City Council Work Session
Tuesday, December 17, 2024 at 6:00 PM
Public Meeting Room

AGENDA

1. **Call to Order**
2. **Items for Discussion**
   A. 2025 Snow & Ice Control Guidelines Review
   B. Draft of a Light Duty Policy
   C. Dissolution of Fund 263- TIF #6
3. **Future Discussion**
4. **Adjournment**

The City Council will be meeting at J-Mo's Bowl (1802 4th Street NW) following adjournment for their annual holiday gathering. No official business will be conducted at this gathering.

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

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

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

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Jessica Kinser, City Administrator
FROM:	Travis Block, Public Works Director
MEETING DATE:	December 17, 2024
SUBJECT:	2025 Snow & Ice Control Guidelines Review

Discussion:

The City annually updates, reviews, and adopts Snow and Ice Control Guidelines. A draft copy of the guidelines for the 2025 snow season are attached for review and discussion. While there are no major changes proposed to the current guidelines, a few items of significance include the following:

- Hauling snow from the downtown area on the first night of a snow event when conditions allow.
- Continuing the transition from sand/salt mix to straight salt for deicing in certain zones.
- In 2021 the payment for a damaged mailbox was increased from $50.00 to $65.00 and payment of $50.00 for a damaged post was added. In 2024 payment for a damaged post was increased to $65.00.
- Administrative citations can be used for ordinance violations such as depositing snow onto a City street from private property.

In addition to the draft guidelines, some of the relevant sections of the City Code and State Statutes that apply to snow removal are attached for reference.

Attachments:

1. 2025 Snow and Ice Control Guidelines
2. Snow Related Ordinances and Statutes2

SNOW AND ICE CONTROL GUIDELINES
2025

I. PERSONNEL

All Department of Public Works and Parks and Recreation personnel shall be available for snow and ice control operations. The City may also utilize seasonal personnel and contract services to assist with the snow removal operations. City crews are responsible for snow and ice control operations on approximately 143 miles of roadways within the City, along with alleys, parking lots, and trails/sidewalks.

II. EQUIPMENT

The City of Faribault currently operates and maintains the following equipment for snow and ice control operations:

1- truck with reversible plow and sander
7- trucks with reversible plow, wing plow and sander
2- motor graders with snow-wing
4- front-end loaders with plows (includes airport)
1- front-end loader w/180hp diesel engine snow blower
2- one-ton trucks
5- pick-ups with plows
3- tractors w/plow and snow blower
2- Tool Cat tractors w/snow blower
2- Skid loaders

When equipment is disabled, every attempt shall be made to get the equipment repaired and operational as soon possible. This may require the call back of one or both of the equipment services mechanics unless adequate back up equipment is available.

III. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Works Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures. After hours, on weekends, and during holidays the Police Department shall notify the Public Works Director or designee when snow and ice conditions warrant crew alert.

A call list is provided to the Police Department for general maintenance items such as sanding, street sign repair, and other minor maintenance activities.

B. Sanding and Salting

It shall be the policy of the City to consider cost, environmental impact of salt usage as well as safety of the motoring public when establishing application rates and locations for application.

Sand and/or salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the state of Minnesota during the snow and ice season. Certain portions of the City are salt only zones (downtown, east and southwest zones). It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country.

Pre-wetting of salt and sand/salt mixture will be utilized when temperature and conditions warrant its use. Pretreating of certain street surfaces (bridges, Highway 60, downtown, and hills) will occur when conditions allow. An average winter season uses approximately 500 tons of salt and 2,000 ton of sand.

Streets shall typically be spot sanded to provide skid resistance and traction consistent with area standards. Salt only zones are treated with salt on a calibrated lane mile application method. Sanding and salting occur in accordance with the following priorities:

1. Hills, controlled intersections, bridges, and sharp curves.
2. Arterial and collector streets.
3. School zones.
4. Bus Routes.
5. Commercial and industrial roadways.
6. Residential areas - blanket sanding of general snow pack on residential streets will not be accomplished.

When practical, sanding will be accomplished concurrent with plowing operations, however, not all equipment used in snow removal is capable of sanding. In those cases, or when conditions warrant the first priority shall be snow removal with sanding occurring as appropriate equipment becomes available.

C. Snowplowing - Snowplowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Certain conditions shall warrant the plowing of arterial and collector "mainline" streets only in advance of the remaining areas. This shall be accomplished with the minimum of one plow truck. Plowing shall continue as long as visibility and operator safety is maintained. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1. Arterial and Collector Streets
2. School Zone Streets
3. Residential Streets and Alleys

4. City Parking Lots
5. Pedestrian Trails and Sidewalks
6. Skating Rink Facilities (3, all located at Jefferson School)

For an "average storm" (less than six (6) inches of snow), it shall be the policy of the City to have all streets plowed curb-to-curb within 24 hours after snowfall stops. A "non-average storm" (greater than six inches of snow) shall be plowed curb-to-curb within 24-36 hours based on when snowfall stops. The City is divided into 11 plowing districts. In each district the "main line" or heavily traveled streets are plowed first (Division Street, Willow Street, 2nd Avenue N.W., 7th Street N.W., 9th Avenue S.W., Prairie Avenue, etc.). Plows then disperse to the less traveled residential streets. Sanding at this time is kept to a minimum so plows can open the streets as soon as possible for residential and emergency access. Storms of larger magnitude will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes initially with full width plowing at a later time.

In the downtown area, the snow is windrowed then blown into trucks (rental trucks are typically used) and taken to the designated snow storage area(s). This activity may be completed on the first or second night of a snow event, depending on the timing and amount of the snow event. Clearing of handicapped curb cuts and pedestrian crosswalks shall be the responsibility of the City. The City plows twenty-seven parking lots, including the Fire Station, City Hall, Buckham Center, Community Center, River Bend Nature Center, and various City-owned parking lots. Upon completion of the downtown area, other City buildings are plowed, such as the Water Pumping Station, Water Reclamation Facility, and various City trails/sidewalks.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing walkways and sidewalks.

All plow routes are divided into relatively equal areas. After the plowing of collector and arterials, these areas shall be plowed on an alternating basis. Plowing continues until all streets have been plowed. The time to open all lanes takes a minimum of eight to eighteen hours depending on conditions. Plowing speeds shall adjust to match snow and road conditions and shall at all times be lower than the legal speed limits.

Snow removal in cul-de-sacs shall be placed in appropriate areas of the curb line. These piles shall be removed by the City crews when conditions warrant.

D. <u>Snow Hauling</u>

The City of Faribault routinely removes snow from the following streets (primarily the downtown area):

Central Avenue	-	Division Street to 7th Street N.W.
1st Avenue N.E.	-	Division Street to 5th Street N.E.
1st Avenue N.W.	-	1st Street N.W. to 7th Street N.W.
2nd Avenue N.W.	-	2nd Street N.W. to 7th Street. N.W.

DRAFT

Division Street	-	3rd Avenue W. to 1st Avenue E.
2nd Street N.W./N.E.	-	3rd Avenue N.W to 1st Avenue N.E.
3rd Street N.W./N.E.	-	4th Avenue N.W. to 3rd Avenue N.E.
Ravine Street	-	3rd Avenue N.E. to 6th Avenue N.E.
Shumway Ave.	-	Ravine St. to 1st St. NE (Hwy 60)
4th Street N.W./N.E.	-	Railroad tracks to Heritage Place
5th Street N.W./N.E.	-	3rd Avenue N.W. to 1st Avenue N.E.
6th Street N.W.	-	2nd Avenue N.W. to Central Avenue
1st Street N.W./N.E.	-	1st Avenue N.W. to 1st Avenue N.E.
1st Street S.E.	-	100 Block (behind Buckham Center)
Park Place S.E.	-	Division Street to Willow Street
Glynview Trail	-	Willow Street to Buckingham Path
T.H. 60/Viaduct Bridge		

The Public Works Director or designee shall be responsible for contacting the Police Department in order to coordinate snow removal and hauling operations with law enforcement's tagging and towing duties.

Late spring and early fall snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collectors, arterials and near schools. Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. Depending upon the volume of snow, storage within right-of-way could create sight obstruction at intersections, because it is impossible financially and practically to remove all snow from intersection corners.

Rental trucks are seasonally bid and utilized for snow hauling operations. The City is responsible for truck loading equipment and snow dumping sites. Four to eight rented trucks are used to haul snow from downtown.

Snow hauling shall begin at 2:00 a.m. or one hour following the beginning of snow removal operations starting on the first or second night following plowing operations. Hauling will continue for as many nights as is necessary.

In the downtown, snow shall be pulled off the sidewalk and away from the curb and placed in windrows near the center of the street. From this point, the windrows will be picked up and hauled away.

Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. The Public Works Director, Chief of Police, or their designees, may restrict traffic and parking as emergency conditions may dictate.

E. Snowplowing Alleys

It shall be the policy of the City that all alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Vehicles Parked on Streets ("Snowbirds")

The City Code of Ordinances prohibits parking on any City street between November 1st and April 1st, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been announced and before the street has been cleared curb-to-curb, whichever is later. Vehicles parked in violation of the ordinance between 1:00 a.m. and 8:00 a.m. are subject to a citation and may be towed. Tagging/towing is most often administered in the downtown area, but is applicable city wide. Snow emergencies are announced on KDHL, FCTV, Faribault Daily News, the City web page, Notify Me, Everbridge, Snow Emergency Hotline, Social Media and Hwy 60 Billboard (and other notification methods as are available). Additionally, the City has two blue lights installed in the downtown area, one at Central Avenue and Division Street, and the other at Central Avenue and 4th Street N. These blue lights flash when activated, indicating a snow emergency has been announced for that evening. The Faribault Police Department may ticket and/or tow any vehicles in violation during this time.

G. Sidewalk Snow Removal

It is the responsibility of property owners to clean and maintain public sidewalks adjacent to their property in accordance with City Code Section 25-41. The City of Faribault is responsible for those sidewalks adjacent to City-owned properties, and along roadways where the City has accepted maintenance responsibility (typically where sidewalk is located along the back of curb or has been designated a "trail" for maintenance purposes, such as along Western Avenue/17th Street N.W.).

The City of Faribault shall also assist business owners located on Central Avenue by cleaning intersection pedestrian ramps after completion of the snow plowing and/or removal operations. It is the intent of this section to provide multiple responsibilities of maintenance in order to provide safe and convenient access to Central Avenue businesses after periods of snowfall. In event citizens observe sidewalks, for which the City is not responsible, that are not being maintained in a timely manner, complaints should be filed with the Faribault Police Department for follow-up and remedy.

H. Trail Snow Removal

The following standards are adopted for providing winter maintenance to designated city trails. The City maintains approximately 18.7 miles of trails.

1. The designated trails are normally plowed when there is measurable snowfall.
2. Snow removal should commence approximately 18 hours from the end of any snowfall with an accumulated depth exceeding two inches. The designated trails should be cleared approximately 48 hours after the commencement of snow removal.
3. The designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained to bare pavement.
4. Chemical agents and sand might be used in the snow removal process.

DRAFT

5. Snow removal should normally be done by park maintenance employees.
6. Snow removal may be conducted on a 24-hour a day basis, which may result in snow removal equipment being operated in residential areas during the evening and early morning hours.
7. In the event of equipment failure, extreme snowfall, or other unanticipated events, such as park maintenance employees assisting street employees in snow removal from streets, deviation from these standards may be appropriate.

I. Fire Hydrants

Fire hydrants are critical to minimize the potential losses involved in any fire. After major snow build-up in boulevards, the Public Works Department and Fire Department will attempt to maintain clear access to critical hydrants as personnel availability allows. Residents are encouraged to assist the City by clearing hydrants near their property. If possible, they should be cleared five feet on each side to allow Fire Department access.

J. Complaints

It shall be the policy of the City that complaints concerning snow and ice removal be handled in the following manner:

1. Public Works office staff shall receive and record complaints.
2. Slippery street complaints are immediately phoned or radioed to the Street Superintendent (or designee) for possible action.
3. All other complaints shall be recorded and work orders given to the Street Superintendent and/or Foreperson for investigation and action.
4. The Public Works Department shall investigate all complaints, respond to caller, and record action on work order.

K. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1. Mailboxes - Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

   Where damage to the mailbox occurs, the Street Superintendent (or designee) shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will provide a payment of $65.00 to the property owner for repair or replacement. Where evidence indicates that physical contact between the plow and the post occurred, the City will

provide a payment of $65.00 for a damaged post. Failure of the property owner to upgrade the mailbox to City standards shall relieve the City from any future liability for damage to the property owners' mailbox resulting from snow removal operations.

2. Boulevard Sod - It shall be the policy of the City that sod damaged during snow removal operations, in locations where curb and gutter is in place, will be repaired the following spring by the Public Works and/or Parks Department using black dirt and grass seed.

3. Curbs - Concrete curbs will not be replaced unless the curb back is broken.

4. Driveway Ramps - Damage caused by the City to driveway ramps/fillets installed in the gutter section of curbing, unless authorized by the Public Works Director, will not be repaired by the City (typically where mountable curb is in place). Such ramps/fillets are generally prohibited due to the obstruction of drainage flow within the curb and gutter, addressed under Section 25-27 of the City Code of Ordinances.

5. Boulevard Intrusions – City Code prohibits intrusions in boulevards on public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other substantial objects or loose materials within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.

6. Garbage/Recycling Containers – Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the street or sidewalk snowplow and is also in a spot accessible to the garbage and recycling truck(s).

IV. ADMINISTRATION

1. Applicable Ordinances and Statutes

City Code of Ordinances

- Section 15-43 Authority to install temporary traffic restrictions.
- Section 15-44 Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.
- Section 25-41 Occupant's, owner's duty to keep abutting sidewalk clean; penalties.
- Section 25-42 Removing snow from private property to certain streets, parking lots prohibited.

State Statutes

- MS 160.21 Snow Removal
- MS 160.215 Snow Removal; Salt and Chemicals Restricted
- MS 160.2715 Right-of-Way Use; Misdemeanors

2. Administrative Citations

Administrative Citations may be used as outlined in the fee schedule.

3. Council Review

The City Council shall annually review and adopt by resolution the City's Snow and Ice Control Guidelines.

DRAFT

Sec. 15-44. - Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.

(a) No person shall park or leave standing unattended any vehicle upon any street between November 1 and April 1, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been declared, and before the street has been plowed curb to curb, whichever occurs later.

(b) Vehicles parked in violation of this section shall be cited and may be removed to the nearest city impound lot, if the vehicle is a hazard to the safe removal of snow. If the vehicle is removed the expense of such removal and storage shall be paid by the owner, before the vehicle is released to the owner.

(c) No person shall park or leave standing unattended any vehicle upon Central Avenue, between Fifth Street Northwest and First Street Northwest, between the hours of 2:00 a.m. and 5:00 a.m. This prohibition shall be applied twelve (12) months of the year.

(Code 1971, § 16-40; Ord. No. 82-01, § 1, 1-26-82; Ord. No. 83-16, § 1, 9-27-83; Ord. No. 2002-28, § 1, 11-26-02; Ord. No. 2003-27, § 1, 10-25-03)

Cross reference— Snow removal, § 25-41 et seq.

State law reference— Snow removal, Minn. Stats. § 160.21.

Sec. 25-41. - Occupant's, owner's duty to keep abutting sidewalk clean; penalties.

(a) The occupant of each tenement or building in the city fronting upon any street, and the owner of any unoccupied lot or building fronting as aforesaid, shall clean the sidewalk in front of such tenement, building or unoccupied lot, as the case may be, of snow and ice each day, and cause the same to be kept clear of snow and ice.

(b) If such occupant or owner fails or refuses to remove the snow and ice within twenty-four (24) hours after being notified by the city, the occupant or owner shall be guilty of a misdemeanor.

(Code 1971, § 25-49)

State law reference— Authority of city council in statutory city to require the owners or occupants of buildings and the owners of vacant lots to remove any snow, ice, dirt or rubbish from the sidewalks adjacent thereto, M.S. § 412.221, subd. 6.

Sec. 25-42. - Removing snow from private property to certain streets, parking lots prohibited.

(a) No person or corporation shall cause snow to be removed from private property and deposited on a public street or parking lot from which the street department customarily hauls snow to other areas, or shall deposit such snow from private property on any such street or lot in a manner which obstructs or interferes with traffic.

(b) No property owner shall deposit snow from his premises anywhere on a public street or municipal parking lot except:

- **(1)** On the boulevard area between the curb and the sidewalk, or
- **(2)** If there is no curb, between the travelled road and the sidewalk, or
- **(3)** If there is no curb or sidewalk, on the boulevard area of the owner's property, but not encroaching on the travelled area, or
- **(4)** If there is curb but no sidewalk, then on the boulevard area of the owner's property.

It is the intention of this section to prohibit, and it does prohibit, depositing snow from the property owner's premises on a parking lot, or across the street from his premises, or in front of the premises of other property owners in the city, rather than in the boulevard area in front of his own property. Where a common driveway serves more than one property, it shall be lawful to deposit snow therefrom in front of any one or more of the properties so sharing, under the above limitations.

(c) The term "property owner" as used in this section shall include tenants or other occupants of a particular piece of land who have the responsibility or part of the responsibility for removal of snow therefrom and also shall include corporations and associations.

(Code 1971, § 25-50; Ord. No. 2010-12, § 1, 7-27-10)

160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

(1) obstruct any highway or deposit snow or ice thereon;

(2) plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetative cover or as authorized under section 160.232;

Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: December 17, 2024
SUBJECT: Draft of a Light Duty Policy

Discussion:

Through the collective bargaining process, one of the bargaining units made a request for a light duty policy for work-related injuries. The follow-up discussion on this was to bring forward to the City Council a city-wide light duty policy to provide any employee regardless of labor status the ability to be considered for light duty work depending on restrictions and the City's needs. Please note that this is purely discretionary on the City's part, and not a requirement for us to provide light duty to someone who has a work-related injury. The attached is a draft policy, which has been reviewed by legal counsel, also includes provisions for injuries that do not occur at work. This language is also a discretionary program as proposed and would give the City the ability to make informed decisions around an employees restrictions and if there is a safe way to do light duty.

A citywide light duty policy can help keep an employee earning 100% of their wages (reduced if on Workers Comp), while remaining connected with employees and with the City. This policy also has an advantage in that it allows for light duty to occur in any department where there is a role and where restrictions can be met. If Finance needs assistance with a specific project or duties, and an employee may perform the work, we accomplish addressing the overall City workload while keeping someone engaged with the ability to earn wages.

If this policy is acceptable, we would bring it forward to the December 23rd City Council meeting for approval.

Attachments:

1. DRAFT_Return_to_Work_and_Light_Duty_Policy

Section 3.12 – Return to Work/Light Duty Policy

Policy Statement

The City prioritizes employee health and wellness by implementing a return-to-work and light-duty-work program for those recovering from work-related and non-work-related injuries or illnesses. Whenever feasible, employees will be assigned modified light-duty tasks within their current department. If such assignments are unavailable, the City will explore opportunities in other departments. Light-duty assignments may be offered at the City's discretion.

This policy does not override procedures for employees seeking reasonable accommodations or provisions under federal or state laws such as the Americans with Disabilities Act (ADA) or the Family and Medical Leave Act (FMLA). Employees should refer to **Section 11 – Leaves** for more information.

Definition

Light-duty work refers to temporary, modified assignments or alternative roles aligned with medical restrictions that have been specified by a qualified healthcare provider.

Procedure for Work-Related Injuries

Light-duty assignments for work-related injuries or illness are discretionary and evaluated case-by-case. The employee is responsible for following the requirements of Section 22 of these policies for reporting accidents, illnesses and injuries. The medical restrictions for the work-related injury will be provided to the City's Human Resources Director. An employee cannot seek light duty until the City has received medical restriction information.

The Department Director, in collaboration with the Human Resources Director and City Administrator, will evaluate the feasibility of assigning light-duty work. Assignments will align with the employee's medical restrictions and the City's operational needs. Priority will be given to assignments within the employee's existing department. If none are available, other departments may be contacted to identify options. Work hours may be altered or limited to meet an employee's work restrictions.

Light-duty assignments are temporary and subject to medical review. Supervisors will ensure compliance with restrictions and monitor progress in coordination with Human Resources.

Procedure Non-Work-Related Injuries or Illness

Light-duty assignments for non-work-related injuries or illness are discretionary and evaluated case-by-case. Criteria include:

- Alignment with operational needs.
- Employee's prior performance and adherence to City policies
- Medical recommendations indicating a likely timeline for recovery
- Ability to ensure the employee's safety while at work

Light-duty assignments are temporary and may not exceed 90 days. Extensions will only be granted after a review by the Department Director, Human Resources Director, and City Administrator with updated medical documentation that includes a progress report.

An employee with a non-work-related injury or illness should reach out to the Human Resources Director with a report from a qualified healthcare provider with medical restrictions. The Human Resources Director will work in collaboration with the Department Director and City Administrator to determine if it is feasible to provide light-duty. Assignments will align with the employee's medical restrictions and the City's operational needs. Priority will be given to assignments within the employee's existing department. If none are available, other departments may be contacted to identify options. Work hours may be altered or limited to meet an employee's work restrictions.

Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: December 17, 2024
SUBJECT: Dissolution of Fund 263- TIF #6

Discussion:

During the 2025 budget process, I noted that we needed to provide some resolution to TIF #6, which is no longer active, but which still carries a balance in Fund 263 (old fund number). By carrying this over into 2025, we will continue to pay administrative fees for it to be accounted for in our annual reporting for that year. In discussions with the City Attorney as well as with Ehlers, the recommendation is to return the TIF on-hand to the County, as we do not have a use for it. We will have a resolution on the 23rd which accomplishes this and allows for payment.

The area where City staff needs direction is how the Council would like to deal with the interest earned on the funds. Some possible recommendations include allocating to the Community and Economic Development Fund (will have a negative balance to end 2024), the General Fund, or the EDA fund. More information on the exact dollar amounts will be available at the meeting.

Attachments: