CITY COUNCIL MINUTES

COUNCIL CHAMBERS TUESDAY, AUGUST 25, 2026 6:00 PM

Call to Order/Roll Call/Pledge of Allegiance
The City Council meeting was called to order by Mayor Tom Spooner at 6:00 pm. Councilors in attendance included Mandy Barnes, Royal Ross, John Rowan, Peter van Sluis and Chuck Thiele. Also in attendance were City Administrator Jessica Kinser, City Clerk Heather Slechta, Community and Economic Development Director Dave Wanberg, Police Chief John Sherwin, Director of Engineering Mark DuChene, Public Works Director Travis Block, City Planning Manager Harry Davis, Library Service Director Delane James, Finance Director Kindra Papenfus, Communications Manager Brad Phenow and Parks and Recreation Director Rochelle Anderholm-Parsch.

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

Presentations/Introductions
Recognition of Values In Action Honorees
City Administrator Jessica Kinser introduced the Values in Action Honorees.

- Honesty — Tim Poncin, Fire and Code Services
- Respect — Human Resources/Information Technology and City Hall Maintenance
- Dedicated — Officer Matthew Kolling and Officer Yahye Noor, Police Department
- Visionary — Brad Phenow, Administration
- Accountability — Sergeant Jeff Burbank and Detective Ali Fillipi, Police Department

Approve minutes of August 12, 2026, City Council Meeting, August 14, 2026, Special City Council Meeting and August 18, 2026, Special City Council Meeting Closed Session - Property
Motion by Ross, seconded by Barnes to approve the Minutes of the August 12, 2026, City Council Meeting, the August 14, 2026, Special City Council Meeting and the August 18, 2026, Special City Council Meeting Closed Session – Property and carried unanimously.

Requests to be Heard - None

Consent Agenda

A. Claims List

B. Receive Board and Commission Meeting Minutes
C. 7-2026 Financial Report
D. Resolution 2026-237 Amend the 2026 Adopted CIP Budget for the Purchase of an Ice Resurfacer for the Refrigerated Ice Sheet at Viaduct Park
E. Resolution 2026-239 Approve LELS Police Sergeants CBA 2027
F. Resolution 2026-240 Approve IAFF Firefighters CBA 2027
G. Resolution 2026-241 Approve Hiring Administrative Coordinator
H. Resolution 2026-242 Approve Hiring Fire Captain
I. Resolution 2026-243 Approve the 2026-2027 School Resource Officer (SRO) Contract with Faribault Public Schools
J. Resolution 2026-244 Approve Professional Engineering Services Proposal Change Order No. 1 with Stantec Consulting Services Inc. for Lead Service Line Replacements
K. Resolution 2026-251 Authorize Payment as Recommended by the Charitable Gambling Board to A Child's Delight Too, Inc
L. Resolution 2026-252 Approve MOU IAFF Firefighters HCSP
M. Resolution 2026-254 Approve Six-Month Extension of the Preliminary and Final Plat Approval for V and B Subdivision
N. Resolution 2026-256 Approve State of Minnesota Lead Service Line Replacement Program Master Agreement

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

Public Hearings – None

Items for Discussion

<u>Resolution 2026-209 Approve IT Services Contract</u>

Human Resources/IT Director explained that due to the termination of the contracted IT service provider, the City is in need of a new service provider. Staff have interviewed and met with several providers in search of a quote.

Staff met with On-Site Computers Inc. and received a quote of $9,486 per month for unlimited services for a co-managed plan. Bushard recommended the approval of the IT services contract with On-Site Computers Inc. in the amount of $9,486 per month.

Motion by Ross, seconded by Thiele to approve Resolution 2026-209 Approve IT Services Contract and carried unanimously.

<u>Ordinance 2026-11 Amend Sec. 2-7 of the City Code of Ordinances regarding the Salaries of the Mayor and Council Members (Second Reading) and Ordinance 2026-11 Summary Publication</u>

City Administrator Jessica Kinser explained that the City Council reviewed their current wages at a July 28th work session and determined that an increase of $1,000 per position should come before the Council for approval. The current rates of $13,500 for the Mayor and $9,800 for the City Council were effective as of January 1, 2023, and will now be increased to $14,500 for the Mayor and $10,800 for City Council members. This change will be effective January 1, 2027, assuming the approvals are completed before the November general election.

Motion by Ross, seconded by van Sluis to approve Ordinance 2026-11 Amend Sec. 2-7 of the City Code of Ordinances regarding the Salaries of the Mayor and Council Members (Second Reading)

Roll Call Vote
Aye: Councilor Barnes, Ross, Rowan, van Sluis, Thiele and Mayor Spooner
Nay:

Motion carried 6:0

Motion by van Sluis, seconded by Barnes to approve the Summary Publication of Ordinance 2026-11 and carried unanimously.

Quiggle/330 13th St NW - Conditional Use Permit; Variances; Resolution 2026-245 Approve a Conditional Use Permit for an Accessory Dwelling Unit at 330 13th St NW; Resolution 2026-246 Approve Variance for Separate Utilities and Impervious Surface at 330 13th St NW; Resolution 2026-247 Approve Variance for ADU Size at 330 13th St NW; Resolution 2026-248 Approve Variance for Accessory Structure Size at 330 13th St NW
City Planning Manager Harry Davis explained that Shane Quiggle requested a CUP and variances for an Accessory Dwelling Unit (ADU) at 330 13th St NW. The property is zoned R-2, Low Density Residential and is approximately 13,278 square feet. Mr. Quiggle submitted a minor subdivision application to legally combine the subject property.

Overall, the proposal is for an ADU of 1,600 sq ft with a second floor of ~610 sq ft for a game and media room. The second floor is accessed from an external staircase, which transitions into a 10-foot by 24-foot deck above the entrance to the garage. The driveway is approximately 16-feet from garage face to the ROW line and the 2nd floor deck abuts the front setback of approximately 5.9 feet (which is an average distance based on the adjacent homes, as allowed under Sec 10-115). The CUP is to allow an ADU and increase the maximum size from 864 to 1,080 sq ft. The variances are as follows:

1. Separated utilities for the ADU and principal structure.
2. Increase impervious surface coverage to 30% within the Shoreland Overlay District.
3. Increase the size of an ADU from 1,080 sq ft to 1,600 sq ft.
4. Increase the maximum combined size of all accessory structures from 1,200 sq ft to 2,210 sq ft.
5. Allow the amount of accessory structure use (2,210 sq ft) to be more than the principal structure (1,171 sq ft).

The Planning Commission held a public hearing during the August 17, 2026, regular meeting and unanimously supported sending all the requests to City Council recommending approval. The DNR supported the impervious area request, noting that many residential properties in the area were similar in coverage. City Staff supported the separate utilities as the stub-outs are already there. A larger ADU, when coupled with the fact that a garage was required, does provide flexibility for current and future property residents. Planning Commission stated the following reasons for their support of accessory structures totaling 2,210 sq ft and the accessory use being more than the principal use:

1. The approval was conditioned on an internal stairway connecting the first and second floors.
2. The second-floor adaptability as a bedroom for a live-in caretaker is important and reasonable.
3. The existing principal structure is limited in addition to the building's stone foundation.
4. The requirement for a garage as part of making the ADU bigger.
5. Limitations on impervious surface coverage, and therefore footprint, on the ground floor.

Davis provided a set of more legally defensible findings in the approval Resolution and included a condition requiring an internal staircase connecting the second and first floors together into one integrated dwelling unit. City Staff did not recommend in favor of the accessory structures totaling 2,210 sq ft and the accessory use being more than the principal use.

Councilor Ross asked if the separate apartment is no longer needed for a caretaker can it be taken away in the future, Davis stated that it would not be. Ross then asked if steps would be on both the interior and exterior, Davis stated that it would be both.

Mr. Quiggle thanked staff for all their work on this project.

Motion by Thiele, seconded by Ross to approve Resolution 2026-245 Approve a Conditional Use Permit for an Accessory Dwelling Unit at 330 13th St NW and carried unanimously.

Motion by van Sluis, seconded by Rowan to approve Resolution 2026-246 Approve Variance for Separate Utilities and Impervious Surface at 330 13th St NW and carried unanimously.

Motion by Rowan, seconded by Thiele to approve Resolution 2026-247 Approve Variance for ADU Size at 330 13th St NW and carried unanimously.

Motion by Barnes, seconded by Thiele to approve Resolution 2026-248 Approve Variance for Accessory Structure Size at 330 13th St NW and carried unanimously.

Bagley Addition/17575 38th St NW - Zoning Map Amendment; Preliminary Plat; Final Plat; Variance: Ordinance 2026-12 Approve a Zoning Map Amendment for 17575 38th St NW; Resolution 2026-249 Approve the Preliminary and Final Plats for Bagley Addition and Resolution 2026-250 Approve a Variance for Bagley Addition

City Planning Manager Harry Davis explained that Rutger Heffelfinger from Scannell Properties, with approval from the property owners Greg and Julie Fisher, requested a zoning map amendment, preliminary plat, final plat, and a variance for property located at

17575 Bagley Ave. The property is approximately 18.2 acres, zoned TUD, Transitional Urban Development, and with a house and farmland. To the north is I-P, Industrial Park, with the Aldi Distribution Center, to the east is I-P and vacant, to the south is I-1, Light Industrial, and a repair business, and to the west across Bagley Ave is vacant, county-zoned land.

The proposed rezoning, plats, and variance seek to facilitate zoning the property for I-1, Light Industrial, plat the property into two lots, and construct a new warehouse on the larger resulting lot. The smaller lot will be for future development or warehouse expansion. The development is required to improve part of 38th Street NW, which extends the existing road along the ROW frontage. The extension of the road creates a dead-end street of approximately 1,265 feet. The maximum length of a dead-end street is 650 feet, so a variance is required.

The Planning Commission held a public hearing during their August 17, 2026, regular meeting and unanimously recommended the proposals to City Council for approval. Shifting the subject properties from TUD to I-1 is appropriate for this location. The surrounding properties are all I-P or I-1 and the Comprehensive Plan supports industrial at this location. The preliminary and final plats generally meet the criteria for approval. The request to exceed the dead-end maximum of 650’ for 38th Street NW is a reasonable request and demonstrates practical difficulty. To the north is the Aldi Distribution Center property, which is unlikely to split off property for development, so staff doesn’t see value in stubbing out to the property.

Motion by van Sluis, seconded by Barnes to approve Ordinance 2026-12 Approve a Zoning Map Amendment for 17575 38th St NW

Roll Call Vote:
Aye: Councilor Barnes, Ross, Rowan, van Sluis, Thiele and Mayor Spooner
Nay:
Motion carried 6:0

Motion by Thiele, seconded by Ross to approve Resolution 2026-249 Approve the Preliminary and Final Plats for Bagley Addition and carried unanimously.

Motion by Barnes, seconded by van Sluis to approve Resolution 2026-250 Approve a Variance for Bagley Addition and carried unanimously.

Resolution 2026-257 Declaring a Council Vacancy
City Administrator Jessica Kinser explained that Councilmember Doumbouya submitted a letter of resignation for his current seat on the City Council effective August 24, 2026. Councilmember Doumbouya’s term expires on January 3, 2027, and he is not a candidate for re-election to the City Council. In accordance with Section 2.05 of the Faribault City Charter, the City Council shall declare that a vacancy exists and will then appoint a replacement to fill out the remainder of the term. The options for the Council on the appointment of a replacement will be discussed at the September 1st work session.

Motion by Ross, seconded by van Sluis to approve Resolution 2026-257 Declaring a Council Vacancy and carried unanimously.

Bids

Resolution 2026-253 Accept Bids for 2026 City Wide Tree Removal Program - Contract 2026-17

City Engineer Mark DuChene stated that Resolution 2025-220 adopted by the City Council on July 28, 2026, set a bid opening date for the 2026 citywide tree removal contracts for August 19, 2026. The responsible bids received were tabulated as follows:

Carr's Tree Service, Inc.	$ 180,981.00
Shadywood Tree Experts	$ 226,805.00

A third bid was received, but after reviewing the bid documents submitted with the City Attorney, the third bid was deemed not responsible. Based on the advice of the City Attorney, City Staff is recommending the Council award the 2026 City Wide Tree Removal program, Contract 2026-17 to the lowest responsible bidder, Carr's Tree Service Inc.

Following award of the contract, the City will send out notifications and consent assessment letters to all properties included in the bid package. Property owners will have 2 weeks to return their agreements to have their trees removed, otherwise they will be removed from the contract.

Financing for the project comes from special assessments. Work is scheduled to be completed by end of November 2026 and consent assessments will be brought back to council for approval as they come in.

Councilor Ross asked if the stumps would need to be removed by the property owners, DuChene stated that there is no requirement in our ordinances.

Motion by Ross, seconded by Barnes to approve Resolution 2026-253 Accept Bids for 2026 City Wide Tree Removal Program - Contract 2026-17 and carried unanimously.

Resolution 2026-255 Accept Quotes for 2026 Viaduct Park Phase 2 - Lighting - City Contract 2026-19

City Engineer Mark DuChene explained that the City solicited quotes for lighting at Viaduct Park Phase 2 for the pre-engineered metal building. Quotes were solicited from three firms and were received on Thursday, August 20, 2026.

The responsible quotes received are tabulated as follows:

Cedar Lake Electric, Inc.	$ 42,350.00
Lacanne Electric, LLC	$ 55,208.31
Cole's Electric, Inc.	$ 57,300.00

DuChene recommended the Council award the contract to the lowest responsible bidder, Cedar Lake Electric, Inc. Work is to be completed in conjunction with the other site improvements, in anticipation of phase 2 opening in late November 2026. DuChene noted that the lights would be coming from another vendor.

Councilor Ross asked about the warranty on the lights and the work, since they are being completed by different companies, DuChene stated that the products would be under a warranty.

Motion by Barnes, seconded by van Sluis to approve Resolution 2026-255 Accept Quotes for 2026 Viaduct Park Phase 2 - Lighting - City Contract 2026-19 and carried unanimously.

Boards and Commissions Reports, Announcements and Project Updates
Councilor Barnes informed the Council that the Paradise Theater will have Music Trivia on August 27, 2026, at 7:00 pm. City Administrator Jessica Kinser stated that the Council Chat will be on September 9, 2026, at Central Park, there will not be a topic, rather it will be open office hours, people can just come down and talk to the Council and staff.

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

The City Council meeting was adjourned at 6:38 pm.

Respectfully Submitted,

Heather Slechta

Heather Slechta
City Clerk