay:

Motion carried 7:0

Bids - None

Boards and Commissions Reports, Announcements and Project Updates

Councilor van Sluis stated that the Faribault Diversity Coalition is dismantling, he also reminded everyone of the 9/11 Ceremony tomorrow at 7:46 am. Councilor Ross asked if a Charter Commission meeting has been scheduled, City Administrator Jessica Kinser stated that it is scheduled for November 13th. Mayor Voracek stated that the AAUW is doing candidate forums on October 10 at 6:30 for Mayor and Council candidates.

Adjournment

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

The meeting was adjourned at 7:11 pm.

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 24, 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 \$1,917,828.26, which includes check numbers 181508 to 181588 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. 09-24-2024 Council AP List

AP

AP Council Approval 09-24-2024



User: pdavidson@ci.faribault.mn.us
 Printed: 9/20/2024 10:57:22 AM

Check Num	Last Name	Acct 1	Amount	Description
0	Abdo LLP	601-49430-000-43090	1,710.62	Abdo Contract - UB Support
0	Abdo LLP	602-49450-000-43090	1,710.63	Abdo Contract - UB Support
0	Abdo LLP	101-41510-410-43090	24,853.00	Software Implementation
0	Abdo LLP	101-41510-410-43010	4,857.50	Finance Director
	Abdo LLP		33,131.75	
181515	All America Pressure Washer Mfg Inc	602-49480-000-42210	167.00	Power Washer Parts
	All America Pressure Washer Mfg Inc		167.00	
181516	Amazon Capital Services	101-41110-410-42420	52.83	iPhone Case/USB Headset/Ipad Screen Protector
181516	Amazon Capital Services	101-42220-420-42110	60.58	Energizer Batteries
181516	Amazon Capital Services	101-42210-420-42230	59.64	Culligan Filtration Cartridges
181516	Amazon Capital Services	101-45126-450-42110	12.99	Nerf Party Supplies
181516	Amazon Capital Services	101-45126-450-42110	121.40	Nerf Glasses and Blaster Boards
181516	Amazon Capital Services	101-41580-410-42010	39.99	Badge Reels For Employee Badges
181516	Amazon Capital Services	101-42123-420-42410	34.93	iPhone Chargers
181516	Amazon Capital Services	101-45500-450-42190	29.43	Books
181516	Amazon Capital Services	101-45500-450-42020	29.99	Toner
181516	Amazon Capital Services	101-45500-450-42190	63.47	Books
181516	Amazon Capital Services	240-46210-460-43131	814.40	CERTS Toolkit Items
181516	Amazon Capital Services	101-41580-410-42020	89.54	USB Hubs For Users
181516	Amazon Capital Services	101-45200-450-42110	19.95	Wall Clock
181516	Amazon Capital Services	101-45500-450-42010	58.72	Brochure Holders
181516	Amazon Capital Services	101-45500-450-42010	26.98	Silica Gel Packets/Teflon Tubing for 3D printer
181516	Amazon Capital Services	101-45500-450-42010	19.99	Disposable Face Masks
181516	Amazon Capital Services	101-45500-450-43130	14.99	3D Pen Charger
181516	Amazon Capital Services	101-45500-450-42190	23.44	Books
181516	Amazon Capital Services	602-49450-000-42110	2.47	Paper Towels
181516	Amazon Capital Services	603-49500-000-42110	0.34	Paper Towels
181516	Amazon Capital Services	101-43121-430-42110	23.71	Paper Towels
181516	Amazon Capital Services	101-45500-450-42420	16.99	Cable for 3D Printer

Check Numb	Last Name	Acct 1	Amount	Description
181516	Amazon Capital Services	601-49430-000-42110	2.47	Paper Towels
	Amazon Capital Services		1,619.24	
0	APG Media of Southern Minnesota LLC	101-41910-410-43510	47.55	Ordinance 2024-13
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	75.63	Legal Notice
0	APG Media of Southern Minnesota LLC	101-41110-410-43510	48.13	Legal Notice - Ord 2024-20
	APG Media of Southern Minnesota LLC		171.31	
0	Arrow Electric LLC	601-49430-000-44045	560.00	Well 7 Motor Hookup
0	Arrow Electric LLC	225-49810-430-44010	3,136.82	Gate Loop Repairs
0	Arrow Electric LLC	101-42110-420-44010	543.49	Convert Fluorescent Lights to LED / Detective Area
	Arrow Electric LLC		4,240.31	
181517	Aspen Mills	101-42123-420-42180	1,239.63	Ballistic Vest / D Nelson
181517	Aspen Mills	101-42123-420-42180	1,250.05	Ballistic Vest / D Ikonitski
181517	Aspen Mills	101-42123-420-42180	940.74	Uniform / D Ikonitski
181517	Aspen Mills	101-42123-420-42110	72.80	Shoe Polish
	Aspen Mills		3,503.22	
0	Auto Value Parts Store	101-43121-430-42210	135.48	Water Pump/Thermostat - Street Unit 418
0	Auto Value Parts Store	101-45200-450-42210	4.41	Oil Filter
0	Auto Value Parts Store	101-45200-450-42210	4.41	Oil Filter
0	Auto Value Parts Store	101-45200-450-42210	21.98	Fuse Connector
0	Auto Value Parts Store	602-49450-000-42210	14.83	Oil Filters - Brake Cleaner - Blade Fuse for Stock
0	Auto Value Parts Store	101-45200-450-42210	19.76	Oil Filters - Brake Cleaner - Blade Fuse for Stock
0	Auto Value Parts Store	101-43121-430-42210	39.54	Oil Filters - Brake Cleaner - Blade Fuse for Stock
0	Auto Value Parts Store	101-42123-420-42210	9.88	Oil Filters - Brake Cleaner - Blade Fuse for Stock
0	Auto Value Parts Store	601-49430-000-42210	14.83	Oil Filters - Brake Cleaner - Blade Fuse for Stock
	Auto Value Parts Store		265.12	
181518	Baker & Taylor Entertainment	101-45500-450-42190	95.27	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	298.31	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	663.10	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	739.88	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	539.00	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	38.92	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	20.17	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	165.95	Books

Check Numb	Last Name	Acct 1	Amount	Description
181518	Baker & Taylor Entertainment	101-45500-450-42190	14.13	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	208.78	Books
181518	Baker & Taylor Entertainment	101-45500-450-42190	89.20	Books
	Baker & Taylor Entertainment		2,872.71	
0	BCM Construction Inc	478-43121-430-45303	213,802.97	2024-03 Pay Req 1
0	BCM Construction Inc	603-49500-000-44050	16,030.12	Woolen Mills Dam Repair Flood Related
	BCM Construction Inc		229,833.09	
0	Bestul Janice	101-42124-420-43310	52.00	Per Diem / BCA Users Conf
	Bestul Janice		52.00	
0	BG Minnesota Inc	602-49450-000-42210	48.17	Transmission Service Kit - DFC with Lubricity
0	BG Minnesota Inc	101-43121-430-42210	128.45	Transmission Service Kit - DFC with Lubricity
0	BG Minnesota Inc	601-49430-000-42210	48.17	Transmission Service Kit - DFC with Lubricity
0	BG Minnesota Inc	101-45200-450-42130	265.80	Grease
0	BG Minnesota Inc	101-45200-450-42210	64.23	Transmission Service Kit - DFC with Lubricity
0	BG Minnesota Inc	101-42123-420-42210	32.11	Transmission Service Kit - DFC with Lubricity
	BG Minnesota Inc		586.93	
0	Bolton & Menk Inc	290-46500-462-43090	463.00	TH 60 Master Plan
	Bolton & Menk Inc		463.00	
181519	Broadcast Music Inc	101-45110-450-44390	435.00	Music License
	Broadcast Music Inc		435.00	
181508	c/o Teledoc Inc Healthiest You	101-00000-000-21707	860.00	Healthiest You - September 2024
	c/o Teledoc Inc Healthiest You		860.00	
181520	Canon Financial Services Inc	101-41910-410-44160	112.21	Copier Maintenance Costs
181520	Canon Financial Services Inc	101-41940-410-44160	224.41	Copier Lease
181520	Canon Financial Services Inc	240-46210-460-44160	112.20	Copier Maintenance Charges
	Canon Financial Services Inc		448.82	
181521	Caron Richard & Sandra	601-00000-000-20200	255.89	Refund Check 006347-003, 227 12 St NW

Check Numb	Last Name	Acct 1	Amount	Description
	Caron Richard & Sandra		255.89	
181522	Cengage Learning Inc	101-45500-450-42190	15.39	Books
181522	Cengage Learning Inc	101-45500-450-42190	47.27	Books
	Cengage Learning Inc		62.66	
0	Cintas Corporation	101-45122-450-44060	14.79	Laundry Service - Mops
0	Cintas Corporation	101-43126-430-44060	9.55	Uniform Cleaning Mechanics
0	Cintas Corporation	601-49430-000-44060	28.56	Uniform Cleaning Water
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels
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	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	602-49480-000-44060	48.44	Lab Towels/Floor Mats
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	101-43121-430-44060	31.22	Uniform Cleaning Streets
0	Cintas Corporation	602-49450-000-44060	12.64	Uniform Cleaning Sewer
0	Cintas Corporation	101-45200-450-44060	36.51	Laundry
0	Cintas Corporation	602-49480-000-44060	6.43	Floor Mats
0	Cintas Corporation	101-43126-430-44060	24.40	Shop Towels
0	Cintas Corporation	602-49480-000-44060	42.61	Uniform Laundry
	Cintas Corporation		374.26	
181523	City of Faribault	602-49480-000-43820	3,705.41	005003-019 214 14 St NE
181523	City of Faribault	601-49430-000-43850	136.53	005003-032 812 8 Ave NW (New Water Plant)
181523	City of Faribault	225-49810-430-43820	14.61	005003-005 Airport Terminal
181523	City of Faribault	225-49810-430-43850	10.20	005003-005 Airport Terminal
181523	City of Faribault	211-46310-460-43860	8.75	005003-000 16 1 St SE
181523	City of Faribault	902-00000-000-23935	-9,226.77	Water/Sewer - August
181523	City of Faribault	101-45127-450-43860	48.39	005003-043 705 17 St SW
181523	City of Faribault	873-49499-000-43090	594.00	Roberds Lake Billing Fee - August
181523	City of Faribault	873-49499-000-43850	3,507.00	Roberds Lake SIU Bill - August
181523	City of Faribault	602-49480-000-43860	300.56	005003-019 214 14 St NE
181523	City of Faribault	602-49480-000-43820	14.61	005003-022 214 14 St NE
181523	City of Faribault	602-49480-000-43820	2,372.64	005003-023 214 14 St NE
181523	City of Faribault	225-49810-430-43860	364.70	005003-004 3401 Hwy 21 W
181523	City of Faribault	101-45127-450-43850	13.67	005003-043 705 17 St SW
181523	City of Faribault	211-46310-460-43850	47.02	005003-000 16 1 St SE
181523	City of Faribault	225-49810-430-43850	17.73	005003-004 3401 Hwy 21 W

Check Numb	Last Name	Acct 1	Amount	Description
181523	City of Faribault	902-00000-000-23935	9,226.77	Water Sewer August
181523	City of Faribault	101-45127-450-43820	2,087.58	005003-030 705 17 St SW-Irrigation
181523	City of Faribault	211-46310-460-43820	35.50	005003-000 16 1 St SE
181523	City of Faribault	101-45127-450-43820	28.37	005003-043 705 17 St SW
181523	City of Faribault	225-49810-430-43820	20.50	005003-004 3401 Hwy 21 W
	City of Faribault		13,327.77	
0	CivicPlus	101-41110-410-43090	30.48	Closed Captioning
	CivicPlus		30.48	
0	CL Bensen Company Inc	101-42110-420-42230	65.04	Filters
	CL Bensen Company Inc		65.04	
181509	Colonial Life	101-00000-000-21711	64.31	PR Batch 00001.09.2024 Short Term Disability
	Colonial Life		64.31	
181524	Community Co-op Oil Assn	101-45200-450-44040	30.00	Tire Repair
181524	Community Co-op Oil Assn	101-43121-430-42220	4,356.64	Tires - Street Unit 118
181524	Community Co-op Oil Assn	602-49480-000-42220	701.96	Pickup Tires
181524	Community Co-op Oil Assn	101-45122-450-42120	50.00	Lawn Mower Gas
	Community Co-op Oil Assn		5,138.60	
181525	Cottingham & Butler Inc	101-41800-410-43090	250.00	Classification Review - Admin Assistant II
181525	Cottingham & Butler Inc	101-41800-410-43090	325.00	Classification Review - Rush Request Admin Assistant II
	Cottingham & Butler Inc		575.00	
0	Crane Creek Asphalt	225-49810-430-44010	3,228.06	Asphalt Gate Loop Repair
0	Crane Creek Asphalt	101-43121-430-42240	2,423.39	Asphalt
0	Crane Creek Asphalt	101-43121-430-42240	500.00	Tack
0	Crane Creek Asphalt	478-43121-430-45310	94,616.51	2023-10 Pay Req 4
0	Crane Creek Asphalt	478-43121-430-45302	295,173.52	2024-02 Pay Req 4
	Crane Creek Asphalt		395,941.48	
0	Culligan	101-42110-420-42230	180.20	Bottled Water
0	Culligan	101-45500-450-44160	40.50	Drinking Water Equip Rental
0	Culligan	101-45122-450-44160	43.30	Water Equipment Rental

Check Numb	Last Name	Acct 1	Amount	Description
0	Culligan	101-45200-450-42110	190.85	Softener Salt and Rust Remover Salt
0	Culligan	101-45125-450-42110	658.75	Aquatic Center Softener Salt
0	Culligan	101-41940-410-44160	219.00	Installation and Rent of Third Floor Drinking Water System
0	Culligan	101-45122-450-42110	269.00	Softener Salt and Rust Remover Salt
0	Culligan	101-41940-410-44160	186.66	Water Equipment Rental
	Culligan		1,788.26	
0	Curbside Compost Co-op	240-46210-460-43131	40.00	Monthly Compost Charge
	Curbside Compost Co-op		40.00	
0	Dakota Supply Group	601-49430-000-42110	278.57	Water Main Couplings
0	Dakota Supply Group	601-49430-000-42110	1,432.71	Water Main Supplies
	Dakota Supply Group		1,711.28	
181526	Dalco	101-42110-420-44040	1,281.17	Sweeper Overhaul
	Dalco		1,281.17	
181527	Deputy Registrar	101-42220-420-44390	26.00	Reissue Ck #17308 Vehicle Registration - New #2120
	Deputy Registrar		26.00	
181528	Diamond Vogel, Inc.	101-43170-430-42240	186.50	White Paint and Pump Armour
	Diamond Vogel, Inc.		186.50	
181530	Duchene Rory S	401-43121-430-44370	20.00	Reissue Ck #177329 Franchise Fee Rebate 1806476003
	Duchene Rory S		20.00	
181529	Duchene Mark W	401-43121-430-44370	20.00	Reissue Ck #177329 Franchise Fee Rebate 1806476003
	Duchene Mark W		20.00	
0	E O Johnson Company Inc-Dallas	101-45110-450-44160	349.97	Copier Lease Payment
	E O Johnson Company Inc-Dallas		349.97	
0	Eckberg Lammers PC	101-41610-410-43045	13,425.00	Prosecution Retainer

Check Numb	Last Name	Acct 1	Amount	Description
	Eckberg Lammers PC		13,425.00	
0	Empower Retirement-HCSP	101-00000-000-21720	1,585.02	PR Batch 00001.09.2024 Health Care Savings Plan 357
0	Empower Retirement-HCSP	101-00000-000-21720	1,035.21	PR Batch 00001.09.2024 Health Care Savings Act Fire
0	Empower Retirement-HCSP	101-00000-000-21720	754.18	PR Batch 00001.09.2024 Health Care Savings Plan L70 1
0	Empower Retirement-HCSP	101-00000-000-21720	899.32	PR Batch 00001.09.2024 Health Care Savings Plan L70 2
0	Empower Retirement-HCSP	101-00000-000-21720	1,100.57	PR Batch 00001.09.2024 Health Care Savings Plan
	Empower Retirement-HCSP		5,374.30	
0	Enterprise FM Trust	101-42110-420-44160	635.32	Full Lease / #22
0	Enterprise FM Trust	101-42123-420-44160	843.65	Full Lease / #6
0	Enterprise FM Trust	101-42121-420-44160	923.59	Full Lease / #7
0	Enterprise FM Trust	101-42121-420-44160	732.59	Full Lease / #1
0	Enterprise FM Trust	101-42123-420-44160	875.91	Full Lease / #16
0	Enterprise FM Trust	101-42110-420-44160	729.65	Full Lease / #26
0	Enterprise FM Trust	101-42700-420-44160	750.29	Full Lease / #8
0	Enterprise FM Trust	101-42121-420-44160	694.49	Full Lease / #12
0	Enterprise FM Trust	101-42110-420-44160	909.41	Full Lease / #20
0	Enterprise FM Trust	101-42123-420-44160	844.36	Full Lease / #24
0	Enterprise FM Trust	101-42123-420-44160	888.62	Full Lease / #11
0	Enterprise FM Trust	101-42121-420-44160	635.64	Full Lease / #19
0	Enterprise FM Trust	101-42700-420-44160	924.31	Full Lease / #23
0	Enterprise FM Trust	101-42123-420-44160	838.23	Full Lease / #3
	Enterprise FM Trust		11,226.06	
181531	Fareway Stores Inc #126	101-41800-410-44382	19.52	Walk For Wellness - Water
181531	Fareway Stores Inc #126	101-41910-410-42115	20.97	Water for Council Chamber
181531	Fareway Stores Inc #126	101-45122-450-42110	11.64	Paper Plates
181531	Fareway Stores Inc #126	101-45200-450-42110	78.71	Cake - Water - Mustard - Ketchup - Dog Park Celebration
181531	Fareway Stores Inc #126	101-45200-450-42110	17.91	Hot Dogs - Dog Park Celebration
181531	Fareway Stores Inc #126	101-42110-420-42115	14.99	Take it to the Box
	Fareway Stores Inc #126		163.74	
181532	Faribault Ace Hardware	602-49480-000-42110	29.31	Weed Trimmer Line
181532	Faribault Ace Hardware	101-45122-450-42110	6.08	Knob - Nut - Washer
181532	Faribault Ace Hardware	101-45122-450-42110	6.29	Thread Sealing Tape
181532	Faribault Ace Hardware	602-49480-000-42110	47.60	Batteries/Anti Slip/Tape
181532	Faribault Ace Hardware	601-49430-000-42110	7.12	Fasteners
181532	Faribault Ace Hardware	101-45122-450-42110	12.58	Air Filters

Check Numb	Last Name	Acct 1	Amount	Description
181532	Faribault Ace Hardware	101-42110-420-42230	29.69	Looper Bypass
181532	Faribault Ace Hardware	101-45122-450-42110	1.10	Bolts
181532	Faribault Ace Hardware	240-46210-460-43131	50.38	Supplies for CERTS Grant Toolkit
181532	Faribault Ace Hardware	101-45122-450-42230	37.25	Shower Rods - Cleaning Supplies
181532	Faribault Ace Hardware	101-42220-420-42110	9.99	LED Lights
181532	Faribault Ace Hardware	101-45200-450-42110	34.19	Trimmer Head
181532	Faribault Ace Hardware	101-45122-450-42110	46.72	Cleaner - Shower Curtains - Curtain Hooks
181532	Faribault Ace Hardware	101-45122-450-42110	19.69	Glue - Nuts - Bolts
181532	Faribault Ace Hardware	240-46210-460-43131	646.65	CERTS Toolkits Weatherstripping
	Faribault Ace Hardware		984.64	
181533	Faribault Area Chamber of Commerce	101-41110-410-44384	14,555.87	Lodging Tax July
	Faribault Area Chamber of Commerce		14,555.87	
0	Faribault Fleet Supply Inc	225-49810-430-42110	59.99	Trimmer Line
0	Faribault Fleet Supply Inc	101-42220-420-42110	22.47	Boat Snap
0	Faribault Fleet Supply Inc	101-43121-430-42110	35.46	Oil and Knife
0	Faribault Fleet Supply Inc	101-43121-430-44010	487.05	Softener Salt - Streets
0	Faribault Fleet Supply Inc	225-49810-430-42210	76.17	Top Link and Pin for Tractor
0	Faribault Fleet Supply Inc	601-49430-000-42110	12.98	WTP Plumbing Supplies
0	Faribault Fleet Supply Inc	101-43190-430-42110	3.49	PSI Tank Valve
0	Faribault Fleet Supply Inc	101-45200-450-42110	70.44	Cleaning Supplies
0	Faribault Fleet Supply Inc	101-43121-430-42410	29.99	Rake
0	Faribault Fleet Supply Inc	225-49810-430-42210	30.99	Trimmer Head for Trimmer
0	Faribault Fleet Supply Inc	101-43126-430-42110	24.99	Hardware
0	Faribault Fleet Supply Inc	602-49480-000-42170	36.53	Knee Boots
0	Faribault Fleet Supply Inc	101-43190-430-42110	11.66	Teflon Tape - Bushing - Coupling - Air Valve
	Faribault Fleet Supply Inc		902.21	
0	Faribault Rental Equipment Inc	602-49480-000-44160	64.80	Side Walk Edger Rental
	Faribault Rental Equipment Inc		64.80	
181534	Faribault Veterinary Clinic	101-42700-420-43090	180.00	Euthanasia Canine
	Faribault Veterinary Clinic		180.00	
0	Faribo Air Conditioning & Heating Inc	211-46310-460-44010	135.00	Clean Tune and Repair Furnace at 16 1st St SE

Check Numb	Last Name	Acct 1	Amount	Description
	Faribo Air Conditioning & Heating Inc		135.00	
0	Fastenal Company	602-49480-000-42110	15.50	Lens Wipes
	Fastenal Company		15.50	
0	FCTV	101-41110-410-44383	14,552.75	FCTV Quarterly Payment
	FCTV		14,552.75	
0	Fette Electronics Inc	101-41940-410-44010	376.22	Install Data Connection - 3rd Floor
0	Fette Electronics Inc	101-42110-420-44010	345.00	Pwer Booster - Phone Dialer - Replaced Lobby Phone
0	Fette Electronics Inc	101-45122-450-44010	136.99	Replace Switch and Reset Access Panels
	Fette Electronics Inc		858.21	
181535	Fire Safety USA Inc	101-42220-420-43250	147.95	Shipping Fee for Returned Fan
	Fire Safety USA Inc		147.95	
181536	Fitzgerald Excavating & Trucking Inc	603-49500-000-45300	183,842.34	2022-14 Pay Req 7
	Fitzgerald Excavating & Trucking Inc		183,842.34	
0	Flock Group Inc	101-42110-420-44040	500.00	Repaired Pole Due to Accident / Working With Their Insurance Com
	Flock Group Inc		500.00	
181537	Francis Animal & Pest Control	101-42110-420-44010	135.00	Quarterly Pest Control
	Francis Animal & Pest Control		135.00	
181538	Gardner Nadia	601-00000-000-20200	5.20	Refund Check 024786-000, 1339 Division St W
	Gardner Nadia		5.20	
0	Garlick Brothers LLC	101-42110-420-44160	40.00	Reverse Osmosis
	Garlick Brothers LLC		40.00	
0	Geiger	101-42110-420-42180	69.59	Uniforms - Paul Caron

Check Numb	Last Name	Acct 1	Amount	Description
	Geiger		69.59	
181539	Glenn's Service LLC	101-42123-420-44040	120.00	Mount and Balance Tires / #24
181539	Glenn's Service LLC	101-42123-420-43090	90.16	Tow of #2 from 4th Ave to ABRA
181539	Glenn's Service LLC	101-42123-420-44040	239.85	Tire Repair / #17
	Glenn's Service LLC		450.01	
0	Gopher State One Call	602-49450-000-43090	101.70	One Call Locate Tickets for August
0	Gopher State One Call	603-49500-000-43090	101.70	One Call Locate Tickets for August
0	Gopher State One Call	601-49430-000-43090	101.70	One Call Locate Tickets for August
	Gopher State One Call		305.10	
0	Grainger Inc	602-49480-000-42170	111.29	Hip Boots
	Grainger Inc		111.29	
0	Hagen Christensen & Mcllwain Architects PA	404-45200-450-45200	4,875.00	2023 Viaduct Park CD's
	Hagen Christensen & Mcllwain Architects PA		4,875.00	
181540	Harlequin Sales Corp/Reader Service	101-45500-450-42190	27.56	Books
	Harlequin Sales Corp/Reader Service		27.56	
0	Hawkins Inc	601-49430-000-42160	3,690.26	Fluoride and Sodium Silicate
0	Hawkins Inc	601-49430-000-42160	3,776.08	Sodium Permanganate And Sodium Silicate
0	Hawkins Inc	601-49430-000-42410	2,458.00	Sodium Permanganate Pump
0	Hawkins Inc	101-45122-450-42160	1,122.12	Pool Chemicals
0	Hawkins Inc	601-49430-000-42110	280.00	Foot Valve
	Hawkins Inc		11,326.46	
181541	HD Supply Inc	602-49450-000-42410	750.90	Tiger Tails and Grabber
	HD Supply Inc		750.90	
181542	Heimer Marty	601-00000-000-20200	34.14	Refund Check 006018-000, 1010 7 Ave SW
	Heimer Marty		34.14	

Check Numb	Last Name	Acct 1	Amount	Description
181543	Helen M Nagel Inc	101-45200-450-42110	1,225.00	Landscaping Mulch
181543	Helen M Nagel Inc	601-49430-000-42240	223.00	Sod and Mulch Boulevard Repair Materials
181543	Helen M Nagel Inc	101-45200-450-42110	415.00	Landscaping Mulch
	Helen M Nagel Inc		1,863.00	
181544	Hero Home Service Inc	101-00000-000-20820	1.00	Electrical Permit Refund Surcharge
181544	Hero Home Service Inc	101-00000-420-32220	2.00	Electrical Permit Refund
	Hero Home Service Inc		3.00	
0	Hiawathaland Transit	101-00000-000-20400	317.00	Token Sales - August
	Hiawathaland Transit		317.00	
181545	Hillyard Hutchinson	101-45122-450-42110	678.00	Toilet Paper and Paper Towels - FCC
181545	Hillyard Hutchinson	101-45500-450-42110	1,352.25	Toilet Paper - Paper Towels - Soap - Gloves - Mops - Library
	Hillyard Hutchinson		2,030.25	
181546	Hoisington Andrew W	101-45122-450-44010	650.00	Painting Bathrooms
	Hoisington Andrew W		650.00	
0	Holm Connie	101-42110-420-43310	52.00	Per Diem / BCA Users Conf
	Holm Connie		52.00	
181547	Hy-Vee - Accounts Receivable	101-43121-430-42110	16.47	Water
	Hy-Vee - Accounts Receivable		16.47	
0	I & S Group Inc	437-41940-410-45200	180.00	Professional Services - City Hall Remodel
	I & S Group Inc		180.00	
181510	IAFF Local 665	101-00000-000-21708	810.00	PR Batch 00001.09.2024 IAFF Local 665
	IAFF Local 665		810.00	
0	ICON LLC	476-43121-430-45307	386,801.52	2022-07 Pay Req 3
0	ICON LLC	602-49450-000-45300	142,594.05	2023-08 Pay Req 6

Check Numb	Last Name	Acct 1	Amount	Description
	ICON LLC		529,395.57	
0	Innovative Office Solutions LLC	101-41510-410-42110	8.38	2025 Calendar Planner
0	Innovative Office Solutions LLC	101-42210-420-42010	15.97	Laminating Pouches
0	Innovative Office Solutions LLC	101-42124-420-42010	-58.18	CREDIT - Stapler
0	Innovative Office Solutions LLC	101-42110-420-42010	43.92	Towelette
	Innovative Office Solutions LLC		10.09	
0	Insty-Prints	101-42110-420-42010	25.07	Lamination - Paper
0	Insty-Prints	240-46210-460-42030	74.50	Business cards for EDA Coordinator
0	Insty-Prints	240-46210-460-42030	84.73	Envelopes with Letterhead
	Insty-Prints		184.30	
0	Internal Revenue Service	101-00000-000-21704	6,467.70	PR Batch 00001.09.2024 Medicare Employer
0	Internal Revenue Service	101-00000-000-21703	17,666.89	PR Batch 00001.09.2024 FICA Employee
0	Internal Revenue Service	101-00000-000-21704	6,467.70	PR Batch 00001.09.2024 Medicare Employee
0	Internal Revenue Service	101-00000-000-21703	17,666.89	PR Batch 00001.09.2024 FICA Employer
0	Internal Revenue Service	101-00000-000-21701	39,320.93	PR Batch 00001.09.2024 Federal Income Tax
	Internal Revenue Service		87,590.11	
181511	IUOE Local 70	101-00000-000-21708	2,013.50	PR Batch 00001.09.2024 Local 70 Union Dues
	IUOE Local 70		2,013.50	
181548	Kenyon Veterinary Clinic PA	101-42700-420-43090	173.05	Care of Stray
181548	Kenyon Veterinary Clinic PA	101-42700-420-43090	249.00	Care of Stray
	Kenyon Veterinary Clinic PA		422.05	
0	Keys Well Drilling Company	601-49430-000-44050	47,385.00	Well 7 Removal and Repairs
	Keys Well Drilling Company		47,385.00	
0	Klemensen Jon	101-45126-450-43090	250.00	Contract Mowing
0	Klemensen Jon	101-45200-450-43090	791.67	Contract Mowing
0	Klemensen Jon	101-45127-450-43090	1,841.67	Contract Mowing
	Klemensen Jon		2,883.34	

Check Numb	Last Name	Acct 1	Amount	Description
181549	Lambert Michael	601-00000-000-20200	115.92	Refund Check 024538-000, 115 1 Ave NW
	Lambert Michael		115.92	
0	Lano Equipment Inc	603-49500-000-42210	483.65	Blade Kit Unit 29
0	Lano Equipment Inc	603-49500-000-42210	163.56	Couplers and Clamp Unit 29
0	Lano Equipment Inc	101-45200-450-42210	333.20	Hydraulic Hoses/Turn Signal Assembly
0	Lano Equipment Inc	101-45200-450-42210	74.23	Hydraulic Hose Clamps
	Lano Equipment Inc		1,054.64	
181512	Law Enforcement Labor Services Inc	101-00000-000-21708	1,410.00	PR Batch 00001.09.2024 LELS 357 Union Dues
	Law Enforcement Labor Services Inc		1,410.00	
181550	League of Minnesota Cities	101-41110-410-44330	7,521.00	4-Month Membership Dues Invoice
	League of Minnesota Cities		7,521.00	
181551	Loffler Companies Inc	101-42210-420-44160	30.33	Copier Charges
181551	Loffler Companies Inc	101-41940-410-44160	226.67	Copier Lease
181551	Loffler Companies Inc	101-42400-420-44160	69.72	Copies Charges 8/1/24-8/31/24
181551	Loffler Companies Inc	240-46210-460-44160	71.60	Copier Costs
181551	Loffler Companies Inc	101-41910-410-44160	71.61	Copier Costs
181551	Loffler Companies Inc	101-42124-420-44160	175.34	Black and White and Color Copies
181551	Loffler Companies Inc	601-49430-000-44160	43.63	August Copier Overages
	Loffler Companies Inc		688.90	
0	Long Matt	101-42121-420-43310	56.00	Per Diem / MNIAI Conf
0	Long Matt	101-42121-420-43310	52.00	Per Diem / BCA Users Conf
	Long Matt		108.00	
181552	Lube-Tech & Partners LLC	101-42123-420-42130	77.74	Windshield Washer Fluid for Stock
181552	Lube-Tech & Partners LLC	101-42123-420-42130	19.44	Windshield Washer Fluid for Stock
181552	Lube-Tech & Partners LLC	101-45200-450-42130	38.88	Windshield Washer Fluid for Stock
181552	Lube-Tech & Partners LLC	601-49430-000-42130	29.15	Windshield Washer Fluid for Stock
181552	Lube-Tech & Partners LLC	602-49450-000-42130	29.15	Windshield Washer Fluid for Stock
	Lube-Tech & Partners LLC		194.36	
0	Manke's Outdoor Eqt & Appliances	101-45200-450-42110	7.14	Oil Filler Cap

Check Numb	Last Name	Acct 1	Amount	Description
0	Manke's Outdoor Eqt & Appliances	101-45200-450-42410	1,303.99	Chainsaw
	Manke's Outdoor Eqt & Appliances		1,311.13	
0	Mantronics Mailing Systems Inc	101-41940-410-42110	198.00	Postage Machine Ink
	Mantronics Mailing Systems Inc		198.00	
0	Marano Allen A	601-49430-000-44045	420.00	Balance Well 7 Motor
	Marano Allen A		420.00	
181553	Martin A Windows LLC	101-45200-450-43090	1,500.00	Landscaping Maintenance
181553	Martin A Windows LLC	101-43121-430-43090	1,500.00	Landscape Maintenance
	Martin A Windows LLC		3,000.00	
0	Martin Marietta Materials Inc	101-45200-450-44050	1,158.65	Asphalt Repairs
0	Martin Marietta Materials Inc	101-43121-430-42240	294.89	Asphalt
0	Martin Marietta Materials Inc	101-43121-430-42240	221.35	Asphalt
	Martin Marietta Materials Inc		1,674.89	
0	Martin-McAllister Consulting Psychologists Inc	101-42123-420-43090	1,250.00	Public Safety Assessment/A Schloo- Y Noor
	Martin-McAllister Consulting Psychologists Inc		1,250.00	
0	Matejcek Implement Company	225-49810-430-42210	3.90	O-Ring for Tractor
	Matejcek Implement Company		3.90	
181554	McDowell Vicki	401-43121-430-44370	20.00	Reissue Ck #177329 Franchise Fee Rebate 1806476003
	McDowell Vicki		20.00	
181555	Midlands Lawn Care Service LLC	601-49430-000-44010	945.00	WTP Lawn Spraying
	Midlands Lawn Care Service LLC		945.00	
0	Midwest Tape LLC	101-45500-450-42192	24.74	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	39.99	Audio/Visual
0	Midwest Tape LLC	101-45500-450-42192	66.96	Audio/Visual
0	Midwest Tape LLC	101-45500-450-43096	793.65	Hoopla Streaming

Check Numb	Last Name	Acct 1	Amount	Description
0	Midwest Tape LLC	101-45500-450-42192	24.74	Audio/Visual
	Midwest Tape LLC		950.08	
181556	Minnesota Ag Power Inc	602-49480-000-42210	581.00	Lawn Mower Parts
181556	Minnesota Ag Power Inc	101-45200-450-42210	24.37	Washer/Plug
181556	Minnesota Ag Power Inc	602-49480-000-42210	80.88	Rear View Mirror
	Minnesota Ag Power Inc		686.25	
0	Minnesota Child Support Payment Center	101-00000-000-21716	1,297.81	PR Batch 00001.09.2024 Child Support
	Minnesota Child Support Payment Center		1,297.81	
181557	Minnesota Department of Labor & Industry	101-42220-420-44390	10.00	Pressure Vessel License - Fire Station
181557	Minnesota Department of Labor & Industry	101-45500-450-44010	50.00	Boiler Licenses
181557	Minnesota Department of Labor & Industry	101-41940-410-44390	100.00	Elevator License - City Hall
181557	Minnesota Department of Labor & Industry	101-45126-450-44390	10.00	Boiler License - Washington Rec Center
	Minnesota Department of Labor & Industry		170.00	
0	Minnesota Department of Revenue	101-00000-000-21702	18,579.11	PR Batch 00001.09.2024 State Income Tax
	Minnesota Department of Revenue		18,579.11	
181558	Minnesota Department of Transportation	478-43121-430-45302	190.53	2024-02 Materials Testing
	Minnesota Department of Transportation		190.53	
181513	Minnesota Public Employees Association	101-00000-000-21708	124.00	PR Batch 00001.09.2024 Police Support Services
	Minnesota Public Employees Association		124.00	
181514	Minnesota Teamsters Local 320	101-00000-000-21708	733.20	PR Batch 00001.09.2024 Teamsters 320 Union Dues
	Minnesota Teamsters Local 320		733.20	
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	484.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	484.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing

Check Numb	Last Name	Acct 1	Amount	Description
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	525.60	SIU Lab Testing
0	Minnesota Valley Testing Labs Inc	602-49480-000-43090	234.00	SIU Lab Testing
	Minnesota Valley Testing Labs Inc		2,663.60	
0	Mississippi Welders Supply Inc	101-42220-420-42110	12.13	Aluminum Wire Spool for Trailer
	Mississippi Welders Supply Inc		12.13	
181559	MJ Sealcoating LLC	404-45200-450-45300	16,793.00	Trail Maintenance
	MJ Sealcoating LLC		16,793.00	
0	Money Movers Inc	101-45110-450-43090	12.25	Insurance Reimbursement Fees
	Money Movers Inc		12.25	
0	Motor Parts & Equipment Corp	101-45200-450-42210	66.58	Clutch Bearing
0	Motor Parts & Equipment Corp	101-45200-450-42210	-66.58	Alternator Bearing
0	Motor Parts & Equipment Corp	101-42123-420-42210	9.55	Epoxy Syringe / #17
0	Motor Parts & Equipment Corp	101-43126-430-42110	13.28	Blow Gun Ends - Shop
0	Motor Parts & Equipment Corp	101-42123-420-42110	25.68	Armorall Tire Foam
	Motor Parts & Equipment Corp		48.51	
0	MTI Distributing Inc	101-45200-450-42210	148.39	Cab Mount
0	MTI Distributing Inc	101-45200-450-42210	138.69	Cab Mount
0	MTI Distributing Inc	101-45200-450-42210	1,561.01	Hydraulic Motor ASM for Mower
	MTI Distributing Inc		1,848.09	
181560	Muddy Paws LLC	101-42700-420-43090	3,915.00	Boarding of Strays
	Muddy Paws LLC		3,915.00	
0	North Shore Analytical Inc	602-49480-000-43090	285.00	Mercury Testing
	North Shore Analytical Inc		285.00	
0	O'Brien Kevin	101-45110-450-43310	15.00	SMRPA Per Diem
	O'Brien Kevin		15.00	

Check Numb	Last Name	Acct 1	Amount	Description
0	Orchard Trust Company	101-00000-000-21706	2,357.00	PR Batch 00001.09.2024 Roth Deferred Compensation
0	Orchard Trust Company	101-00000-000-21706	8,924.00	PR Batch 00001.09.2024 MN Deferred Comp
	Orchard Trust Company		11,281.00	
0	Paape Companies Inc	101-45122-450-44010	1,292.13	Replaced RTU Controller
	Paape Companies Inc		1,292.13	
0	Palan Gina	101-42124-420-43310	56.00	Per Diem / MNIAI Conf
	Palan Gina		56.00	
0	Papenfus Ronnie	101-42220-420-42410	724.40	Steel for Trailer
	Papenfus Ronnie		724.40	
0	Peanasky Paul	101-45110-450-43310	15.00	SMRPA Per Diem
	Peanasky Paul		15.00	
0	Pewowaruk Devin	101-45110-450-43310	15.00	SMRPA Per Diem
	Pewowaruk Devin		15.00	
0	Plunkett's Pest Control	101-45122-450-44010	43.80	Pest Control - Community Center
0	Plunkett's Pest Control	101-45126-450-44010	65.61	Pest Control - Washington Rec Center
0	Plunkett's Pest Control	101-45122-450-44010	43.80	Pest Control
	Plunkett's Pest Control		153.21	
0	Property Pros	101-42700-420-43090	100.00	Mow 427 4th Ave SW
	Property Pros		100.00	
0	Public Employees Retirement Association	101-00000-000-21705	30,314.79	PR Batch 00001.09.2024 PERA Police & Fire
0	Public Employees Retirement Association	101-00000-000-21705	20,074.14	PR Batch 00001.09.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	17,397.53	PR Batch 00001.09.2024 PERA Coordinated
0	Public Employees Retirement Association	101-00000-000-21705	20,209.84	PR Batch 00001.09.2024 PERA Police & Fire
	Public Employees Retirement Association		87,996.30	
0	PVS Technologies Inc	602-49480-000-42160	10,858.50	Ferric Phos Removal

Check Numb	Last Name	Acct 1	Amount	Description
	PVS Technologies Inc		10,858.50	
181561	Quadient Leasing USA Inc	101-41940-410-44160	717.03	Postage Machine Lease
	Quadient Leasing USA Inc		717.03	
0	Quality Aviation Inc	225-49810-430-43090	1,416.67	Airport Management Agreement
0	Quality Aviation Inc	225-49810-430-43090	2,083.33	Airport Maintenance Agreement
	Quality Aviation Inc		3,500.00	
181562	Quality Forklift Sales and Service Inc	101-43121-430-42210	101.16	Parts for #409
	Quality Forklift Sales and Service Inc		101.16	
0	R C Bliss Inc	101-42123-420-42210	444.00	Control Module / #17
0	R C Bliss Inc	101-42123-420-42210	109.40	Battery / #16
0	R C Bliss Inc	101-42123-420-44040	176.55	Programed and Calibrated AWD / #17
	R C Bliss Inc		729.95	
181563	Remmey LaVonne	601-00000-000-20200	36.68	Refund Check 020050-000, 332 Tischler Ave
	Remmey LaVonne		36.68	
0	Rent 'N' Save Portable Services	101-45200-450-44160	270.00	Mini Excavator Rental
	Rent 'N' Save Portable Services		270.00	
0	Rhino Marking and Protection Systems	603-49500-000-42110	278.01	Utility Markers
0	Rhino Marking and Protection Systems	602-49450-000-42110	278.00	Utility Markers
0	Rhino Marking and Protection Systems	601-49430-000-42110	278.00	Utility Markers
	Rhino Marking and Protection Systems		834.01	
181564	Rice County	873-49499-000-44371	5,080.46	Roberds Lake Sewer Collected - August
	Rice County		5,080.46	
0	Rice County Recorder	404-45200-450-45200	350.00	River Ridge Recording Fees
0	Rice County Recorder	101-41910-410-43520	86.00	Resolution 2024155 Recinding CIC Plat 76

Check Numb	Last Name	Acct 1	Amount	Description
	Rice County Recorder		436.00	
181565	Rice/Steele 911 Center	101-42123-420-42420	15.00	Entrust Token / D Ikonitski
	Rice/Steele 911 Center		15.00	
181566	Rick Cashin Construction	101-00000-000-22000	1,000.00	Release of Escrow for 1930 Prairie Ave 20240186 Landscape
	Rick Cashin Construction		1,000.00	
181567	Rodriguez Elizabeth	601-00000-000-20200	175.40	Refund Check 023415-000, 1050 Valleyview Rd
	Rodriguez Elizabeth		175.40	
0	Safe-Fast, Inc.	601-49430-000-42170	748.25	Safety Raincoat and Pants
	Safe-Fast, Inc.		748.25	
181568	Sanders Suzanne	602-49450-000-44450	2,000.00	1805 Green St Sewer Backup Reimbursement
	Sanders Suzanne		2,000.00	
0	Sanity Solutions Inc	101-41580-410-43095	69.90	Cloud Backup Storage
0	Sanity Solutions Inc	101-41580-410-43095	69.90	Cloud Backup Storage
	Sanity Solutions Inc		139.80	
0	Schirmer Walter D	101-45500-450-44010	395.00	Carpet Maintenance
	Schirmer Walter D		395.00	
0	Selco	101-45500-450-43250	2,172.04	SELCO ILS Package
	Selco		2,172.04	
0	Severson Jason	101-42110-420-43310	56.00	Per Diem / MNIAI Conf
0	Severson Jason	101-42110-420-43310	52.00	Per Diem / BCA Users Conf
	Severson Jason		108.00	
181569	Sharp Joanne	601-00000-000-20200	58.77	Refund Check 010845-007, 629 6 St NW

Check Numb	Last Name	Acct 1	Amount	Description
	Sharp Joanne		58.77	
0	SHI International Corp	101-42400-420-42420	26.96	New Hire Equipment iPad case
0	SHI International Corp	101-42400-420-42420	1,399.99	New Hire Equipment HP Elitebook
	SHI International Corp		1,426.95	
0	Shred Right	101-42124-420-43090	40.00	Shredding Service
	Shred Right		40.00	
181570	Sir Lines-A-Lot	101-43170-430-42240	7,176.96	Centerline Painting
	Sir Lines-A-Lot		7,176.96	
181571	Smiths Mill Implement Inc	225-49810-430-42210	642.75	Piston - Rod and Seal Kit for Tractor
	Smiths Mill Implement Inc		642.75	
0	Sophos Payment Resources	101-41580-410-43095	960.00	Sophos Subscription
	Sophos Payment Resources		960.00	
0	Springbrook Holding Company LLC	601-49430-000-44325	1,648.50	CivicPay IVR Subscription - August
0	Springbrook Holding Company LLC	602-49450-000-44325	1,648.50	CivicPay IVR Subscription - August
	Springbrook Holding Company LLC		3,297.00	
181572	Spronk Chad	601-00000-000-20200	0.27	Reissue Ck #177161 Refund Ck 022323-000 - 516 3 Ave SW
	Spronk Chad		0.27	
181573	Star Sports & Apparel LLC	101-43121-430-42180	184.50	Shirts
181573	Star Sports & Apparel LLC	101-45500-450-42010	10.00	Name Tag for Hanna
	Star Sports & Apparel LLC		194.50	
181574	Steele Waseca Coop Electric	902-00000-000-23935	-2,328.38	Monthly Charges-August
181574	Steele Waseca Coop Electric	101-43160-430-43810	52.12	32089-Highway 21 Lights
181574	Steele Waseca Coop Electric	225-49810-430-43810	59.70	20891-Airport New Hangar
181574	Steele Waseca Coop Electric	101-43160-430-43810	84.61	27205-Airtech Park
181574	Steele Waseca Coop Electric	225-49810-430-43810	8.01	41926-Airport

Check Numb	Last Name	Acct 1	Amount	Description
181574	Steele Waseca Coop Electric	225-49810-430-43810	30.09	1017445-2011 T-Hangar
181574	Steele Waseca Coop Electric	225-49810-430-43810	639.84	23947-Airport 10
181574	Steele Waseca Coop Electric	602-49450-000-43810	326.14	30493-Lift Station
181574	Steele Waseca Coop Electric	225-49810-430-43810	383.11	41875-Airport S Hangars
181574	Steele Waseca Coop Electric	902-00000-000-23935	2,328.38	August 2024 Charges
181574	Steele Waseca Coop Electric	225-49810-430-43810	44.80	32094-Airport
181574	Steele Waseca Coop Electric	225-49810-430-43810	35.93	1018624-Hangar 910J
181574	Steele Waseca Coop Electric	225-49810-430-43810	8.01	41927-Airport
181574	Steele Waseca Coop Electric	602-49480-000-43810	62.28	23271-Sludge Farm
181574	Steele Waseca Coop Electric	225-49810-430-43810	39.06	41901-Airport
181574	Steele Waseca Coop Electric	225-49810-430-43810	159.34	1018611-Hangar 910K
181574	Steele Waseca Coop Electric	602-49450-000-43810	78.34	1089247-Lift Station-15625 Acorn Trl
181574	Steele Waseca Coop Electric	225-49810-430-43810	8.41	1077021-Security Hangar 2
181574	Steele Waseca Coop Electric	601-49430-000-43810	308.59	1116570-Water Tower-Met Con Way
	Steele Waseca Coop Electric		2,328.38	
181575	Stoik Peggy	601-00000-000-20200	4.23	Refund Check 021628-000, 522 Francis St
	Stoik Peggy		4.23	
181576	Superior Sewer Services	601-49430-000-44050	4,228.75	Jetting Service Lyndale Ave
	Superior Sewer Services		4,228.75	
181577	Susen Wendy	401-43121-430-44370	20.00	Reissue Ck #177329 Franchise Fee Rebate 1806476003
	Susen Wendy		20.00	
181578	The UPS Store	602-49480-000-43250	66.45	Mercury Sample Shipping
	The UPS Store		66.45	
181579	Thomson Reuters - West	101-42121-420-43090	560.01	Clear
	Thomson Reuters - West		560.01	
0	Timm Training & Consulting LLC	101-42121-420-43140	600.00	RDS Red Dot Instructor Course / J Witt
	Timm Training & Consulting LLC		600.00	
181580	T-Mobile	101-45500-450-43096	134.99	Hotspots for Circulation

Check Numb	Last Name	Acct 1	Amount	Description
	T-Mobile		134.99	
181581	Tom's Lock & Key, LLC	101-42110-420-43090	10.50	Duplicate Key - Key for File Cabinet
	Tom's Lock & Key, LLC		10.50	
181582	Townsquare Media LLC	101-45110-450-43430	68.00	Radio Advertising
	Townsquare Media LLC		68.00	
0	Tyler Technologies Inc	431-41510-410-44050	4,564.00	Tyler SAAS Fees
0	Tyler Technologies Inc	431-41510-410-44050	6,520.00	Tyler SAAS Fees
	Tyler Technologies Inc		11,084.00	
181583	United Tactical Systems LLC	101-42123-420-42410	100.00	Magazine Cover
	United Tactical Systems LLC		100.00	
181584	Verified Credentials Inc	101-42123-420-43090	87.00	Background Screening / M Nur - Y Noor - A Schloo
	Verified Credentials Inc		87.00	
181585	Verizon Wireless	101-42123-420-43210	625.16	Data Air Cards - MDC
181585	Verizon Wireless	602-49480-000-43210	68.18	WWTP Phones
181585	Verizon Wireless	902-00000-000-23935	-926.10	Data Charges - August
181585	Verizon Wireless	101-41350-410-43210	40.01	Jetpack Brad
181585	Verizon Wireless	101-42121-420-43210	40.01	Drone Jetpack
181585	Verizon Wireless	601-49430-000-43210	112.73	Data Air Cards- Water
181585	Verizon Wireless	101-43190-430-43210	40.01	Data Engineering Survey Device
181585	Verizon Wireless	902-00000-000-23935	926.10	Data Charges - August
	Verizon Wireless		926.10	
181586	Wal-Mart	101-45122-450-42110	106.22	Dust Pans - Creamer - Cleaner - Laundry Detergent - Dish Deterge
181586	Wal-Mart	101-42210-420-42230	45.49	Paper Towels / Hand Soap
181586	Wal-Mart	101-45500-450-42010	20.84	Poster Frame/Wall Anchors
	Wal-Mart		172.55	
0	Walton's Inc	602-49480-000-42210	919.80	Screen Bags

Check Numb	Last Name	Acct 1	Amount	Description
	Walton's Inc		919.80	
181587	Waste Management of WI-MN	602-49480-000-43840	1,885.33	Wastewater Facility 214 14th St NE
181587	Waste Management of WI-MN	101-45127-450-43840	100.91	Soccer Field 704 17th St SW
181587	Waste Management of WI-MN	101-42210-420-43840	123.91	Fire 122 2nd St NW
181587	Waste Management of WI-MN	101-45500-450-43840	135.85	Buckham Center 11 Division St E
181587	Waste Management of WI-MN	101-45126-450-43840	56.64	Washington Rec Center 117 Shumway
181587	Waste Management of WI-MN	101-45200-450-43840	47.09	Parking Lot Behind Post Office 26 3rd St NE
181587	Waste Management of WI-MN	101-42110-420-43840	129.66	Police 25 4th St NW
181587	Waste Management of WI-MN	603-49500-000-43840	11.99	PW Facility 1200 Belview Trl
181587	Waste Management of WI-MN	902-00000-000-23935	-5,662.30	Service 08/01/2024-08/31/2024
181587	Waste Management of WI-MN	101-45122-450-43840	135.85	Community Center 15 Division St W
181587	Waste Management of WI-MN	225-49810-430-43840	135.41	Aiport 3401 Hwy 21 W
181587	Waste Management of WI-MN	101-41940-410-43840	132.69	City Hall 208 1st Ave NW
181587	Waste Management of WI-MN	101-45200-450-43840	994.50	North Alexander Park 1810 2nd Ave NW
181587	Waste Management of WI-MN	101-45200-450-43840	109.69	TeePee Tonka 10 3rd St NE
181587	Waste Management of WI-MN	602-49450-000-43840	84.30	PW Facility 1200 Belview Trl
181587	Waste Management of WI-MN	101-43121-430-43840	809.97	PW Facility 1200 Belview Trl
181587	Waste Management of WI-MN	101-45500-450-43840	436.08	Central Ave Refuse August
181587	Waste Management of WI-MN	101-45200-450-43840	131.63	Dog Park 900 Lyndale Ave
181587	Waste Management of WI-MN	902-00000-000-23935	5,662.30	Service 08/01/2024-08/31/2024
181587	Waste Management of WI-MN	601-49430-000-43840	84.30	PW Facility 1200 Belview Trl
181587	Waste Management of WI-MN	101-45125-450-43840	552.58	Aquatic Center 1820 2nd Ave NW
	Waste Management of WI-MN		6,098.38	
0	Witt Jason	101-42121-420-43310	133.00	Per Diem / RDS Handgun Instructor Training / Des Moines IA
	Witt Jason		133.00	
0	WSB & Associates Inc	602-49450-000-43090	2,715.83	GIS Services 7/1 to 7/31
0	WSB & Associates Inc	603-49500-000-43090	2,715.84	GIS Services 7/1 to 7/31
0	WSB & Associates Inc	601-49430-000-43090	2,715.83	GIS Services 7/1 to 7/31
	WSB & Associates Inc		8,147.50	
181588	Xcel Energy	101-43160-430-43810	20,193.29	51-4930975-3 Street Lighting
181588	Xcel Energy	101-43160-430-43810	85.47	304850223 415/430 2 Ave NW-2 Ave Signal System
181588	Xcel Energy	101-42500-420-43810	7.46	146104 920 9 Ave SW CD Siren
181588	Xcel Energy	101-42500-420-43810	3.59	154013 1851 220 St E CD Siren
181588	Xcel Energy	101-45126-450-43810	18.47	171746 117 Shumway Lighting
181588	Xcel Energy	101-45125-450-43810	4,348.82	303727721 1830 2 Ave NW Aquatic Center

Check Numb	Last Name	Acct 1	Amount	Description
181588	Xcel Energy	101-45200-450-43810	25.16	175957 500 Maple Lawn Cartway
181588	Xcel Energy	101-45125-450-43830	3,644.29	303727721 1830 2 Ave NW Aquatic Center
181588	Xcel Energy	902-00000-000-23935	8,186.04	August 2024 Charges Account 51-5693871-5
181588	Xcel Energy	101-42500-420-43810	7.46	164184 930 4th CD Siren
181588	Xcel Energy	101-42500-420-43810	3.59	167157 1203 Parshall St
181588	Xcel Energy	101-43170-430-43810	7.46	156258 117 Shumway CD Siren
181588	Xcel Energy	101-43160-430-43810	30.12	304087990 510 2 Ave NW Carnival
181588	Xcel Energy	602-49480-000-43810	-52.14	Non-Recurring Charges/Credit
181588	Xcel Energy	902-00000-000-23935	-8,186.04	Electricity Bill-August
181588	Xcel Energy	101-42500-420-43810	3.59	178539 2613A Hulett Court
181588	Xcel Energy	101-42500-420-43810	33.41	304214955 930 4th Ave NW Siren
181588	Xcel Energy	101-45122-450-43810	19.29	154794 16 Central Ave
	Xcel Energy		28,379.33	
			1,917,828.26	



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: September 24, 2024
SUBJECT: Approve Hangar Rental Agreement

Background:

Due to a recent vacancy, the City has received a new Hangar rental Agreement from Paul Snyder of Faribault, MN. The lease term expires December 31, 2024.

Recommendation:

Approve the above referenced Hangar Rental Agreement.

Attachments:

1. Paul Snyder Rental Lease Agreement

HANGAR RENTAL AGREEMENT

In consideration of the provisions of this agreement, the City grants to the occupant, and the occupant accepts and takes the right to occupy and use a hangar space located at the Faribault Municipal Airport for aircraft storage. The right to occupy and use hangar space is subject to the terms and conditions of the provisions in this agreement.

This hangar rental agreement is made on: 8-28-2024

by and between the City of Faribault, a municipal corporation (the "City") and the occupant set forth in Section 1 of this agreement (the "Occupant");

SECTION 1 – OCCUPANT

1.1 Occupant Name: Paul Snyder
Occupant Address: [REDACTED]
Faribault, MN 55021
Phone: [REDACTED]
E-Mail: [REDACTED]
Aircraft Registration No. N2793P

Referred to as the "Occupant" in this document.

1.2 Registered Aircraft Owner/Lessee. The occupant must be a registered aircraft owner or lessee. The occupant must provide the City with a copy of aircraft registration and/or aircraft lease. These documents must be on file with the City prior to occupying a hangar. The occupant must inform the City of any changes in their status as to ownership or lease of an aircraft. From time to time, the City may require occupants to provide copies of their most recent aircraft registration.

1.3 Grace Period for Providing Registration/Lease Documentation. An existing hangar occupant must retain a valid aircraft registration or lease document to maintain possession of the hangar. There is an automatic sixty-day grace period for existing occupants to provide current aircraft registration or lease documents to the City. The City may, at its option, grant an additional sixty-day grace period to an existing occupant, if an existing occupant makes a written request and the City approves the request.

SECTION 2 – HANGAR

2.1 Hangar. This agreement is for Hangar # 346, in Building 4 as identified on the map maintained by the City of Faribault Public Works Department.

- 2.2 Use of Hangar. The occupant has the right and privilege to use the hangar to store aircraft during the term of this agreement. The occupant's rights and privileges to use the hangar only pertain to aircraft storage and to no other purpose without the prior written consent of the City, except that other item's incident to the use of an aircraft may be stored therein.

It is the intention that the hangar leased pursuant to this agreement shall not be used for commercial purposes. Storage of an airplane owned by, or used in a business, where such use is incidental to the business, shall not be deemed commercial use of the hangar. The occupant may service and maintain occupant's aircraft, but may not service aircraft owned by others in the rented hangar space.

- 2.3 Hangar Door to be Closed. The occupant is responsible for ensuring the hangar door is closed at all times, except when entering or exiting the hangar. The occupant is responsible for, and holds the City harmless from, any damage or destruction to the door or to the hangar attributable to or caused wholly or partly by the occupant's failure to comply with this provision.

- 2.4 Condition of the Hangar. The occupant accepts the hangar in the condition existing on the date of this agreement. The City has no obligation to make any alteration, addition or improvement to the hangar.

- 2.5 Maintenance of the Hangar. The occupant, at occupant's own expense, must maintain the hangar in a safe, non-hazardous, neat, clean, and sanitary condition. No explosive, flammable or hazardous materials shall be stored in the leased hangar, provided, however, that materials incidental to the use and maintenance of the aircraft stored in the hangar may be kept in the hangar in such amounts as are reasonable for the above described purposes. Storage and use of such materials shall, at all times, comply with all federal, state and local laws, ordinances and regulations. Improper handling or disposal of hazardous materials shall be grounds for termination of this agreement.

The city, or its agent, will provide snow removal services to the area of the leased hangar and taxi-ways as close to the leased hangar entrance as possible, but the occupant will be primarily responsible for removal of snow and ice immediately in front of the leased premises.

The occupant is to report any maintenance concerns to the Airport Manager/FBO. If the manager is not available, occupant is to contact: Public Works Department, City of Faribault, 1200 Belview Trail, Faribault, MN 55021, (507) 333-0361, or to another address or telephone number as may be assigned to the responsible department of the City.

- 2.6 Fixtures; Improvements. The occupant cannot attach or install any fixture in the hangar, nor can the occupant repair, reconstruct, enlarge, add to or alter the hangar or any part of the hangar, without prior written consent of the City. Any fixtures or improvements added will be at the occupant's sole expense.

- 2.7 Ownership. The hangar, and all structural repairs, improvements, alterations, or additions made by the occupant, and any fixtures permanently attached to the hangar during the term of this agreement, become and remain the property of the City.

SECTION 3 – PAYMENTS, OTHER OCCUPANT RESPONSIBILITIES

- 3.1 Term. This agreement takes effect on the date hereof, and expires on _____. This agreement will automatically renew on a month by month basis, beginning on the first day of month following the expiration date of this agreement, or on other date as described in this agreement. The agreement automatically renews for an unlimited number of additional one-month terms until the agreement is terminated for any of the reasons described in the termination section of this agreement. An additional monthly fee (as provided for in the City's adopted fee schedule) will be assessed after the expiration of this agreement, and until a new agreement is signed.
- 3.2 Payments. The occupant must pay the amount identified in the City's fee schedule to the City on or before the first day of each month. The City Council reviews, revises and adopts the fee schedule annually. So long as payments are received in a timely manner, this agreement will remain in effect. Payments are to be made at the time and place indicated on the monthly billing. Correspondence can be sent to: Public Works Department, City of Faribault, 208 NW 1st Ave, Faribault, MN 55021, and (507) 333-0361. Occupants are responsible for informing the City of any changes in billing address.
- 3.3 Utilities. No utilities may be connected to a hangar, other than electricity provided by the City, unless prior written consent is received from the City. In the case of additional permitted utilities, the occupant is responsible for promptly paying all charges for using utilities. Utilities include, but are not limited to: water, gas, electricity, telephone, rubbish removal, or any other utility used or consumed in connection with or in the hangar during the term of this agreement. The occupant must be able to, within a reasonable time after a request by the City, provide proof of utility payments to the City.
- 3.4 Taxes. Should a determination be made that the interest of the occupant in this agreement is taxable in any way, and should any tax be levied, the occupant is responsible for promptly paying the tax when due. The occupant must be able to, within a reasonable time after a request by the City, provide proof of tax payments to the City.
- 3.5 Mortgages; Assignment. The occupant cannot mortgage, encumber, assign as security, transfer, assign, or sublet their interest in this agreement, in whole or in part, without receiving prior written consent from the City. Violations of this provision will terminate this agreement.

SECTION 4 – CITY OF FARIBAULT RIGHTS, RESPONSIBILITIES

- 4.1 **Inspection.** The occupant must allow the City access to the hangar, for the purpose of conducting inspections of the hangar to determine whether the occupant is complying with the provisions of this agreement. The occupant may be a party to the compliance inspection; however, the City is not required to notify the occupant nor make any accommodation to the occupant before conducting compliance inspections.
- 4.2 **Maintenance.** The occupant must allow the City access to the hangar, for the purpose of conducting maintenance on the hangar. The occupant may be a party to access for maintenance purposes; however, the City is not required to notify the occupant of its intent to conduct maintenance.
- 4.3 **Access to Aircraft.** The City of Faribault will not operate, move, or otherwise change the position of any aircraft. The Fixed Base Operator, or occupant will be contacted to operate, move, or otherwise change the position of any aircraft, if such action is necessary for inspection or maintenance in a hangar. During periods of maintenance and/or inspection of hangars, should the aircraft need to be tied down on the apron, any fees that are or may be in place will be waived.
- 4.4 **Residential Through the Fence Access.** The City of Faribault will not permit or enter into any arrangements that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.

SECTION 5 – TERMINATION PROVISIONS

- 5.1 **Termination.** Either party to this agreement may, at any time and for any reason, terminate this agreement upon thirty days advance written notice to the other party. Billing for final payment will include the last full month (including periods of more than fifteen days).
- 5.2 **Default.** In the event the occupant defaults in the performance of any provisions of this agreement and the default continues for a period of twenty days after service of written notice of the default by the City on the occupant, the City may repossess the hangar or any portion of it with or without terminating this agreement. Any such action by the City is done without prejudice to any other remedy for any payments due the City or other breach of agreement provision. In the case of default by the occupant, the City may, at its option, terminate this agreement by giving written notice of the termination. The rights and remedies given to the City are deemed to be cumulative, and the exercise of one cannot be deemed to be an election by the City to exclude the exercise of any other right or remedy at a different time.

- 5.3 Destruction. In the event the hangar is destroyed by any cause, whether natural or man-made, or is rendered unusable for any reason (as determined by the City), this agreement immediately and without further action terminates. In such an event, the occupant is to surrender possession of the hangar to the City. The City is to refund any amounts paid by the occupant as consideration, for the month in which such destruction occurs. The refund is to be equal to the proportion of the number of days in the month following the destruction to the number of days in the month.
- 5.4 Notice of Vacation. Prior to vacating the hangar for any reason, the occupant is to deliver to the City a notice of their intent to vacate the hangar. The occupant understands and agrees that up to five days before vacating the hangar and up to three days after vacating the hangar, the City may conduct vacation inspections to determine whether the occupant has complied with the provisions of this agreement. The occupant may be a party to the vacation inspection; however, the City is not required to make unreasonable accommodations in order to allow the occupant to be present at vacation inspections.
- 5.5 Removal of Items. The occupant cannot, under any circumstances, remove any property belonging to the City, including fixtures attached to and made part of the hangar, from the hangar.
- 5.6 Surrender of Possession. The occupant must peaceably vacate and quietly yield and surrender the hangar upon termination of this agreement. The occupant must surrender the hangar to the City in as good condition and repair as existed the date the occupant began using the hangar, with reasonable wear and tear excepted. Keys issued, as well as any copies that may have been made, must be given to the City upon termination.

SECTION 6 – OTHER PROVISIONS

6.1 Liability provisions; Indemnification; Insurance:

Notwithstanding anything to the contrary in this agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the occupant, occupant's successors or assigns, the occupant's contractor or subcontractors, material suppliers, laborers, or to any other person or persons for any claim, demand, damage, or cause of action of any kind or character arising out of or by reason of the execution of this agreement or the performance of this agreement, nor will the occupant make any claim against the City for or on account of any injury, loss or damage resulting from the occupant's property or use thereof. The occupant, and the occupant's successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance. Nothing in this agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

The occupant shall obtain and keep current a liability insurance policy in at least the sum of \$1,500,000 (aggregate, \$500,000 each person) coverage. The occupant shall during the term of this agreement adequately insure against any loss or damage to the hangar premise in the amount required by the City in its sole discretion. The occupant's policy shall include the City as an additional insured, shall be in a form acceptable to the City and shall provide insurance with respect to occupant's full indemnification and defense responsibilities contained in this agreement. All required insurance policies shall insure on an occurrence and not a claims-made basis, shall be issued by insurance companies which are reasonably acceptable to the City, and shall not be cancelable, reduced or materially changed unless thirty (30) days prior written notice shall have been given to the City. The occupant shall provide the City with a current certificate of liability insurance consistent with these requirements.

The occupant shall meet, and provide upon request verification of, all licensure requirements of the City of Faribault, State of Minnesota and/or the United States Government to legally comply with this agreement.

- 6.2 Transferring, subletting, selling: The occupant shall not assign, transfer, sublet or sell any interest in this agreement or in the improvements located on the property. Upon termination of this agreement by either party under the provisions of this agreement, the hangar will be made available for rent to interested parties on the waiting list maintained by the Airport Manager. No exceptions to this provision shall be permitted without prior written consent of the City. Failure to obtain prior written consent before assigning, subletting, or selling any interest in this agreement or in the improvements located on this property shall be sufficient grounds for terminating this agreement without obligation of the City to the occupant.
- 6.3 Use of Airport Facilities. The occupant has the privilege of using the public portions of the airport. Use of the airport is under the rules and conditions as now exist or may be enacted in the future by the City, the State of Minnesota, or the United State government. The occupant is subject to customary charges for such use as may be established from time to time by the City.
- 6.4 Compliance with Laws. The occupant agrees to abide by and conform to all laws, rules, and regulations, including future amendments, controlling or affecting the use or occupancy of the hangar.
- 6.5 Discrimination. The occupant, in the use of the Faribault Municipal Airport or any facilities, including the hangar, at the Airport, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color or national origin or in any manner prohibited by Part 21 of the Regulations of the Office of the United States Secretary of Transportation. The occupant further agrees to comply with any requirement made to enforce such regulation which may demanded of the City by the United States government under authority of said Part 21.

6.6 Civil Rights: Occupant agrees that it will comply with applicable laws, statutes and rules that are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision obligates occupant or its transferee for the period during which federal assistance is extended to the airport, except where federal assistance is to provide, or is in form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods: (1) the period during which the property is used by the sponsor or any transferee for a purpose for which federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (2) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

6.7 General Provisions:

a. Airport Access

Occupant has the privilege of using the public portions of the airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by City, and subject to charges for such use as may be established by City, by ordinance or agreement with occupant.

b. Waiver

The waiver by City or occupant of any breach of any term of this agreement shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this agreement.

c. Headings

The headings in this agreement are for convenience in reference and are not intended to define or limit the scope of any provision of this agreement.

d. Entire Agreement; Amendments

This agreement represents the entire agreement between the parties and supersedes any prior agreements regarding the premises. This agreement may only be amended or modified if done in writing and executed by all parties to this agreement.

e. Severability

If any part of this agreement shall be held invalid, it shall not affect the validity of the remaining parts of this agreement, provided that such invalidity does not materially prejudice either party under the remaining parts of this agreement.

f. Choice of Law and Venue

This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this agreement shall be heard in the state or federal courts of Minnesota, and all parties to this agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

g. Public Data

City shall use reasonable care to treat matters pertaining to occupant in a confidential manner to the extent permitted by law. This agreement, and the information related to it, are subject to the Minnesota Government Data Practices Act, which presumes that data collected by City is public data unless classified otherwise by law.

h. Commitments to Federal and State Agencies

Nothing in this agreement shall be construed to prevent City from making such commitments as it desires to the Federal Government or the State of Minnesota in order to qualify for the expenditure of Federal or State funds on the airport.

i. Successors

This agreement shall extend to bring the legal representatives, successors and assigns of the parties to this agreement.

j. Relationship of Parties

Nothing contained in this agreement shall be deemed to create a partnership, association or joint venture between City and occupant, or to create any other relationship between the parties other than that of landlord and occupant.

k. Multiple Parties

If more than one person or entity is named as the occupant, the obligations of the occupant shall be the joint and several responsibilities of all persons or entities named as occupant.

l. Consent and Approvals

Whenever in this agreement the consent or approval of City is required, such phrase means the formal approval or consent of City through a meeting of the Faribault City Council. When the consent or approval of City's staff is required,

such phrase means the consent or approval from the appropriate employee or agent of City.

m. Notice

Any notice required under this agreement shall be in writing and delivered in person or by courier or mailed by certified mail, return receipt requested by United States Mail, postage prepaid addressed as follows:

If to the City: City of Faribault
Department of Public Works
1200 Belview Trail
Faribault, MN 55021

If to the occupant:

Paul Snyder
[REDACTED]
Faribault, MN 55021

Notice is deemed given (i) two business days after being deposited in the mail, whether or not the notice is accepted by the named recipient, or (ii) if delivered by any other means, the date such notice is actually received by the named recipient. Either party may change the party's address for notice by providing written notice to the other party.

This agreement takes effect when it has been approved by the City Council of the City of Faribault or City Council's designated officer, is signed by occupant, and is accompanied by payment of one month's charges and other information, as provided in the agreement.

The term of this agreement begins on the date indicated: _____

CITY OF FARIBAULT:

Dated: _____

By: _____
Kevin F. Voracek, Mayor

Attest: _____
Jessica L. Kinser, City Administrator

OCCUPANT:

Dated: 8-28-24

By: _____
Paul Snyder



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: September 24, 2024
SUBJECT: Approve 2024 CIP Purchase- Replacement Water Treatment Plant Cold Storage Building

Background:

The 2024 Capital Improvement Plan (CIP) and budget have approved \$175,000.00 for the purchase of a cold storage building at the Water Treatment Plant (WTP). The proposed building will replace an existing metal building at the WTP to provide storage for utility repair supplies. The building will also ensure storm water permit compliance by providing covered bunkers for material stockpiles that are used for utility repairs.

Staff obtained a quote from Greystone Construction, Shakopee, MN for \$155,905.00 to furnish and install a 53' x 80' fabric building under cooperative purchasing Sourcwell Contract #071223-BRT. Delivery of the building will be approximately 8–10 weeks with project completion in early 2025. Funding will be provided by the Water Fund (601). The building will be similar to the salt storage building at the Public Works Facility. Planning and Zoning recently collaborated with Public Works to complete the required zoning actions necessary for construction of the building.

Recommendation:

Approve 2024 CIP Purchase – WTP Cold Storage Building from Greystone Construction, Shakopee, MN

Attachments:

1. CIP Sheet
2. WTP Storage Building Quote

Project #	WAT F 24-02
Project Name	Replacement - WTP Cold Storage Building

Capital Asset #
Unit #

Department Water
Contact Public Works Director
Type Building
Useful Life 30 years
Category Facilities
Priority 1 High

Description

Replacement of water treatment plant cold storage building and the addition of material bunkers.

Justification

To use for the storage of pvc pipe, trailers, equipment, and materials.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement	175,000					175,000
Total	175,000					175,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	175,000					175,000
Total	175,000					175,000





September 12th, 2024

Mike Glendale
City of Faribault
812 8th Ave NW
Faribault, MN

Re: Sourcewell Budget Proposal – Storage Building

Mr. Glendale,

Thank you for the opportunity to provide a budget proposal to furnish and install a storage building in Faribault, MN. A few of the advantages the Greystone team brings to the project include:

- **Design-Build Experience** – Greystone has offered design-build and general construction services for 35 years.
- **Fabric Building Expertise** – Greystone has sold and installed fabric buildings for over 20 years. We've successfully completed thousands of fabric building projects.
- **Engineered Fabric Building** – Fabric building will be designed to meet site-specific load requirements including wind, snow and unbalanced loads.
- **Hot Dipped Galvanized Steel** – Fabric building frames are hot dip galvanized post production, after all cutting and welding complete
- **Self-Performed Work** – Greystone has the capability to self-perform the concrete and building installation with our own crews. Often times this allows us to provide the most competitive pricing, maintain quality and hold schedule.

Let us know if you have any questions. We look forward to discussing our next steps.

Sincerely,

A handwritten signature in black ink, appearing to read "Nate Lamusga".

Nate Lamusga
Business Development Manager

Scope of Work & Pricing

to be performed by Greystone Construction

Sourcewell Furnish & Install Budget Price:

- 53'x80' Britespan Apex Series Building
- Truss spacing 16' on center
- 12.5 ounce, 23 mil polyethylene Non-FR fabric
 - Single piece cover design
- Building designed per ASCE7-10 (IBC 2018)
 - Fabric type: ASTM E-84 (NON-FR)
 - Occupancy category: CAT 1 (LOW HAZARD)
 - Ground snow load: 50 lbs.
 - Wind Load: 105 MPH wind
 - Wind Exposure: C
 - Site conditions: Ce = 0.9 Exposed
 - Collateral Load: 0
 - No sprinklers
 - No conveyor loads
 - Seismic Design Category: B
 - Stamped engineered building drawings included
- (2) Fabric end wall with steel framing
 - One end wall to be used a divider/ partition wall
 - Note: Partition Wall will not be a tight/ complete seal between material and equipment storage.
- (1) 12'x12 Framed Opening - **Doors by Others**
- (1) 3'x7 Framed Opening - **Doors by Others**
- Building to be installed on one row of concrete bunker block foundations.
 - Engineered foundation drawings
 - Assumes existing soils has minimum bearing capacity of 2,500 PSF
- Approximately 146 lineal feet of 8' tall pre-cast concrete bunker "L" panels
 - Back Wall will be Approximately 46' of Panels and Side Walls will be approximately 50' of Panels
- Approximately 100 lineal feet of 8' tall pre-cast concrete bunker "T" panels
- Freight allowance of \$3,500 included
 - Contract will be updated to reflect actual freight amount at time of shipment
- Provide all necessary labor and equipment to complete items noted above

Furnish & Install Budget Price: \$155,905

See exclusions on last page

Market Provisions:

- Greystone is committed to being your trusted team partner on your project. We are asking all of our clients recognize the volatility of our markets and understand we are providing current pricing for budgeting purposes with the need to adjust final project pricing based on the markets at the actual time of the order. It's important to provide you with the best value for your project, and we do not want to speculate where the actual market rates will be at the time of procurement and/or delivery.
- Pricing is based on current market conditions and does not include future tariffs, surcharges, price escalation, or fees. (i.e., many wholesalers and manufacturers are not committing to pre-determined pricing for pre-ordered materials. These materials are priced at the time of the delivery.) Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement and/or delivery. Any savings or additional cost would be communicated with Owner prior to procurement and/or delivery.
- Price increases will be assigned as contingency. Unless Greystone specifically outlines a contingency value in our proposal or scope of work, it is recommended that the Owner carry a contingency.
- Construction schedule may be affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner. Evaluation of alternatives will be reviewed, and the contract schedule or costs may be adjusted accordingly.
- Unless noted otherwise budget is valid for 15 days

Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Sales Tax on Materials
- HDG Upgrades
- Permits & Fees
- Prevailing wage rates and Union labor
- Payment and performance bonds
- Corrosion Inhibitor Panels
- Emergency Responder Communication Enhancement System
- Cat II occupancy and FR Fabric
- US Steel – Building is fabricated in Canada using Canadian steel
- Alternate foundation design if proposed design isn't suitable for existing site
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed entire building footprint is clear along with 50' clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Bunker panel toe extensions, dowels, or earth anchors unless noted otherwise
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Dumpsters/ Disposal Cost
- Doors – Overhead & personnel
- Insulation, interior liner panel or stainless steel cables
- All electrical & mechanical systems
- All winter conditions



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Delane James, Library Services Director
MEETING DATE: September 24, 2024
SUBJECT: Ordinance 2024-20 Amending Chapter 13 Article II of the Faribault City Code Regarding Library Advisory Board (Second Reading)

Background:

On September 3, 2024, the Faribault City Council approved the first reading of Ordinance 2024-20, which amends Chapter 13 Article II of the Faribault City Code Regarding the Library Advisory Board. The City received no comments from the public nor made changes to the proposed amendments to the ordinance since the first reading.

Recommendation:

Approve the second reading of Ordinance 2024-20

Attachments:

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

CITY OF FARIBAULT

ORDINANCE No. 2024-20

**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: September 3, 2024

Second Reading: September 24, 2024

Publication: September 28, 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: Delane James, Library Services Director
MEETING DATE: September 24, 2024
SUBJECT: Ordinance 2024-20 Summary Publication

Background:

Ordinance 2024-20 will take effect on the date of its publication in the official newspaper of the City of Faribault. Instead of publishing the entire ordinance, the Faribault City Charter allows the City Council, with a five-sevenths vote, to approve a summary publication of the ordinance that informs the public of the ordinance's title, intent, and effect. The summary must also state that the complete text of the ordinance is on file at the city administrator's office. Refer to the attached summary publication of Ordinance 2024-20.

Recommendation:

Approve the summary publication for Ordinance 2024-20.

Attachments:

1. Ordinance 2024-20 Summary Publication

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-20

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

On September 24, 2024, the Faribault City Council adopted Ordinance 2024-20 Amending Chapter 13, Article II of the Faribault City Code Regarding Library Advisory Board. A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 1st Avenue NW, Faribault, Minnesota.

First Reading: September 3, 2024
Second Reading: September 24, 2024
Publication: September 28, 2024



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 24, 2024
SUBJECT: Ordinance 2024-19 Vacate a Portion of Drainage
and Utility Easement at 2343 14th St NE (Second
Reading)

Background:

On September 10, 2024, the Faribault City Council approved the first reading of Ordinance 2024-19, which proposes a partial easement vacation at 2343 14th St NE. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Recommendation:

Approve the second reading of Ordinance 2024-19.

Attachments:

1. Ordinance 2024-19 Vacate an Portion of Drainage and Utility Easement at 2343 14th St NE - Second Reading

**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

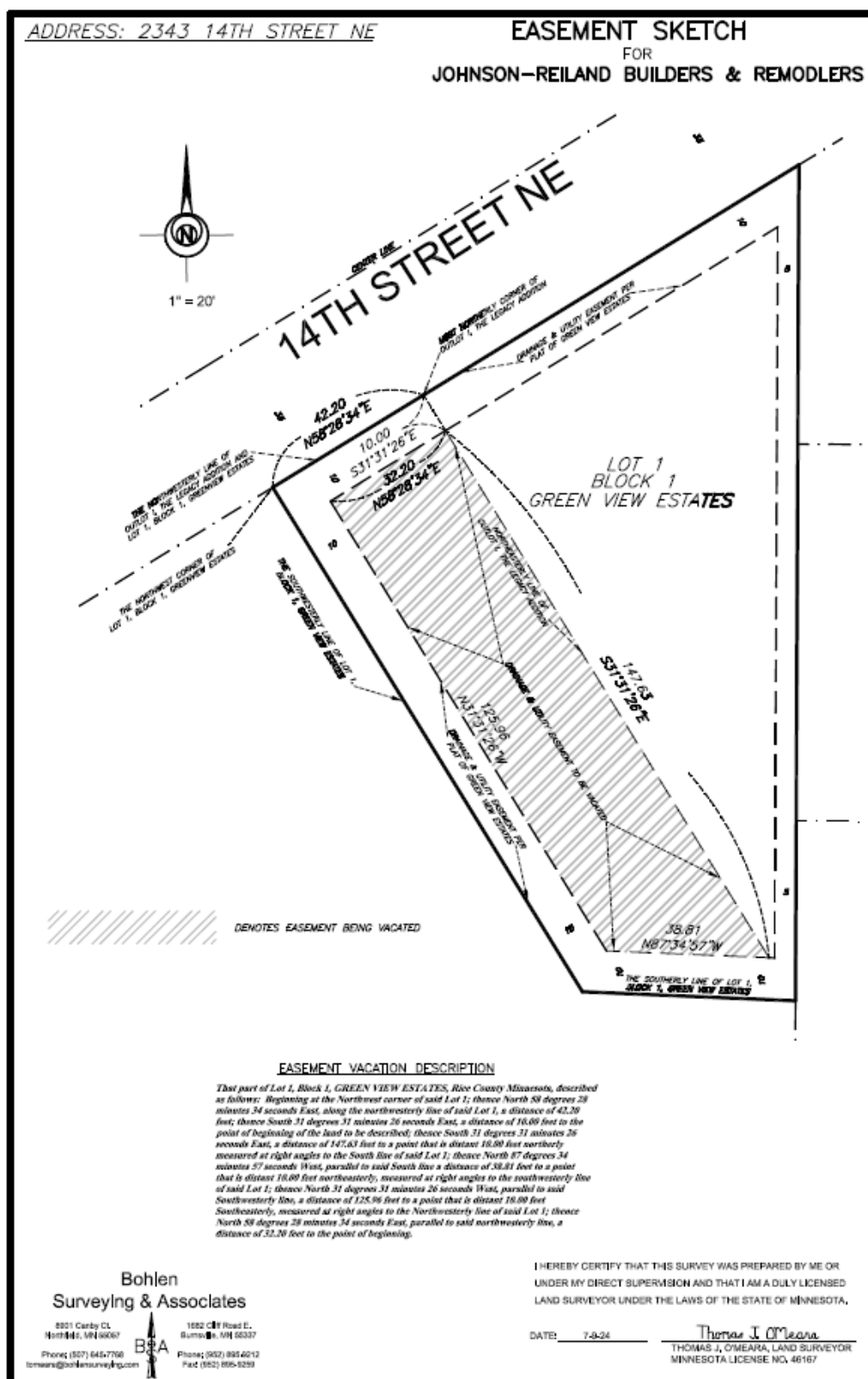
Exhibit A
Easement Vacation Legal Description

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.

Exhibit A

Easement Vacation Area





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 24, 2024
SUBJECT: Ordinance 2024-19 Summary Publication

Background:

Ordinance 2024-19 will take effect on the date of its publication in the official newspaper of the City of Faribault. Instead of publishing the entire ordinance, the Faribault City Charter allows the City Council, with a five-sevenths vote, to approve a summary publication of the ordinance that informs the public of the ordinance's title, intent, and effect. The summary must also state the complete text of the ordinance is on file at the city administrator's office. Refer to the attached summary publication of Ordinance 2024-19.

Recommendation:

Approve the summary publication for Ordinance 2024-19.

Attachments:

1. Ordinance 2024-19 Summary Publication

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-19

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

On September 24, 2024, the Faribault City Council adopted Ordinance 2024-20 vacating a portion of public drainage and utility easements at 2343 14th St NE. A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 1st Avenue NW, Faribault, Minnesota.

First Reading: September 10, 2024
Second Reading: September 24, 2024
Publication: October 1, 2024



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 24, 2024
SUBJECT: Ordinance 2024-18 Approve Zoning Map
Amendment for 818 8th Ave NW (Second Reading)

Background:

On September 10, 2024, the Faribault City Council approved the first reading of Ordinance 2024-18, which proposes a zoning map amendment at 818 8th Ave NW, also known as the Water Treatment Plant. The City received no comments from the public nor made substantive changes to the ordinance since the first reading.

Recommendation:

Approve the second reading of Ordinance 2024-18.

Attachments:

1. Ordinance 2024-18 Approve Zoning Map Amendment for 818 8th Ave NW - Second Reading

**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



Area Circled in Red = Subject Property

Properties to be Rezoned:

- PID # 18.30.3.26.001 – 812 8th Ave NW



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 24, 2024
SUBJECT: Ordinance 2024-18 Summary Publication

Background:

Ordinance 2024-18 will take effect on the date of its publication in the official newspaper of the City of Faribault. Instead of publishing the entire ordinance, the Faribault City Charter allows the City Council, with a five-sevenths vote, to approve a summary publication of the ordinance that informs the public of the ordinance's title, intent, and effect. The summary must also state the complete text of the ordinance is on file at the city administrator's office. Refer to the attached summary publication of Ordinance 2024-18.

Recommendation:

Approve the summary publication for Ordinance 2024-18.

Attachments:

1. Ordinance 2024-18 Summary Publication

Summary Publication

CITY OF FARIBAULT ORDINANCE No. 2024-18

APPROVE A ZONING MAP AMENDMENT FOR 818 8TH AVE NW

On September 24, 2024, the Faribault City Council adopted Ordinance 2024-18 amending the zoning map to change the zoning district of property at 818 8th Ave NW, from R-2, Low Density Residential to P-I, Public Institutional. A complete copy of the ordinance is available for public review during regular business hours at City Hall, 208 1st Avenue NW, Faribault, Minnesota.

First Reading: September 10, 2024
Second Reading: September 24, 2024
Publication: October 1, 2024



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 24, 2024
SUBJECT: Resolution 2024-196 Deny Variance at 15 3rd Ave SW

Background:

Corey Newby (the "Applicant") requests approval of variances from parking setbacks in C-2 and curbing requirements for parking lots. The applicant did provide a narrative behind the variance requests, citing the historic character of the property for its uniqueness and the comprehensive plan for supporting small businesses. He also touched on traffic flows, drainage, and disturbance to the neighborhood. The full narrative by the applicant may be found in attachments. Diagrams and other information are also in the attachments.

The variances proposed by the applicant are not consistent with the planning and zoning aspects of the City of Faribault's Unified Development Ordinance. In general, many of the Applicant's main points for the variance criteria centered on the historic use and character of the property, how construction would be a disturbance for the neighborhood, and how the requirement is a strain on small business which is against the Comprehensive Plan.

The main points for having parking lot setbacks are: keeping cars away from public ROW (and potentially overhanging into it), keeping space between the parking lot and the road for landscape and screening, and to provide a more pleasant aesthetic appeal to passersby and neighbors. The main points for having curbing around parking lots are: keeping cars from rolling or driving over property line/ROW, keeping cars from destroying landscaping adjacent to parking areas, keeping cars and nature from expeditiously fraying pavement edges and creating debris, and helping collect and direct drainage and run off. The Applicant does not attempt to make any compromise of the code requirements in favor of preserving the character or history of the property, which is not a valid point. The historic church is not material to the request and would only be material if there was an alteration to the church itself. If the applicant were to propose a

compromise, i.e. providing a partial setback or establishing curbing in areas where parking would be near to the public ROW, City Staff might see this as an attempt to have the request be in harmony with the ordinance, but that is not the case. The applicant does cite drainage as a reason to not have curbing, but has provided no data or plans showing how drainage is already dealt with on-site and how a lack of curbs don't result in drainage spilling into the public ROW.

The Comprehensive Plan does have principles, goals, objectives, and policies that address development, but none of them allude to giving small businesses variances when they request them. One of the core guiding principles cited by the Applicant is "remove or minimize barriers and create or strengthen opportunities for all individuals, businesses, industries, organizations, and services to succeed." However, the ordinance is a requirement that City Council put in place as a minimum level of expectation for development. While the existing areas are not curbed and are too close to the property line, the Applicant is changing the use of the property from an institutional and school use to a commercial and retail use, along with converting a school yard into a parking lot.

The applicant cannot claim there is no room on the property to meet the requirements of code, as City Staff demonstrates in the attached staff report that there is adequate room for the applicant's proposed 50 spaces and meeting the parking lot landscape setback and not impacting the playground. Additionally, further documentation by the applicant's development team shows how meeting the setback and providing parking lot curbing is possible.

The Planning Commission at their September 3, 2024 meeting held a public hearing and heard from the applicant. The Planning Commission voted to continue discussion on the item to the next meeting to give the applicant additional time to put together more drawings and a clearer depiction of proposed improvements to the property. At the September 16, 2024 meeting, the applicant showed a property survey and site plan. The Planning Commission voted unanimously to recommend approval of the resolution to City Council and recommend denial of the applicant's request. See the attached resolution.

If the City Council agrees with the Planning Commission's findings and recommendations, the Council should approve the resolution denying the variance request. If the Council is inclined to consider approving the Applicant's request, the Council should provide direction to City Staff and continue the meeting for action at an upcoming Council meeting.

Refer to the attached Planning Commission report for additional information.

Recommendation:

Approve Resolution 2024-196 to deny the requested variance.

Attachments:

1. Resolution 2024-196 Deny Variance at 15 3rd Ave SW
2. PC Staff Report
3. Applicant Submittal

CITY OF FARIBAULT

RESOLUTION #2024-196

DENY VARIANCE AT 15 3RD AVE SW

WHEREAS, Corey Newby (the Applicant/Owner) requests variances from parking setbacks and curbing requirements at 15 3rd Ave SW; 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, the Applicant requests maintaining the existing extent of pavement in an area proposed to be a parking lot, resulting in a setback of zero (0) feet from the property line where a thirty (10) foot setback for off-street parking is required under Appendix B UDO, Chapter 11, Article 1, Sec 11-100, Table 11-2, as depicted in Exhibit B; and

WHEREAS, the Applicant requests maintaining the existing pavement in an area proposed to be parking with no curb around the perimeter of the parking lot, resulting in no curbing around the proposed parking area where perimeter curbing is required under Appendix B UDO, Chapter 8, Article 2, Sec 8-110(A), as depicted in Exhibit B; and

WHEREAS, City Staff has completed a review of the application and made a report to the Planning Commission, as depicted in Exhibit C; and

WHEREAS, the Planning Commission, on September 3, 2024 and September 16, 2024, following proper notice, held a public hearing regarding the requests, and following said public hearing made findings and recommended that the City Council deny the requested variances; and

WHEREAS, following said public hearing, the Planning Commission recommended denial of the requested variances based on the following findings as required by Section 2-460 of the City's Unified Development Ordinance:

1. The variance is in harmony with the general purposes and intent of the City's ordinances.

Finding: The applicant claims that the variances do not impact the site and ordinance in any way and not putting the curb in or removing some of the pavement to establish a setback would keep disturbances down.

The criteria asks for details on how the variance is in harmony with the purpose or intent of the ordinance, which the Applicant does not provide. The main points for having parking lot setbacks are: keeping cars away from public ROW (and potentially overhanging into it), keeping space between the parking lot and the road for landscape and screening, and to provide a more pleasant aesthetic appeal to passersby and neighbors. The main points for having curbing around parking lots are: keeping cars from rolling or driving over property line/ROW, keeping cars from destroying landscaping adjacent to parking areas, keeping cars and nature from expeditiously fraying pavement edges and creating debris, and helping collect and direct drainage and run off. The Applicant does not attempt to make any compromise of the code requirements in favor of preserving the character or history of the property, which is not a valid point. If the applicant were to propose a compromise, i.e. providing a partial setback or establishing curbing in areas where parking would be near to the public ROW, City Staff might see this as an attempt to have the request be in harmony with the ordinance, but that is not the case. The applicant does cite drainage as a reason to not have curbing, but has provided no data or plans showing how drainage is already dealt with on-site and how a lack of curbs don't result in drainage spilling into the public ROW.

Due to the largely residential character surrounding the subject property, staff sees all the main points above as critical for maintaining compatibility between the new use of the paved area as a parking lot and the adjacent properties. The variances requested by the applicant are not in harmony with the general purposes and intent of the City's ordinances.

2. The variance is consistent with the Comprehensive Plan.

Finding: The property is guided for commercial land use per the Comprehensive Plan and the proposed use of the land is for a retail business. The applicant claims that the variances cut out an unneeded step and strain on small business and help build up the core values of the comprehensive plan. The Applicant listed the core guiding principles in the comprehensive plan to support their requests.

The Comprehensive Plan does have principles, goals, objectives, and policies that address development, but none of them allude to giving small businesses variances when they request them. One of the core guiding principles cited by the Applicant is "remove or minimize barriers and create or strengthen opportunities for all individuals, businesses, industries, organizations, and services to succeed." However, the ordinance is a requirement that City Council put in place as a minimum level of expectation for development. While the existing areas are not curbed and are too close to the property line, the Applicant is changing the use of the property from an institutional and school use to a commercial and retail use, along with converting a school yard into a parking lot. The City regularly deals with business and property owners moving into older parts of the City where the property owner is required to update much of their property, which usually includes the parking lot, up to current code. Most of these projects are shifting from commercial to commercial uses. Some of these projects are not complete updates, as the amount and cost of the updates must be proportional to the overall improvements of the property.

City Staff does not see how the variance requests comply with the Comprehensive Plan.

3. The applicant proposes to use the property in a reasonable manner not permitted by the City's ordinances.

Finding: The applicant claims that the property has been as-is for almost 70 years with no issues and that the variances help save the first catholic church in Faribault.

City Staff does not see the applicant's above reasonings as justification for the criteria of reasonable use. In a previous criteria, City Staff listed numerous reasons why a parking setback and curbing are good for development and help with compatibility. Providing curb around a parking lot or having parking setback from the public ROW are reasonable requirements contributing to compatibility with adjacent properties. The historic character of the church, while a generally important topic, does not extend to the proposed parking area and is not a valid point for this criteria. The applicant does propose to use the property as a commercial business, which is a use permitted by the ordinance, but commercial uses should be compatible with adjoining properties and be as compliant with code as possible. Use of part of the property as a parking lot without setbacks and curbing isn't reasonable and permitted by ordinance.

4. Unique circumstances apply to the property, which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property has not had control. The unique circumstances do not result from the actions of the applicant.

Finding: The applicant claims that fewer alterations on a historic property from 1856 are better and that the money would be better spent on repairing the buildings.

The applicant's reasonings above fail to establish a unique circumstance that applies to the property. The Applicant bought the subject property, used previously as a church and school, with the intent to use it as a commercial business. They requested and succeeded in rezoning the property from P/I, Public Institutional to C-2, Highway Commercial. Previous discussions with the Applicant include phasing over time to use all of the subject property, including structures. The historic church is not material to the request and would only be material if there was an alteration to the church itself. Additionally, the applicant cannot claim that repairs to the building override necessary improvements outside of the structure, as the public is expected to use interior and exterior parts of the property and the parking lot is part of the outward property appearance. The property owner is also required to maintain the building as a base expectation prior to opening to the public. The circumstances stated by the applicant are not grounds for a variance, with circumstances created by the applicant during the process of buying and getting zoning entitlement for the subject property.

5. The variance does not alter the essential character of the neighborhood.

Finding: The applicant claims that the variance would result in less disturbance and that they would prefer to keep the original character.

The Applicant did not provide any additional information on how parking lot curbing and setbacks would be a significant break from the essential character of the area. As stated above, the proposed parking area is not part of the historic character for the property. While property redevelopment is generally disruptive, it is not something that happens for very long and does not impact the essential character of the neighborhood on its own. City Staff maintains that the required curb and parking setback would do more to protect the essential character of the neighborhood, which is primarily residential.

6. The variance requested is the minimum variance, which would alleviate the practical difficulties.

Finding: The applicant claims that the variance would result in less disturbance and that they would prefer to keep the original character.

Previous findings established that the applicant's points do not adequately address variance criteria, which mean there is no practical difficulty experienced by the Applicant. In City Staff's report to the Planning Commission (Exhibit C), the City Planner demonstrates how the applicant could develop a parking area in roughly the same location without needing a parking setback variance. Additionally, the improvements can be done without significantly impacting other elements on the subject property, like the playground. City Staff does not see a minimum necessary variance in the applicant's proposal.

7. Economic conditions alone do not constitute practical difficulties.

Finding: The applicant claims that the variance would be better due to less change for the historic property and less disturbance for the neighborhood using the subject property's playground. Additionally, a change to the current conditions of the property may leave less growth for the business.

The argument regarding historic character is thrown out in previous criteria and does not apply. The neighborhood's use of the playground is not a valid reason for denying the variance as the property is not a public park and is immaterial to the variance at hand. The argument regarding a lack of room for growth if the parking area were to be compliant with ordinances is debunked in City Staff's report and diagram within Exhibit C. Based on the arguments presented by the applicant and previous discussions with the Applicant, City Staff is not convinced that the request is without economic conditions. In a previous criteria, the Applicant stated that they would rather put more money into the building for repair. This point is the

most applicable to the variance criteria, but sadly cannot be the only condition to the property or circumstance to be granted a variance.

WHEREAS, the City Council, at a public meeting, on September 24, 2024, considered the request, the report to the Planning Commission, and the results of the public hearing, and concurred with all findings of the Planning Commission as stated in the above recitals and hereby makes the identical findings.

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

Section 1: Denial of the Requested Variances. The City Council hereby denies the requested variances from Chapter 11, Article 1, Sec 11-100, Table 11-2 and Chapter 8, Article 2, Sec 8-110(A), of the City's Unified Development Ordinance. Said denial is based on the foregoing recitals, which are incorporated herein by reference, and which constitute the findings of the City Council, all of which are to protect the public's health, safety, and welfare.

Section 2. 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 3. Effective Date. This resolution shall become effective immediately upon its passage and without publication.

Date Adopted: September 24, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

Exhibit A Property Description



Blue Outline = Subject Property

PID 18.31.4.26.029 – 15 3rd Ave SW

Exhibit B Depiction of Variance

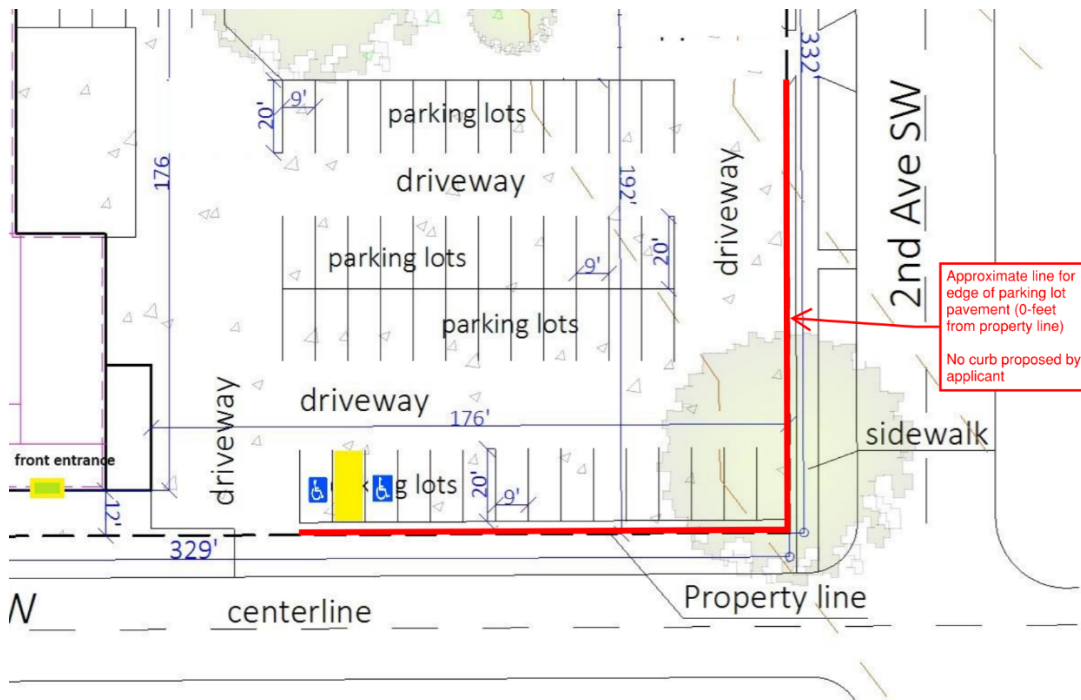
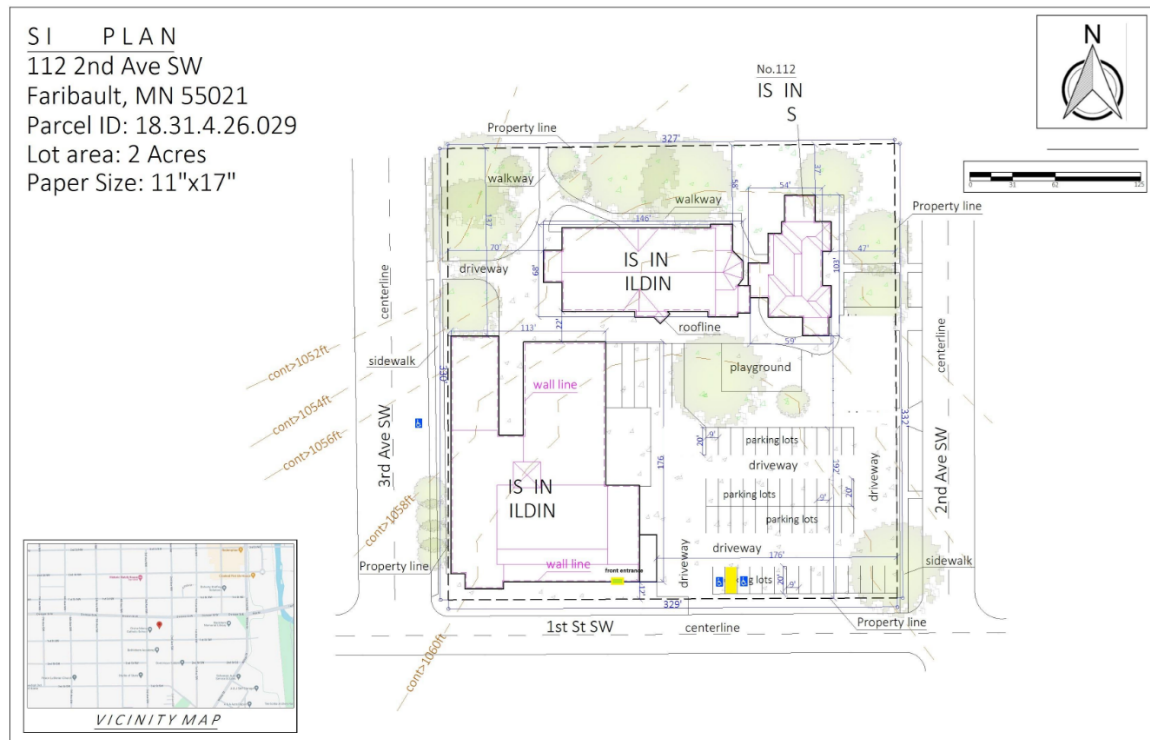


Exhibit C
Staff Report from Planning Commission

(insert document after this page)



Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: David Wanberg, CED Director
FROM: Harry Davis, City Planner
MEETING DATE: September 16, 2024
SUBJECT: Deny Variances for Parking Setback and Curbing –
Corey Newby/15 3rd Ave SW

Request:	Applicant requests approval for parking setbacks and curbing variances.
Recommendation:	The DRC and City Planner recommend denial of the variances to City Council based on the findings and conditions in the attached draft resolution.
Recommended Motion(s):	Motion to forward and recommend denial of the variance requests, with findings and conditions suggested by city staff.

Request:

Corey Newby (the Applicant/Owner) requests approval of variances from parking setbacks in C-2 and curbing requirements for parking lots as depicted in the attached plans.



Location of former Divine Mercy Church and School Property owned by Applicant

Background and Project Description:

In November 2023, the applicant approached staff with interest in buying the Divine Mercy Catholic School property at 15 3rd Avenue SW. The Applicant intends to bring a mostly online auction business to Faribault and adapt the elementary school building on the subject property for online operations and a retail storefront. In April 2024, the Applicant successfully amended the comprehensive plan and zoning map to allow commercial uses under C-2, Highway Commercial zoning on the subject property.

The applicant is now coming forward with plans to occupy and use the property as intended. The requested variances are the Applicant's next step before submitting for site plan review.

Table 1 – Variance Table

Variance Issue	Requirement	Proposed	Variance
Front setback for off-street parking and loading areas (Sec 11-100, Table 11-2)	10-foot setback from property line	0-foot setback	10 feet
Curbing (Sec 8-110(A))	Drives, landscape islands, and parking/maneuvering areas shall have concrete curbing around perimeter	No curbing	No curbing

The applicant did provide a narrative behind the variance requests, citing the historic character of the property for its uniqueness and the comprehensive plan for supporting small businesses. He also touched on traffic flows, drainage, and disturbance to the neighborhood. The full narrative by the applicant may be found in attachments.

Discussion:

The variances proposed by the applicant are not consistent with the planning and zoning aspects of the City of Faribault’s Unified Development Ordinance. The following provides an overview of the key planning and zoning-related items associated with:

Variance Summary

- In general, many of the Applicant’s main points for the variance criteria centered on the historic use and character of the property, how construction would be a disturbance for the neighborhood, and how the requirement is a strain on small business which is against the Comprehensive Plan.

The main points for having parking lot setbacks are: keeping cars away from public ROW (and potentially overhanging into it), keeping space between the parking lot and the road for landscape and screening, and to provide a more pleasant aesthetic appeal to passersby and neighbors. The main points for having curbing around parking lots are: keeping cars from rolling or driving over property line/ROW, keeping cars from destroying landscaping adjacent to parking areas, keeping cars and nature from expeditiously fraying pavement edges and creating debris, and helping collect and direct drainage and run off. The Applicant does not attempt to make any compromise of the code requirements in favor of preserving the character or history of the property, which is not a valid point. The historic church is not material to the request and would only be material if there was an alteration to the church itself. If the applicant were to propose a compromise, i.e. providing a partial setback or

In summary, the variance does not meet the standards for a practical difficulty. A more detailed breakdown by criteria may be found in the draft resolution.

Development Review Committee Recommendation. The City's Development Review Committee (DRC) reviewed the proposed variances on August 20, 2024 recommended denial of the variances.

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.

September 3, 2024 Planning Commission. The Planning Commission did previously review and hold a public hearing for this item during the September 3, 2024 Planning Commission meeting. The applicant was present and spoke to the request during the public hearing. The Planning Commission voted to continue discussion on the variance requests to the next meeting to give the applicant time to prepare additional information and diagrams to support the request. New diagrams and information are included. City staff still recommend denial of the requests based on the same findings as before.

Recommendation:

The DRC and City Planner recommend denial of the variances to City Council based on the findings and conditions in the attached draft resolution.



APPLICATION FOR REQUESTED ACTION
Variance

Planning Case # _____
Filing Fee _____
Hearing Date _____

SITE ADDRESS 15 3rd Ave SW, Faribault, MN, 55021

APPLICANT Corey Newby E-MAIL coreynewby@gmail.com

PHONE 952-460-0055 (H) _____ (W) _____ (FAX) _____

APPLICANT ADDRESS 9594 202nd St W, Lakeville, MN 55044

OWNER (if other than applicant) _____

PHONE _____ (H) _____ (W) _____ (FAX) _____

OWNER'S ADDRESS _____

LEGAL DESCRIPTION Lot Block 4 of SOUTHERN ADD

ACREAGE/SIZE OF PROPERTY 2 acres

CURRENT ZONING Commercial 2

EXISTING USE OF PROPERTY None

PROPOSED USE OF PROPERTY Retail
(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES Institutional and Residential

SIGNATURE OF APPLICANT Corey Newby DATE 7/31/2024
(Must submit proof of property control)

SIGNATURE OF THE OWNER Corey Newby DATE 7/31/2024
(If other than the applicant)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON
THIS FORM AND THE ATTACHED CHECKLIST.**

VARIANCE
Required Submittals

☐ **Site plan**

- ☐ Drawn to scale, with scale noted
- ☐ Date and North arrow
- ☐ Boundaries and dimensions shown graphically
- ☐ Location of any streets, public trails, railroads, or waterways
- ☐ Location of existing and proposed structures, with distance from property lines noted
- ☐ Location and dimensions of existing and proposed off-street parking and loading spaces, with distance from property lines noted (when applicable)

☐ **Required supplemental information**

- ☐ Written summary stating the specific variation requested, giving distances as needed
- ☐ Written summary stating exceptional conditions/peculiar difficulties which make the variance necessary
- ☐ Written statement as to why you feel a variance should be granted
- ☐ Other information as required

☐ **Filing fee**

☐ **SIGNATURE OF APPLICANT** Corey Newby **DATE** 7/31/2024

Planning Case # _____

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Yes (☒) No () Why or why not?

It doesn't affects the site and/or ordinance in any way.

It only keeps disturbance down

2. In your opinion, is the variance consistent with the comprehensive plan?

Yes (☒) No () Why or why not?

It cuts out un needed step and stain on a small business

It helps build up the core values of the comprehensive plan

3. In your opinion, does the proposal put property to use in a reasonable manner?

Yes (☒) No () Why or why not?

This property has been this way for almost 70 years with no issues.

Helps save the first catholic church in Faribault, historic preservation is a must.

4. In your opinion, are there circumstances unique to the property?

Yes (☒) No () Why or why not?

This is a historic property from 1856. Less alterations the better. It is also in need of great re pair and money should be focused on that,

5. In your opinion, will the variance maintain the essential character of the neighborhood?

Yes (☒) No () Why or why not?

It is less disturbance this way

The original character has been this way since 1954, would like to keep it.

6. In your opinion, is the variance requested the minimum variance which would alleviate the practical difficulty?

Yes (☒) No () Why or why not?

By altering the current parking lot will change drainage and disrupt the land that has been this way for 70 years.

7. In your opinion, do the economic conditions alone constitute the practical difficulty?

Yes () No (☒) Why or why not?

Its a 150+ year established historic property, less change the better.

By changing current conditions will leave less room for growth and disturb the current community use of playgrounds.

The City Council must make an affirmative finding on all of the seven criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature:

Corey Newby

Date:

7/31/2024

SI PLAN

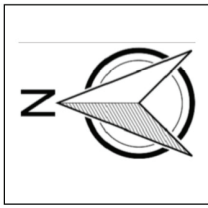
112 2nd Ave SW

Faribault, MN 55021

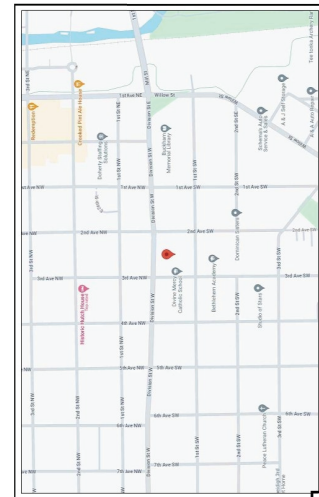
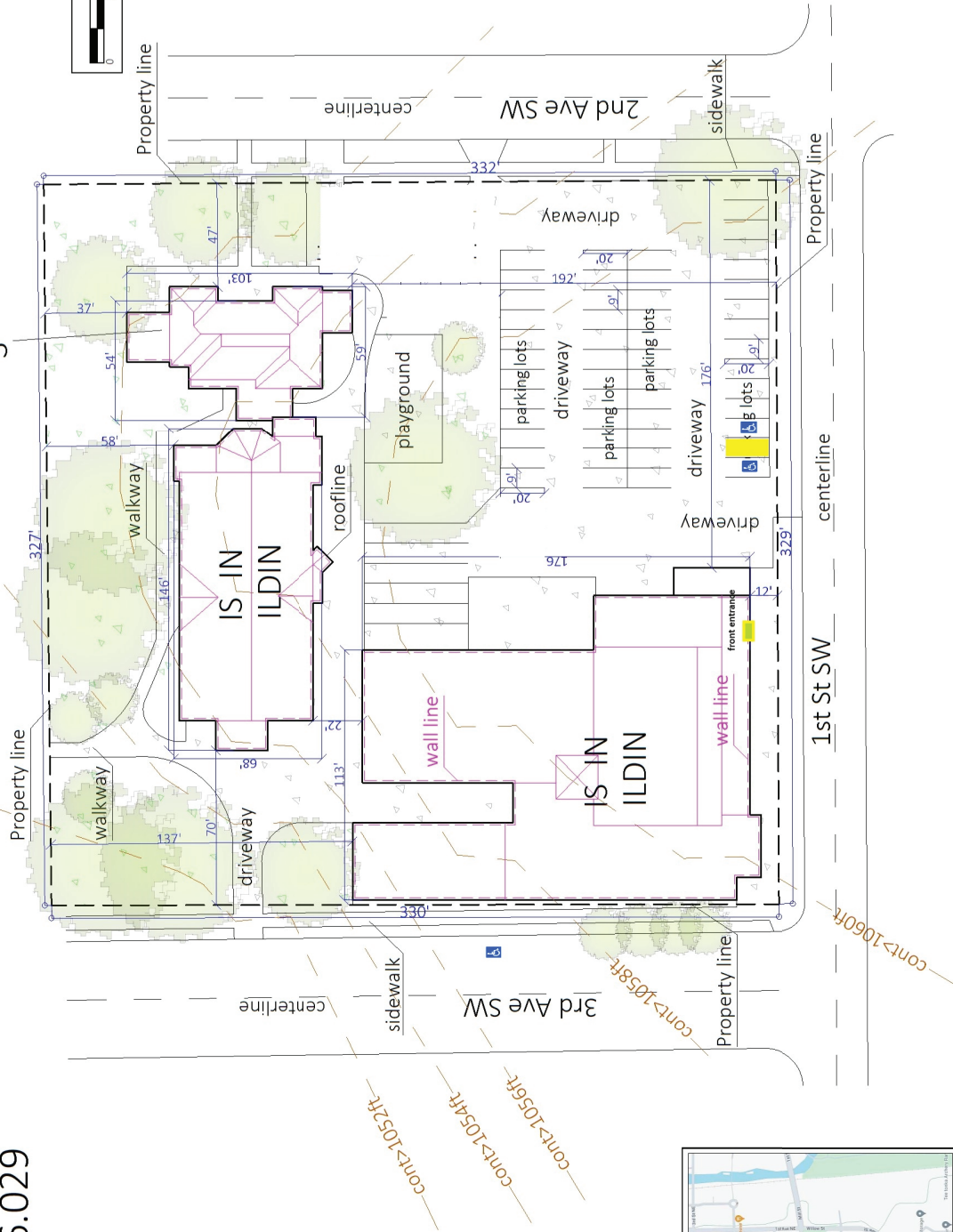
Parcel ID: 18.31.4.26.029

Lot area: 2 Acres

Paper Size: 11"x17"



No.112
IS IN
S



VICINITY MAP

Urban Flea Market Parking Lot Variance - The Greater Good

I am requesting a Parking lot Variance, including setbacks and curbing. The uniqueness and age of this property along with the comprehensive plan warrant and make these variances necessary.

If setbacks are put into effect future use of remaining property becomes an issue for off street parking requirements. It also keeps the existing flow of traffic and drainage the same as it has been since 1958. Traffic and drainage were highlighted by the city engineer as the 2 main concerns. By using this variance we eliminate these 2 issues.

Variance also creates less disturbance to the neighborhood while maintaining the current essential character of the neighborhood. Disturbance was also a big worry for city staff during the rezoning process.

Most importantly it follows the guidelines of the comprehensive plan.

1. **Foster a strong sense of community** among all people and constituencies in Faribault.
2. **Identify, protect, enhance, and celebrate our iconic and historic sites and architecture** as well as our significant natural areas, which define our sense of place.
3. **Remove or minimize barriers and create or strengthen opportunities for all individuals, businesses**, industries, organizations, and services to succeed.
4. **Encourage innovation**, creativity, **flexibility**, and **openness to new ideas and positive change** in all sectors of the community.
5. **Strive for excellence in all sectors of the community**

The above demonstrates its not just about economics. It's about the future use of the property. It's about following the comprehensive plan and finding the greater good for the community. It's about maintaining the first catholic church in Faribault. The city is built on historic preservation. We should continue to follow it.

The benefits of this variance greatly outweigh any if any negative impacts. Lets implement "The Vision to 2040 and The Comprehensive Plan" and I can start impacting this community!

Supporting Doc

I've included the original concepts where city planner had suggested setback variance and stall size variance for the parking lot. It also demonstrates the importance of the variances to allow for expansion when the other buildings are ready for use.

By keeping the current set back, we can eliminate the stall size variance. Adding the curbing variance allows for more room in the parking lot if an island in future is added. It also eliminates any drainage issues that the city engineer was concerned about. Drainage was a hot topic this year for Faribault.

Conditional Use Permit

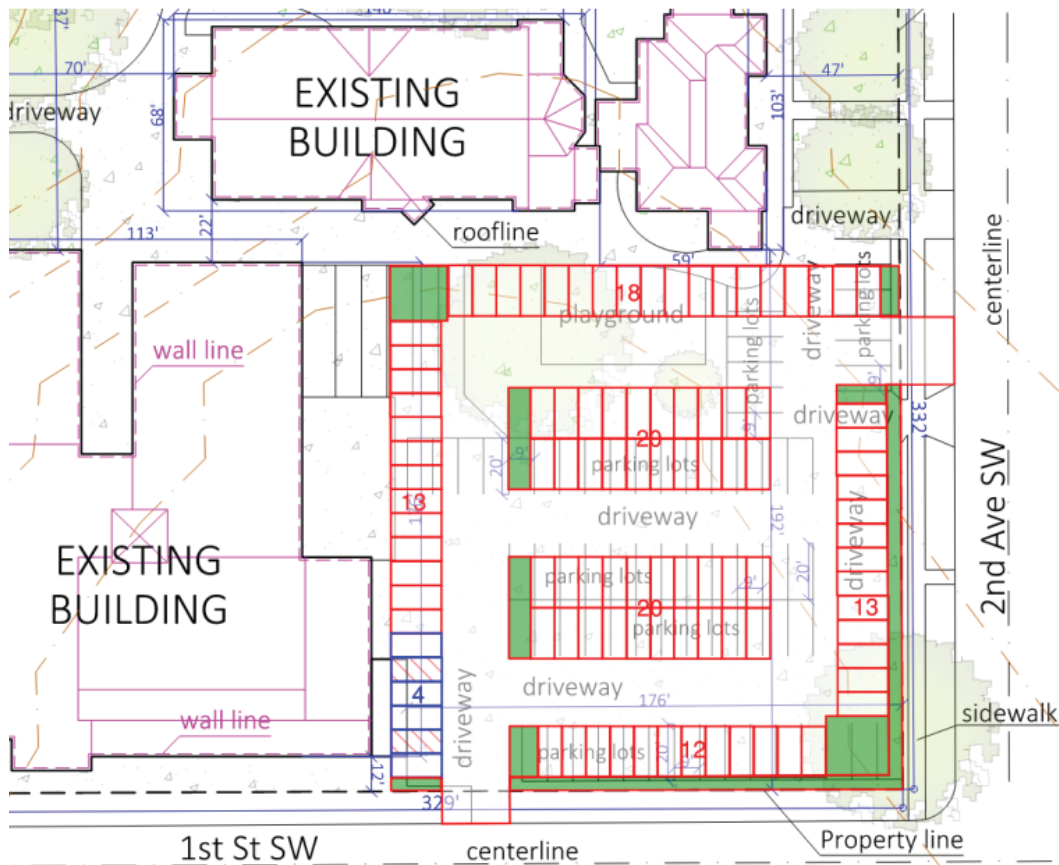
Please see the attached report from the December 4th Planning Commission workshop.

Planning Commission Workshop December 4th, 2023 Summary

At the December 4th Planning Commission Workshop, the City Planner presented the business and subject property concept. Cory Newby followed with a presentation of their own. The reaction from the Planning Commission to the proposed flea market use was mixed and included discussion on traffic, parking, the viability of the use, the current state of the buildings, and consideration of what the property should or should not be going into the future. Planning Commission requested Cory Newby work with staff on establishing more details regarding parking and use of the structures on the property.

Planning Commission Workshop December 18th, 2023

Cory Newby submitted new documents with additional details and a preliminary site plan for parking, which are attached to this report. City staff are concerned about utilizing the existing paved area on-site and converting into efficient and useable parking for the proposed (or any potential) business. The initial parking plan provided by Cory Newby did not adequately provide parking improvements expected with a change of use, so the City Planner suggests, and Cory Newby supports, a potential parking layout as shown below and in the attachments.



This preliminary parking plan would provide 100 spaces on-site, but requires minor parking variances, such as parking space length (18-feet vs 20-feet) and parking setbacks (five feet vs 10-feet). Cory Newby's calculations for parking needs based on to-be-used space on the property are 46 parking spaces. Calculations are shown below:

Total Building Space: ~33,500 sq ft

Space Not Used/Open to Public: ~10,900 sq ft

- House 5216 sq ft
- Church Basement 1143 Sq Ft
- Church & House breezeway 450 sq ft
- School Basement 1360 sq ft
- School 2nd floor 2695 sq ft Usable

Space: ~22,600 sq ft Proposed Use

Space: ~18,000 sq ft

- Retail ~12,000 sq ft (Open to Public)
- Storage/Limited Processing ~6,000 Sq Ft (Not Open to Public)

Retail: 1 Space per 300 sq ft = 40 spaces

Storage/Limited Processing: 1 Space per 1,000 sq ft = 6 spots

Total Spaces Needed: 46

Based on the preliminary calculations from Cory Newby and the preliminary parking improvement plan, adequate parking exists for the uses proposed. Although the UDO does not specifically account for storage and processing areas for a business like this, the City Planner sees the proposed 1 space per 1,000 sq ft as reasonable for discussion. With the possibility of 100 parking spaces provided on-site, the ratio of parking spaces to building area is around 1 space per 225 sq ft of useable space, as noted by Cory Newby above and attached. This is a higher ratio of parking than generally required for retail uses elsewhere in the city. Against the total existing building area, including parts Cory Newby is not proposing to use, would raise the ratio to approximately 1 space per 335 square feet.

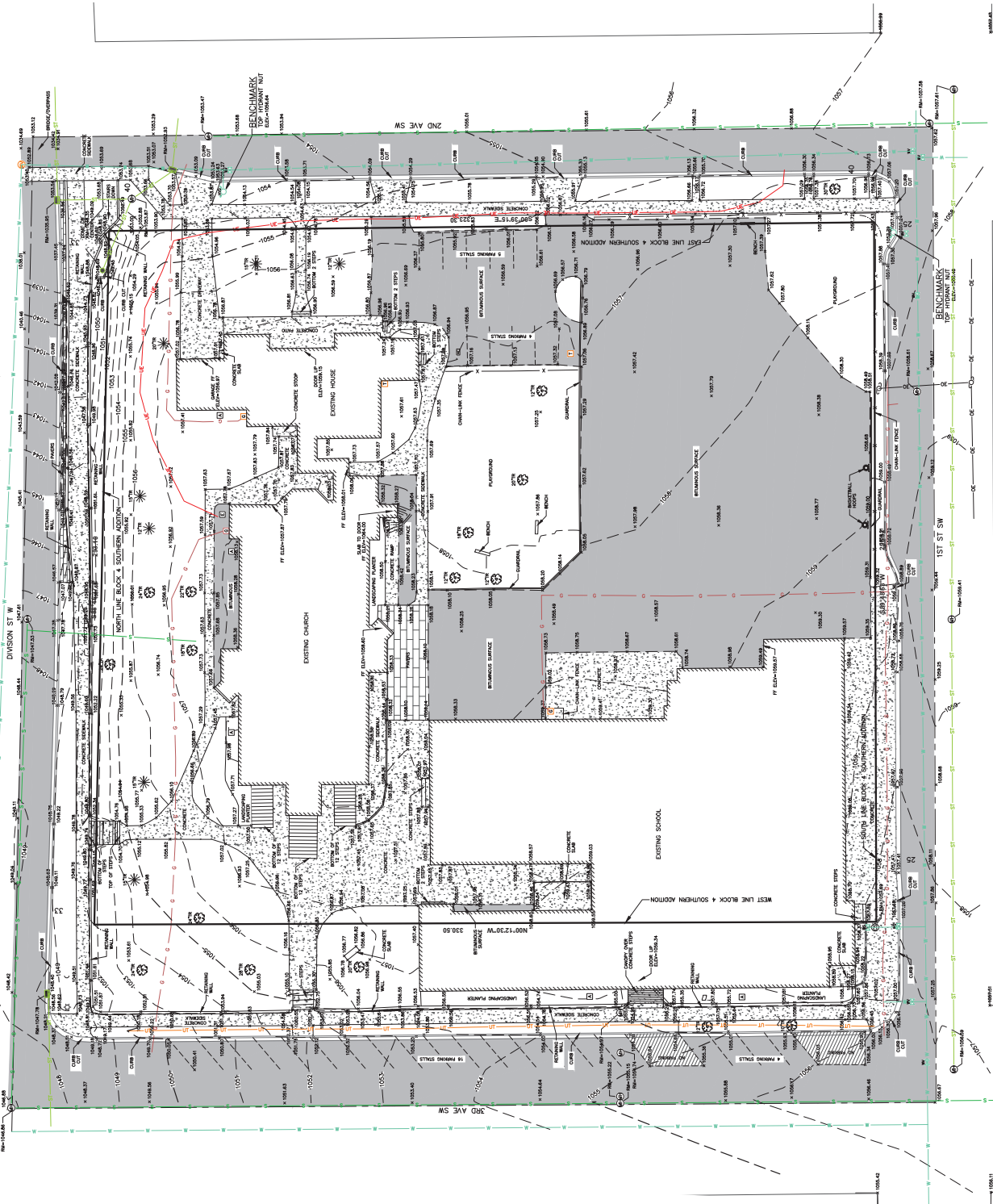
In addition to the building use and parking calculations, Cory Newby provided a rough traffic impact analysis (see attached). The City Engineer did not review the analysis before writing this report, so initial feedback is unavailable.

As this project moves forward, the City Planner recommends a conditional use permit that is specific and comprehensive in terms of conditions: what is required, which buildings/spaces are used for the proposed business, if an annual review is required, etc. These conditions are not atypical compared to conditional uses approved in other jurisdictions. If the proposed development does not adhere to the conditions, enforcement of the conditions could be challenging for city staff and the business operator.

K:\Common Share\Projects\2023\Preliminary and Other Projects\112 2nd Ave NW - Urban Flea Market\12.18.23 PC\Review 1

TOPOGRAPHIC AND BOUNDARY SURVEY

BLOCK 4 SOUTHERN ADDITION
FARIBAULT, RICE COUNTY, MINNESOTA



- LEGEND**
- Water Main
 - Water Sewer
 - Storm Sewer
 - Gas Main
 - Electric
 - Chain Link Fence
 - Flag Pole
 - Electric Meter
 - Telephone
 - AC Unit
 - Power Pole
 - Guy Anchor
 - Water Service Valve
 - Spot Elevation
 - Dead End Tree
 - Concrete Tree
 - Concrete Surface
 - Blumhouse Surface

BASIS OF BEARING SYSTEM
All bearings are based upon the NAD83 Rice County Coordinate System

LEGAL DESCRIPTION OF RECORD
Block 4, Southern Addition of Faribault, Rice County, Minnesota.

NOTE
The survey was conducted in accordance with the Minnesota Surveying Act, Chapter 83A, Minnesota Statutes. The survey was conducted on or about the date of the survey.

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No responsibility is accepted for the locations of utilities shown here. Verification of actual locations should be requested prior to the commencement of construction or the taking of any other action relying on the actual locations.

Locations of all utilities shown are approximate.

Gopher State One-Call: 1-800-251-1966

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

Scott A. Hutchinson, L.S. No. 12446

TOPOGRAPHIC AND BOUNDARY SURVEY
BLOCK 4 SOUTHERN ADDITION
FARIBAULT, RICE COUNTY, MINNESOTA

FOR COREY NEWBY

Drawn by	Jones Haugh Smith, Inc.	Scale	1" = 40'
Surveyed by	Jones Haugh Smith, Inc.	Check	11/11/13
MDH	615 South Washington Ave.	City	Faribault
Project No.	10-0000000000	County	Rice
Sheet No.	1	Block	4
Revised		Section	1

BLOCK 11, SOUTHERN ADD.

URBAN FLEA MARKET
PARKING LOT
112 2ND. AVE. SW, FARIBAULT, MN
55021

PROJECT TEAM	DRAWING INDEX
--------------	---------------

ARCHITECT: ROBERT W. READY, AIA, CSI, LEED AP APPRO DEVELOPMENT 10000 W. LAKESIDE AVENUE LAKESIDE, MN 55049 (C) 952-468-2171 (C) 612-419-1732 Ready@approdevelopment.com		DRAWING INDEX	
Sheet Number	Sheet Name		
A-General			
AD-1	COVER SHEET		
B-Civil			
A1-1	SITE PLAN		
STRUCTURAL ENGINEER:			

CODE SUMMARY

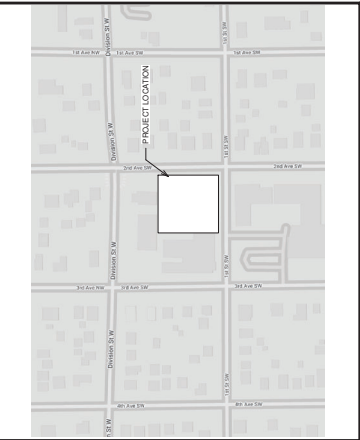
PROJECT DESCRIPTION

SCOPE OF WORK: RESTRIPE PARKING LOT, PUT UP NEW FENCING AND RELOCATE BASKETBALL COURTS.

PROJECT TEAM	DRAWING INDEX
--------------	---------------

DRAWING INDEX	
Sheet Number	Sheet Name
A-General	
AD-1	COVER SHEET
B-Civil	
A1-1	SITE PLAN

IMAGE



ABBREVIATIONS

[illegible]

STANDARD DRAWING SYMBOLS

[illegible]

PROJECT DESCRIPTION

SCOPE OF WORK: RESTRIPE PARKING LOT, PUT UP NEW FENCING AND RELOCATE BASKETBALL COURTS.

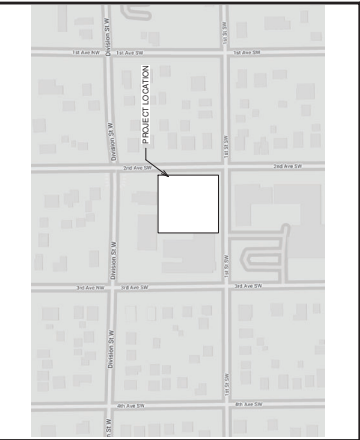
PROJECT TEAM	DRAWING INDEX
--------------	---------------

DRAWING INDEX	
Sheet Number	Sheet Name
A-General	
AD-1	COVER SHEET
B-Civil	
A1-1	SITE PLAN

CODE SUMMARY

LOCATION MAP

(NOT TO SCALE)



STANDARD DRAWING SYMBOLS

[illegible]

URBAN FLEA
MARKET PARKING
LOT

112 2ND. AVE. SW,
FARGO, N.D. 58102-1502

COVER SHEET

Project number	24-03-0008
Date	01/31/24
Drawn by	MSC
Checked by	RWR
A0-1	

Properties with Variances?

No Curb or partial Curbs

Arby's
DQ
Halal Market
Brighton Hospice
Pillar
Autowash
Farm Bureau Insurance
Mercury
City & Lakes
MRG
Francis Pest Control
Auto Zone
Storage on 7th
Truss
C & S Vending
Bliss Ford
Mobile
Lyndala Halal Market
Jersey Mikes (we'll see)
Southern China Cafe
J-Mo
Crown

Curb/Setback Variances

Napa
Dominos
Fams Barber Shop
Dentist House
All of the Cannon Buildings
Sammons
Abubaker Center
Environmental Tillage
Ace Hardware
Five Star Car Sales

BA

2020 - greenhouse parking lot
No Curb
No Screening
No Landscaping
Not sure about setbacks

The majority of these have no screening to partial screening. Landscaping requirements are in question on most as well.



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 24, 2024
SUBJECT: City of Faribault/JNJ Properties - Comprehensive Plan Amendment; Zoning Map Amendment

Background:

The City of Faribault (the Applicant), set in motion by the initial request from Yohan Rodriguez of JNJ Properties of Faribault LLC, requests comprehensive plan and zoning map amendments to change certain properties in the 500 and 400 blocks of 20th St NW (PIDs 18.19.3.77.012, 18.19.3.77.013, 18.19.3.77.014, 18.19.3.77.015, 18.19.3.77.016, and 18.19.3.77.017) from guided land use designation industrial to established residential neighborhood and zoning districts from I-2, Heavy Industrial to R-2, Low Density Residential.

Yohan Rodriguez of JNJ Properties of Faribault LLC made the initial request for one property of the subject properties to be reguided and rezoned to permit residential development. At the August 19, 2024 Planning Commission work session, the Planning Commission preliminarily discussed the request and encouraged them to consider expanding and including the nearby residential properties in collaboration with a City effort to fix nonconforming situations for the surrounding residential properties encumbered by the I-2 zoning. Rodriguez agreed and City Staff took over the proposal.

Until the September 3, 2024 Planning Commission meeting, City Staff initially supported the request based on Planning Commission guidance from the August 19, 2024 Planning Commission Work Session. Following Planning Commission's votes to deny the comprehensive plan and zoning map amendment request, City Staff have updated the report and associated documents to reflect the Planning Commission's preliminary findings.

The proposed comprehensive plan and zoning map amendments are inconsistent with the planning and zoning aspects of the City's Comprehensive Plan and Unified Development Ordinance. The idea behind

the land use designation for most of the land in the area to industrial was to facilitate industrial redevelopment. Changing the land use designation from industrial to residential could deter future expansion and industrial redevelopment intended for this area. The surrounding properties are mostly industrial uses and zoned appropriately for said uses. Placing industrial zones and uses right next to residential zones and uses is a compatibility issue, despite industrial development having larger setback buffers and requires additional screening and landscape to soften the relationship between said uses. This does place a greater burden on the adjoining properties and is a potential barrier for redevelopment on existing industrial properties or industrial expansion onto new properties. More details regarding meeting amendment criteria may be found in the associated ordinance.

The DRC reviewed the initial request by JNJ Properties on August 6 with mixed reviews and no recommendations for Planning Commission leading up to the August 19 Planning Commission work session. In summary, the DRC could see merit in the request if it included additional residentially-used property nearby to alleviate the nonconforming status of residential properties zoned I-2. There are no current plans for future industrial expansion in the area, and the City sees a need for residential, so the proposal may be a benefit in the short term. However, the DRC had concerns about approving the request based on the shift becoming a barrier for future development, "spot zoning" between residential and industrial, and more residential on Highway 3, a major corridor for commercial and industrial traffic.

The Planning Commission at the September 3, 2024 meeting held a public hearing for the request and heard from a neighboring business that they have concerns with reguinding and rezoning land near their business as they do intend to expand. The potential change in land use and zoning would hinder efforts to acquire land and build new development. The Planning Commission voted to deny both requests in two 4-2 votes, with Commissioners Green and Salt dissenting. The dissenting commissioners favored staff's findings and supported bringing zoning and land use in-line with existing land uses. City staff brought updated resolutions consistent with Planning Commission's vote for denial at the September 16, 2024 Planning Commission meeting. Planning Commission voted 4-1 in each vote denying the requested comprehensive plan and zoning map amendments. Commissioner Green dissented for the same reasons as the September 3, 2024 meeting.

Please see the attached staff report for more information.

Recommendation:

Approve the associated resolutions denying the requested comprehensive plan and zoning map amendments.

Attachments:

1. PC Staff Report



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
SUBJECT: Deny Comprehensive Plan and Zoning Map Amendments – City of Faribault/500 and 400 Blocks of 20th St NW

Request:	City of Faribault requests comprehensive plan and zoning map amendments for certain properties in the 500 and 400 blocks of 20 th St NW from I-2 to R-2.
Recommendation:	The City Planner recommends denial of the requests based on the findings and conditions in the attached draft resolution and ordinance.
Recommended Motion:	Motion to forward and recommend denial of the comprehensive plan and zoning map amendments to City Council, with findings and conditions suggested by city staff.

Request:

The City of Faribault (the Applicant), set in motion by the initial request from Yojan Rodriguez of JNJ Properties of Faribault LLC, requests comprehensive plan and zoning map amendments to change certain properties in the 500 and 400 blocks of 20th St NW (PIDs 18.19.3.77.012, 18.19.3.77.013, 18.19.3.77.014, 18.19.3.77.015, 18.19.3.77.016, and 18.19.3.77.017) from guided land use designation industrial to established residential neighborhood and zoning districts from I-2, Heavy Industrial to R-2, Low Density Residential.



Location along 20th St NW

Background:

Yohan Rodriguez of JNJ Properties of Faribault LLC made the initial request for one property of the subject properties to be reguired and rezoned to permit residential development. At the August 19, 2024 Planning Commission work session, the Planning Commission preliminarily discussed the request and encouraged them to consider expanding and including the nearby residential properties in collaboration with a City effort to fix nonconforming situations for the surrounding residential properties encumbered by the I-2 zoning. Rodriguez agreed and City Staff took over the proposal.

Project Description:

The subject properties include Lots 92 through 110 of Auditor's Plat Number I of SW ¼ Section 19 Township 110 North Range 20 West. Most of the properties included are developed with single-family homes built between the 1920s and 1940s. City Staff are unable to find when the properties were zoned industrial, but surmises based on past comprehensive plans that the area was guided and rezoned to encourage future industrial redevelopment west of 4th Ave NW.

Discussion:

Until the September 3, 2024 Planning Commission meeting, City Staff initially supported the request based on Planning Commission guidance from the August 19, 2024 Planning Commission Work Session. Following Planning Commission's votes to deny the comprehensive plan and zoning map amendment request, City Staff have updated the report and associated documents to reflect Planning Commission's preliminary findings.

The proposed comprehensive plan and zoning map amendments are inconsistent 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:

Comprehensive Plan Amendment

1. Summary. The idea behind the land use designation for most of the land in the area to industrial was to facilitate industrial redevelopment. Changing the land use designation from industrial to residential could deter future expansion and industrial redevelopment intended for this area. More details regarding meeting amendment criteria may be found in the associated resolution.

Zoning Map Amendment

1. Summary. The surrounding properties are mostly industrial uses and zoned appropriately for said uses. Placing industrial zones and uses right next to residential zones and uses is a compatibility issue, despite industrial development having larger setback buffers and requires additional screening and landscape to soften the relationship between said uses. This does place a greater burden on the adjoining properties and is a potential barrier for redevelopment on existing industrial properties or industrial expansion onto new properties. More details regarding meeting amendment criteria may be found in the associated ordinance.

Development Review Committee Recommendation. The DRC reviewed the initial request by JNJ Properties on August 6 with mixed reviews and no recommendations for Planning Commission leading up to the August 19 Planning Commission work session. In summary, the DRC could see merit in the request if it included additional residentially-used property nearby to alleviate the nonconforming status of residential properties zoned I-2. There are no current plans for future industrial expansion in the area, and the City sees a need for residential, so the proposal may be a benefit in the short

term. However, the DRC had concerns about approving the request based on the shift becoming a barrier for future development, “spot zoning” between residential and industrial, and more residential on Highway 3, a major corridor for commercial and industrial traffic.

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.

MnDOT. The City Planner notified MnDOT of the proposed zoning map amendment because the subject properties abut Highway 3. The City Planner received a response on August 27 stating:

“... D6 Planning will not have any issue or comments for this. The existing uses appear to already match the switch to residential R2, and there are no proposed redevelopments here at this time. If there ever were new developments/redevelopments here, we would revisit driveway spacing/access and water drainage. But with none of that happening at this time, this zoning change should be of no impact to MnDOT.”

Recommendation:

The City Planner recommends denial of the comprehensive plan and zoning map amendments based on the findings and conditions in the attached draft ordinance and resolution.



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 24, 2024
SUBJECT: Resolution 2024-197 Deny a Comprehensive Plan Amendment to Guide Certain Properties in 500 and 400 Blocks of 20th St NW

Background:

See the main agenda item.

Recommendation:

Approve Resolution 2024-197 denying the requested comprehensive plan amendment.

Attachments:

1. Resolution 2024-197 Deny a Comprehensive Plan Amendment to Guide Certain Properties in 500 and 400 Blocks of 20th St NW

CITY OF FARIBAULT

RESOLUTION #2024-197

DENY A COMPREHENSIVE PLAN AMENDMENT TO GUIDE CERTAIN PROPERTIES IN 500 AND 400 BLOCKS OF 20TH ST NW

WHEREAS, the City of Faribault (the Applicant), set in motion by the initial request from Yojan Rodriguez of JNJ Properties of Faribault LLC (hereinafter referred to as "JNJ Properties"), requests a comprehensive plan amendment to change the guided land use for certain properties in the 500 and 400 blocks of 20th St NW (PIDs 18.19.3.77.012, 18.19.3.77.013, 18.19.3.77.014, 18.19.3.77.015, 18.19.3.77.016, and 18.19.3.77.017) from industrial to established residential neighborhood; and

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

WHEREAS, the City of Faribault, in a separate application, also requests a zoning map amendment for the subject properties from I-2, Heavy Industrial to R-2, Low Density Residential; and

WHEREAS, City Staff made 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 and listen to public comments; and

WHEREAS, the Planning Commission, on September 16, 2024, made a recommendation with findings to the City Council regarding the Applicant's request; and

WHEREAS, following the public hearing, the Planning Commission recommends City Council deny the requested comprehensive plan amendment to guide the subject properties for established residential neighborhood use based on the following written findings:

- 1. The comprehensive plan amendment review process provided adequate opportunity for public review and comment on the requested amendment. The City sent public hearing notices to all property owners within 350 feet of the subject property.*
- 2. Approval of the requested amendment is not in the best interest of the community's general health, safety, and welfare. The idea behind the land use designation for most of the land in the area to industrial*

was to facilitate industrial redevelopment. Changing the land use designation from industrial to residential could deter future expansion and industrial redevelopment intended for this area.

3. *The existing and proposed infrastructure, including sanitary sewer, water, stormwater, and transportation, associated with the subject property are suitable for existing and future use.*

WHEREAS, the City Council held a public meeting on September 24, 2024, to consider the Applicant's comprehensive plan amendment request; 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: Denial of the Requested Comprehensive Plan Amendment. The City Council hereby denies the requested comprehensive plan amendment to guide the subject property described in the above recitals and depicted in Exhibit A for established residential neighborhood use.

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 24, 2024

Faribault City Council

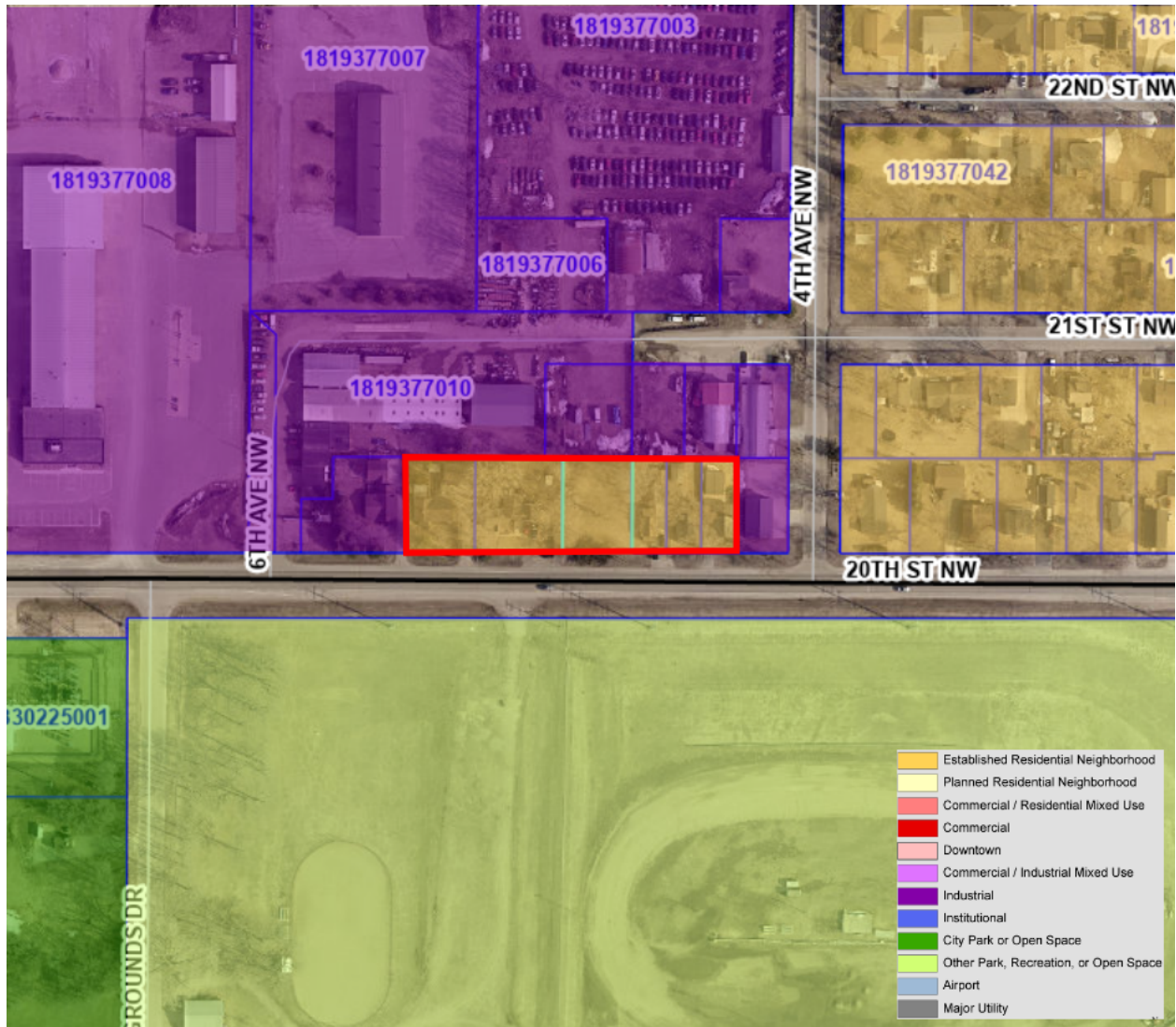
Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

EXHIBIT A

Graphic Depiction of Subject Property Requested to be Guided for Commercial/Industrial Mixed-Use



Area Circled in Red = Subject Properties

Properties Requested to be Reguided:

- PID # 18.19.3.77.012 – 508 20th St NW
- PID # 18.19.3.77.013 – 506 20th St NW
- PID # 18.19.3.77.014
- PID # 18.19.3.77.015 – 414 20th St NW
- PID # 18.19.3.77.016 – 412 20th St NW
- PID # 18.19.3.77.017 – 410 20th St NW



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 24, 2024
SUBJECT: Resolution 2024-198 Deny a Zoning Map Amendment for Certain Properties in 500 and 400 Blocks of 20th Street NW

Background:

See the main agenda item.

Recommendation:

Approve Resolution 2024-197 denying the requested zoning map amendment.

Attachments:

1. Resolution 2024-198 Deny a Zoning Map Amendment for Certain Properties in 500 and 400 Blocks of 20th Street NW

CITY OF FARIBAULT

RESOLUTION #2024-198

DENY A ZONING MAP AMENDMENT FOR CERTAIN PROPERTIES IN 500 AND 400 BLOCKS OF 20TH STREET NW

WHEREAS, the City of Faribault (the Applicant), set in motion by the initial request from Yojan Rodriguez of JNJ Properties of Faribault LLC (hereinafter referred to as "JNJ Properties"), requests a zoning map amendment to change the zoning districts for certain properties in the 500 and 400 blocks of 20th St NW (PIDs 18.19.3.77.012, 18.19.3.77.013, 18.19.3.77.014, 18.19.3.77.015, 18.19.3.77.016, and 18.19.3.77.017) from I-2, Heavy Industrial to R-2, Low Density Residential; and

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

WHEREAS, the Applicant, in separate applications, also requested a comprehensive plan amendment to guide the subject properties for established residential neighborhood use; 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 and listen to public comments; and

WHEREAS, the Planning Commission, on September 16, 2024, made a recommendation with findings to the City Council regarding the Applicant's request; and

WHEREAS, following the public hearing, the Planning Commission recommends City Council deny 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 Land Use Plan guides the subject properties for industrial use, which is inconsistent with the proposed R-2, Low

Density Residential district. The Land Use Plan intends for this area to be industrial in the future.

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

Finding: It is in the public's best interest to ensure reasonable use of the subject properties. The Land Use Plan intends for the subject properties and nearby area to be primarily industrial, which would go against the public interest for the area to contain redeveloped and expanded industrial uses.

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 surrounding properties are mostly industrial uses and zoned appropriately for said uses. Placing industrial zones and uses right next to residential zones and uses is a compatibility issue, despite industrial development having larger setback buffers and requires additional screening and landscape to soften the relationship between said uses. This does place a greater burden on the adjoining properties and is a potential barrier for redevelopment on existing industrial properties or industrial expansion onto new properties. The proposed zoning map amendment and the adjoining uses are not completely compatible.

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 majority of existing parcels included in this rezoning proposal are residential and cannot expand freely or be rehabilitated without additional approvals or uninhibited by limits for nonconforming land uses. The undeveloped parcel within the subject properties is between two single family homes, which a zoning map amendment to R-2 would allow a similar and compatible residential

use. The existing I-2 zoning requires an acre to be a developable lot, which is not met by any one of the six subject properties, which would require combining them with adjacent properties.

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: There is no change in the character or trend of development since the existing zoning was placed on the property. The initial idea behind zoning most of the land in the area to I-2, Heavy Industrial was to facilitate industrial redevelopment.

WHEREAS, the City Council held a public meeting on September 24, 2024, to consider the Applicant's zoning map amendment request; 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 identical findings.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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: Denial of the Requested Zoning Map Amendment. The City Council hereby denies the requested zoning map amendment for the subject properties depicted in Exhibit A to R-2, Low Density Residential.

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 ordinance.

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

Date Adopted: September 24, 2024

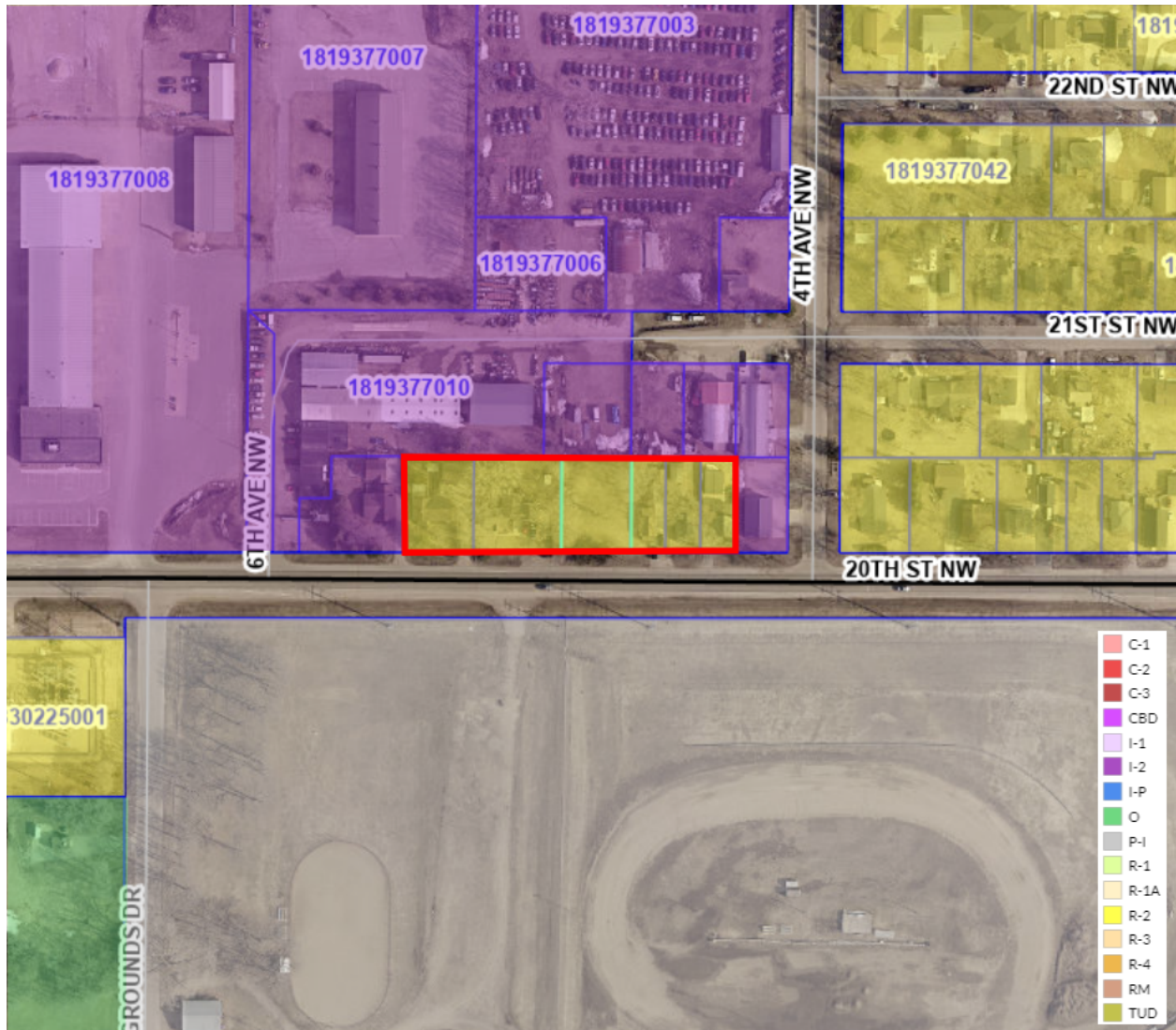
Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator

EXHIBIT A:
Graphic Depiction of Subject Property to be Rezoned
to R-2, Low Density Residential



Area Circled in Red = Subject Properties

Properties to be Rezoned:

- PID # 18.19.3.77.012 – 508 20th St NW
- PID # 18.19.3.77.013 – 506 20th St NW
- PID # 18.19.3.77.014
- PID # 18.19.3.77.015 – 414 20th St NW
- PID # 18.19.3.77.016 – 412 20th St NW
- PID # 18.19.3.77.017 – 410 20th St NW



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 24, 2024
SUBJECT: Resolution 2024-194 Rescinding and Replacing
Resolution 2024-177 and Adopting the 2025
Preliminary Property Tax Levy and Establishing the
Budget Meeting Date

Background:

The City Council approved resolution 2024-177 at the September 10th City Council meeting, which set the preliminary tax levy and the public hearing date. The County brought to my attention an error between the preliminary tax levy amount listed in the text of the resolution and the amount detailed out on Exhibit A of the resolution, which was the correct amount. A resolution has been prepared and is before you tonight that rescinds 2024-177 and replaces it with 2024-194, which has the correct preliminary tax levy amount of \$13,798,573 in both the body of the resolution and in Exhibit A. This resolution is due to Rice County no later than September 29th, and requires approval at this time.

Recommendation:

To approve Resolution 2024-194

Attachments:

1. Resolution 2024-194 Rescind Replace 2024-177 and Adopt 2025 Preliminary Property Tax Levy

CITY OF FARIBAULT

RESOLUTION #2024-194

RESCINDING AND REPLACING RESOLUTION 2024-177 AND 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 2025 net tax levy to be certified to the Rice County Auditor of \$13,798,573 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.

Section 3: Resolution 2024-177 Adopting the 2025 Preliminary Property Tax Levy and Establishing the Budget Meeting Date is hereby rescinded and replaced with Resolution 2024-194.

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



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: September 24, 2024
SUBJECT: Resolution 2024-195 Approving Credit Card Use Policy Amendment

Background:

The City of Faribault has an adopted Credit Card Policy which sets out the requirements for being issued and using a City-issued credit card. This was last amended in May 2023. An amendment is requested at this time to increase the number of cards in Public Works to include the Street, Utilities, and Wastewater Superintendents and to increase the number of cards in Administration to add the City Clerk. These positions are at the same/similar level as many of the other positions currently listed in the policy, but have not been included previously. Credit card purchases typically made by these positions include registrations for different training and events, as well as small dollar purchases where the City is unable to be billed later.

It is recommended that the positions noted above be added to the policy at a credit limit of \$2,500 each. The attached policy reflects this amendment.

Recommendation:

To approve Resolution 2024-195.

Attachments:

1. Resolution 2024-195 Approve Credit Card Policy Amendment
2. Credit Card Use Policy 9.24.24

CITY OF FARIBAULT

RESOLUTION #2024-195

APPROVING CREDIT CARD USE POLICY AMENDMENT

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

WHEREAS, Resolution 2023-102 adopting the City of Faribault Credit Card Use Policy, authorized the use of a corporate credit accounts by departments with a combined credit limit and authorized positions; and

WHEREAS, an amendment to the Credit Card Use Policy is proposed to increase the number of credit cards in Public Works to provide credit cards to the three Superintendent positions and in Administration to provide a credit card to the City Clerk.

NOW, THEREFORE BE IT RESOLVED, that the attached Credit Card Use Policy dated September 24, 2024 is hereby adopted as written.

Date Adopted: September 24, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Credit Card Use Policy

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

1. GUIDELINES

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

2. PROCEDURES

A. Authorization

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

B. Responsibility and Accountability

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

C. Process for Card Use

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

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

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

D. Credit Card Use Acknowledgement

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

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

E. Card Access

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

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

Approved:

Kevin F. Voracek, Mayor

Jessica L. Kinser, City Administrator

September 24, 2024

Attachment A
Credit Card Holder Acknowledgement

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

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

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

Officer or Employee Signature Date

Officer or Employee Name Department



Request for Council Action

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Mark DuChene, Director of Engineering (City Engineer)
MEETING DATE: September 24, 2024
SUBJECT: Resolution 2024-193 Reject Bids for Straight River Watermain Crossing - Contract 2023-09

Background:

On Wednesday, September 4, 2024, bids were received for the Straight River Watermain Crossing project (Contract 2023-09) including removals, watermain replacement, storm sewer construction, grading, aggregate base, sidewalk construction, bituminous paving, turf restoration and related improvements.

The bids are tabulated as follows:

Bidder	Base Bid
Pember Companies, Inc., Menomonie, WI	\$1,373,469.90
Heselton Construction, Faribault, MN	\$1,640,940.00
Engineer's Estimate	\$1,189,465.00

After reviewing the bids and discussing with both bidders, the consulting engineer of record and the City Attorney, City Staff is recommending the City Council reject all bids and rebid the project for 2025 construction. The low bidder has acknowledged an error in their bid and requested to be released from their bid. That, coupled with the fact that both bids are well over the engineer's estimate, and the low number of bidders, Staff recommends that this project be re-budgeted for 2025 and rebid although there is no guarantee that bids will be better than the second bid received. Alternatively, the Council could direct staff to award to the second-lowest bidder.

Recommendation:

Approve Resolution 2024-161 Rejecting Bids for Straight River Watermain Crossing - Contract 2023-09

Attachments:

Agenda Item: 9.A

1. Resolution 2024-193 Reject Bids for Straight River Watermain Crossing - Contract 2023-09

CITY OF FARIBAULT

RESOLUTION #2024-193

REJECT BIDS FOR STRAIGHT RIVER WATERMAIN CROSSING - CONTRACT 2023-09

WHEREAS, pursuant to the advertisement for bids for Straight River Watermain Crossing - Contract 2023-09 project, bids were received, opened, and tabulated according to law and the following bids were received complying with the advertisement for bids:

Pember Companies, Inc.	\$1,373,469.90
Heselton Construction	\$1,640,940.00

and;

WHEREAS, it appears that all bids received were significantly higher than the estimated cost of the improvements.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Administrator are hereby authorized and directed to reject all bids in the name of the City of Faribault for the Straight River Watermain Crossing - Contract 2023-09 project according to the Plans and Specifications prepared and on file with the City and direct City Staff to re-budget the project for 2025 and rebid the project at a later date.

ALSO, BE IT RESOLVED, that the City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids.

Date Adopted: September 24, 2024

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator