



City Council Meeting

August 11, 2025

7:00 PM

Fridley City Hall, 7071 University Avenue N.E.

Agenda

Call to Order

The Fridley City Council (Council) requests that all attendees silence cell phones during the meeting. A paper copy of the Agenda is at the back of the Council Chambers. A paper copy of the entire Agenda packet is at the podium. The Agenda and all related materials may also be found on the City's website at FridleyMN.gov/1564/Agenda-Center.

Pledge of Allegiance

Proclamations/Presentations

- [1.](#) Award for Website Design or Redesign from the Minnesota Association of Government Communicators

Proposed Consent Agenda

The following items are considered to be routine by the Council and will be approved by one motion. There will be no discussion of these items unless a Councilmember requests, at which time that item may be moved to the Regular Agenda.

Meeting Minutes

- [2.](#) Approve the Minutes from the City Council Meeting of July 28, 2025
- [3.](#) Receive the Minutes from the City Council Conference Meeting of July 28, 2025
- [4.](#) Receive the Minutes from the Planning Commission Meeting of July 16, 2025

New Business

- [5.](#) Resolution No. 2025-97, Approving a Three-party Agreement Between the City of Fridley, Fridley Creative Arts Foundation, and Artist Ken McCall for Public Art Commissioned for Commons Park
- [6.](#) Resolution No. 2025-98, Approving the City of Fridley Data Practices Policy
- [7.](#) Resolution No. 2025-99, Approving Special Use Permit, SP #25-03 to Allow an Automotive Repair Use and Repealing Expired Special Use Permits, SP #79-03 for a Garden Center and SP #84-15 for an Outdoor Boat Yard and Patio Furniture Display Lot at 6301 Highway 65 NE (Ward 2)

Claims

8. Resolution No. 2025-100, Approving Claims for the Period Ending August 6, 2025

Open Forum

The Open Forum allows the public to address the Council on subjects that are not on the Regular Agenda. The Council may take action, reply, or give direction to staff. Please limit your comments to five minutes or less.

Regular Agenda

The following items are proposed for the Council's consideration. All items will have a presentation from City staff, are discussed, and considered for approval by separate motions.

New Business**Informal Status Reports****Adjournment**

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntawv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact CityClerk@FridleyMN.gov or (763) 572-3450.



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Brooke Hall, Communications Coordinator

Title

Award for Website Design or Redesign from the Minnesota Association of Government Communicators

Background

The Northern Lights Contest recognizes outstanding work in Minnesota's government, educational and nonprofit communications, and provides valuable feedback for all entries from the communications professionals who judge the contest. It is hosted by the Minnesota Association of Government Communicators (MAGC).

The Northern Lights Award is the highest level of recognition that can be received within a category.

The MAGC announced that the City of Fridley (City) received the Northern Lights Award for the website redesign completed in 2024.

Please extend a big thank you to all City staff for their work on this project. The Communications Division collaborated with every department to review their webpages and ultimately reduced content by nearly 60 percent to make the website easier to navigate. Community feedback through online discussions and user testing was also essential to developing a site map that is centered around a resident-first approach. The new website was launched in November 2024 and will continue to be updated to better serve the Fridley community.

Financial Impact

While there is no financial incentive for receiving the award, the award exemplifies the City's commitment to bettering its access to services and information through a thoughtful review and design approach.

Recommendation

Staff recommend the City Council formally accept the award.

Focus on Fridley Strategic Alignment

☐ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☒ Organizational Excellence	

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Attachments and Other Resources

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approve the Minutes from the City Council Meeting of July 28, 2025

Background

Attached are the minutes from the City Council meeting of July 28, 2025.

Financial Impact

None.

Recommendation

Staff recommend the approval of the minutes from the City Council meeting of July 28, 2025.

Focus on Fridley Strategic Alignment

- | | |
|--|---|
| ☐ Vibrant Neighborhoods & Places | ☐ Community Identity & Relationship Building |
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| ☒ Organizational Excellence | |

Attachments and Other Resources

- Minutes from the City Council Meeting of July 28, 2025

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



City Council Meeting

July 28, 2025

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Mayor Ostwald called the City Council Meeting of July 28, 2025, to order at 7:00 p.m.

Present

Mayor Dave Ostwald
Councilmember Patrick Vescio
Councilmember Ryan Evanson
Councilmember Luke Cardona
Councilmember Ann Bolcom

Others Present

Walter Wysopal, City Manager
Sarah Sonsalla, City Attorney

Pledge Of Allegiance

Proclamations/Presentations

Approval of Proposed Consent Agenda

Motion made by Councilmember Evanson to adopt the proposed Consent Agenda. Seconded by Councilmember Cardona.

Upon a voice vote, all voting aye, Mayor Ostwald declared the motion carried unanimously.

Approval/Receipt of Minutes

1. Approve the Minutes from the City Council Meeting of July 14, 2025.
2. Receive the Minutes from the Council Conference Meeting of July 14, 2025.
3. Receive the Minutes from the Parks and Recreation Commission Meeting of June 4, 2025.

New Business

4. Resolution No 2025-92, Approving Gifts, Donations and Sponsorships Received Between June 14, 2025, and July 11, 2025.

5. Resolution No. 2025-93, Authorizing Execution of a Solar on Public Buildings Grant Agreement with the Minnesota Department of Commerce for a Solar Array on the Public Works Building.
6. Resolution No. 2025-94, Authorizing Execution of a Solar on Public Buildings Grant Agreement with the Minnesota Department of Commerce for a Solar Array on the Commons Park Building.
7. Resolution No. 2025-96, Appointing Councilmember Bolkcom as Representative to the Mississippi Watershed Management Organization.

Claims

8. Resolution No. 2025-95, Approving Claims for the Period Ending July 23, 2025.

Open Forum, Visitors: (Consideration of Items not on Agenda – 15 minutes.)

No one from the audience spoke.

Regular Agenda

New Business

Informal Status Reports

The Council reminded residents of the upcoming Night to Unite. Brief updates were noted for the most recent Metro Cities meeting and outdoor concert at Springbrook. The tree and plant sale is still open, and orders can be placed through July 28th.

Adjourn

Motion made by Councilmember Bolkcom to adjourn. Seconded by Councilmember Cardona.

Upon a voice vote, all voting aye, Mayor Ostwald declared the motion carried unanimously and the meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Melissa Moore
City Clerk

Dave Ostwald
Mayor



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Receive the Minutes from the City Council Conference Meeting of July 28, 2025

Background

Attached are the minutes from the City Council conference meeting of July 28, 2025.

Financial Impact

Recommendation

Receive the minutes from the City Council conference meeting of July 28, 2025.

Focus on Fridley Strategic Alignment

- | | |
|--|---|
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Attachments and Other Resources

- Minutes from the City Council Conference Meeting of July 28, 2025

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



City Council Conference Meeting

July 28, 2025

5:30 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Roll Call

Present: Mayor Dave Ostwald
Councilmember Patrick Vescio
Councilmember Ann Bolkcom
Councilmember Ryan Evanson
Councilmember Luke Cardona

Others Present: Wally Wysopal, City Manager
Joe Starks, Finance Director
Eric Dean, Finance Intern
Jim Kosluchar, Public Works Director

Items for Discussion

1. Finance Update – June 2025 Year to Date

Joe Starks, Finance Director, provided an update to the City Council on City financials year to date as of June 2025.

2. Proposed 2026-2030 Capital Investment Improvement Program (CIP) Discussion

Joe Starks, Finance Director, provided an update to the City Council on the proposed 2026-2030 CIP and answered any questions the City Council had.



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Julianne Beberg, Office Coordinator

Title

Receive the Minutes from the Planning Commission Meeting of July 16, 2025

Background

Attached are the Minutes from the July 16, 2025 Planning Commission Meeting.

Financial Impact

None

Recommendation

Staff recommend the City Council receive the July 16, 2025 Planning Commission Minutes.

Focus on Fridley Strategic Alignment

☒ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
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Attachments and Other Resources

- Planning Commission Minutes July 16, 2025

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Planning Commission

July 16, 2025

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chair Hansen called the Planning Commission Meeting to order at 7:00 p.m.

Present

Pete Borman

Aaron Brom

Mark Hansen

Mike Heuchert

Aaron Klemz

Absent

Ross Meisner

Paul Nealy

Others Present

Stacy Stromberg, Assistant Community Development and HRA Director

Nancy Abts, Senior Planner

Approval of Meeting Minutes

1. Approve May 21, 2025, Planning Commission Minutes

Motion by Commissioner Brom to approve the minutes. Seconded by Commissioner Klemz.

Upon a voice vote, all voting aye, Chair Hansen declared the motion carried unanimously.

Public Hearing

2. Public Hearing to Consider a Special Use Permit, SP #25-03 to Allow an Automobile Service Use at 6301 Highway 65 NE

Motion by Commissioner Klemz to open the public hearing. Seconded by Commissioner Borman.

Upon a voice vote, all voting aye, Chair Hansen declared the motion carried unanimously and the public hearing was opened at 7:02 p.m.

Nancy Abts, Senior Planner, presented a request for a Special Use Permit to operate an automobile service use at 6301 Highway 65 NE. She provided a history of the site, a site description, the proposal, and information related to code compliance. She explained that the Special Use Permit would authorize a specific use and reviewed the details and proposed stipulations of approval. She asked the Commission to hold the public hearing. Staff recommends approval of the Special Use Permit with the stipulations and revocation of SP #79-03 and SP #84-15.

Commissioner Borman referenced the screening and asked for more information. Carlos Ortiz, applicant, commented that there is a fence bordering the neighborhood, but not along 63rd. He stated that they would plan to install a fence and gate.

Commissioner Heuchert requested additional information on parking, and it was confirmed that vehicles can only be parked on approved hard surfaces. Ms. Abts confirmed that the parking available at the site meets the requirements of the City Code.

Mr. Ortiz commented that he wants to open a small mechanical shop at the property.

Commissioner Borman asked if there are floor drains to manage the runoff from vehicles. Pedro Tapia, property owner, commented that there were previously drains that had been covered and will be restored for this use.

Motion by Commissioner Klemz to close the public hearing. Seconded by Commissioner Heuchert.

Upon a voice vote, all voting aye, Chair Hansen declared the motion carried unanimously and the public hearing was closed at 7:16 p.m.

The Commission expressed support for this use of the property.

Motion by Commissioner Heuchert to recommend approval of SP #25-03 to allow an automobile service use at 6301 Highway 65 NE with stipulations, and revocation of SP #79-03 and SP #84-15. Seconded by Commissioner Klemz.

Upon a voice vote, all voting aye, Chair Hansen declared the motion carried unanimously.

Other Business

Adjournment

Motion by Commissioner Borman to adjourn the meeting. Seconded by Commissioner Brom.

Upon a voice vote, all voting aye, Chair Hansen declared the motion carried unanimously and the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Nancy Abts, Staff Liaison



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Mike Maher, Parks and Recreation Director

Title

Resolution No. 2025-97, Approving a Three-party Agreement Between the City of Fridley, Fridley Creative Arts Foundation, and Artist Ken McCall for Public Art Commissioned for Commons Park

Background

With the establishment of a Public Arts Commission, the City of Fridley (City) seeks to feature a variety of public art pieces throughout the community. The Public Arts Commission identified Commons Park, currently under major reconstruction, as the highest priority for a public art piece. In cooperation with the nonprofit Fridley Creative Art Foundation, who has agreed to fund the artwork up to an amount of \$50,000, a request for proposal and interview process were conducted. Artist Ken McCall was selected to create the work of sculpture for the park. A three-party agreement was drafted by staff and refined by the City Attorney to represent the interests of the City, Artist and Foundation.

This agreement details the expectations for the artwork and community engagement process and further details the expectation that the Fridley Creative Arts Foundation will make payments directly to the artist in an amount up to \$50,000 for the materials, fabrication, transportation and installation of the artwork. Per the agreement, the City owns and maintains the artwork upon installation.

Financial Impact

The agreement stipulates that the Fridley Creative Arts Foundation will pay for the work of sculpture created by Ken McCall for an amount up to \$50,000. This amount includes concept and design development, materials, construction, transportation and installation. The City will own and maintain the artwork upon installation.

Recommendation

Staff recommends approval of Resolution No. 2025-97, Approving a Three-party Agreement Between the City of Fridley, Fridley Creative Arts Foundation, and Artist Ken McCall for Public Art Commissioned for Commons Park

Focus on Fridley Strategic Alignment

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Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Attachments and Other Resources

- Public Art Agreement between City, Artist, Foundation
- Resolution No. 2025-97

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Resolution No. 2025-97

Approving a Three-party Agreement Between the City of Fridley, Fridley Creative Arts Foundation and Artist Ken Mccall for Public Art Commissioned for Commons Park

Whereas, the City of Fridley (City) has established a Public Arts Commission to advise the City Council on public art and to guide the public art program in Fridley; and

Whereas, the nonprofit Fridley Creative Arts Foundation (Foundation) was established to fund public art in Fridley; and

Whereas, the City has selected artist Ken Mccall (Artist) to commission a public work of sculpture for Commons Park through a request for qualifications and robust interview process; and

Whereas, an agreement was drafted to represent the interests of the City, Foundation and Artist; and

Whereas, the agreement has been reviewed by the City Attorney and details the nature of the artwork to be constructed for the Commons Park site at a price not to exceed \$50,000; and

Whereas, the Foundation will make payment directly to the Artist for the commissioned artwork and the City will own and maintain the artwork upon installation; and

Whereas, staff recommends the approval of the three-party agreement between the City, Foundation and Artist.

Now, therefore be it resolved, that the City Council of the City of Fridley directs the Parks and Recreation Director to execute the three-party agreement between the City, Foundation and Artist.

Passed and adopted by the City Council of the City of Fridley this 11th day of August, 2025.

Dave Ostwald – Mayor

Attest:

Melissa Moore – City Clerk

**PUBLIC ART AGREEMENT
CITY of FRIDLEY, and**

Commons Park Artwork Installation (Draft Revision 7/17/2025)

This Public Art Agreement (this "Agreement") is entered into by the City of Fridley, a home-rule charter city of the State of Minnesota ("CITY"), Ken McCall, an individual ("ARTIST"), and the Fridley Creative Arts Foundation, a Minnesota nonprofit corporation ("FOUNDATION"). The purpose of this Agreement is to provide for ARTIST's Artwork for long-term outdoor display at Commons Park, a public park owned and maintained by CITY. The Artwork will be paid for by the FOUNDATION. In consideration of the terms and conditions set forth herein and the mutual exchange of consideration, the sufficiency of which hereby is acknowledged, CITY, FOUNDATION, and ARTIST agree as follows:

1. Scope of Work

ARTIST will determine the artistic expression, design, dimensions and materials of the Artwork, subject to review and acceptance by CITY, as set forth in this Agreement. ARTIST will prepare a conceptual design with concept-level budget. On selection of the Artwork design by CITY, ARTIST will prepare a design and budget for CITY concurrence. ARTIST will create the Artwork and will coordinate with CITY on installation.

The more specific terms for selection and creation of the Artwork are as follows:

a. *Site and Concept Review.* ARTIST and CITY will meet virtually or at the installation site to review options for location and orientation of Artwork. CITY will communicate its interests in the form of the Artwork and the purposes that it wishes to achieve in its creation and display. CITY will supply ARTIST with the specific location of the Artwork, and information that bears on ensuring Artwork is compatible with site with respect to public access and safety, security of Artwork, installation and maintenance, and other relevant considerations. The Artwork must be durable for its outdoor location and its presence in an unsecured public space exposed to elements such as weather, temperature variation, and considerable movement of people and equipment. ARTIST will ensure that maintenance requirements are reasonable in time and expense.

b. *Conceptual Design.* Within 60 calendar days from the date of this Agreement, ARTIST will submit to CITY conceptual design with concept-level budget not to exceed \$50,000. The design will include:

(i) A sketch (in plan and elevation); proposed materials and samples, colors, finishes, textures and patinas; the orientation of the Artwork relative to the site and a written description of the Artwork in sufficient detail that Artist's design intent is clearly expressed.

(ii) A budget for the cost of community engagement, design, materials, fabrication, insurance, engineered foundation, transportation and installation of the Artwork, and for all other elements of payment including ARTIST's profit. The budget will represent the entire amount to be paid to ARTIST by FOUNDATION.

CITY must approve the conceptual design. If CITY is unable to select a conceptual design, it may by written notice terminate this Agreement without compensation to ARTIST.

c. **Design.** Within 45 calendar days of conceptual design selection, ARTIST will prepare the design and budget for the Artwork. The design will include presentation-quality materials, such as colored drawings or computer-generated color images (in plan and elevation) and/or three-dimensional models that accurately reflect the Artwork and how it will be installed at the site; mock-ups; final color and materials samples; and proposed fabrication methods. The design will fix and describe the size and character of the Artwork and its relationship to the site, including architectural, structural, mechanical and electrical systems, materials and other components as may be appropriate, and will distinguish between the Artwork and associated elements that ARTIST will produce, and any structural or other element of the installation site that CITY is responsible to prepare. The design must be of detail sufficient for CITY to confirm that site and Artwork maintenance requirements are met.

The design-level budget will conform to the requirements of subsection 1 (b)(ii), above, but at a design level of precision.

The design and budget will be approved by concurrence of CITY and ARTIST. CITY has discretion to approve, approve with revision, or reject the design. CITY's response will specify any requested revision to the design, with the reason for the request. If the response is to request a revision or to reject the design, the parties will consult promptly to determine whether there is a design in which the parties concur. ARTIST will supply to CITY the documents constituting the approved design. The CITY and ARTIST agree that the number of requested design-level revisions shall not exceed three unless agreed upon by both parties.

ARTIST will design the Artwork so that it may be removed and relocated without damage, destruction or other change to the Artwork.

If CITY is not able to approve a design, it may by written notice terminate this Agreement. In this case, FOUNDATION will compensate ARTIST in the amount of agreed upon value as defined in approved budget.

d. **Creation and Installation.** Within 240 calendar days of the parties' concurrence in an approved design, ARTIST will construct the Artwork in accordance with the approved design and the Artwork will be ready for installation. CITY will work with the ARTIST to prepare the site in accordance with the specifications detailed in the design. Design and cost of the engineered foundation for the artwork are the responsibility of the ARTIST.

ARTIST will provide for the transportation of the Artwork to the site. ARTIST and CITY will coordinate on the timing of installation, the equipment required for installation, traffic or other site controls during installation, and the installation itself. Before installation, ARTIST will inspect the site to ensure that it is ready to receive the Artwork and compliant with any specifications in the design. If it is not, ARTIST will notify CITY and CITY promptly will take necessary steps to address the concern. If ARTIST does not install the Artwork, ARTIST will supervise and approve the installation. All work, whether performed by ARTIST or CITY, will be performed by qualified professionals and licensed contractors as required by law.

A party may film, photograph or otherwise document installation and may use such documentation as the party chooses. CITY will provide and install a durable plaque on or near the Artwork containing a credit to ARTIST and a copyright notice substantially in the following form: Copyright © [Artist's name, date]. If the plaque is to be placed on the Artwork or on a structural element on which the Artwork rests, it will be done in consultation with ARTIST.

e. **Acceptance.** CITY will determine that the Artwork conforms to and has been installed in accordance with the approved design. On the concurrence of CITY, CITY will then transmit to ARTIST, in writing, an acceptance of the Artwork.

f. **Maintenance Manual.** ARTIST will provide a maintenance manual with a description of all materials, processes and products utilized in the Artwork and the required care and upkeep involved, as well as recommended procedures for any necessary conservation.

g. **Outreach.** Per the initial budget and community engagement plan developed in the conceptual design phase, the Artist will be available, with reasonable advance notice, for two events related to conceptualizing or presenting the Artwork for community outreach purposes. The parties will consult to coordinate such events. Community engagement events may be held virtually if it is agreed upon that desired outcomes can be achieved by both the CITY and ARTIST.

Further, the Artist will virtually attend a portion of up to four meetings of the Public Arts Commission, generally held on the first Wednesday of each month, to gather input from the Commission or provide updates.

2. Payment

On receipt of approved design documents under subsection 1(c), above, including the design-level budget, FOUNDATION will transmit to ARTIST payments as follows:

- a. Amount equal to the materials budget stated in the design-level budget and 20 percent of the remaining total design-level budget amount.
- b. Upon completion of fabrication of the work of sculpture and CITY approval based on documentation and photographs provided by the ARTIST, FOUNDATION will transmit to ARTIST 80 percent of the remaining balance of the design-level budget.
- c. Upon installation, CITY inspection, and receipt of the maintenance manual, FOUNDATION will pay ARTIST the remaining balance of the design-level budget.

Example design-level budget and payment schedule based on \$10,000 total project cost including a \$2,000 materials budget. Actual project budget total (including total project costs and materials) is not to exceed \$50,000.

Design-Level Budget item	Design-level Budget Amount
Community engagement	\$500
Project design	\$500
Project materials	\$2,000
Engineering and design of foundation	\$1,000
Foundation installation	\$1,000
Fabrication of sculpture	\$1,000

Transportation of sculpture	\$1,000
Insurance	\$500
Artist profit	\$2,500
Other (please describe)	
Total	\$10,000

Payment Schedule	Payments	Balance
A. Materials Cost	\$2,000	\$8,000
A. 20% of remaining balance of design-level budget	\$1,600	\$6,400
B. 80% of remaining balance of design-level budget	\$5,120	\$1,280
C. Remaining balance of design-level budget	\$1,280	\$0

3. **Warranties**

a. ***Warranties of Title.*** ARTIST represents and warrants:

- (i) the artistic effort of the Artwork is solely that of ARTIST;
- (ii) the Artwork is unique and original and does not infringe on any copyright or the right of another;
- (iii) the Artwork (or duplicate thereof) has not been accepted for sale elsewhere;
- (iv) the ARTIST has not sold, assigned, transferred, licensed, granted, encumbered or used the Artwork or any element thereof or any copyright related thereto to impair any right granted by this Agreement;
- (v) the Artwork is free and clear of any lien;
- (vi) the ARTIST has the full power to enter and perform each term of this Agreement.

b. ***Warranties of Quality.*** ARTIST represents and warrants:

- (i) ARTIST will perform all work in accordance with professional “workmanlike” standards and free from defective or inferior materials and workmanship (including any defects consisting of “inherent vice” that cause or accelerate deterioration of the Artwork);
- (ii) the materials that the Artwork contains are not currently known to be harmful to public health and safety in the way they are incorporated into the Artwork;

(iii) maintenance of the Artwork will not require procedures substantially more than those described in the maintenance manual that the ARTIST has prepared;

(iv) the Artwork will maintain its physical integrity and remain materially in its installed condition for five years from the date of CITY acceptance under subsection 1(e), above, if CITY maintains the Artwork in accordance with the maintenance manual.

In the event of a failure of item 3.b(iv), CITY will give prompt notice to ARTIST and ARTIST will cure the breach promptly, satisfactorily and consistent with professional conservation standards, at no expense to CITY.

If after five years the Artwork ceases to maintain its physical integrity and remain materially in its installed condition, and CITY wishes to repair or restore the Artwork, CITY will make reasonable efforts to contact ARTIST, and ARTIST will have the right of first refusal to make or supervise repair or restoration for reasonable compensation.

4. Ownership and Intellectual Property Rights

a. **Ownership.** On CITY acceptance of the Artwork under subsection 1(e), above, CITY will take possession and exclusive ownership of the Artwork. ARTIST retains all other rights to the Artwork provided through the Copyright Act of 1976, 17 U.S.C., 101 et. seq. As the Artwork is unique, ARTIST will not make an exact reproduction of the final design and dimension of the Artwork, nor will ARTIST grant a third party the right to replicate the artistic design and dimension of the Artwork without the written permission of CITY.

b. **License.** ARTIST grants CITY, and its successors and assigns, an irrevocable royalty-free, non-exclusive license to make two-dimensional reproductions of the Artwork for use on its websites, and in brochures, media, publicity, catalogs, and similar non-commercial publications. All such reproductions will contain a credit to ARTIST and a copyright notice in substantially the following form: © [Artist's name, date of publication]. ARTIST will use best effort in any use of reproduction to acknowledge CITY in substantially the following form: "An original artwork owned and commissioned by the Fridley Creative Arts Foundation and the City of Fridley, Minnesota."

c. **Removal.** CITY may remove the Artwork from public display for maintenance or for any other reason and is not obligated to replace the Artwork to the site. The following terms apply to removal:

(i) CITY will attempt to remove the Artwork in a way that does not damage, alter, modify, distort or destroy the Artwork, however ARTIST recognizes removal may have such an effect. ARTIST acknowledges that this provision qualifies under 17 U.S.C. Section 113(d) so as to waive rights under 17 U.S.C. Section 106A.

(ii) If, at the time of removal, it is determined that the Artwork may be removed without damage, alteration, modification, destruction, distortion or other change, CITY will give notice as required by 17 U.S.C. Section 113(d)(2) and (3). On completion of the Artwork, ARTIST agrees to file records, including ARTIST's identity and address, with the Register of Copyrights as provided under 17 U.S.C. Section 113(d)(3). ARTIST further agrees to

update information with the Register of Copyrights to permit notification of intent to remove the Artwork.

d. *Alteration of Artwork.* CITY will not intentionally alter, modify, change, destroy or damage the Artwork without permission from ARTIST. CITY will make reasonable efforts to avoid causing such a result through an act of gross negligence, pursuant to the Visual Artists Rights Act of 1990. If CITY fails to maintain the Artwork in accordance with the maintenance manual, ARTIST may disown the Artwork as ARTIST's creation and, on ARTIST's request, CITY will remove credits to ARTIST from the Artwork and reproductions thereof until the Artwork is repaired or restored to ARTIST's satisfaction.

e. *Alteration of Installation Site.* CITY will notify ARTIST of any proposed significant alteration of the immediate site that would affect the intended character and appearance of the Artwork. On ARTIST's timely request, CITY will consult with ARTIST in planning and executing any such alteration. CITY will make a reasonable effort to maintain the integrity of the Artwork.

f. *Relocation.* CITY will not arbitrarily relocate the Artwork without ARTIST's written permission. ARTIST will not unreasonably withhold approval of relocation. If ARTIST approves relocation, ARTIST will provide CITY with written handling instructions. If ARTIST is deceased or otherwise unable to give consent, the owner of the Artwork copyright will not unreasonably withhold permission, keeping in mind the intent of ARTIST at the time of commission and fabrication.

5. **Independent Contractor**

ARTIST is an independent contractor under this Agreement. ARTIST will select the means, method and manner of designing and creating the Artwork. Nothing herein contained is intended or is to be construed to constitute ARTIST as the agent, representative or employee of CITY or FOUNDATION in any manner.

6. **Duty of Care; Indemnification**

The parties will perform all obligations under this Agreement in good faith, with reasonable promptness, and with a shared intent to achieve the purpose of the Agreement in collaboration. In applying the standard of reasonable promptness, ARTIST recognizes that decisions of CITY may be subject to internal procedures.

Each party will perform any acts under this Agreement with due care. Each party will hold the other parties, their council or board members and their employees harmless, and indemnify them, as to all third-party claims or actions, and all costs (including reasonable attorney fees), damages and liabilities of any nature attendant thereto, to the extent due to that party's negligent or otherwise wrongful act or omission, or breach of a specific duty under this Agreement. The indemnification obligation is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for a party under workers' compensation acts, disability acts or other employee benefit acts.

7. **Covenants by City**

CITY covenants, that once accepted, the Artwork will be maintained materially in its installed condition and in its installed location for at least five years from the date of acceptance. CITY covenants that it will cooperate with FOUNDATION in use of the Artwork for education and outreach efforts conducted by CITY.

8. Records Pertaining to Fees or Costs

ARTIST will maintain all records pertaining to fees or costs incurred in connection with the performance of this Agreement for six years from the date of Artwork acceptance. An authorized representative of CITY, or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.

9. No Waiver

The failure of a party to insist on the strict performance by another party of any provision or obligation under this Agreement, or to exercise any option, remedy or right herein, will not waive or relinquish the party's rights in the future to insist on strict performance of any provision, condition or obligation, all of which will remain in full force and affect. The waiver of a party on one or more occasion of any provision or obligation of this Agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by a party to or of any act by another requiring consent or approval will not render unnecessary such party's consent or approval to any subsequent similar act by another party.

Notwithstanding any other term of this Agreement, CITY waives no immunity in tort. This Agreement creates no right in a third party and, as to CITY waives no immunity, defense or liability limit with respect to any third party.

10. Allocation of Risk; Insurance

ARTIST bears the risk of loss of, or damage to, design materials, the Artwork and its constituent materials until installation of the Artwork is completed, except that CITY will be responsible: (a) during such time the partly or wholly completed Artwork is in CITY's custody or control for storage; and (b) for the acts and omissions of CITY's employees and contractors participating in moving or installing the Artwork.

At all times until the Artwork is accepted, ARTIST will have and keep in force the following insurance coverages:

- A. General liability: \$1.5 million, each occurrence and aggregate, covering ARTIST's ongoing and completed operations on an occurrence basis.
- B. Automobile liability: \$1.5 million combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles on an occurrence basis.
- C. Freight and installation all risk property coverage: Covering loading, transportation, unloading and installation, with a minimum limit equal to the amount to be paid to ARTIST before acceptance.

- D. Workers' compensation: in accordance with legal requirements applicable to ARTIST. ARTIST may fulfill this requirement by advising CITY in writing that ARTIST is performing as an individual under this Agreement and has no employees.

An umbrella or excess policy may be used for a general or automobile liability limit above \$1 million. ARTIST will not commence work until he has filed with CITY a certificate of insurance evidencing the required coverages and naming CITY as additional insureds for general liability and, if applicable, umbrella or excess liability, along with a copy of the additional insured endorsement establishing coverage for ARTIST's ongoing and completed operations as primary coverage on a noncontributory basis. The certificate will name CITY as a holder and will state that CITY will receive written notice before cancellation, nonrenewal or a change in the limit of any described policy under the same terms as ARTIST.

11. Notices

Any written communication required under this Agreement to be provided in writing will be directed to the party representative as follows:

To CITY:

Mike Maher, Director of Parks and Recreation
City of Fridley
7071 University Avenue NE
Fridley, MN 55432

mike.maher@fridleymn.gov

To ARTIST:

Ken McCall
407 E. 37th Street
Garden City, ID 83714
Kmccall335@gmail.com

To FOUNDATION:

Scott Lund, President
Fridley Creative Arts Foundation
580 69th Avenue NE
Fridley, MN 55432-4430

Each of the above individuals may in writing designate another individual to receive communications under this Agreement.

Where this Agreement specifies that CITY will make a written determination, the determination of the CITY representative named above is made with authority delegated by the represented entity.

12. Termination

Except as specified in subsections 1(b) and 1(c), CITY or FOUNDATION may terminate this Agreement only for a material breach by ARTIST. ARTIST may terminate this Agreement only for a material breach by CITY or FOUNDATION. The terminating party will provide written notice specifying the basis for termination and allow at least 30 days for cure. At the request of a party, the parties will meet during the cure period to review the basis for termination and consider resolution.

If this Agreement is terminated due to ARTIST's failure to perform pursuant to the terms of this Agreement, in addition to any other remedy, ARTIST will reimburse FOUNDATION for payment made under section 2, above. If the Agreement is terminated due to failure of CITY or FOUNDATION's failure to perform pursuant to the terms of this Agreement, ARTIST's remedy is limited to payment for work performed and costs incurred and does not include compensation for lost opportunity or publicity.

Absent termination for material breach, this Agreement will terminate six months after payment has been made under section 2, above.

Duties of care; obligations to hold harmless and indemnify; warranty terms; terms governing ownership and intellectual property; and document-retention requirements will survive termination of this Agreement.

13. Choice of Law; Venue

This Agreement will be construed under and governed by the laws of the State of Minnesota. Venue for any action will lie in Anoka County.

14. Whole Agreement

The entire Agreement between the parties is contained herein and this Agreement supersedes all oral agreements and negotiations relating to the subject matter hereof. Any modification of this Agreement is valid only when reduced to writing as an amendment to the Agreement and signed by the parties hereto.

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto execute and deliver this Agreement.

Mike Maher, CITY

Date

Ken McCall, ARTIST

Date

Scott Lund, FOUNDATION

Date



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council Regular Meeting

Submitted By: Melissa Moore, Assistant City Manager/City Clerk

Title

Resolution No. 2025-98, Approving the City of Fridley Data Practices Policy

Background

Minnesota Statute (M.S.) Chapter 13, also known as the Minnesota Government Data Practices Act (MGDPA), is a State law that controls how government data are collected, created, stored, used and released. The MGDPA sets out certain requirements requiring the City to update its Data Practices Policy (Policy) relating to the right of the public to access government data, the rights of individuals who are the subjects of government data, not public data protection and not public data inventory in August of each year.

This year's Policy updates are minimal. There are two noteworthy changes to the Policy:

- M.S. § 13.03, subd. 3 allows responsible authorities to suspend additional response to data requests if a requester does not inspect data or collect copies within five business days of notification their data is ready.
- M.S. § 13.825, subd. 4 adds a new paragraph requiring law enforcement agencies to provide copies of unredacted body-worn camera data to anyone entitled to receive an accident report under M.S. § 169.09, subd. 13.

Financial Impact

None.

Discussion

Staff request the approval of Resolution No. 2025-98, Approving the City of Fridley Data Practices Policy.

Focus on Fridley Strategic Alignment

☐ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☒ Organizational Excellence	

Attachments and Other Resources

- Resolution No. 2025-98
- City of Fridley Data Practices Policy

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Resolution No. 2025-98

Approving the City of Fridley Data Practices Policy

Whereas, the Fridley City Charter § 12.02 directs that records of the City of Fridley (City) must be open to inspection in accordance with Minnesota Statute (M.S.) Chapter 13, the Minnesota Government Data Practices Act; and

Whereas, M.S. Chapter 13, is a State law that controls how government data are collected, created, stored, used and released.; and

Whereas, M.S. § 13.025, subd. 1 requires the City of Fridley (City) to prepare an inventory of any Not Public Data and update the inventory annually; and

Whereas, M.S. § 13.025, subd. 2 requires the City to prepare a written public data access policy and update it in August of each year; and

Whereas, M.S. § 13.025, subd. 3 requires the City to prepare a written data subject rights and access policy and update it in August of each year; and

Whereas, M.S. § 13.05, subd. 5 requires the City to create procedures ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data.

Now, therefore be it resolved, that the City Council of the City of Fridley hereby approves the City of Fridley Data Practices Policy in compliance with the MGDPA.

Passed and adopted by the City Council of the City of Fridley this 11th day of August, 2025.

Dave Ostwald – Mayor

Attest:

Melissa Moore – City Clerk



DATA PRACTICES POLICY

Purpose

The Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data and similar information collected, created, received, maintained, or disseminated by the City of Fridley (City).

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The MGDPA regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data.

Pursuant to Minnesota Statutes (M.S.) Chapter 13, this Data Practices Policy (Policy) addresses the requirement for a Public Data Access Policy, Data Subject Rights and Access Policy, Not Public Data Protection Policy, and Not Public Data Inventory as required by the MGDPA, the Minnesota Department of Administration and other State agencies.

If you have questions about the information in this Policy, contact a member of the City Clerk's Office at 763-572-3450 or CityClerk@FridleyMN.gov.

Data Practices Contacts

The City's Responsible Authority is:

Melissa Moore, City Clerk
7071 University Ave., N.E.
Fridley, MN 55432
763-571-3450
Melissa.Moore@FridleyMN.gov

As Responsible Authority, the City Clerk orders the following individuals as Data Practices Compliance Official and designees.

Beth Kondrick, Deputy City Clerk
763-572-3573
Beth.Kondrick@FridleyMN.gov

Becca Hellegers, Employee Resources Director
763-572-3507
Becca.Hellegers@FridleyMN.gov

Andrew Todd, Lieutenant
(651) 253-4729
Andrew.Todd@FridleyMN.gov

Definitions

This Policy hereby incorporates by reference and adopts the definitions of M.S. § 13.02 and Minnesota Rules 1205.0200.

Government Data: all data created, collected, received, maintained, or disseminated by any government agency or contractor regardless of the data's physical form, storage media or conditions of use.

Responsible Authority: City Clerk for the City of Fridley. The duties of the Responsible Authority include controlling the collection, use and dissemination of government data. The Responsible Authority is charged with classifying, maintaining and securing City government data; responding to data requests; resolving disputes related to data; and all other duties set forth in the MGDPA.

Data Practices Compliance Official (DPCO): authorized staff who receive and respond to questions or concerns about data practices problems, including problems in obtaining access to data the City keeps, responsible for responding to questions or concerns regarding the MGDPA.

Designee: any City employee designated by the Responsible Authority to be in charge of individual files or systems containing government data, and to receive and comply with data requests.

Proof of Identification: Acceptable forms of identification may include, but are not limited to: driver's license, a state-issued ID, a tribal ID, a military ID, a passport, a certified copy of a birth certificate, a certified copy of a court order or any other form of identification deemed appropriate to verify identity.

Classification of and Access to Data

Unless otherwise designated by the MGDPA, other applicable statute, or temporary classification, all data that is collected, created, received, maintained, or disseminated by the City is presumed to be public, regardless of format.

All government data is divided into three general classifications:

1. Data on individuals
2. Data not on individuals
3. Data on decedents

Each classification has three subcategories that determine who may access data. In all three classifications, public data is accessible by anyone.

The League of Minnesota Cities developed the following chart for clarity:

Data on Individuals	Data not on Individuals	Data on Decedents	Access?	Example(s)
Public	Public	Public	Anyone	Name on an application for a license from the City
Not Public				
Private	Non-Public	Private	Data subjects, individuals with authorization from the data subject, and government employees and officials with a business need to know.	Social Security Number Driver's License Number Performance Evaluation Body Worn Cameras
Confidential	Protected Non-Public	Confidential	Only government employees and officials with a business need to know.	Identity of mandated reporter of child abuse or neglect. Data related to an active civil or criminal investigation that would impede said investigation. Audit data on individuals before final report. Body Worn Cameras

External Agencies

Contractors with the City are generally required to comply with the MGDPA. However, the City may not be in possession of said data. All Contractors will be required to collect, maintain, store and disseminate data in compliance with this Policy and the MGDPA. Contractors are required to notify the City Clerk if a request for data is received, but the Contractor will be required to respond to said request.

Public Data Access

All Government Data, regardless of its format, is presumed to be public, unless the MGDPA or other applicable law says otherwise. The MGDPA also requires the City to maintain and store Government Data in a way that makes it easily accessible by members of the public.

Right to Access Public Data

The City cannot require a requester to identify themselves or explain the reason for a data request. However, depending on how the requester wishes to receive the data, the City may need some information about the requester. If the requester chooses not to provide any identifying information, staff will provide them with contact information so they may check the status of the request. In addition, if the City does not understand the request and has no way to contact the requester, it will not be able to process the request.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. The City will create summary data if you request it in writing and pre-pay for the cost of creating the data.

How to Request Public Data

Follow the instructions in the [How to Request Government Data](#) section.

Data Subject Rights

This section of the Policy applies to data subjects or entities who are the subject of data that is collected, maintained, and/or disseminated by the City. In the normal course of business, the City collects, maintains, and disseminates Government Data from members of the public, public and private entities, its employees, and others who interact with the City. The MGDPA governs the rights that data subjects have related to the data that the City collects, maintains, and disseminates. The

City has established procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected.

Access

Data subjects have the right to inspect, free of charge, any public *and* private data that the City maintains about them. If asked, the City will tell you whether data is kept about you and whether that data are public, private, or confidential. See [Classification of Data](#) section above for more information about the classifications.

Parents have the right to inspect or get copies of the public and private data that the City collects, maintains, or disseminates about the parent's minor child(ren) (under the age of 18). Legal guardians have this same right related to the minors for whom they are appointed as guardian.

Minors have the right to request the City not to give data about them to their parent or legal guardian, and the City is required to inform a minor of this right. The City does have the authority to deny such a request based on the minor's best interests. Minors do not have the right to make this request if the data at issue is educational data maintained by an educational agency or institution.

To request data as a data subject, follow the instructions in the [How to Request Government Data](#) section.

Informed Consent - When the City Collects Data

When the City collects data that may be not public, the City must give the data subject a notice, referred to as a Tennessean Warning. This notice gives a data subject information about why the City is collecting certain data, what the intended use of that data will be, and limits what the City can do with the data. The City cannot use or release the data for a purpose other than the purpose for which it was collected. The City must obtain written permission from a data subject before the City can use or release the data for any other purposes. This permission is called [Release of Information Consent](#) attached hereto.

Challenging Accuracy and/or Completeness of Data

A data subject has the right to challenge the accuracy and/or completeness of the public and private data that the City maintains about that data subject. The data subject has the right to appeal any decision made on a challenge. A parent or guardian has the same rights related to the public or private data about the minor(s) for whom they are legally responsible.

How to Request Data

Requesting access to government data is the same for members of the public and data subjects. To inspect data or request copies of data that the City maintains, a written request must be submitted using the [Data Request Form](#). The completed form must be submitted to the City Clerk, or their designee. Requests may be submitted in-person, by mail or email.

The City cannot require a member of the public to provide identifying information or explain the reason for the data request. However, City staff may ask for identification information to verify whether a requester is the subject of the requested data, or has authorized access, in order to access private or nonpublic data, or to obtain sufficient information for mailing the requested data (via U.S. Mail or electronic transmission).

For private data, the City Clerk, or their designee, may require proof of identification before responding to the data request pursuant to M.S. § 13.05 subd. 12. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. If you do not provide proof that you are the data subject or have authorized access, the City cannot respond to your request. Staff may request proof of identification be provided in-person.

If the City does not understand a requester's data request and/or has no way to contact a requester, the City will not be able to process the data request.

How the City Will Respond to a Data Request

Upon receiving a request, the City Clerk or their designee will process the request. If the City does not have the data being requested, the requester will be notified as soon as reasonably possible. If the City does not understand the request and needs to ask the requester for clarification, it will notify the requester as soon as reasonably possible. If the City does have the data being requested, but the data is not available to the public, it will notify the requester as soon as reasonably possible and cite the specific statute(s) that classify any such data.

If the City has the data that is requested and the data are public, the City Clerk or their designee will respond to the request appropriately and within a reasonable amount of time by doing one of the following:

1. Arrange a date, time, and place to inspect data, for free, if the requester wishes to inspect the data;
2. Provide the requester with paper copies of the data if requested (a mailing address may be required if the requester asks for any data be mailed); or
3. Digitally transmit requested data to the requester.

Following the City's response, if the requester does not make arrangement within five business days to inspect the data, pay for copies or respond to a request for clarification from the City, the City will suspend any further response to the request until the requester inspects the data, collects or pays for copies or responds to the City's request for clarification. If a request is suspended for 10 days, the City will conclude the requester no longer wants the data and will consider the request closed.

The MGDPA does not require the City to create or collect new data in response to a data request or to provide data in a specific form or arrangement if the City does not keep the data in that form or arrangement. In addition, the MGDPA does not require the City to answer questions that are not requests for data. After the City has provided a data subject with requested data, the City does not have to show the same data again for six months unless there is a dispute about the data or the City collects or creates new data about the data subject.

If the requester is the data subject, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City Clerk, or their designee, will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

Standing Requests

The City will not accept standing requests for data. The City will require the requester to complete a new Data Practices Request Form to initiate a new request.

Fees

The public has the right to look at (inspect), free of charge, all public data in the City's possession.

The MGDPA provides that, if a person requests copies or electronic transmittal of data, the City Clerk, or their designee, may require the requester to pay a fee, which will be calculated using one of the methods below. Regardless of which method is used, the City may not charge for separating public data from not public data.

The City Clerk may, through administrative policy, may choose to not charge for requests up to \$5, which may be revised not more than annually. Prepayment for copies is required.

Fee Calculation Method No. 1: 100 or Fewer Paper Copies

If 100 or fewer pages of black and white, letter or legal-size paper copies are requested, the City will charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy). The City is authorized to charge only the per-page fee. This provision will not be interpreted

to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

Fees for data subjects will be calculated using Method No. 2.

Fee Calculation Method No. 2: Actual Cost

For more than 100 paper copies or other modes of sharing of data the City may charge the actual cost for an employee to search for and retrieve the data (charged in 15-minute increments). The City will not charge a minimum fee but reserves the right to calculate the cost to respond to the request.

The City may not assess a fee for labor costs (e.g., wages, benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

Goods and services that will be charged to a requester:

- Employee time to search for and retrieve data (*the City cannot charge for time to search or retrieve data when the requester is the data subject*)
- Cost of media (paper, CD ROMs, DVDs, USBs, etc.)
- Mailing costs
- Staff time to prepare copies
- Costs of reproduction that cannot be produced by the City, such as photographs

Services that cannot be charged to a requester:

- Employee time to separate public from not public data (i.e., redaction)
- Operating expenses of a copier, such as electricity, wear and tear, etc.
- Costs not related to copying, such as preparing a fax cover sheet, invoice, etc.
- Sorting, reviewing, or verifying accuracy if not necessary for copying
- Sales tax or accounting functions
- Costs related to inspection.

Fee Schedule

Fee Calculation Method No. 1: 100 or Fewer Paper Copies (Data Subjects are exempt)	
Charge Type	Fee
100 paper copies or fewer	\$0.25/page or \$0.50 for a two-sided copy.
This charge is a flat rate; the City cannot add on any additional charges, such as cost of employee times postage or paper.	Not applicable to Data Subjects.

Fee Calculation Method No. 2: Actual Cost	
Charge Type	Fee
Hourly Rate (charged in 15-minute increments)	Standard fee: \$35/hour
<i>Least paid capable employee to retrieve and copy data.</i>	Not applicable to Data Subjects.
Postage	Market rate for postage
Digital Evidence (ex. Body Worn Camera, Squad Video, etc.) via Downloadable Link	\$35/incident <i>Flat fee that includes employee time</i>
CD/DVD	\$1/disk
Printing Cost - Black and White	\$0.06/page
Printing Costs - Color	\$0.25/page
External Storage Device	To be determined (<i>actual cost of device</i>)
Certification Service	\$5/instance
Photo prints	Photos will be printed on standard copy paper. See Printing Costs.
Special & vendor costs Costs necessary to produce from machine-based record keeping systems, such as microfilm systems and/or costs incurred by requiring vendor to fulfill said request	To be determined. Requester will be notified before costs accrued.

Requests for Summary Data

Pursuant to M.S. § 13.05, subd. 7, the City may contract with an outside entity to prepare summary data. All rules and regulations for hiring such an outside entity will be followed according to Minnesota Rules (M.R.) 1205.0700. Any costs incurred in the preparation of summary data will be the responsibility of the requesting party. The City will communicate with the requester and follow all directives for calculating fees found in Minnesota Rules Part 1205.0300.

Not Public Data

The MGDPA requires the City prepare a data inventory which describes all not public data on individuals and which employees have access to said data. This policy also indicates when the City can share not public data and penalties for unlawfully accessing not public data.

Employee Access to Information

M.S. § 13.05, subd. 5, requires the City to identify the employees who have access to not public data. The City has met this requirement by incorporating employee access listed in the Not Public Data Inventory, in the employee's position description, or both. This Policy limits access to not public data to employees and their supervisors whose work assignment reasonably requires access to the data. In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Not Public Data Inventory, the City Clerk, their designee(s), the DPCOs, the City Manager, the City Attorney, and the Information Technology Manager and their applicable deputies and assistants may have access to all not public data maintained by the City, or a Department Director for not public data maintained by their respective department. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or Federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a State or Federal law or regulation allows or mandates it. Individuals will have notice of any sharing in applicable informed consent through a release of information provided by the City. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring Not Public Data Are Not Accessed Without a Work Assignment

Within the City, departments may assign tasks by employee or by job classification. Each department shall ensure that all not public data are secure and are only made available to employees with a valid work reason to access the data in accordance with this Policy and applicable law. This Policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, implementing password protections for not public electronic data;
- Password protecting employee computers and locking computers before leaving workstations;
- Discussing not public data only with authorized personnel and ensuring such conversations are not audible to unauthorized parties;
- Securing not public data within locked workspaces and in locked file cabinets; and
- Shredding not public documents before disposing of them.

Unlawfully Accessing Not Public Data

The City will utilize penalties for unlawful access to not public data as provided for in M.S. § 13.09, if necessary. Any employee unlawfully accessing not public data or violating applicable sections of this Policy or applicable laws may be subject to disciplinary action, up to and including involuntary termination. The City may also refer such violations to the appropriate authorities, which may pursue other legal actions.

In the event the City determines a security breach has occurred and an unauthorized person has gained access to not public data, the data subject will be notified as required by law.

Not Public Data Inventory

Pursuant to M.S. § 13.025 the City has compiled a list of all not public data that is collected and maintained by individual departments. The inventory includes a description of the data, the data's typical classification, the statutory citation which directs the data's classification, and a list of City staff who have access to each not public data item.

City Manager's Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission and Committee Appointment Files	Applications for appointment	Private	M.S. 13.601	City Manager, Staff Liaison, City Clerk, Deputy City Clerk
City Manager's Report	Update from the City Manager to members of the City Council that contains data other than public	Private/Non-public/Confidential	Various	City Manager
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Manager, Finance Director, Assistant Finance Director
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Manager, City Clerk, City Attorney, and certain employees on an as needed basis as part of a specific work assignment.

Absentee Ballot Application	Application submitted to receive an Absentee Ballot (contains social security number)	Private	M.S. 13.37 M.S. 203B.04	City Clerk, Deputy City Clerk, Absentee Ballot Board
Ballots	Sealed absentee ballots, voted and rejected ballots	Private	M.S. 13.37, subd. 2	City Clerk, Deputy City Clerk, Absentee Ballot Board
Data Practices Responses	Responsible Authority/designee responses to written requests pursuant to the Minnesota Government Data Practices Act	Private	Response could be private depending on the data requested. Various statutes could apply.	City Manager, Responsible Authority, Data Practices Compliance Official, City Clerk, Deputy City Clerk, and certain employees on an as needed basis as part of a specific work assignment.

Community Development Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Applications	Permit applications and summary data – includes building permits and business permits (<i>can contain security data</i>)	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer
Building Plans, Commercial and Industrial	Copyrighted architectural, design specifications; Structural and utility plans, security plans and trademark information (<i>can contain security data</i>)	Private Non-Public	M.S. 13.37 subd. 1b	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, HRA Assistant Executive Director, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities

				Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Building Plans, Residential	Copyrighted architectural, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, Public Works Director, City Engineer, Assistant City Engineer, Utilities Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Business Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, City Clerk, Deputy City Clerk
Grant Application and Loans	Annual breakdown of city applications and supporting materials or services	Private	M.S. 13.462	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
HRA Project Management and Rental Agreements	Rent rolls, schedules, tenant income related to Title II	Private	M.S. 13.46; M.S. 13.462; M.S. 13.585	City Manager, Community Development Director, HRA Director, HRA Assistant Executive

				Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
Nuisance Complaints	Complaints from citizens about the use of real property	Confidential	M.S. 13.44	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer, and certain employees on an as needed basis as part of a specific work assignment.
Property Acquisition	Purchase valuation data, agreements, property data – includes real property appraisal information	Confidential Protected Non-Public Nonpublic	M.S. 13.44; M.S. 13.585	City Manager, City Clerk, Deputy City Clerk, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant
Rental Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Rental Housing Manager, Rental Inspector, Planning Manager, Associate Planner, Code Enforcement Inspector, Building Official, Building

				Inspector, Permit and Licensing Coordinator, Community Development Office Coordinator
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Employee Resources Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of status of citizenship or naturalization	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application; Copies of reports sent to Human Rights Commission	Private Confidential	M.S. 13.39; M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application becomes part of personnel file.	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator, Public Safety Director, Deputy Director of Public Safety, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative

				Assistant, Insurance and Payroll Coordinator
Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Finance Director
Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, pre-placement drug test results	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Employee Medical Records	Information relating to the health status of an employee which is made or maintained by a physician, nurse or other health care personnel	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Director of Public Works, Finance Director, Community Development Director, and certain employees on an as needed

				basis as part of a specific work assignment.
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, applicable supervisor(s), Finance Director, Insurance and Payroll Coordinator
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety & training on diseases such as hepatitis and AIDS. (not in personnel file)	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Safety Office Coordinator, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Long Term Disability	Claims filed by employee for a long-term disability insurance program	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee	Private	M.S. 13.43; OSH Act of 1970	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant

	exposure to toxic substances or harmful physical agents.			
Personnel Data and File	Applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. on employees, volunteers, independent contractors; labor relations information	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Recruitment Files	Records relating to posting, recruitment, selection and appointment to each city position.	Public Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Retirement Data	PERA forms, applications, beneficiaries, addresses, DOB, direct dep., tax withholding	Private	M.S. 13.63	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator
Salary benefit surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Manager, Employee Resources Director, Employee Resources Specialist, Finance Director
Short Term Disability	Claims filed by employee for a short-term disability Insurance	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources

				Director, Employee Resources Specialist, Administrative Assistant
Social Security Numbers	Social Security numbers	Private	M.S. 13.355	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Finance Director, Insurance and Payroll Coordinator
Undercover law enforcement assignment	Application or assignment	Private	M.S. 13.43 subd. 5	City Manager, Public Safety Director, Public Safety Office Coordinator, Employee Resources Director
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant
Wage Assignments (Garnishment)	Letters, correspondence	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Workers Compensation Claims	Claims for injuries, injury reports and correspondence.	Private	M.S. 13.43; M.S. 176.231	City Manager, City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant

Finance Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Special Assessment Deferment Application	Information for verifications of income, ownership, etc.	Private Non-Public	M.S. 13.51 subd. 2; M.S. 13.52	City Manager, Finance Director, City Assessor, Accounting Specialist
Discovery Responses from Tax Court Petitioners	Written or electronic responses to interrogatories	Private	M.S. 13.39	City Manager, Finance Director, City Assessor
Bond and Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.392; 13.37, subd. 2	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Audit Reports – Internal	Draft reports based on the agencies' internal operations	Non-Public Private	M.S. 13.392	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Automatic Payment Plan Authorization Form	Completed form and supporting document allowing for automatic payment	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accounting Specialist, Utility Billing Clerk
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Private	M.S. 13.37 (<i>to the extent they include checking account numbers</i>)	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Credit Card Receipts	Merchant copy of credit card receipts	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Customer Service Representative, Utility Billing Clerk
Grants	Miscellaneous grant programs and stipulations	Nonpublic	M.S. 13.35; M.S. 13.599	City Manager, Finance Director, Assistant Finance Director, Senior Accountant

Unclaimed Property Records (Sent to State)	Includes checks not cashed	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Claims	Claims that are filed by or against the city.	Private	M.S. 13.43; M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Payroll Forms	Change Form, Garnishments, Pension and Retirement Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Director, Employee Resources, Employee Resources Specialist, Administrative Assistant
Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding and FICA Reports	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Wage Assignments	Letters, correspondence	Private	M.S. 13.43, subd. 4	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant

Parks and Recreation Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Commissioner Files	Applications, name, address, history, veteran status, telephone number, employment history, volunteer work, awards, honors, complaints, charges	Non-Public	M.S. 13.601	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives
Exhibitor Data	Registration forms, contact information, business data	Private	M.S. 13.548 subd. 3	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Facility Usage	Application, event details, terms of rentals, responses for the purposes of enrolling individuals into recreational or other social programs	Non-Public	M.S. 13.548 subd. 1	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant, Program Coordinators, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Fee Waiver Sheets	Information about low-income participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Administrative Assistant,

				Customer Service Representatives
Grants	Applications	Non-Public until published	M.S. 13.599	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, City Clerk, Deputy City Clerk, Springbrook Nature Center Manager, Customer Service Representatives, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technician, Public Works Managers, Public Works Administrative Assistant, Environmental Planner
Mailing Lists	A list of program participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Private Donor Gift Data	Solicitation letters, proposals, pledge cards	Private and Non-Public	M.S. 13.792	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Registration Forms and Registration Program Account Information	Registration forms completed by participants or on behalf of participant	Public Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Scholarships	Names, applications, amounts, income	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager,

				Customer Service Representatives, Administrative Assistant
Lodging Tax Data	List of taxpayer identification data, collected	Non-Public	M.S. 13.495	City Manager, Parks and Recreation Director, Communications Manager, Finance Director, Assistant Finance Director, Accountant
Mailing Lists	A list of participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Communications Manager, and certain employees on an as needed basis as part of a specific work assignment.

Public Safety Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Director Public Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Fire Relief Association	Financial records	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Inspector, Director of Finance, Assistant Director of Finance
Voluntary Permission and Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire.	Confidential until investigation is closed.	M.S. 13.82	Public Safety Director, Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, all full-time and part-time Fire Department staff
911 Recordings	Audio recordings	Private	M.S. 13.82 subd. 4	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.

Arrest and Charge	Audio and video recording determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	Private Confidential	M.S. 13.82 subd. 4 and 7; M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Background Check	Local records check on individual (i.e., employment, adoptions).	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Supervisors, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Body Worn Camera Footage	Video and/or audio captured on Police body worn cameras	Non-Public	M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports Adult	Investigative data, photographs, videos, witness statements	Private Confidential	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	Non-Public Private Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.

Certification for Peace Officer for State Aid Application	State form PA-1	Public/Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Finance Director, Employee Resources Director, Insurance and Payroll Coordinator
Death Investigation	Any case file or any investigation involving a death.	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, and certain employees on an as needed basis as part of a specific work assignment.
Department Payroll and Leave Information	Information collected by Police Division before sending to payroll.	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Command Staff, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Dictated and Audio Recorded Reports	Audio recordings of the officer's report transcribed into written report.	Private	M.S. 13.82, subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
Digital Transcription System Recording	Statements taken from victims, witnesses, suspects, et. al.	Private	M.S. 13.82; subd. 7; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
E-Reports – Officer Reports	Field copy of police report	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Manager, Public Safety Director, Deputy Director of Public Safety, Supervisors, Public Works Director, City Engineer, Assistant City Engineer, Communications Manager, Public Works Managers, Public Works Lead, and certain employees on an as needed basis as part of a specific work assignment.

Evidence/ Property Logs and Inventory Reports	Property which has been found, confiscated, seized, etc.	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Evidence Clerk
Expunged Records	Case file, which may include ticket, arrest report, legal documents, photos, etc. and Notice of Expungement.	Private Confidential	M.S. 609A.01	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technician
Fingerprint Cards	Sworn officers and police personnel; janitors or persons accessing secured areas without supervision.	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Office Coordinator
Firearm Application Permits/ Transfers	Includes application to purchase a copy of the firearm permit to carry.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Police Technician
Fridley Municipal Building Security Card/Key Authorization	Applications for security access to City facilities	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Fridley Police Association Records	Financial records and membership fees	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Association Treasure
Homicides	Audio and video recordings containing information regarding any homicides	Confidential	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Incident Reports	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80; M.S. 13.82 subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.

Internal Investigations	Audio and video recording determined to have evidentiary value in any internal investigation; case files and reports	Private Confidential	M.S. 13.39; M.S. 13.43, subd. 4, 8, 11, 12, 15; 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Investigations Lieutenant
Interviews – Audio and Video Recordings	Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they related to (i.e., case file or arrest report).	Private Confidential	M.S. 13.82 subd. 6	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Holding Cell Inspection Record		Private	M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, Patrol Lieutenant
Master Name File	Adult	Private Confidential	M.S. 13.82, subd 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Master Name File	Juvenile	Private Confidential	M.S. 13.82, subd 2, 7 and 17 M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Officer Candidate Application	Interviewed, no background investigation	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Background Investigator, Office Coordinator

Officer Candidates Background	Investigation, not hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator
Officer Candidates Background	Investigation, hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator
Pawn Shop Records		Private	M.S. 13.82 subd. 27	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
Photographs/ Negatives or Digital Discs		Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Police Clearance Letters	Criminal history or individual within jurisdiction.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians
Prisoner Property Receipts		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Patrol Lieutenant
Roll Call Information	Briefing information for department	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Security Door Transaction	Electronic report identifying transactions	Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Taped Interviews (no suspects)	Audio/video/digital recordings determined to	Private	M.S. 13.82, subd. 7; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors,

	have evidentiary value where no suspects have been developed, and/or no individuals have been formally charged.			Detectives, and certain employees on an as needed basis as part of a specific work assignment.
Training Staff Files	Private identifying information (address, date of birth, partial social security number)	Public/Private	M.S. 13.43, subd. 4	Public Safety Director, Deputy Director of Public Safety, designated supervisor, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Office Coordinator
Use of Force	Audio, video and digital recordings containing information of any incident where force was used and supervisory review is not yet completed according to department policy.	Private Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, responding officer(s)
Validation/Error Integrity Reports		Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Validation Report	Regarding stolen property	Private, Non-Public	M.S. 13.82 subd. 20	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Videotape of Holding Cell		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians

Public Works Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's	RFP and bid documentation	Non-Public	M.S. 13.37 subd. 2; M.S. 13.591	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Environmental Planner, Administrative Assistant, Finance Director, Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Administrative Assistant
Environmental Complaints	Reports about environmental complaints, including disposition	Private	M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Public Works Managers, and certain employees on an as needed basis as part of a specific work assignment.
Environmental Protection Agency or Minnesota Health Department Reports	Complaints	Private Non-Public	M.S. 13.39; M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.
Mailing and Email Lists	List of affected parties, project notification lists including email subscriber information.	Private	M.S. 13.356	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Environmental Planner

Notice of Utility Disconnection	Notice of private and public utility gas or electric disconnections.	Private Non-Public	M.S. 216B.0976	City Manager, Public Works Director, Public Works Utility Manager, Administrative Assistant
Permit and License Applications	Permit and license applications and summary data – includes telecommunications, right-of-way, utility, site applications and business license applications.	Public Private	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technicians, Public Works Managers, Public Works Lead, Public Works Utilities Staff, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.
Public and Utility Facilities	Building plans, computer coding systems used to provide security and operation of public utility services and building security systems.	Non-Public	M.S. 13.37 subd. 1a	City Manager, Public Works Director, Public Works Managers, Public Works Facilities Coordinator, Public Safety Director, Public Safety Deputy Director, IT Manager, and certain employees on an as needed basis as part of a specific work assignment.
Public Utility Infrastructure	Streets, storm sewer, public utility designs, drawings, schematics	Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineer, Engineering Technician, Public Works Managers, Public Works Lead, Public Works Service Workers, Public Works Facilities Coordinator, Public Works Fleet Coordinator, Administrative Assistant, Public Safety Director, Deputy Director of Public Safety, and certain employees on an as needed basis as part of a specific work assignment.
Site Plans	Engineering plans, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Administrative Assistant, Environmental Planner, Community Development Director,

				Planning Manager, Building Inspector, Permit Coordinator.
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DATA PRACTICES REQUEST FORM

About This Form

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. To inspect data or request copies of data that the City maintains, a written request must be submitted in a form as required by the City.

Request Details

Contact Information

Name: _____ Date: _____

Street Address: _____ City, State, Zip: _____

Email: _____ Phone: _____

Requesting parties are not required to provide the above contact information. Requests cannot be accommodated if there is no contact information provided. Staff will begin gathering data upon submission of this form. Pursuant to M.S. § 13.04 if the requester is the subject of the data, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

I am requesting access to data in the following way (Prepayment Required for Copies):

☐ Inspection ☐ Copies ☐ Both inspection and copies ☐ Summary Data

Data Requested:

☐ Police Incident Report (ICR) ☐ Other City Data

Describe the data you are requesting as specifically as possible (attach additional sheets if necessary):

Submittal Information:

If you are requesting copies of Police Incident Reports (ICRs) submit this form to:	If you are requesting any other City data submit this form to:
City of Fridley Police Division 7071 University Avenue N.E., Fridley, MN 55432 PoliceRecords@FridleyMN.gov	City of Fridley City Clerk Division 7071 University Avenue N.E., Fridley, MN 55432 CityClerk@FridleyMN.gov

About This Form

Verifications



BODY WORN CAMERA RELEASE

About This Form

Pursuant to M.S. § 13.825 Body Worn Camera (BWC) is considered both private and confidential. BWC video will only be released to the subject of the data or the parent or legal guardian of the subject of the data, if they are under 18 years of age.

Verifications

I, _____ (Name), whose date of birth is ____/____/____ give consent and permission to the City to release BWC footage containing my image and/or voice to: _____.

☐ I am the parent/guardian of a minor child whose image and/or voice was recorded on a BWC. Proof of legal relationship must be presented when making this request.

☐ I give my permission for the City to release BWC video containing images or voice records of my minor child(ren). List full names and dates of birth of each minor child:

I affirm the information provided is true and correct under penalty of law. This authorization shall be valid for a period of one year, but may be revoked at any time, prior to expiration, by providing written notice to the City. Signature must be notarized or witnessed by a City of Fridley Police Division staff member.

Signature

____/____/____
Date of Authorization

City of Fridley Police Division Staff Member Verification

Identification reviewed: _____

Received By

____/____/____
Date Received

Submit this form in person to: City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432.



BODY WORN CAMERA REQUEST

About This Form

This form is to be used by any member of the public to request Body Worn Camera (BWC) footage from the City of Fridley (City) Police Division.

Pursuant to M.S. 13.825 BWC video is considered both private and confidential. This form must be submitted, in person, by the subject of the data. At the time of the submission all fees must be paid.

Verifications

Requester's Name: _____

Phone: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Incident Report Number: _____

☐ I am paying the \$35 digital evidence fee and would like the video emailed to:

OR

☐ I am paying the \$35 digital evidence fee and a \$5 postage fee, and would like the video saved to a disc and mailed to:

For Internal Use

Received By _____

_____/_____/_____
Date Received

Submit this form in person to City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432.



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Paul Bolin, Community Development Director
 Stacy Stromberg, Assistant Community Development Director
 Nancy Abts, Senior Planner

Title

Resolution No. 2025-99, Approving Special Use Permit, SP #25-03 to Allow an Automotive Repair Use and Repealing Expired Special Use Permits, SP #79-03 for a Garden Center and SP #84-15 for an Outdoor Boat Yard and Patio Furniture Display Lot at 6301 Highway 65 NE (Ward 2)

Background

On June 13, 2025, Carlos Ortiz submitted an application for a Special Use Permit. The request is on behalf of property owner Tapia Enterprises. A special use permit is requested to convert the existing building 6301 Highway 65 NE to an automotive service business.

The applicant, a Fridley resident, has worked as an automotive technician for fifteen years. He is now interested in opening his own repair business. The business plans to remain small, serving the neighborhood and employing family members.

Site description and history

The subject property is located north of 63rd Avenue NE. Once platted in 1954, the property was first used as an automotive service station and gas station. In the 1970s, it was remodeled for retail use. Special Use Permits for garden shop and outdoor sales uses were approved in 1979 and 1984. These Special Use Permits included the 6301 property as well as and the two parcels to the north.

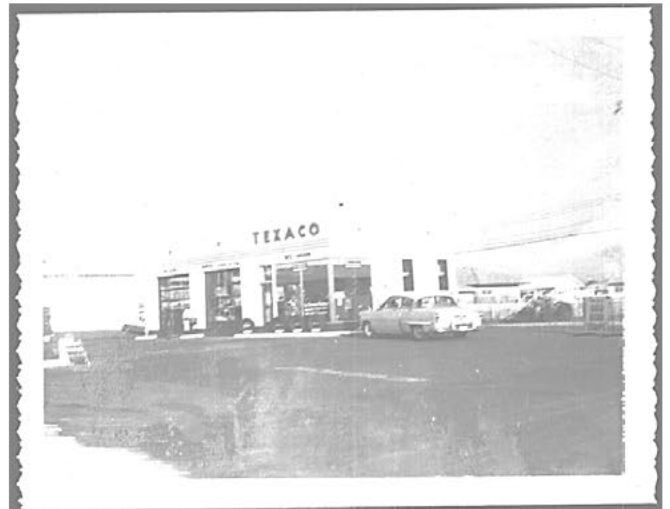


Figure 1: Original service station built in 1957 (undated image)

More recently, the property has been home to Gopher Sewer and Drain, owned by Pedro Tapia. Tapia recently purchased Menno Travel at 6319 Highway 65 and moved Gopher Sewer and Drain to the larger property. The move made 6301 Highway 65 available for this application.

Code Requirements and Analysis

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

At the time this application was received on June 13, 2025, automotive service uses were a special use in the C-2 zoning district. Special uses are subject to stipulations. (Zoning code amendments to update this property to B-1 zoning were effective July 1, 2025.)

The existing building will undergo slight remodeling to fit the needs of the new use. The business will have two service bays, an office, and a customer waiting area.

PARKING

At the time the application was filed, the zoning code required one off-street parking space per 250 square feet of building area. The submitted plans show a 1,217 square foot business. At this size, five off-street spaces would be needed. The submitted plan shows adequate parking.

SCREENING

The site abuts a residential property. Parking areas must be screened along the side and rear yard. Refuse containers must also be screened. The applicant proposes extending the 6' wood privacy fence on the east property line to provide screening and security. The fence will need to be set back from the street, within the property lines.



PERMITTED USE

The Special Use Permit is intended to authorize minor repairs and servicing of motor vehicles are conducted, including but not limited to, replacement of parts, oil changes, tire rotations, and sale of automobile accessories for passenger cars and trucks not exceeding 12,000 pounds gross weight. The Permit does not allow engine rebuilding, repairing, or reconditioning and collision service which includes but is not limited to body, frame, or fender straightening and overall painting of motor vehicles.

An amendment to the SUP would be required if the scope of services changes in the future.

UTILIZATION

Under Section 205.05.5.G of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval if work has not commenced or if the petitioner has not petitioned the City Council for an extension.

Previous Discussion

A Notice of Public Hearing before the Planning Commission was published in the July 4, 2025, edition of the Official Publication.

The Planning Commission held a public hearing for SP #25-02 at their July 16, 2025, meeting. After a brief discussion, the Planning Commission recommended approval of the Special Use Permit with the stipulations as presented by staff. The motion carried unanimously.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Financial Impact

No financial impact

Recommendation

Staff recommend the approval of Resolution No. 2025-99, Approving Special Use Permit, SP #25-03 to Allow an Automotive Repair Use and Repealing Expired Special Use Permits, SP #79-03 for a Garden Center and SP #84-15 for an Outdoor Boat Yard and Patio Furniture Display Lot at 6301 Highway 65 NE (Ward 2)

Focus on Fridley Strategic Alignment

☒ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☐ Organizational Excellence	

Attachments and Other Resources

- Resolution No. 2025-99
- Application Summary
- Public Hearing Notice
- Petitioner's Narrative and Drawings

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Resolution No. 2025-99**Approving Special Use Permit, SP #25-03 to Allow an Automotive Repair Use and Repealing Expired Special Use Permits, SP #79-03 for a Garden Center and SP #84-15 for an Outdoor Boat Yard and Patio Furniture Display Lot at 6301 Highway 65 NE (Ward 2)**

Whereas, on June 13, 2025, the City of Fridley received an application to allow an automotive repair use at 6301 Highway 65 NE; and

Whereas, at the time the application was received Section 205.14.01.C.4 of the Fridley City Code allowed automobile service stations in the C-2, General Business zoning district by a Special Use Permit; and

Whereas, on July 16, 2025, the Planning Commission held a public hearing to consider a request by Carlos Ortiz on behalf of property owner Tapia Enterprises, for the property generally located at 6301 Highway 65, legally described as Lot 9, Block 1, Moore Lake Highlands 3rd Addition, for Special Use Permit, SP #25-03 to allow an automotive repair use within the existing building; and

Whereas, at the July 16, 2025, meeting, the Planning Commission unanimously recommended approval of SP #25-03 with the stipulations represented in Exhibit A; and

Whereas, on August 11, 2025, the Fridley City Council approved the stipulations in Exhibit A to this resolution as the conditions on SP #25-03; and

Whereas, the petitioner, Carlos Ortiz, was presented with Exhibit A, the conditions for SP #25-03 at the August 11, 2025, City Council meeting; and

Whereas, Section 205.05.5.G of the Fridley City Code states that this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the petitioner has not petitioned the City Council for an extension.

Now, therefore be it resolved, that the City Council of the City of Fridley hereby approves SP #25-03 and the stipulations represented in Exhibit A are hereby adopted by the City Council of the City of Fridley;

Be it further resolved, that the City Council of the City of Fridley hereby finds that the uses authorized under Special Use Permits, SP #79-03 for a garden center and SP #84-15 for an outdoor boat yard and patio furniture display lot previously approved for the property have lapsed and these authorizations are null and void.

Passed and adopted by the City Council of the City of Fridley this 11th day of August 2025.

David Ostwald – Mayor

Attest:

Melissa Moore – City Clerk

Exhibit A

Stipulations

1. The petitioner shall obtain any permits required to alter the building for the proposed use.
2. The petitioner shall meet all requirements set forth by:
 - a. The Building code, including the Americans with Disabilities Act (ADA).
 - b. The Fire code.
 - c. The City's Engineering division.
 - d. The City's Planning division, including but not limited to
 - i. There must be no outdoor storage on-site, including inoperable or salvage vehicles.
 - ii. All repairs, service activities, and the storage of parts and machines must be completed within an enclosed building.
 - iii. All vehicles waiting for repair must be stored within an enclosed building or in designated off-street parking spaces.
 - iv. All vehicles parked on site must display a license plate with current tabs.
 - v. Overnight parking of vehicles must be inside the building and/or in the side or rear yard, secured and screened from the public right-of-way.
 - vi. Sufficient on-site parking is provided with at least one-off street parking space for each 250 square feet of building area, plus two parking spaces for each service bay,
 - vii. Parking areas are screened from the adjacent residential property and in the side and rear yards; and
 - viii. Sign permits are obtained for any new signage.
 - e. The Rice Creek Watershed District.
3. The petitioner shall obtain any required City licenses to operate the proposed use.
4. The petitioner shall obtain any required State and/or County licenses to operate the proposed use and provide a copy of that license to the City upon request.
5. Waste shall be managed in accordance with the requirements of the Minnesota Pollution Control Agency and Anoka County. A copy of the current Hazardous Waste Generator License and/or waste tire management procedures for the facility must be provided to the City upon request.
6. This approval is intended to authorize minor repairs and servicing of motor vehicles are conducted, including but not limited to, replacement of parts, oil changes, tire rotations, and sale of automobile accessories for passenger cars and trucks not exceeding 12,000 pounds gross weight. The approval does not allow engine rebuilding, repairing, or reconditioning and collision service which includes but is not limited to body, frame, or fender straightening and overall painting of motor vehicles. An amendment will be required if the scope of services changes in the future.

**Permit Information:**

Permit Type: Special Use Permit
 Permit Subtype: Commercial
 Permit Number: SP25-000003
 Work Description: applying to open a light duty mechanic shop

Property Information:

Address: 6301 HIGHWAY 65 NE
 City, State and Zip: FRIDLEY, MN 55432
 PIN: 133024310072

Property Owner Information:

Property Owner: TAPIA ENTERPRISES LLC
 Property Owner Address: 6301 HIGHWAY 65 NE
 FRIDLEY, MN 55432

Applicant Information:

Name: Carlos Ortiz
 Address: [REDACTED]

Application Information:

Is the applicant the property owner? No
 Property Owner Email [REDACTED]
 Property Owner Phone Number [REDACTED]
 Will your project require a parking lot expansion of four (4) or more parking stalls. No
 Will your project require a change in utilities, grading or drainage

Payment Information:

Payment Date	Received From	Payment Amount
06/13/2025	Carlos Ortiz	\$1,500.00
06/13/2025	Carlos Ortiz	\$41.25

Signature:
Application Date:

Application Date: 06/13/2025
 60-Day Deadline: 08/11/2025
 120-Day Extension: 10/11/2025

Review Dates:

Activity Name	Completion Date	Activity Status
Application Intake	06/25/2025	Complete
Send 15 Day Letter	06/25/2025	Complete
Planning Commission Meeting	07/16/2025	Pending
City Council Meeting	08/11/2025	Pending
File with County		

Carlos Ortiz

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

June 13, 2025

City of Fridley - Planning Division

7071 University Avenue NE

Fridley, MN 55432

RE: Special Use Permit Application - Ortiz Automotive Repair

To Whom It May Concern,

My name is Carlos Ortiz, and I am writing to formally request a special use permit for the operation of a light-duty automotive repair shop - Ortiz Automotive Repair - within the City of Fridley.

I have proudly lived in Fridley for the past six years and am deeply committed to this community. With over 15 years of experience as a certified automotive technician at Hyundai in White Bear Lake, I bring a high level of professional skill, responsibility, and integrity to this new venture.

Ortiz Automotive Repair will be a family-owned and operated business, focused on providing honest and reliable light-duty mechanical services to the residents of Fridley and surrounding areas. Our goal is to create a welcoming neighborhood auto shop that prioritizes customer satisfaction and community trust. We believe our business will contribute positively to the local economy, provide convenient service options to residents, and strengthen the small business community in Fridley.

We respectfully ask for the City's support in approving this special use permit. We are prepared to meet all regulatory requirements and look forward to working collaboratively with the City to ensure this business operates responsibly and successfully.

Thank you for your time and consideration.

Sincerely,

Carlos Ortiz

Owner, Ortiz Automotive Repair



Community Development Department
7071 University Ave NE
Fridley, MN 55432
(763) 752-3592 | www.FridleyMN.gov

PROPERTY OWNER AUTHORIZATION FORM

I hereby affirm that I am the owner of the property located at:

Property Address/Location: 6301 Highway 65 N Fridley MN 55432

Parcel ID Number: 133 - 024 - 310 - 072 -

Project/Activity for which application(s) is being made: Lish Duty Automotive Shop

Name of Owner: Pedro tania

A

Stat

P

By signing below, I authorize the individual identified in the following section to act as my authorized agent with regard to any and all application(s) made to the City of Fridley for the activities described. The individual identified below shall remain in this capacity with regard to any applications and subsequently issued permits related to these activities indefinitely unless an express written request to terminate this authorization, signed by me, is submitted to the City.

Owner Signature

Date

Authorized Agent Name: Carlos Miguel Ortiz

Company Name (if applicable):

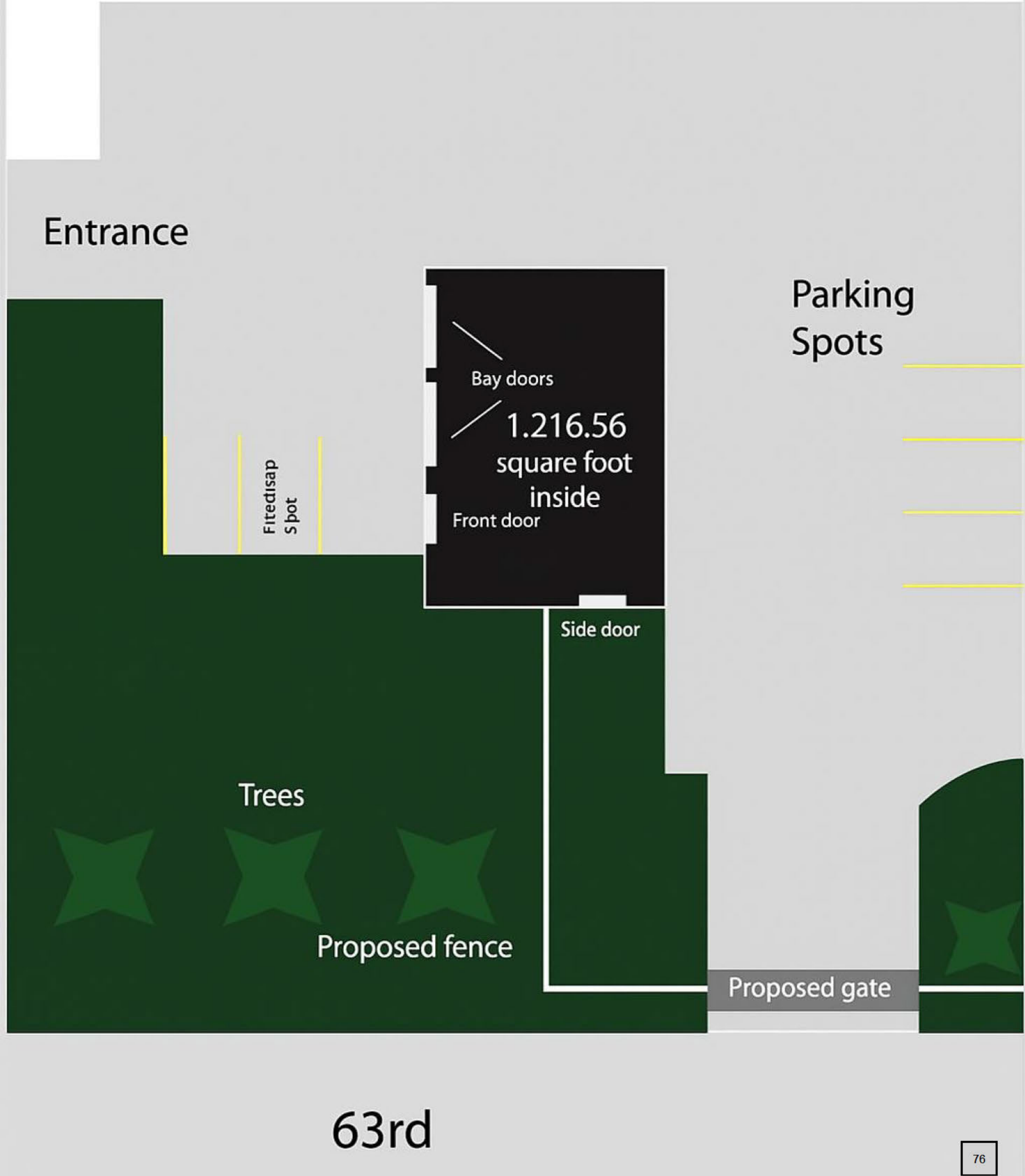
Address

Phone Number

Email

Once completed, please return this form to the City of Fridley
or upload with your permit or license application

Ortiz Automotive Repair



**The Minnesota Star Tribune
Business**

Description:

Legal Notices

**OFFICE OF PUBLIC HEARING
OF HAM LAKE
CITY OF ANOKA
STATE OF MINNESOTA**

NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, July 14, 2008 at 7:00 a.m. at the City Hall located at Central Avenue NE for the purpose of considering the application of Joseph Radach, Contour Development LLC, requesting preliminary approval and division of portions of land from Rural Single Family Residence to R-1 (Single Family Residence).

of certain land situated in
of Ham Lake, Anoka Coun-
Minnesota and which is descri-
s follows to wit:

Northeast Quarter of the
East Quarter of Section 36,
Ship 12, Range 23, Anoka
y, Minnesota.

Northwest Quarter of the
East Quarter, Section 35,
Ship 12, Range 23, Anoka
y, Minnesota. Except the
212.00 feet of the West 580
of said Northwest Quarter of
Northeast Quarter also occup-
North 512.41 feet of the West 3
feet of Northwest Quarter of
Northeast Quarter.

Southwest Quarter of the
East Quarter, Section 35,
Twp 22, Range 25, Anoka
County, Minnesota. EXCEPT
the West 330.2 feet of said Southwest
Quarter of the Northeast Quarter,
at the North 88 feet thereof;
Also Except the North 88.00
feet of the West 330.2 feet of said
Southwest Quarter of the
East Quarter of the South
Quarter, Section 36, Township 22,
Range 25, Anoka County, Minnesota.
Except the North 88 feet there-

Southwest Quarter of the
East Quarter, Section 35,
Ship 12, Range 23, Anoka
County, Minnesota.

Northeast Quarter of the
West Quarter, Except the
212 feet thereof, Section 36,
Ship 12, Range 23, Anoka
County, Minnesota.

East of the Northwest Quarter
of the Northwest Quarter, Section
36, Ship 12, Range 23, Anoka
County, Minnesota, lying East of
feet 107.97 feet thereof, and

South 67 feet of the North 158
feet of that part of the South Half
of the Northwest Quarter, Section
20, Township 23, Range 23, Anoka
County, Minnesota, lying Easterly
to the East line of Elwell Heights.

Southwest Quarter of the
West Quarter of Section 36,
ship 12, Range 2N, Artoke
County, Minnesota.

Northeast Quarter of the
East Quarter of Section 36,
ship 12, Range 2N, Artoke
County, Minnesota.

Northwest Quarter of the
East Quarter of Section 36,
ship 12, Range 2N, Artoke
County, Minnesota.

Southwest Quarter of Section 36,
Ship 32, Range 23, Anoka
County, Minnesota.

Southeast Quarter of the
East Quarter of Section 36,
Ship 32, Range 23, Anoka
County, Minnesota.

South 212.00 feet of the West 5
feet of the Northwest Quar-
ter of the Northeast Quarter; the
88.00 feet of the West 500.00
feet of the Southwest Quarter of
the East Quarter; that part of the
88.00 feet of the South Half
of the Northwest Quarter and that

Half of the Northwest Quarter East of the East line of Heights, according to the road plat thereof, all in Section 36, Township 23, Range 23, Anoka County, Minnesota.

Southwest Quarter of the West Quarter, Section 36, Township 32, Range 23, EXCEPT EL 44, Anoka County Right of Plat No. 81, Anoka County, Minnesota. (Tract Property)

Part of the Northwest Quarter of the Southwest, Section 36, Township 23, Range 23, Anoka County, Minnesota.

331.23 feet north of, measured at right angles to and parallel to the South line of said North Quarter of the Southwest Quarter, EXCEPT PARCEL 43, Anoka County Right of Way Plat No. 81, Anoka County, Minnesota, Owners Property, Torrens Certificate No. 123181)

At A. Red Fox Hollow 2nd Addition, Anoka County, Minnesota, Owners Property, Torrens Certificate No. 151959)

Each hearing both written and oral comments will be heard.
D: July 4, 2025

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fax 612.673.4884 or go to
startribune.com/placeads.

★ StarTribune

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
 COUNTY OF HENNEPIN)

 **The Minnesota Star Tribune**

650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

<u>Dates of Publication</u>	<u>Advertiser</u>	<u>Account #</u>	<u>Order #</u>
StarTribune 07/04/2025	FRIDLEY CITY OF	1000019971	520442

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$50.56**

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 07/07/2025

Diane E. Rak Kleszyk



Notary Public



AGENDA REPORT

Meeting Date: August 11, 2025

Meeting Type: City Council

Submitted By: Joe Starks, Finance Director/City Treasurer

Title

Resolution No. 2025-100, Approving Claims for the Period Ending August 6, 2025

Background

Attached is Resolution No. 2025-100 and the claims report for the period ending August 6, 2025.

Financial Impact

Included in the budget.

Recommendation

Staff recommend the approval of Resolution No. 2025-100, Approving Claims for the Period Ending August 6, 2025.

Focus on Fridley Strategic Alignment

☐ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☒ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☐ Organizational Excellence	

Attachments and Other Resources

- Resolution No. 2025-100, Approving Claims for the Period Ending August 6, 2025
- City Council Claims Report

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Resolution No. 2025-100**Approving Claims for the Period Ending August 6, 2025**

Whereas, Minnesota Statute § 412.271 generally requires the City Council to review and approve claims for goods and services prior to the release of payment; and

Whereas, a list of such claims for the period ending August 6, 2025, was reviewed by the City Council.

Now, therefore be it resolved, that the City Council of the City of Fridley hereby approves the payment of the claims as presented.

Passed and adopted by the City Council of the City of Fridley this 11th day of August 2025.

David Ostwald - Mayor

Attest:

Melissa Moore – City Clerk

Bank Transaction Report

Transaction Detail

Issued Date Range: 07/24/2025 - 08/06/2025

Cleared Date Range:



Issued

Date	Description	Module	Type	Amount
07/25/2025	US BANK (P-CARDS)	Accounts Payable	Bank Draft	-34,865.45
07/30/2025	ADVANCED GRAPHIX INC	Accounts Payable	Check	-40.00
07/30/2025	AMERICAN HYDROSEEDING LLC	Accounts Payable	Check	-1,413.95
07/30/2025	AMERICAN SOLUTIONS FOR BUSINESS	Accounts Payable	Check	-69.72
07/30/2025	ANOKA COUNTY ATTORNEY	Accounts Payable	Check	-5,900.00
07/30/2025	ANOKA COUNTY TREASURY OFFICE	Accounts Payable	Check	-950.00
07/30/2025	APPLE FORD WHITE BEAR LAKE	Accounts Payable	Check	-421.54
07/30/2025	ASPEN MILLS INC	Accounts Payable	Check	-302.15
07/30/2025	AUTOMATIC SYSTEMS CO INC	Accounts Payable	Check	-3,973.00
07/30/2025	BRUSKE PRODUCTS	Accounts Payable	Check	-1,312.82
07/30/2025	CDW GOVERNMENT INC	Accounts Payable	Check	-1,368.00
07/30/2025	CENTERPOINT ENERGY-MINNEGASCO	Accounts Payable	Check	-142.96
07/30/2025	CENTRAL LOCK & SAFE COMPANY INC	Accounts Payable	Check	-20.00
07/30/2025	CENTRAL ROOFING COMPANY	Accounts Payable	Check	-1,350.00
07/30/2025	COMCAST/XFINITY	Accounts Payable	Check	-2,777.93
07/30/2025	COMMERCIAL ASPHALT PLANT SERVICES	Accounts Payable	Check	-5,150.00
07/30/2025	COON RAPIDS, CITY OF	Accounts Payable	Check	-549.33
07/30/2025	CORE & MAIN LP	Accounts Payable	Check	-2,822.41
07/30/2025	CUSTOM GRAPHIX	Accounts Payable	Check	-40.00
07/30/2025	FERGUSON WATERWORKS #2518	Accounts Payable	Check	-1,297.67
07/30/2025	FLEET PRIDE TRUCK & TRAILER PARTS	Accounts Payable	Check	-28.98
07/30/2025	GERTENS GREENHOUSE INC	Accounts Payable	Check	-327.30
07/30/2025	GSSC GENERAL SECURITY SERVICES	Accounts Payable	Check	-100.00
07/30/2025	HALL, BROOKE	Accounts Payable	Check	-279.62
07/30/2025	HAWKINS INC	Accounts Payable	Check	-17,926.36
07/30/2025	HIRSHFIELD'S PAINT MFG	Accounts Payable	Check	-509.50
07/30/2025	INSIGHT PUBLIC SECTOR	Accounts Payable	Check	-543.76
07/30/2025	ISTATE TRUCK CENTER	Accounts Payable	Check	-64.68
07/30/2025	KENNEDY & GRAVEN CHARTERED	Accounts Payable	Check	-3,460.00

Issued

Date	Description	Module	Type	Amount
07/30/2025	KIMLEY-HORN & ASSOCIATES INC	Accounts Payable	Check	-128,243.45
07/30/2025	LAKE RESTORATION INC	Accounts Payable	Check	-362.00
07/30/2025	LOFFLER COMPANIES-131511	Accounts Payable	Check	-3,522.24
07/30/2025	MARTIN MARIETTA	Accounts Payable	Check	-7,061.00
07/30/2025	MC TOOL & SAFETY	Accounts Payable	Check	-200.09
07/30/2025	MENARDS - FRIDLEY	Accounts Payable	Check	-790.88
07/30/2025	METRO VOLLEYBALL OFFICIALS ASSOCIATION	Accounts Payable	Check	-714.00
07/30/2025	MICHELS UTILITY SERVICES INC	Accounts Payable	Check	-1,341.50
07/30/2025	MIDWEST MACHINERY/MINNESOTA AG POWER INC	Accounts Payable	Check	-811.29
07/30/2025	MINN DEPT OF FINANCE	Accounts Payable	Check	-2,950.00
07/30/2025	MINN HWY SAFETY/RESEARCH-MHSRC	Accounts Payable	Check	-535.00
07/30/2025	MINN IT	Accounts Payable	Check	-518.82
07/30/2025	MINN PETROLEUM SERVICE	Accounts Payable	Check	-691.00
07/30/2025	MINNEAPOLIS SAW INC	Accounts Payable	Check	-39.98
07/30/2025	MINNESOTA METRO NORTH TOURISM BUREAU	Accounts Payable	Check	-9,610.19
07/30/2025	NORTHERN TOOL & EQUIPMENT	Accounts Payable	Check	-33.22
07/30/2025	NORTHSTAR MAINTENANCE MANAGEMENT	Accounts Payable	Check	-532.48
07/30/2025	ON SITE COMPANIES	Accounts Payable	Check	-386.50
07/30/2025	PALADIN TECHNOLOGIES (USA) INC	Accounts Payable	Check	-5,233.94
07/30/2025	PAQUETTE, LEON	Accounts Payable	Check	-5,000.00
07/30/2025	PLATINUM POWER WASHING INC	Accounts Payable	Check	-3,580.80
07/30/2025	Q3 CONTRACTING INC / PSC	Accounts Payable	Check	-4,510.50
07/30/2025	QUADIENT FINANCE USA INC	Accounts Payable	Check	-900.00
07/30/2025	RJM CONSTRUCTION LLC	Accounts Payable	Check	-234,943.02
07/30/2025	SEFERONE, LENKA	Accounts Payable	Check	-90.00
07/30/2025	ST PAUL, CITY OF	Accounts Payable	Check	-2,799.53
07/30/2025	STIMEY ELECTRIC	Accounts Payable	Check	-13,092.68
07/30/2025	SUN BADGE CO	Accounts Payable	Check	-221.75
07/30/2025	TACTICAL EMS SCHOOL	Accounts Payable	Check	-300.00
07/30/2025	TECH ACADEMY/THOMSEN SYSTEMS	Accounts Payable	Check	-3,920.00
07/30/2025	TERRACON CONSULTANTS INC	Accounts Payable	Check	-5,766.00
07/30/2025	TI-ZACK CONCRETE LLC	Accounts Payable	Check	-172,281.23
07/30/2025	TRAVIS GLANZER HVAC LLC	Accounts Payable	Check	-96.00
07/30/2025	TREE TRUST	Accounts Payable	Check	-26,840.00
07/30/2025	US DEPT OF AGRICULTURE-USDA APHIS	Accounts Payable	Check	-4,092.48
07/30/2025	VALLEY-RICH CO INC	Accounts Payable	Check	-23,908.68
07/30/2025	VERIZON WIRELESS	Accounts Payable	Check	-480.12
07/30/2025	VESTIS	Accounts Payable	Check	-537.22
07/30/2025	VOIGT BUS SERVICES INC	Accounts Payable	Check	-2,891.28

Issued

Date	Description	Module	Type	Amount
07/30/2025	XCEL ENERGY	Accounts Payable	Check	-4,898.46
07/30/2025	YALE MECHANICAL INC	Accounts Payable	Check	-717.00
07/30/2025	LAW ENFORCEMENT LABOR SERVICES	Accounts Payable	Check	-2,942.96
07/30/2025	LEGALSHIELD	Accounts Payable	Check	-437.75
07/30/2025	MINN CHILD SUPPORT PAYMENT CENTER	Accounts Payable	Check	-327.27
07/30/2025	NCPERS MINNESOTA-478000	Accounts Payable	Check	-608.00
07/31/2025	BOND TRUST SERVICES (BOND PMTS-WIRES)	Accounts Payable	Bank Draft	-19,056.25
07/31/2025	BOND TRUST SERVICES (BOND PMTS-WIRES)	Accounts Payable	Bank Draft	-666,056.25
07/31/2025	BOND TRUST SERVICES (BOND PMTS-WIRES)	Accounts Payable	Bank Draft	-124,393.75
07/31/2025	BOND TRUST SERVICES (BOND PMTS-WIRES)	Accounts Payable	Bank Draft	-21,500.00
07/31/2025	BOND TRUST SERVICES (BOND PMTS-WIRES)	Accounts Payable	Bank Draft	-433,725.00
08/01/2025	FRIDLEY POLICE ASSOCIATION-PY only	Accounts Payable	EFT	-200.00
08/01/2025	FRIDLEY-IAFF DUES/INTL ASSOC/FIRE FIGHTERS	Accounts Payable	EFT	-120.00
08/01/2025	TRUSTONE FINANCIAL	Accounts Payable	EFT	-810.00
08/01/2025	SVAP FRIDLEY MARKET / STERLING ORG (Bank Draft Pmt)	Accounts Payable	Bank Draft	-22,854.00
08/01/2025	VOYA INSTITUTIONAL TRUST CO (for MN/MSRS)	Accounts Payable	Bank Draft	-996.15
08/01/2025	VOYA INSTITUTIONAL TRUST CO (for MN/MSRS)	Accounts Payable	Bank Draft	-2,113.36
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE-457 Def.Comp	Accounts Payable	Bank Draft	-22,007.26
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE-457 Def.Comp	Accounts Payable	Bank Draft	-4,287.67
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Sav	Accounts Payable	Bank Draft	-397.20
08/01/2025	BLUE CROSS BLUE SHIELD OF MN	Accounts Payable	Bank Draft	-150,891.60
08/01/2025	OPTUM BANK (HSA)	Accounts Payable	Bank Draft	-4,862.47
08/01/2025	OPTUM BANK (HSA)	Accounts Payable	Bank Draft	-2,760.66
08/01/2025	PERA - PUBLIC EMPLOYEES	Accounts Payable	Bank Draft	-47,460.05
08/01/2025	PERA - PUBLIC EMPLOYEES	Accounts Payable	Bank Draft	-164.46
08/01/2025	PERA - PUBLIC EMPLOYEES	Accounts Payable	Bank Draft	-66,226.61
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Sav	Accounts Payable	Bank Draft	-150.00
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Sav	Accounts Payable	Bank Draft	-2,325.00
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Sav	Accounts Payable	Bank Draft	-600.00
08/01/2025	CITY OF FRIDLEY-MISSION SQUARE Roth IRA	Accounts Payable	Bank Draft	-7,010.38
08/01/2025	BENEFIT RESOURCE LLC - BPA/VEBA	Accounts Payable	Bank Draft	-800.00
08/01/2025	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Bank Draft	-53,443.76
08/01/2025	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Bank Draft	-18,931.82
08/01/2025	MINN DEPT OF REVENUE - PAYROLL TAX	Accounts Payable	Bank Draft	-27,876.75
08/01/2025	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Bank Draft	-59,981.26
08/01/2025	Payroll EFT	Payroll	EFT	-432,293.76
08/06/2025	ALLINA HEALTH SYSTEM	Accounts Payable	Check	-900.00
08/06/2025	APPLE FORD WHITE BEAR LAKE	Accounts Payable	Check	-171.03
08/06/2025	ASPEN MILLS INC	Accounts Payable	Check	-67.05

Issued

Date	Description	Module	Type	Amount
08/06/2025	AUTOMATIC SYSTEMS CO INC	Accounts Payable	Check	-1,725.00
08/06/2025	BAUER SERVICES II INC	Accounts Payable	Check	-500.00
08/06/2025	BRENNAN CONSTRUCTION OF MN INC	Accounts Payable	Check	-100,088.81
08/06/2025	BRI/BENEFIT RESOURCE LLC - BPA/VEBA	Accounts Payable	Check	-722.25
08/06/2025	CENTERPOINT ENERGY-MINNEGASCO	Accounts Payable	Check	-413.10
08/06/2025	CENTURY LINK	Accounts Payable	Check	-900.05
08/06/2025	COON RAPIDS, CITY OF	Accounts Payable	Check	-984.50
08/06/2025	COVERTTRACK GROUP INC	Accounts Payable	Check	-600.00
08/06/2025	CULLIGAN	Accounts Payable	Check	-126.45
08/06/2025	DALCO/IMPERIAL DADE	Accounts Payable	Check	-987.91
08/06/2025	DELEGARD TOOL CO	Accounts Payable	Check	-369.70
08/06/2025	FEDEX CORP	Accounts Payable	Check	-16.65
08/06/2025	GENUINE PARTS CO/NAPA	Accounts Payable	Check	-141.67
08/06/2025	GERTENS GREENHOUSE INC	Accounts Payable	Check	-162.00
08/06/2025	GOPHER STATE ONE-CALL INC	Accounts Payable	Check	-453.60
08/06/2025	GRAFIK DISTINCTION INC	Accounts Payable	Check	-3,050.00
08/06/2025	HERRICK, DANIELLE	Accounts Payable	Check	-280.00
08/06/2025	HYDRAULIC SPECIALTY CO	Accounts Payable	Check	-62.31
08/06/2025	IDEAL SERVICE INC	Accounts Payable	Check	-1,012.50
08/06/2025	INNOVATIVE OFFICE SOLUTIONS	Accounts Payable	Check	-298.16
08/06/2025	INTERSTATE ALL BATTERY CENTER	Accounts Payable	Check	-157.95
08/06/2025	LAKE RESTORATION INC	Accounts Payable	Check	-2,760.00
08/06/2025	MARTIN MARIETTA	Accounts Payable	Check	-265.00
08/06/2025	MINN DEPT OF TRANSPORTATION	Accounts Payable	Check	-104.21
08/06/2025	MINNEAPOLIS SAW INC	Accounts Payable	Check	-87.99
08/06/2025	NFP INSURANCE SERVICES INC	Accounts Payable	Check	-660.00
08/06/2025	NORTH COUNTRY CHEVROLET GMC / TRES INC	Accounts Payable	Check	-53,321.28
08/06/2025	PALADIN TECHNOLOGIES (USA) INC	Accounts Payable	Check	-25.00
08/06/2025	PLATINUM POWER WASHING INC	Accounts Payable	Check	-1,256.17
08/06/2025	PREMIUM WATERS INC	Accounts Payable	Check	-106.89
08/06/2025	PYE-BARKER / NARDINI FIRE	Accounts Payable	Check	-3,948.63
08/06/2025	Q3 CONTRACTING INC / PSC	Accounts Payable	Check	-1,074.65
08/06/2025	RAILROAD MANAGEMENT COMPANY LLC	Accounts Payable	Check	-834.05
08/06/2025	REAL TIME NETWORKS / KEY TRACER SYSTEMS	Accounts Payable	Check	-3,010.00
08/06/2025	REPUBLIC SERVICES #899	Accounts Payable	Check	-5,642.29
08/06/2025	SIR LINES-A-LOT	Accounts Payable	Check	-4,874.20
08/06/2025	SITEONE LANDSCAPE SUPPLY	Accounts Payable	Check	-172.22
08/06/2025	SPLIT ROCK MGMT - DBA VANGUARD CLEANING	Accounts Payable	Check	-3,875.00
08/06/2025	TIMESAVER OFF SITE SECRETARIAL INC	Accounts Payable	Check	-516.00

Issued

Date	Description	Module	Type	Amount
08/06/2025	TOMMY'S EXPRESS CAR WASH / RISE LLC	Accounts Payable	Check	-21.00
08/06/2025	UHL COMPANY	Accounts Payable	Check	-533.00
08/06/2025	USA BLUEBOOK	Accounts Payable	Check	-917.31
08/06/2025	VESTIS	Accounts Payable	Check	-229.29
08/06/2025	WILDLIFE SCIENCE CENTER	Accounts Payable	Check	-297.60
08/06/2025	XCEL ENERGY	Accounts Payable	Check	-57,557.96
				-3,218,343.34
Report Total: (153)				-3,218,343.34

Summary

Transaction Type	Amount
Bank Draft	-1,795,737.16
Check	-989,182.42
EFT	-433,423.76
Report Total:	-3,218,343.34