



City Council Meeting

December 23, 2024

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. Acknowledging the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended December 31, 2023

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 December 9, 2024
3. Receive the Minutes from the City Council Conference Meeting of December 9, 2024
4. Receive the Minutes of the Parks and Recreation Commission Meeting of November 4, 2024
5. Receive the Minutes of the Public Arts Commission Meeting of November 6, 2024
6. Receive the Minutes of the Housing & Redevelopment Authority (HRA) of November 7, 2024
7. Receive the Minutes of the Environmental Quality and Energy Commission (EQEC) Meeting of November 12, 2024

New Business

8. Resolution No. 2024-184, Adopting the Commission Onboarding Manual
9. Ordinance No. 1426, Amending the Fridley City Code to add Chapter 312, Cannabis Business, and Amending the Fridley City Code Chapter 209, Fees (Second Reading)

- [10.](#) Resolution No. 2024-187, Approving Gifts, Donations and Sponsorships Received Between November 16, 2024, and December 15, 2024

Claims

- [11.](#) Resolution No. 2024-183, Approving Claims for the Period Ending December 18, 2024

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

- [12.](#) Resolution No. 2024-188, Accepting the Award of Community Development Block Grant Funds for a Public Facility to be Generally Located at 110 77th Way NE
- [13.](#) Resolution 2024-185, Approving Budget Reappropriation for Certain Funds for the Fiscal Year Ending December 31, 2024
- [14.](#) Resolution No. 2024-186, Authorizing a Funding Application and Grant Agreement with the Metropolitan Council for Private Sanitary Inflow/Infiltration Reduction for 2025

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: December 23, 2024

Meeting Type: City Council

Submitted By: Joe Starks, Finance Director/City Treasurer

Title

Acknowledging the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended December 31, 2023

Background

The Government Finance Officers Association of the United States and Canada (GFOA) announced that the City of Fridley (City) has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting. It is the highest form of recognition in the area of governmental accounting and financial reporting, and the attainment of it represents a significant accomplishment by a government and its management.

The Annual Comprehensive Financial Report (ACFR) was judged by an impartial panel to meet the high standards of the program which include demonstrating a "constructive spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report. It is evidence of the City's intentional, transparent financial reporting, which is critical to maintaining public trust. The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting every year since 2011.

Please extend a big thank you to the accounting staff for their hard work, with special thanks to Korrie Johnson, Assistant Finance Director.

Financial Impact

Recommendation

Staff recommend the 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

- Certificate of Achievement for Excellence in Financial Reporting

Vision Statement

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



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Fridley
Minnesota**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2023

Christopher P. Morill

Executive Director/CEO



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approve the Minutes from the City Council Meeting of December 9, 2024

Background

Attached are the minutes from the City Council meeting of December 9, 2024.

Financial Impact

None.

Recommendation

Staff recommend the approval of the minutes from the City Council meeting of December 9, 2024.

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

- Minutes from the City Council Meeting of December 9, 2024

Vision Statement

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



City Council Meeting

December 9, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Mayor Lund called the City Council Meeting of December 9, 2024, to order at 7:00 p.m.

Present

Mayor Scott Lund
Councilmember Dave Ostwald
Councilmember Tom Tillberry
Councilmember Ryan Evanson
Councilmember Ann Bolcom

Absent

Others Present

Walter Wysopal, City Manager
Scott Hickok, Community Development Director
Brandon Brodhag, Assistant City Engineer
Beth Kondrick, Deputy City Clerk
Nancy Abts, Associate Planner
Samantha Zuehlke, City Attorney

Pledge Of Allegiance

Approval of Proposed Consent Agenda

Motion made by Councilmember Bolcom to adopt the proposed Consent Agenda. Seconded by Councilmember Tillberry.

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

Approval/Receipt of Minutes

1. Approve the Minutes from the City Council Meeting of November 25, 2024.
2. Receive the Minutes from the City Council Conference Meeting of November 25, 2024.

New Business

3. Resolution No. 2024-174, Certifying the Final Tax Levy Requirements for 2025 to the County of Anoka.
4. Resolution No 2024-175, Approving a Budget for the Fiscal Year 2025 and the 2025-2029 Capital Investment Program.
5. Resolution No. 2024-179, Awarding 2025 Trail Improvements Project No. 2025-21.
6. Resolution No. 2024-181, Designating Precincts and Polling Locations for the 2025 Election Year.

Licenses

7. Resolution No. 2024-176, Approving Temporary Lawful Gambling Permit for Capable Partners for Event to be Held March 8, 2025.

Claims

8. Resolution No. 2024-180, Approving Claims for the Period Ending December 4, 2024.

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

No one from the audience spoke.

Adoption of Regular Agenda

Motion made by Councilmember Tillberry to adopt the regular agenda. Seconded by Councilmember Evanson.

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

Regular Agenda

Public Hearing(s)

9. Public Hearing for Improvements for 2025 Street Rehabilitation Project No. ST2025-01 and Resolution No. 2024-177, Ordering Final Plans, Specifications and Calling for Bids for 2025 Street Rehabilitation Project No. ST2025-01.

Motion made by Councilmember Evanson to open the public hearing. Seconded by Councilmember Ostwald.

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

Brandon Brodhag, Assistant City Engineer, provided background information on the pavement management plan, proposed project area, existing conditions, preliminary project outreach, and feasibility report. He provided additional details on the project elements, concrete pavement

rehabilitation, and construction phasing. He stated that staff received comments about excessive traffic volume related to traffic speed and volume on East Danube Road. He noted that a traffic calming meeting will be held on December 18th at 5:30 p.m. for impacted properties in that area. He provided details on diamond surface grinding and stated that has been recommended to possibly be included as an alternate for future consideration if the bid results are favorable. He reviewed the project budget and information on special assessments, LDR property assessment, and payment options. He summarized the tentative project schedule, asking the Council to hold the public hearing and consider adoption of the resolution as presented.

Councilmember Evanson asked for more information on why the diamond surfacing is not recommended to be included in the main scope of the project. Mr. Brodhag replied that the cost would push the budget of the project. He stated that if the bid is very favorable, the surfacing could be added as an alternate or it could also be completed at a later time.

Councilmember Evanson recognized that the price to replace a concrete road is significantly more than a typical asphalt road and confirmed that the proposed assessment was reduced to 35 percent in order to more normalize the assessment.

Mayor Lund invited residents to provide input.

Jennifer Mulvihill referenced the asked for additional information on subcutting, the breakdown of costs between the street and utilities, when finalized panel replacement would be known, the type of concrete that would be used, and expressed concern with the noise that could be caused by diamond surfacing. She supported the concept of adding a speed bump. Mr. Brodhag provided the requested information and confirmed that if subcuts are necessary they would be included in the project cost as anticipated. He explained the process that was used to identify the panels for replacement and noted that staff and the contractor would work together to identify the final locations for replacement.

Ms. Mulvihill also provided comments from her neighbor at 5640 N. Danube who supports the proposal as long as there would be some type of traffic calming and enforcement.

Councilmember Bolkcom asked the estimated cost of speedbumps and whether that would be shared with the residents. Mr. Brodhag replied that he was unsure of the cost, but it would be split 50/50 between the impacted residents and the City. He provided a rough estimate of about \$500 per impacted resident.

Kathy Fahey, 1465 N. Danube, echoed the comments of the previous resident related to the traffic issues, specifically at N. Danube and Arthur. She was concerned that the intersection was not addressed and suggested that Arthur be closed off which would reduce the traffic from the school. She spoke of previous issues with sewer backup and was concerned that was not being addressed with this project as she believes that it is not sized correctly for use. She was not satisfied with the improvements that have been made thus far and did not have faith in this project, suggesting that the road all be replaced or nothing at all. She did not believe all properties should pay an equal amount when they are not equal sizes of property. Mayor Lund explained that this method of replacement is proposed because of the cost, noting that the alternate would have an assessment of \$11,500. He explained that closing a street pushes that issue to another road.

Steve Mackenthun, 5502 W. Danube, thanked the Council and staff for considering the impact on property owners and decreasing the proposed assessment. He asked and received confirmation that the speedbumps have not been included in the project cost and would only be assessed to the impacted property owners.

Karl Breitbarth, 5477 E. Danube, asked for more details on how the 24-hour notice would be provided to residents. He stated that in the 30 years he has lived at the property this is the first assessment he can recall and therefore looks forward to the project. He wanted to ensure that nothing was missed with the proposed method of repair. He asked for details on whether the concrete being replaced would match the other panels that have been replaced and asked for more information on the diamond surfacing. He also asked and received confirmation that damage to the curb would be repaired as part of this project. Mr. Brodhag stated that when driveways will be impacted, they will provide a 24-hour notice. It was also noted that residents should sign up for the weekly project updates. He stated that the diamond surfacing provides a smoother ride but explained that staff needs to find out more information to determine if it would be appropriate.

Mayor Lund asked that a paper be provided tonight where interested residents can leave their email to sign up for the project updates.

Rachel Cahill, 5643 N. Danube, asked how the City will reach residents who perhaps could not attend tonight. She asked for details on whether the voices of those most impacted would be engaged as well as those that would be impacted by the assessment. She stated that she works in equity and inclusion and is open to assist if needed. Mayor Lund stated that the goal is for residents to be aware of the project and this process noting the multiple platforms the City uses to reach residents, including direct mailers. He stated that the Council is also open to any comments or questions. He explained that this method of replacement and a reduction to the assessment were chosen by the Council in order to reduce the impact on residents. He also reviewed the payment options available for the assessment.

Diane Mulvihill, 5601 N. Danube, asked the benefit that would be provided and hoped that once repaired the road would last as long as possible. She provided input on the volume of traffic on N. Danube due to the two schools. She stated that when there was a solution for the two schools, that created a new issue on N. Danube and issues on Gardenia. Mayor Lund commented that they will continue to look at traffic calming options for N. Danube.

Mary Carlson, 1424 N. Danube, commented on the large number of trash trucks that go through their neighborhood and whether this method of repair would have more damage from the trucks. Mr. Brodhag provided information on the design of the panels that would assist in load transfer to handle heavy vehicles.

Troy Lanz, 5505 W. Danube, commented that he does not believe the new drains will provide assistance, noting that the elevation after paving does not direct water to the drains. He was concerned that he would not receive the 24-hour notice and that the issue with high and low spots would continue to occur. Mr. Brodhag replied that some of the panels were set at a new elevation to match the panels that will be installed next year. Mr. Lanz asked why all the work was not done at

once. Mayor Lund explained that typically all the work cannot be completed in one season which is why utility work occurs the year prior to the road project. Mr. Brodhag noted that there was grant funding that assisted with the cost of the work that was done this year and had to be used in 2024.

Rick Schroder, 5497 E. Danube, encouraged staff to pay attention to the quality of the work being done. He provided input on the work that was done this summer by the contractor. Mr. Brodhag explained that the panels replaced this summer do not have rebar and explained how the panels will be connected once the new panels are placed.

Ms. Fahey commented that in June the residents filled out forms with their contact information and have not received any communication other than the notice for tonight. She asked why the schools are not contributing to the cost when their bus traffic is causing issues on the road. She believed that the residents should have a vote.

Terry Reyez, 1479 N. Danube, asked how his irrigation system would be addressed during construction. He commented that it would make sense to address the sewer system while the road is open to ensure that other residents do not deal with the backup that the Faheys experienced. Mr. Brodhag asked that the system be marked with flags if it is located in the right-of-way. He stated that they will attempt to avoid the system but if it is disturbed, the City would replace that. He explained that the utilities are televised in the street project area to determine if any replacement or correction is needed. He stated that generally, the useful life of a utility is over 100 years. These utilities are around 50 years old, and staff believe another 40 to 50 years could be obtained. He confirmed that if any issues were identified, they would be addressed. He stated that the City offers free televising of the private sewer line on properties before construction begins if property owners request that.

Rich Villelle, 5588 W. Danube, asked for more information on the bid process and estimate. Mr. Brodhag explained how project estimates are created, noting that the estimate is preliminary and will be fine-tuned as they finalize the design. He provided details on the bidding process.

Joe Tadros, 1438 N. Danube, asked if the tree roots have been considered, noting his experience with the roots causing damage to his concrete driveway. He asked if there was a guarantee that this method of repair would last. Mr. Brodhag replied that staff would look at the root system of the trees in the boulevard and that some trees could be removed to ensure problems do not continue. He stated that there would be a two-year warranty from the final acceptance of the project.

Ms. Mulvihill commented on water that has pooled because of the elevation of new panels. She also noted cracking that has already occurred on a new panel. She believed a full-road replacement would be a better option. She commented on issues with the pavement project in the nearby townhomes and the water issues that exist in that area. Mr. Brodhag stated that staff could look at warranty work from the contractor who completed the work on that panel. He stated that the cost would increase significantly to replace the entire road, with an assessment of about \$23,000 per property. He commented that staff did hear the concerns about water at the public meeting.

Norm Schultz, 5535 W. Danube, asked the City to consider 48-hour notice rather than 24-hour notice along with recommendations of where residents can park when their driveway cannot be accessed.

Councilmember Evanson commented that he represents this ward and if residents reach out to staff and do not receive a response, they can reach out to him directly.

Ms. Cahill urged the Council to reach out to hear more voices before making a decision. She commented that as a neighbor she would be happy to assist in reaching out to her neighbors and those in her neighborhood.

Councilmember Bolkcom commented that they are not yet going out for bid as the action tonight is to proceed with the final design. She stated that they could send another mailer, and residents could continue to reach out to staff. She asked if other options could be reviewed for traffic. Mr. Brodhag commented that there is a meeting for the E. Danube residents next week and staff can look further to N. Danube and Arthur to determine if something more could be done to manage traffic before the project even begins and as part of the project.

Councilmember Evanson commented that if they delay this action tonight, it would ultimately delay the opportunity to go for bid at a time when bidding prices are good which would only increase the cost. Mr. Brodhag confirmed that they do need to go out for bid at the right time to secure good prices but that does not mean they cannot continue to work with residents to address concerns.

Ms. Mulvihill commented that she believes they are rushing this process. Mayor Lund commented that this timeline for bidding ensures fair prices and if that is delayed, the prices will increase. Councilmember Ostwald commented that engineering plans a decade of street repairs, so if this is delayed one year that impacts the whole plan. He stated that this has been discussed for months already. He stated that if this is pulled out of the queue now, it may be five to eight years before it could come back up.

Wally Wysopal, City Manager, believed there would be a benefit in backing up and explaining how they got to this point, which began with road planning and preliminary engineering. He stated that the action tonight merely approves the preparation of plans for bidding. Mr. Brodhag explained that the City has a ten-year program for road projects, a five-year Capital Investment Program, and explained the work that is done the year prior to a project including preparation of the feasibility report, public engagement and public hearing, and then finalization of the plans. He explained that the design is about 35 percent complete at this point, which is why they solicit resident input to assist with completing the final design.

Steve Mackenthun commented that he understands that the City has a ten-year program and appreciates that the assessment is not an exorbitant amount as he is concerned with the cost. He stated that citizens have a responsibility to be involved and pay attention as well in terms of inclusion. He commented that he is not interested in delaying the project and causing extra cost.

Mr. Wysopal commented that the Council will take action tonight and then the final plans will come back for the Council to consider the bids and approve the project. He stated that in the time between now and then, staff can continue to work with residents and look for grants.

Councilmember Tillberry commented on his confidence in staff and the process. He noted that there are times when the estimates have been high, and the bid cost is actually lower than projected. He explained that the action tonight is to direct staff to keep working on the plans.

Councilmember Bolkcom suggested that a second letter be sent to residents, providing a contact number they could call if they have additional questions.

Motion made by Councilmember Evanson to close the public hearing, Seconded by Councilmember Bolkcom.

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

Motion made by Councilmember Evanson to adopt Resolution No. 2024-177, Ordering Final Plans, Specifications and Calling for Bids for the 2025 Street Rehabilitation Project No. ST2025-01. Seconded by Councilmember Ostwald.

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

New Business

10. Resolution No. 2024-178, Awarding 2025 Neighborhood Parks Improvements Project No. 25-70912

Mr. Brodhag provided background information on the Park System Improvement Plan and the two projects identified in the 2024 Capital Investment Program (CIP). He reviewed the project location and existing conditions, project details, and project bids received. He provided details on the project funding, schedule, and recommendation from staff to approve the resolution as presented.

Councilmember Bolkcom asked how soon they would know if the oak trees would survive construction and be kept. Mr. Brodhag stated that the design was made to protect as many trees as possible, noting that three have been identified for removal and a buffer was created to protect the other trees.

Councilmember Bolkcom commended the staff for receipt of the grant funds. Mr. Brodhag commented on the success the City has had with Anoka County on park projects. He also recognized the work of Mike Maher, Parks and Recreation Director, in pursuing the grant funds.

Motion made by Councilmember Tillberry to approve Resolution No. 2024-178, Awarding 2025 Neighborhood Parks Improvements Project No. 25-70912. Seconded by Councilmember Bolkcom.

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

11. Ordinance No. 1426, Amending the Fridley City Code to add Chapter 312, Cannabis Business, and Amending the Fridley City Code Chapter 209, Fees (First Reading)

Beth Kondrick, Deputy City Clerk, presented the first reading of Ordinance No. 1426. She provided background information on the moratorium that was adopted in 2023 which will expire on January 1, 2025, as well as the work that staff has done to develop an ordinance for cannabis businesses. She reviewed the types of licenses that have been defined for cannabis businesses along with some of the license requirements through the Office of Cannabis Management (OCM). She provided additional information on zoning regulations and registration fees. She reviewed the next steps and recommended that the Council approve the first reading tonight.

Councilmember Evanson recognized that the social equity lottery was delayed and asked if there is a possibility that any licenses would be issued ahead of the other licenses in 2025. Samantha Zuehlke, City Attorney, replied that the lottery is currently under a temporary restraining order. Ms. Kondrick commented that the Council will most likely revisit this topic throughout the year as changes continue to be identified through the OCM and overall process.

Motion made by Councilmember Ostwald to approve the first reading of Ordinance No. 1426, Amending the Fridley City Code to add Chapter 312, Cannabis Business, and Amending the Fridley City Code Chapter 209, Fees. Seconded by Councilmember Bolkcom.

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

Informal Status Reports

Councilmember Bolkcom commented on the Fridley Alumni Choir event she recently attended.

Adjourn

Motion made by Councilmember Evanson to adjourn. Seconded by Councilmember Ostwald.

Upon a voice vote, all voting aye, Mayor Lund declared the motion carried unanimously and the meeting adjourned at 9:31 p.m.

Respectfully Submitted,

Melissa Moore
City Clerk

Scott J. Lund
Mayor



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Receive the Minutes from the City Council Conference Meeting of December 9, 2024

Background

Attached are the minutes from the City Council conference meeting of December 9, 2024.

Financial Impact

Recommendation

Receive the minutes from the City Council conference meeting of December 9, 2024.

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

- Minutes from the City Council Conference Meeting of December 9, 2024

Vision Statement

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



City Council Conference Meeting

December 9, 2024

5:30 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Roll Call

Present: Mayor Scott Lund
Councilmember Dave Ostwald
Councilmember Ryan Evanson
Councilmember Ann Bolkcom
Councilmember Tom Tillberry

Others Present: Wally Wysopal, City Manager
Melissa Moore, City Clerk/Communications Manager
Danielle Herrick, City Management Intern

Items for Discussion

1. Proposed Commission Onboarding Manual (Revised)

Danielle Herrick, City Management Intern, presented updates on the Commission Onboarding Manual from comments given by the City Council at the previous meeting. The Council was satisfied with the proposal.



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Mike Maher, Director of Parks and Recreation

Title

Receive the Minutes of the Parks and Recreation Commission Meeting of November 4, 2024

Background

Attached are the minutes from the Parks and Recreation Commission meeting of November 4, 2024.

Financial Impact

None.

Recommendation

Receive the minutes from the Parks and Recreation Commission meeting of November 4, 2024.

Focus on Fridley Strategic Alignment

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

- Minutes from the Parks and Recreation Commission of November 4, 2024

Vision Statement

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



Park Commission Meeting

November 4, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chair Borman called the Parks and Recreation Commission meeting to order at 7:00 p.m.

Present

Luke Cardona
EB Graham
Peter Borman
Melissa Luna
Tim Kirk
Don Whalen

Absent

Ken Schultz

Also Present

Mike Maher, Parks and Recreation Director

Approve Parks & Recreation Commission Agenda for November 4, 2024

Motion by Commissioner Cardona to approve the November 4, 2024 meeting agenda. Seconded by Commissioner Graham. The motion passed unanimously.

Approve Parks & Recreation Commission Minutes for October 7, 2024

Motion by Commissioner Kirk to approve the October 7, 2024 meeting minutes. Seconded by Commissioner Whalen. The motion passed unanimously.

New Business

1. Welcome and Introductions – New Parks and Recreation Commission Member Melissa Luna

The Commission welcomed new member, Commissioner Luna, and all Commissioners introduced themselves.

2. Commons Park Recreation Building Project Update

Mike Maher, Parks and Recreation Director, provided background information noting that at the last meeting the Commission reviewed the schematic design for Commons Park. He stated that staff has been working with the architect on the exterior and floorplan of the park building in anticipation to go for bid later in the winter. He reviewed some of the renderings of the outside of the building, the current floor plan for the space, as well as some other information about the space.

Commissioner Whalen asked if the bathroom would be cleared by a person rather than an automatic lock system to ensure there is no one in there. Mr. Maher commented that the bathroom at Moore Lake is on an automated lock system and explained that there is a motion sensor that would alert public safety in the case that someone were deciding not to vacate the space after a reasonable amount of time. He confirmed that someone could get out of the bathroom if the lock were activated while someone was in there.

Chair Borman asked the capacity of the meeting spaces. Mr. Maher replied that the rooms are a little smaller than the classrooms at Springbrook. He estimated seating for 20 to 25 in a classroom setting with tables and chairs, whereas 30 to 35 kids could fit in that space if it were a scenario where they were sitting on the floor. He commented that they maximized the amount of space they could get for their budget. Chair Borman asked if the design was made to accommodate a future expansion. Mr. Maher replied that the original plan included an indoor play area but that was removed due to costs and confirmed that could be added on as an addition in the future if the opportunity presented itself.

Commissioner Cardona asked for details on the timeline. Mr. Maher stated that the hope would be to complete the construction documents in January, bid the project in February, with construction to begin after July 4, 2025. He explained that the City worked with the sports association to ensure that the baseball season would not be disrupted.

Motion by Commissioner Graham to endorse the schematic design for the Commons Park Recreation Building. Seconded by Commissioner Cardona. The motion passed unanimously.

3. Moore Lake Community Building Rental Policy Review

Mr. Maher stated that at the last meeting, the Commission considered two applications from nonprofit organizations which requested a reduced or waived fee for use of the Moore Lake Community Building. He reported that the Commission approved the requests but directed staff to bring the fee schedule back for additional discussion. He reviewed the current rate structure and fee waiver request process for nonprofits.

Commissioner Cardona commented that while he does support the scholarship program and benefits for residents, he does not see the same benefit in a fee waiver for the building and would prefer to keep the resident and non-resident fee structure. He asked if staff has a different idea on this. Mr. Maher stated that he does not have a strong opinion on this but commented on the

administrative time that the requests take to process and put before the Commission and then City Council. He stated that the maintenance and operation costs of the building are considered and should be kept in mind as well. He noted that if there is a waiver of the fees, there is still an administrative and cleaning cost incurred by the City.

Commissioner Cardona acknowledged that parks and recreation is not a money maker and the programs and space rentals attempt to cover some of the costs but that will always run in deficit. He stated that he could perhaps support a once-per-year fee waiver for a nonprofit, but would prefer to move forward with the rate structure as they had previously set with no fee waiver process. Chair Borman agreed.

Chair Borman asked if the rental fees received have been compared to the operation and maintenance costs to see how those compare. He asked if there were any damages that occurred from rentals. Mr. Maher replied that type of analysis has not been completed. He noted that there were a few incidents of damage that occurred, and the deposit was held in those instances. He stated that perhaps after a full year of operation, they can do a detailed analysis. Commissioner Cardona commented that he would be interested in that analysis after the first year and perhaps that could also be compared to other City facilities.

Commissioner Whalen asked who makes the call whether to keep the deposit. Mr. Maher replied that the parks and recreation staff would make the determination. He noted that if there is damage noticed during the cleaning, photos are taken, camera footage is reviewed and if they are able to tie the damage to a certain group/event they would then hold the deposit.

Commissioner Cardona provided his experience on a recent building rental in Roseville.

Mr. Maher stated that he had some scenarios that he would like input from the Commission on and asked for input on whether recurring rentals should be allowed. Chair Borman stated that if someone wanted to rent the space every Wednesday for six to eight weeks, he would agree with that. Commissioner Whalen commented that they could always revisit that if it became an issue.

Commissioner Cardona commented that he believes these types of rentals should only be allowed on weekdays but perhaps there should be some type of cap.

Mr. Maher confirmed the consensus of the Commission to allow recurring rentals, Monday through Thursday, with a cap of six to eight weeks. He noted that he will make the edits to the rental policy as they discussed tonight and then bring the updated policy back for approval at the December meeting. He reviewed the next scenario, rentals where items may be available for sale and provided different examples. He also brought forward the scenario where a class or workshop is being held in the space at a cost to participants and whether that should be allowed. He then reviewed different examples of those scenarios to gain input from the Commission.

Commissioner Kirk stated that perhaps there are questions on the application as to whether admission would be charged, or items would be sold and there could then be discretion to staff

as to whether those items would be allowed. Mr. Maher commented that the City continues the recodification process. He stated that the current language does provide room for exceptions to allow or disallow different activities. He recapped the consensus of the Commission on the different scenarios that he reviewed and stated that he will bring updated language back for the Commission to review.

Motion by Commissioner Cardona to recommend maintaining the nonprofit rate at the resident rate. Seconded by Commissioner Whalen. The motion passed unanimously.

Chair Borman recognized the timing necessary to bring a nonprofit waiver before the Commission and City Council and therefore process a waiver request.

Commissioner Luna asked if a nonprofit would still be able to rent the facility without paying taxes if they had the tax-exempt form. Mr. Maher confirmed that the tax-exempt form is requested from a nonprofit as part of the nonprofit rate application.

Staff Reports

4. Springbrook Nature Center Report

Mr. Maher provided highlights from his written report and thanked everyone who assisted with making the recent Pumpkin Night in the Park a success.

5. Fridley Parks and Recreation Division Report

Mr. Maher provided an overview of the report.

6. Park Maintenance and Construction Report

Mr. Maher provided an overview of the recent activity of park maintenance and progress of construction projects. He also provided feedback received on a recent park sign placement.

Chair Borman announced that on Friday, November 8th the Autumn Sampler will be held at Springbrook Nature Center and advised that tickets are available to purchase online for the event.

Unfinished Business

None

Adjournment

Commissioner Graham made the motion to adjourn the meeting at 8:28 p.m. Seconded by Commissioner Luna. The motion passed unanimously.

Respectfully submitted,

Mike Maher, Staff Liaison



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Julianne Beberg, Office Coordinator

Title

Receive the Minutes of the Public Arts Commission Meeting of November 6, 2024

Background

Attached are the Minutes from the November 6, 2024 Public Arts Commission Meeting.

Financial Impact

None

Recommendation

Staff recommend the City Council receive the Minutes of the Public Arts Commission Meeting of November 6, 2024.

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

- Public Arts Commission Minutes November 6, 2024

Vision Statement

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



Public Arts Commission

November 6, 2024

6:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

Minutes

Call to Order

6:00 PM

Present

Josh Collins

Ryan Fugleberg

Gary Osterbauer

Kara Ruwart

Frank Sedzielarz

Maija Sedzielarz

Gary Swanson

Council Liaison: Ann Bolkcom

Staff Liaison: Scott Hickok

Absent

N/A

Approve of Meeting Minutes

Minutes approved as submitted

New Business

Definitions for the Policy Document

The Commission held a general discussion before they defined Public Art. The group expressed the desire to have Public Art defined. The Commission Reviewed Public Art definition precedents from research of other organizations.

Fridley Public Art Commission's definition of public art:

A work of art designed and or created by an artist or artist-led team located indoors or outdoors and visually and/or physically accessible to the public. It may include permanent visual art, performances, installations, events and temporary works.

Goals Defined For The Policy Document

After a general discussion of the need for goals that define what the Public Art would accomplish the following list was created:

- Foster community identity and spirit, encourage dialogue, and promote cultural enrichment.
- Create unique destinations or points of interest.
- Contribute to economic development through a creative arts program.
- Establish connections with city departments for planning and implementing public art programs. Actively engage with other governmental jurisdictions to partner and support these programs.
- Share goals and priorities for public art through citywide communication channels.
- Promote community involvement and cultivate civic pride by encouraging involvement with public art.
- Giving purpose to a location or site...
- Recognize and celebrate the area's changing history and
- Celebrate our community's heritage, ethnicity, commonality, and civic pride by stimulating collaboration and understanding between artists and Fridley's diverse community.
- Ensure long-term care and maintenance of a public art collection.
- Partnership with Fridley Arts Foundation in the long-term funding and viability of the program.
- Inspire creative thinking and innovation.

Frank Sedzielarz, Josh Collins, Ryan Fugleberg committed to gather via email to wordsmith the definition and goals prior to the December meeting.

Old Business

Scott Hickok provided a brief update on the Community Development Block Grant Application regarding the former Fire Station Number 3/North Suburban Center for the Arts Building. Mr. Hickok indicated that the staff at Anoka County are recommending approval of the application for \$350,000 to make accessibility and safety improvements to the building.

The next step in the process is the hearing before the Housing and Redevelopment Authority to consider and potentially approve the City's Application.

Staff for the Rumriver Art Center has indicated that their Board has expressed an interest in occupying the building if the accessibility improvements can be made. The Makilyn Koep, the Executive Director of the Rumriver Art Center will be attending the meeting in December to demonstrate their interest in the improvements and potentially occupying the space.

Other Items

None

Adjournment

7:56 PM

Respectfully submitted,

Scott Hickok
Recording Secretary



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Julianne Beberg, Office Coordinator

Title

Receive the Minutes of the Housing & Redevelopment Authority of November 7, 2024

Background

Attached are the Minutes from the November 7, 2024 Housing & Redevelopment Authority (HRA) Commission Meeting.

Financial Impact

None

Recommendation

Staff recommend the City Council receive the November 7, 2024 HRA Commission Minutes

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

- HRA Commission Minutes November 7, 2024

Vision Statement

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



Housing and Redevelopment Authority

November 7, 2024

7:00 PM

Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chairperson Showalter called the Housing and Redevelopment Authority meeting to order at 7:00 p.m.

Present

Elizabeth Showalter
Gordon Backlund
Troy Brueggemeier

Absent

John Buyse
Rachel Schwankl

Others Present

Paul Bolin, HRA Assistant Executive Director
Joe Starks, Finance Director
Vickie Johnson, Development Consultant

Action Items

1. Approval of Expenditures

Motion by Commissioner Brueggemeier to approve the expenditures. Seconded by Commissioner Backlund.

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

2. Approval October 3, 2024, Meeting Minutes

Motion by Commissioner Brueggemeier to approve the meeting minutes of October 3, 2024 as presented. Seconded by Commissioner Backlund.

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

3. Proposed 2025 HRA Budget

Joe Starks, Finance Director, provided background information on the budget process noting that no action will be taken tonight and the HRA will be asked to consider the 2025 budget at its December

meeting. He reviewed details of the proposed 2025 budget including the proposed 2025 general fund revenue and expenditure budgets, and housing loan program fund revenue and expenditure budgets.

Chair Showalter asked if they are currently accepting applications for any of the loan programs, given the balance in that account. Paul Bolin, HRA Assistant Executive Director, replied that was the balance at the end of the previous year and applications are still being accepted for the loan program.

Mr. Starks commented that the decision the previous year to allocate additional funds to the loan program has ensured that program can continue to be available to residents.

Informational Items

4. Update on Housing Programs

Mr. Bolin provided an update on the activity within the housing programs during the past month as well as year to date activity. He stated that staff is currently reviewing the responses from the request for proposals for the development of the Old Central/Mississippi property. He stated that there will be a joint meeting of the Council and HRA to interview the two developers.

Commissioner Backlund commented that he would like to see a variety in the style of the homes. Chair Showalter commented that would be part of the discussion in the interviews. Mr. Bolin stated that once the developer is chosen, the HRA would be involved in the continued discussions about the development of the site.

Commissioner Brueggemeier asked how the year to date utilization of the loan program is compared to previous years. Mr. Bolin commented that this has been a good year with high utilization of the program.

Adjournment

Motion by Commissioner Brueggemeier to adjourn the meeting. Seconded by Commissioner Backlund.

Upon a voice vote, all voting aye, Chairperson Showalter declared the motion carried and the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Paul Bolin, Staff Liaison



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: EQE Commission

Submitted By: Julianne Beberg, Office Coordinator

Title

Receive the Minutes of the Environmental Quality and Energy Commission (EQEC) Meeting of November 12, 2024

Background

Attached are the minutes from the EQEC meeting of November 12, 2024.

Financial Impact

None

Recommendation

Receive the minutes of the EQEC meeting of November 12, 2024.

Attachments and Other Resources

- Minutes from the EQEC Commission Meeting of November 12, 2024

Vision Statement

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



ENVIRONMENTAL QUALITY & ENERGY COMMISSION MEETING

November 12, 2024

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

MINUTES

Call to Order

Chair Klemz called the Environmental Quality and Energy Commission to order at 7:01 p.m.

Roll Call

Present: Aaron Klemz
Sam Stoxen
Amy Dritz
Mark Hansen
Avonna Starck
Justin Foell

Absent: Heidi Ferris

Others Present: Rachel Workin, Environmental Planner
Emily Mashuga, Ampact Intern

Approval of Agenda

Motion by Commissioner Hansen to approve the meeting agenda. Seconded by Commissioner Dritz. The motion carried unanimously.

Approval of Meeting Minutes

1. Approval of October 8, 2024 Environmental Quality and Energy Commission Meeting Minutes

Motion by Commissioner Dritz to approve the October 8, 2024 meeting minutes. Seconded by Commissioner Hansen. The motion carried unanimously.

New Business

2. Solar on City-Owned Buildings Update

Ms. Workin shared proposed plans to add solar to City facilities.

Motion by Commissioner Foell to recommend accepting a Solar on Public Buildings grant from the Minnesota Department of Commerce for \$72,000 to construct a solar array at the Moore Lake Park Community Building. Seconded by Commissioner Hansen. The Motion carried unanimously.

Motion by Commissioner Dritz to submit an application to the Minnesota Department of Commerce's Solar on Public Buildings grant program for \$72,000 each to construct a solar array at the Public Works and Commons Park building. Seconded by Commissioner Foell. The Motion carried unanimously.

3. Community Resilience Grant Application

Ms. Workin shared plans to apply for a community resilience grant from the MPCA.

Old Business

4. Energy Action Plan updates

Ms. Workin shared that CEE did another round of tabling at Fridley Terrace and distributed energy kits to 100 households. She also shared that there was information in the packet from Xcel Energy on city participation in different programs as well as citywide energy usage. There was a 137% increase in participants in energy efficiency programs as well as a 33% increase in renewable energy program participations from 2022 to 2023. 2023 was also a strong year for small business lighting projects and HVAC efficiency projects. There's also been 28 solar arrays participating in SolarRewards added since 2020. It was requested to see energy use by premise data. Commissioner Klemz also suggested that increased electrical use may be influenced by fuel switching from natural gas which decreases the City's overall greenhouse gas emissions.

5. Grant Updates

Ms. Workin shared that the City was working with Rice Creek Watershed District to apply for a planning grant to update the stormwater retrofit analysis for Moore Lake.

6. Outreach and Event updates

Ms. Workin shared that the baby gear swap at the ECFE Fall Festival was successful.

Other Items

7. Informal Status Reports

Commissioner Dritz shared that this was her last meeting as she was moving out of Fridley. The Commissioners and staff thanked Amy for her time on the EQEC. Ms. Workin shared that the City will be adopting a requirement of a two-foot freeboard above the regulatory floodplain elevation as recommended by the EQEC. Ms. Workin also shared that MnDOT would be hosting an update on the PEL on December 3 at Fridley City Hall from 5-7 p.m.

Adjournment

Motion by Commissioner Dritz to adjourn the meeting. Seconded by Commissioner Stoxen. The Motion carried unanimously. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Environmental Quality & Energy Commission
Meeting 11/12/2024

Minutes Page 3

Rachel
Workin

Digitally signed by
Rachel Workin
Date: 2024.12.11
07:50:05 -06'00'

Rachel Workin

Environmental Planner



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Danielle Herrick, City Manager Intern
Melissa Moore, City Clerk

Title

Resolution No. 2024-184, Adopting the Commission Onboarding Manual

Background

The City of Fridley (City) relies on community members who volunteer their time and expertise on the City's commissions. To ensure the commissioners can effectively fulfill their roles, staff created a comprehensive resource that would provide clear guidance and structure for both prospective and newly appointed commission members.

The Commission Onboarding Manual (Manual) will serve as a comprehensive guide to support commission members in understanding and executing their responsibilities. The Manual is organized into six key sections:

1. City Government Overview - explaining Fridley's council-manager form of government and organizational structure
2. Commissions Overview - detailing the legal authority, roles, and responsibilities of commissions
3. Types of Commissions - describing each of Fridley's six commissions and their specific purposes
4. Be an Effective Commission Member - outlining expectations, ethical considerations, and best practices
5. Commission Meeting Procedures - providing guidance on meeting protocols and requirements
6. Supporting Resources - including relevant policies, rules of order, and organizational information

Financial Impact

None.

Recommendation

Staff recommend the approval of Resolution No. 2024-184, Adopting the Commission Onboarding Manual.

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

- Resolution No. 2024-184, Adopting the Commission Onboarding Manual
- Commission Onboarding Manual

Vision Statement

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

Resolution No. 2024-184**Adopting the Commission Onboarding Manual**

Whereas, The City of Fridley (City) relies on community members who volunteer their time and expertise to serve as commission members on the City's six commissions; and

Whereas, City staff created an instruction manual be to serve as a comprehensive guide to support commission members in understanding and executing their responsibilities; and

Whereas, the proposed Commission Onboarding Manual (Manual) consists of six key components including City Government Overview, Commission Overview, Types of Commissions, Be and Effective Commission Member, Commission Meeting Procedures, and Supporting Resources; and

Whereas, the Manual will serve as a framework to guide commission members on how to be effective in their roles and ensure work aligns with Fridley City Council expectations and procedural requirements.

Now, therefore be it resolved, that the City Council of the City of Fridley hereby adopts the Commission Onboarding Manual.

Passed and adopted by the City Council of the City of Fridley this 23rd day of December, 2024.

Scott J. Lund – Mayor

Attest:

Melissa Moore – City Clerk



Commission Onboarding Manual

Updated 2024





Welcome,

On behalf of the City of Fridley, I would like to extend my gratitude for your willingness to serve our community as a member of one of our commissions. Your dedication to volunteering your time, expertise, and passion is truly commendable and essential to the growth and development of our City.

Our mission remains clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This vision guides everything we do, and your role as a commission member is crucial in helping us achieve this goal. Whether you're serving on the Planning Commission, Parks and Recreation Commission, Environmental Quality and Energy Commission, Charter Commission, Public Arts Commission or the Housing & Redevelopment Authority, your unique perspectives and experiences will contribute significantly to shaping the future of Fridley.

This handbook is designed to provide you with valuable information about the operation of our local government, the roles and responsibilities of commission members, and the general operating policies that will guide your service. It serves as a resource to support you in your efforts to fulfill the City's mission.

Once again, thank you for stepping forward to serve our great City. I am confident that you will find this experience rewarding, and I look forward to the positive impact your contributions will have on Fridley.

Scott Lund
Mayor, City of Fridley



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Purpose

This handbook is designed to serve as a guide to general policies and procedures that apply to commission members for the City of Fridley (City). As a new Commission member, we recommend you review the City's mission, recent agendas and minutes from your appointed commission to understand ongoing issues.

While not exhaustive, this manual outlines key expectations and practices to guide your service, summarizes how commissions relate to overall City operations, and provides a foundation for your role. It's designed to be a helpful reference, but does not incorporate all material and information necessary to be an effective member of a commission. Remember that your commission liaison is always available for additional support or clarification.

City Government Overview

This section provides an overview of the City's governance structure, outlining the roles and responsibilities of key entities and individuals involved in City operations. Understanding this structure will help you navigate your role as a commission member more effectively.

Form of Government

The City operates under a council-manager form of government, as established by the City Charter. In this system, the Council acts as the policy-making and legislative body, while the City Manager is responsible for the day-to-day administration of the City. Residents of Fridley are represented by the Mayor and four Councilmembers.

Mayor and Council

The Mayor and the Council are elected positions and are collectively referred to as 'the Council'. The Council relies on the six commissions to guide them on decision making as it relates to the special interests of said commission. Generally, the Council appoints members to commissions and can remove members from commissions.

Commissions

Commissions are vital components of Fridley's governance structure, established by the City Charter provision, City Code, and/or Statute. As a Commission Member, you play a crucial role in providing ongoing input on major policy areas and helping shape the future of Fridley.

Responsibilities of Commission Members:

- Attend and actively participate in all commission meetings, ensuring thorough review and discussion of agenda items.

- Provide ongoing recommendations to the Council and staff regarding your commission's specific focus area.
- Identify issues within your commission's purview that should be addressed by the Council or staff.
- Engage with the community to gather input and provide education on policy issues and concerns related to your commission's work.
- Collaborate with other commission members to develop comprehensive and well-considered recommendations.
- Stay informed about current issues, trends, and best practices relevant to your commission's area of focus.
- Represent your commission at community events or meetings when appropriate.

This manual provides more detailed information on each commission in the [Types of Commission](#) section.

City Manager

The City Manager is responsible for the overall management of City operations, including budgeting, planning, personnel, legal issues, economic development, and intergovernmental functions. The City Manager serves as a key liaison between the Council, city staff, and commissions. They can be thought of as the chief executive officer.

Department Directors

City work is divided into six departments with department directors: Community Development, Employee Resources, Finance, Parks and Recreation, Public Safety and Public Works. The Department Directors play an integral role in ensuring the effective and efficient functioning of the City. They provide the specialized knowledge, leadership, and management to translate the Council initiatives and priorities into tangible projects and services that benefit the community. As a commission member, you may interact with Department Directors when the Director also acts as a staff liaison or their expertise is relevant to your commission's work.

City Attorney

The City contracts legal services to external firms. The City Attorney provides legal advice and attends Council meetings as needed. If your commission requires legal guidance, this should be coordinated through your staff liaison and the City Manager.

Staff and Departments

City staff are responsible for carrying out the day-to-day operations of the City. They implement policies set by the Council, provide services to residents, and support the work of commissions through staff liaisons. Each commission is assigned a staff liaison who serves as a primary point of contact between the commission and city administration. Staff liaisons assist with meeting preparation, provide information and resources, coordinate with other departments, and help facilitate the implementation of commission recommendations.

Staff fall into seven departments, each playing a vital role in city governance:

1. **City Manager's Office:** This department oversees city administration, implements Council policies, maintains the City Code and the City Charter and serves as a key liaison between the Council, city departments, and commissions. This department works closely with the Charter Commission.
2. **Community Development:** This department oversees planning, zoning, building inspections, and economic development. It often works closely with the Planning Commission, Environmental Quality and Energy Commission, and Public Arts Commission and may interact with other commissions on development-related matters.
3. **Employee Resources:** Managing human resources, recruitment, and employee benefits, this department ensures the City has the personnel needed to carry out its functions effectively.
4. **Finance:** Handling budgeting, accounting, and financial reporting, the Finance department plays a crucial role in the city's fiscal health. Its work may inform decisions across all commissions.
5. **Parks and Recreation:** This department organizes recreational programs and establishes policies for use of Fridley's park system. It works closely with the Parks and Recreation Commission and may collaborate with others on environmental or community engagement initiatives.
6. **Public Safety:** Encompassing both police and fire services, this department ensures community safety. While it may not frequently interact with most commissions, its work is fundamental to the city's well-being.
7. **Public Works:** Managing city infrastructure, including roads, water, and sewer systems, this department's work often intersects with various commission concerns, from environmental issues to city planning.

Commissions Overview

Commissions play a vital role in Fridley's governance structure, serving as advisory bodies to the Council. As a commission member, you are an essential part of the City's decision-making process, providing expertise and community perspective on important issues.

Legal Authority and Responsibility

This section outlines the legal basis for Fridley's commissions and your responsibilities as a commission member. Understanding this framework is crucial for effective service and ensuring that your actions align with the City's governance structure and legal requirements.

The City of Fridley, as a Home Rule Charter City, has the authority to establish commissions as part of its governance structure. This authority is derived from the Minnesota Constitution and various statutes that allow cities to create their form of government.

Commissions derive their authority and responsibilities from the City Charter, ordinances, or resolutions that establish them. Some commissions are also required or authorized by state

statute. To ensure effective service, each commission member should be well-informed about the matters presented to their commission, understanding their implications and potential consequences.

The specific powers and duties of each commission are outlined in the establishing ordinance or resolution. These may include (but are not limited to):

- Providing recommendations to the Council on specific policy areas
- Conducting research and analysis on specialized topics
- Engaging with the community to gather input on relevant issues
- Reviewing and providing input on proposed city projects or initiatives

Commission members serve in a nonpartisan capacity, and all actions taken should prioritize the public's welfare. When considering actions or recommendations, commission members should be familiar with their responsibilities and powers as outlined in the relevant laws, regulations and bylaws. It's essential to act transparently, honestly, and in good faith, following all legal and procedural requirements. When uncertain about the appropriateness or legality of an action, it's always prudent to consult with the commission's staff liaison.

Roles and Responsibilities

This section outlines the key roles within the commission structure and their responsibilities, helping you understand your position as a commission member and how you interact with other city entities.

Role of Chair and Vice Chairs

Chairs of commissions are appointed by the Council, with the vice chair being elected by the commission members. The Charter Commission and the Housing Redevelopment Authority are exceptions because their Chair and Vice Chair are appointed by the procedure in their by-laws.

Generally, the Chair presides at all official meetings and generally ensures that the Commission reviews and acts upon the items on the agenda. The Chair should ensure that decisions are made in a timely manner, yet be careful not to limit discussion-assuring that commission members have an opportunity to be heard. The vice chair aids the chair in these responsibilities and acts as the Chair when the Chair cannot attend a meeting.

Responsibilities of the Chair:

- Lead all commission meetings
- Work with the staff liaison to set meeting agendas
- Facilitate discussions and ensure all members have a chance to contribute.
- Maintain control of the meeting, including managing public input and interactions
- Act as the primary liaison between the commission and the Council when necessary

Staff Liaison

Each commission is assigned a member of staff called a staff liaison. The staff liaison acts as a crucial link between the commission and city staff. The staff liaison typically has expertise in the commission's area of focus. Their role is to support the commission's work and ensure effective communication between the commission, city staff, and the Council.

Key responsibilities of staff liaisons include:

1. **Meeting Preparation:** Generate meeting agendas, compile necessary background information, and ensure materials are distributed to commission members in a timely manner.
2. **Information and Expertise:** Provide professional knowledge and insights related to the commission's area of focus. This may include updates on city projects, explanations of policies or regulations, and context for issues under consideration.
3. **Administrative Support:** Assist with scheduling meetings, securing meeting locations, and managing commission-related correspondence.
4. **Facilitation:** Help guide discussions during meetings, ensuring that conversations remain productive and aligned with the commission's goals and responsibilities.
5. **Council Communication:** Work with the commission to prepare and present recommendations to the Council. This includes drafting reports and helping commission members understand the Council's decision-making process.
6. **Orientation and Training:** Assist in onboarding new commission members, providing them with necessary background information and explaining commission procedures.
7. **Compliance Oversight:** Ensure that the commission operates in compliance with relevant laws, including open meeting laws and data practices regulations.
8. **Resource Coordination:** Connect the commission with other city departments, external experts, or resources as needed to support their work.
9. **Continuity:** Provide historical context and institutional knowledge to support the commission's ongoing work, especially as membership changes over time.

The staff liaison is a valuable resource for your commission. They can help you navigate city processes, access needed information, and ensure that your commission's work aligns with and supports the city's overall goals and operations. While staff liaisons provide support and guidance, it's important to remember that they do not vote on commission matters or make decisions on behalf of the commission.

Relationship with Council

Commissions play a crucial advisory role to the City Council, serving as a bridge between the community and local government. Here's how this relationship functions:

1. **Analysis:** Commissions often have bandwidth to focus on areas within the expertise of that commissions, conduct research and analysis that the Council may not be able to do given their broad responsibilities.
2. **Communication Channels:**
 - Typically, at least one joint meeting with the Council per year is held for some commissions.
 - For guidance or clarification, commissioners should communicate with their staff liaison.
 - The staff liaison can represent the Council's perspective or facilitate the commission chair to present or speak with Council at City Council Conference Meetings if needed.
3. **Expertise and Community Perspective:** Commissioners bring specialized knowledge and community input to complex issues, helping the Council make more informed decisions.
4. **Guided by Council Needs:** Commissions are guided by the needs of the Council through their staff liaison. This ensures that commission work aligns with Council priorities and objectives.
5. **Long-Term Planning:** Commissions often work on long-term projects and plans, providing continuity and vision that extends beyond election cycles.
6. **Policy Development:** Commission recommendations can form the basis for new city policies or programs or update existing ones.

While commission recommendations carry significant weight, the final decision-making authority typically rests with the Council. The role of commissions is to provide the best possible advice based on expertise, research, and community input, thereby supporting the Council in making well-informed decisions for the city.

Completion of Service and Member Removal

While we hope your service will be long and rewarding, it's important to understand the circumstances under which commission service may end. This section provides information on term completion, resignation, and the rarely-used removal process.

Reasons for Early Completion of Service:

1. **Resignation:** Members may choose to resign from their position at any time by submitting a written notice to the City Clerk or their commission's staff liaison.
2. **Attendance:** Regular attendance is crucial for the effective functioning of commissions. Extended absences or frequent missed meetings may result in a review of membership.
3. **Term Expiration:** Members serve for specified terms. At the end of a term, members may be reappointed or may conclude their service.
4. **Commission Dissolution:** In rare cases, if a commission is dissolved by the Council, all member terms would naturally conclude.

Removal Process:

The Council has the authority to remove commission members, aside from the Charter Commission (Charter Commission members must be removed by the Court). This authority is exercised rarely and with careful consideration. Reasons for removal might include:

- Violation of ethics policies or conflict of interest rules
- Persistent failure to perform duties
- Actions that undermine the commission's effectiveness or the public trust

If concerns arise about a commission member's conduct or ability to serve, the typical process involves:

1. Discussion with the commission member and the City Manager, Mayor, and/or staff liaison to address concerns
2. If issues persist, review by the Council
3. The member is given an opportunity to respond to any concerns
4. The Council makes a final decision in an open meeting

Types of Commissions

The City has six total commissions consisting of both ordinance established commissions and statutory established commissions. Ordinance established commissions, sometimes rereferred to as advisory commissions, make recommendations to the Council but do not have independent decision-making authority. Statutory established commissions, sometimes rereferred to as authoritative commissions, have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on ordinance established commissions and statutory established commissions.

Ordinance Established Commissions:

Ordinance established commissions derive their power and obligations from Chapter 105 of the Fridley City Code. Ordinance established commissions make recommendations to the Council but do not have independent decision-making authority. They provide expert advice and community perspective on various aspects of city life.

- **Environmental Quality and Energy Commission (EQEC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: EQEC commission members are appoint by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The EQEC typically meets the second Tuesday of every month. The EQEC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The EQEC serves as a resource to the City in the conservation and management of energy and the environment. The EQEC provides the

Council with accurate information to assist in making and implementing sound environmental policy in areas such as:

- Solid waste abatement programming
- Environmental education
- Waste reduction
- Water resource management
- Energy conservation and management

The EQEC also advises on environmental problems, laws, policies, and regulations at the county, metropolitan, state, and federal levels to the extent of their effect on Fridley. It advises the Council, the City Manager, and other appropriate city commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

What the purpose of the commissioner? As an EQEC member, you're at the forefront of Fridley's environmental initiatives. Your work directly influences:

- The City's approach to waste reduction and recycling programs
- Strategies for water conservation and quality improvement
- Energy efficiency initiatives in city operations and community-wide
- Public education on environmental issues

- **Parks and Recreation Commission (PRC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: PRC commission members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The PRC typically meets the first Monday of every month. The PRC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PRC was established to provide comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City. It also guides the development of programs to implement these goals effectively. By June 1 each year, the Commission recommends a capital investment program for park improvements, acquisitions, and recreational activities.

What is the purpose of the commissioner? As a PRC member, you play a key role in:

- Shaping the future of Fridley's parks and green spaces
- Developing inclusive recreational programs for all ages and abilities
- Advising on the maintenance and improvement of park facilities
- Ensuring that Fridley's recreational offerings contribute to community well-being and city attractiveness

- **Planning Commission (PC)**

Establishment: Advisory commission recommended by Statute and established by ordinance.

Composition and Leadership: The PC has a unique structure, the Commission comprises seven members: the Planning Commission chairperson, the chairs of both the Park and Recreation Commission and the Environmental Quality and Energy Commission, and four at-large members. The chair is appointed by the Council and vice-chair is appointed by the commission. The PC commission at-large members are appoint by the Council. Chair and vice-chair appointments are recorded in the first resolution of each year.

Meeting: The Planning Commission typically meets the second Wednesday of every month. The PC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The Planning Commission is responsible for continuous community planning and development of comprehensive goals and policies, including but not limited to land use, housing, environment, parks and recreation, and other related community activities. The Commission also serves as the Board of Appeals and Adjustments, exercising all authority and functions of said Board according to M.S. §§ 462.351 to 462.364.

What is the purpose of the commissioner? As a Planning Commission member, your work has a lasting impact on Fridley's future. You contribute to:

- Developing and updating the city's comprehensive plan
- Reviewing and recommending action on zoning changes, land use applications, and development proposals
- Ensuring that Fridley's growth aligns with community values and long-term sustainability
- Addressing housing needs and promoting equitable development

- **Public Arts Commission (PAC)**

Establishment: Advisory Commission established by ordinance.

Leadership and Composition: PAC members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The individual who holds these appointments is listed on the first resolution every year.

Meeting: The PAC typically meets the first Wednesday of every month. The PAC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PAC was established to foster the development of the arts, to advise the Council on arts-related matters, and to stimulate participation in and appreciation of the arts by residents.

What is the purpose of the commissioner? As a PAC member, you have the exciting opportunity to:

- Shape the artistic landscape of Fridley

- Advocate for and support local artists
- Develop public art initiatives that reflect our community's diversity and values
- Integrate art into public spaces and city development projects

Statutory Established Commissions

Statutory established commissions have limited self-governing authority granted by statute, including some internal processes that are regulated by law. Statutory established commissions still require final approval from the Council by resolution to turn any recommendations into action.

• Charter Commission

Establishment: Required by Statute as a Home Rule Charter City.

Composition and Leadership: Charter commission members are appointed by a District Court Judge. The chair and vice-chair are elected according to the procedure in the Charter Commission by-laws.

Meeting: The Charter Commission typically meets the second Monday of every month and meets approximately 7 times per year. The Charter Commission is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Has the authority to review the City Charter and make recommendations for amendments to the Council.

What is the purpose of the commissioner? As a Charter Commission member, you play a critical role in Fridley's governance by:

- Reviewing and recommending updates to the City Charter
- Ensuring that Fridley's governance structure remains effective and efficient
- Safeguarding the rights and responsibilities outlined in the City Charter
- Providing a vital check and balance in our local government system

• Housing and Redevelopment Authority (HRA)

Establishment: Authorized by Statute and established by ordinance.

Composition and Leadership: HRA members are appointed by the HRA where the City Manager serves as Executive Director. The chair and vice-chair are appointed by the HRA. The person who holds these appointments is listed on the first resolution every year.

Meeting: The HRA meets the first Thursday of every month. The HRA is televised, so meeting minutes are recorded by the off-site minute taking service. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Implements housing rehabilitation programs and redevelopment projects that create new housing opportunities to meet local housing needs. Administers programs that are designed to enlarge the tax base, create jobs, and create vital, attractive businesses in blighted or underdeveloped areas of the City.

What is the purpose of the commissioner? As an HRA member, your work has a direct and tangible impact on Fridley's housing landscape and economic development. You contribute to:

- Implementing housing rehabilitation programs that improve living conditions for residents
- Developing new housing opportunities to meet diverse community needs
- Creating and executing redevelopment projects that attract businesses and create jobs
- Administering programs that enlarge the city's tax base and enhance economic stability

The Council may, by ordinance or resolution, establish and regulate any board or commission, to advise the Council with respect to any City function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. The Council relies on the work of City commissions, and members serve an important role in extending the reach of the democratic process into the community.

Be an Effective Commission Member

Attending your first commission meeting is often a blend of excitement and uncertainty. You might find yourself pondering over the right protocols, what to say, and how best to contribute. This section aims to alleviate those initial concerns while setting you on a path to excel in your role for the betterment of the City. It lays out key practices and guidelines that serve dual purposes: enabling you to make informed decisions and ensuring that both you and the City operate within legal boundaries. The essence of being an effective commission member lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of commission members is necessary for the most effective performance of the commission. If a commission member must miss a meeting(s) or attend a meeting(s) virtually, the member should advise their staff liaison before the scheduled meeting(s). Additionally, commission members should familiarize themselves with any bylaws of their commissions. Some commissions have a limit on the number of meetings that can be missed before that member is dismissed from the commission.

Quorum

A quorum is the minimum number of members required to conduct official business. It's crucial for decision-making and gives legal validity to the commission's actions. Usually, a quorum is achieved when more than half of the members are present. The City Clerk will post a notice whenever a quorum is expected, even if official business isn't on the agenda, to maintain transparency and avoid potential violations.

To avoid quorum violations, always be mindful of attendance numbers and consult with your staff liaison if you are unsure.

Conflict of Interest

State law, the City Charter and Code prohibit public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Commission members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member must abstain from discussion or voting on the issue.

If commission members have any question about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Some are also televised on Fridley City TV and recorded. Therefore, it is important that a professional appearance be maintained.

Communication

Communication is a critical aspect of your role as a commission member. Your words and actions reflect the City's interests and values, whether in official meetings or in your personal life.

Media Interactions

Although uncommon, there could be occasions where you are approached by the media for an interview or a public comment. When communicating any information, it is essential to ensure that it is accurate, timely, and professional to maintain the City's credibility.

If you ever find yourself contacted for a media interview or statement, it is generally recommended to consult with the staff liaison for guidance, who may then consult with the City's Communication and Engagement Division. You represent the City in every capacity, and your words and actions reflect the City's interests and values.

Social Media Use

Many commissioners use social media in various ways, such as communicating with the community or sharing personal views. However, the 'personal' style of social media can make it difficult to draw the line between public, professional and private use. As a representative of the City, online statements and opinions - even when intended as personal - may be perceived as representing the City's position.

When using social media, always exercise good judgment and remember that you are a commission member even when writing in your personal capacity.

There may be times when personal writings on social media could be perceived as problematic because they could damage the trust and working relationship between the commission, City Council and, the community. Examples could include:

- Using inflammatory or vulgar language that could damage public trust
- Making hostile or alienating statements about segments of the community
- Posting content that undermines the ability to serve all residents impartially
- Cyber-bullying or harassment
- Sharing confidential information
- Unlawful activities
- Inappropriate use of the City's name or your commission title
- Using phrases like 'As a City commissioner, I think...' when expressing personal views, as this can imply you are speaking on behalf of the City or commission

Use of social media in this nature could result in coaching of the commission member and/or Council following the [Removal Process](#). Each situation will be evaluated on a case-by-case basis.

General Communication Tips

- Keep messages concise, focusing on a couple of main points.
- Be mindful of your tone and voice.
- Use clear, straightforward language, avoiding jargon or overly technical terms.
- Stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Ethics

As a commission member, you're held to a high standard of conduct due to the nature of your duties and responsibilities. The following principles will help ensure that your commission operates with maximum efficiency and effectiveness:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you'll miss a meeting, to ensure quorum.
- Openly discuss issues and decisions during meetings.
- Don't seek special consideration or influence based on your position.
- Adhere to gift prohibition rules as outlined in Minn. Stat. § 471.895.
- Maintain confidentiality when required and adhere to data practices regulations.

Ethical Considerations

Commissioners are held to high ethical standards. Here are some key areas to be aware of:

- **Recusal from Voting:**
 - Commissioners should recuse themselves from voting on any matter where they have a personal interest in that matter.

- Examples include: financial interests in a project under review, family members applying for a land use permit, or being employed by an organization seeking approval from the commission.
- If in doubt, consult with your staff liaison.
- **Gifts:**
 - Commissioners are subject to gift prohibition rules as outlined in Minnesota Statutes § 471.895.
 - Generally, gifts should not be accepted from individuals or organizations that have business before the commission.
 - When in doubt, it's best to politely decline or seek guidance from the staff liaison
- **Relationships with Applicants:**
 - If a commission member has a personal or professional relationship with someone applying for approval from the commission, disclose this relationship publicly before any discussion of the matter.
 - If the relationship could be perceived as influencing decisions, consider recusing yourself from the vote.
 - Always err on the side of transparency to maintain public trust.

Maintaining high ethical standards is crucial for the credibility of your commission and the City as a whole. If you're ever unsure about an ethical issue, don't hesitate to seek guidance from your staff liaison.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data collected, created, received, maintained, or disseminated by the City. Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law says differently. The City's Data Practices Policy is available online.

Commission members should presume all documents, notes, and messages created or maintained in the course of their work, or stored on their devices, will be subject to release if requested.

The City Clerk has been designated as the City's Responsible Authority and is responsible for administering the MGDPA. No employee, commission member or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. All data practices requests should be forwarded to the City Clerk for processing as the Data Practices Act requires understanding to successfully respond to requests.

Compensation and Reimbursement

Acting as a commission member is a volunteer position, meaning there is no compensation. However, commission members may occasionally attend conferences, seminars, or other events that align with their roles. Reimbursement may be available for commission-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization.

Commission members interested in attending a conference that will require reimbursement needs to obtain permission from the City before attendance. Commission members will not be reimbursed for any expenses that do not have prior approval.

Commission Meeting Procedure

Typically, commissions meet once monthly. Meetings can be anywhere to 30 minutes to a couple of hours. Special Meetings may occasionally be called by a commission. If this occurs, the City will issue a public notice and produce an agenda.

The staff liaison is present at every meeting to help answer questions the Commission has on any agenda items.

Parliamentary Procedures

All Commissions follow Rosenberg's Rules of Order at meetings. Parliamentary procedure is simply considered as a set of guidelines used to assure that a meeting goes smoothly and fairly. It is used to facilitate a group coming to a majority decision when there are differing points of view. A detailed list of procedures can be found in Rosenberg's Rules of Order.

Agenda

The agendas for the meetings of the commission are determined by the commission chair and the staff liaison. They are then prepared by City staff and distributed to each commission member at least one business day before the meeting. The commission agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Once the agenda has been sent to the commission along with the accompanying packet material, no item is added or deleted prior to the meeting. The agenda may be amended at the beginning of the commission meeting to include any additional items or to delete any item from the agenda.

The order of business on the meeting agenda varies slightly between commission, but generally is as follows:

Open Forum/Visitors: Open Forum allows the public to address the commission on subjects that are not on the agenda. The commission may take action, reply or give direction to staff.

Proposed Agenda: These items are proposed for the commission's discussion and consideration. All items will be discussed and considered by the commission for approval by vote through separate motions.

Public Hearing(s): Some commission are required to hold public hearings on certain matters. Items under the public hearing section allow members of the public to address the commission

on items that are required to have a public hearing. The commission will call the public hearing, take public comment, then close the public hearing. Once the public hearing is closed, the commission may vote on passing the proposed action.

Informal Status Reports: An opportunity for staff to update the commission on upcoming events and on staff activities as requested by the commission. Typically, these activities are in preliminary stages and not ready for formal action.

Open Meeting Law

All of the meetings of the commission are open to the public and subject to the Open Meeting Law (Minnesota Statutes, Chapter 13D). A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the open meeting law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When there are more than half of the commission member present at a meeting, it is considered a quorum and therefore a meeting for official purposes.

The purpose of the law is to:

- Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- Ensures the public's right to be informed; and
- Gives the public an opportunity to present its views.

Any communication (including emails or other electronic communication) between some or all of the commission could potentially be considered a public meeting.

If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to the staff liaison, who may then forward it for review and discussion at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns, or seeking further information on topics or agenda items.

In any meeting which must be open to the public, the City must make at least one copy of any printed material available in the meeting room for public inspection. This applies to any printed material prepared by the City and distributed or made available to all members of the commission. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.

The exception to the Open Meeting Law is "Closed Meetings." Closed Meetings are strictly regulated and rarely used by commissions. If you think a meeting needs to be closed, please consult with the staff liaison.

Public Notice

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires public bodies to establish a schedule for regular meetings and keep that schedule on file at its primary offices (i.e., City Hall). If the body changes the time or location from the regular meeting schedule, advance notice must be provided.

Minutes and Records of Commission Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each commission meeting should comprise a summary of the proceedings, including who makes and seconds the motions and the results thereof. The minutes serve as a permanent record of the commissions' actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for commission decisions.

Minutes can be taken by an off-site minute-taking service or the commission staff liaison and are incorporated into the next meeting agenda packet for approval by the commission. The commission minutes are then placed on the Council meeting agenda to be formally received by the Council. It is important for commission members to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the commission. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, a second, and a majority vote, and if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, some commission meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the commission meeting, they are retained for 20 years, after which time they may be destroyed, pursuant to the City's Public Meetings Minutes Policy. Copies of the recordings are available for the Council, staff, and public viewing upon request.

Acknowledgement

I hereby acknowledge receipt of the Commission Member Onboarding Manual (Manual). I confirm that I have read and understand the Manual, particularly the "Be an Effective Commission Member" section, and I agree to fulfill my duties in accordance with these standards.

I understand that failure to comply with the expectations and responsibilities outlined in this Manual, specifically those detailed in the "Be an Effective Commission Member" section, may constitute grounds for removal from the Commission.

Commissioner Name (Print)

Signature

Date

Appendix and Other Resources

[Data Practices](#)

[Open Meeting Law](#)

[City Code and Charter](#)

[Rosenburg's Rule of Order](#)

[Commission Meeting Calendar](#)

[City Organization Chart](#)

[Data vs. Information Sheet](#)

Visual of Relationship between the Commissions, the Council and Staff Liaisons





AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council Meeting

Submitted By: Beth Kondrick, Deputy City Clerk
Nancy Abts, Associate Planner

Title

Ordinance No. 1426, Amending the Fridley City Code to add Chapter 312, Cannabis Business, and Amending the Fridley City Code Chapter 209, Fees (Second Reading)

Background

In July 2023, Interim Ordinance No. 1411 was passed to place a moratorium on Cannabis Businesses in the City of Fridley (City) and to conduct a study regarding the adoption or amendment of reasonable restrictions on time, place, and manner of operation for any Cannabis Businesses. This moratorium is set to expire on January 1, 2025.

In preparation for the expiration of the moratorium and the anticipated State licensing of cannabis businesses, members of the Staff Cannabis Working Group have approved a draft ordinance for cannabis and hemp businesses in the City, Ordinance No. 1426 adds Chapter 312, Cannabis Business to the Code. A first of the ordinance was presented to the City Council (Council) at the December 9, 2024 City Council Conference Meeting.

In M.S. Chapter 342 there are 11 types of Cannabis Businesses defined (microbusiness, mezzobusiness, cultivator, manufacturer, retailer, wholesaler, transporter, testing facility, event organizer, delivery service, medical cannabis combination). These are the 11 cannabis licenses the Office of Cannabis Management (OCM) will administer. Per State Statute, Cannabis Businesses are allowed to operate in the City if they meet zoning, fire and building code requirements.

Of the 11 Cannabis Business license types issued by OCM, the Cannabis Retailer license is the only approval the City will participate in beyond verifying zoning, fire and building compliance. The City may limit the number of cannabis retail establishments to three (based on Fridley's population). Cannabis Retailers are required to be registered by the City after the business receives its license from OCM. When the OCM issues the license, it will notify the City who will collect fees and register the business.

Vision Statement

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

Retail registrations will be processed in a similar matter to liquor and tobacco licenses in the City. The applicant will apply using CitizenServe, and the registration will go through several levels of review: City Manager, Public Safety, Fire, Community Development and the City Council for final approval of registration.

The City is in the process of updating the zoning chapters of the City Code, and staff will be incorporating Cannabis uses as part of the recodification process. Until the zoning recodification is complete, land use requirements for cannabis businesses will be in the licensing ordinance.

In developing these requirements, considerations were given to zoning requirements and what areas of the City would best fit the various types of cannabis businesses that may seek to open in the City. Under the draft requirements, micro- and mezzo-businesses must comply with the location restrictions for each of their component uses (e.g., the retail aspect of a microbusiness would be allowed in commercial districts; the cultivation aspect of a microbusiness license would be allowed only in industrial districts).

The City's Fire Marshall notes that the National Fire Protection Association (NFPA) is in the process of developing standards for cannabis businesses. The standards are expected in 2026 or 2027. To prevent establishing legal nonconformities, cannabis businesses with operations not addressed in an approved NFPA standard will be approved as interim uses. Cannabis businesses that do operate under an approved NFPA standard will be approved as Special Conditional Uses or Permitted Uses. Permitted and Special Conditional Uses create property rights that run with the land, while Interim Uses authorize the temporary use of a property until the occurrence of a particular event or until zoning regulations no longer permit it.

The first reading was approved at the December 9, 2024 City Council Meeting. If the second reading is approved tonight the ordinance will be published in the Official Publication on December 27, 2024.

Financial Impact

None.

Recommendation

Staff recommend the approval of the second reading of Ordinance No. 1426, Amending the Fridley City Code to add Chapter 312, Cannabis Business, and Amending the Fridley City Code Chapter 209, Fees.

Staff recommend approval of a summary of Ordinance No. 1426 to be published in the Official Publication.

Vision Statement

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

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

- Ordinance No. 1426
- Summary Ordinance No. 1426

Vision Statement

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

Ordinance No. 1426

Amending the Fridley City Code to Add Chapter 312, Cannabis and Hemp Businesses and Amending Chapter 209, Fees

The City Council of the City of Fridley does ordain, after review, examination and staff recommendation that the Fridley City Code be amended as follows:

Section 1

Fridley City Code Chapter 312 Cannabis and Hemp Businesses

312.01 Purpose

The purpose of this Chapter is to implement the provisions of Minnesota Statutes (M.S.) Chapter 342, which permits the personal use, possession and transportation of cannabis by those 21 years of age and older, and allows licensed business to conduct cultivation, manufacturing, transport, delivery and sale of cannabis and cannabis products. M.S. Chapter 342 also authorizes the City of Fridley (City) to protect the public health, safety and welfare of residents by regulating cannabis and hemp businesses through its zoning and inspections requirements, as well as restricting the number of retail establishments allowed to operate within the City and the hours of those operations.

312.02 Definitions

Unless otherwise noted in this section, words and phrases contained in M.S. § 342.01 and the rules promulgated pursuant to any of these acts, have the same meanings in this ordinance.

Applicant: an entity with a license or endorsement issued by the Office of Cannabis Management that is applying for an initial registration or for registration renewal.

Cannabis Business: Any of the following licenses issued by the Minnesota Office of Cannabis Management: cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service and medical cannabis combination business.

Cannabis Retailer: A business with a cannabis retailer license or cannabis retail endorsement from the Office of Cannabis Management pursuant to Minnesota Statutes § 342.22.

Office of Cannabis Management (OCM): Minnesota Office of Cannabis Management.

Retail registration: an approved registration issued by the City to a state-licensed cannabis retail

business or lower-potency hemp edible retailer.

Retailer: Every business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22. Including cannabis businesses and lower-potency hemp edible retailers.

School: a public school as defined under M.S. § 120A.05 or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24.

State license: an approved license issued by the OCM to a cannabis retail business.

312.03 Pre-License Certification of All Cannabis Businesses

1. Before the City receives a request for zoning certification from the OCM applicants must receive any applicable zoning fire and building inspection or approval from the City.
2. The City Manager or a designee is authorized to certify to the OCM if a proposed Cannabis Business complies with the City's zoning regulations and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.
3. Without proper approvals, the City will notify the OCM that the business does not meet City regulations. If applicable, the City will certify the application only if no building changes are planned and the building has passed inspection. Building and fire inspections are good for one year after completion.
4. If a Cannabis Retailer receives a pre-license certification under this Section, it does not guarantee that the Cannabis Retailer will receive a registration under section 312.04 and does not impact the registration application processing procedures in section 312.04 (5).

312.04 Retail Registration

1. Registering retailers. Before making retail sales to customers or patients, a Retailer must be registered by the City. Subject to M.S. § 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the Fee Chapter of the Code, for making a sale to a customer or patient without a valid registration from the City and a valid license from the OCM. The City will issue a registration only to those applicants with a valid license from the OCM and who have met the City's requirements.
2. Compliance checks prior to retail registration. Prior to issuance of a retail registration, the City will conduct a preliminary compliance check to ensure compliance with local ordinances.
3. Retail Registration Limits. Pursuant to M.S. 342.13 no more than three Cannabis Retail registrations will be issued in the City. This number may be updated based on the most recent

published data available from the state's demographer. Registrations issued to businesses with a license preapproval will count toward the City's registration limit.

4. Fees.

(a) A registration fee, as established in the Fees Chapter of the Code will be charged to applicants depending on the type of retail business license applied for.

(b) All fees are pursuant to M.S. § 342.11.

(c) Any registration renewal fee imposed by the City will be charged at the time of the second renewal and each subsequent renewal thereafter.

(d) Application fees are non-refundable once submitted.

5. Application.

(a) Applications will be processed on a first-come, first-served basis based on the City receiving a complete application. Applications will be considered complete when all required materials and fees are received by the City.

(b) The applicant must submit a registration application or renewal form provided by the City. The form may be amended from time to time, but must include or be accompanied by:

(1) Name of the property owner

(2) Name of the applicant

(3) Address and parcel ID for the property for which the registration is sought

(4) Certification that the applicant complies with the requirements of this Chapter

(5) Payment of required registration fee

(6) Proof that taxes, assessments, utility charges or other financial claims of the City or the State are current

(7) A copy of a valid State license or written notice of OCM license preapproval.

6. Reasons for Denial. The City will not issue a registration or renewal if any of the following conditions are true:

(a) The applicant has not submitted a complete application.

(b) The applicant does not comply with the requirements of this Chapter.

(c) The applicant does not comply with applicable zoning and land use regulations.

(d) The applicant is found to not comply with the requirements of M.S. Chapter 342 or this Chapter at the preliminary compliance check.

(e) The location is not current on all property taxes and assessments at the location where the retailer is located.

(f) The maximum number of registrations, as established in this Chapter, has been issued by the City.

(g) The applicant does not have a valid license from the OCM.

7. Issuing the Registration or Renewal. The City will issue the registration or renewal if the Cannabis Retailer meets the requirements of this Chapter.

8. Location change. A State-licensed cannabis retail business is required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of the City.

9. Renewal of registration. The City will renew an annual registration at the same time OCM renews the cannabis business license. Registrations issued under this Chapter will not be transferred.

10. Compliance checks. The City must complete one compliance check per calendar year of every Retailer to assess if the Retailer meets age verification requirements, as required under the Act, and this Chapter. The City must conduct at minimum one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks will involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

11. Compliance check failure notification. If after the City's compliance checks are complete and a Cannabis Retailer has failed, the City will provide a report to the Fridley City Council (Council) at its next regularly scheduled meeting. The City will submit its report and all supporting documentation to the OCM.

312.05 Registration Enforcement.

1. The Council may impose a fine or suspend a registration on a finding that the registered business has failed to comply with the requirements of this Chapter or any applicable statute or regulation.

2. Notice and Right to Hearing. Prior to imposing a fine or suspending any registration any registration under this Chapter, the City must provide the registered business with written notice of the alleged violations and inform the registered business of their right to a hearing on the alleged violation pursuant to the Appeals and Administrative Citations Chapter of the Code.

3. Within 14 business days of a determination by the City Manager or their designee, any person contesting that decision may appeal to the Council by submitting a written appeal to

the City Clerk. At its next regular meeting following the City Manager or their designee's decision, the Council will affirm, repeal, or modify that decision.

(a) If no request for a hearing is received within 10 days following the service of the notice, the matter will be submitted to the City Council for imposition of the fine or suspension of the registration.

4. Emergency. If, in the discretion of the City, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in this section.

5. Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City will reinstate a registration if the OCM determines the violations have been resolved.

312.06 Cannabis Business Additional Requirements

1. Minimum buffers. The City prohibits the operation of a Cannabis Retailer within 400 feet of another cannabis retailer or school, with the distance computed by direct measurement in a straight line from the nearest legal parcel line of the land used for school or Cannabis Retailer to the nearest external portion of the building in which the cannabis business is proposed to be located. No active Cannabis Retailer or a Cannabis Retailer seeking registration will be prohibited from continuing operation at the same site if a school moves within the minimum buffer zone.

2. Zoning and land use. The City restricts certain cannabis businesses to particular zoning districts.

(a) Cannabis Cultivation. An indoor cannabis cultivation business with operations not addressed in an approved National Fire Protection Association (NFPA) standard will be considered an Interim Use. A cannabis business with operations that are addressed in an approved NFPA standard will be considered a Special Conditional Use in the zoning districts identified below. As a review requirement, the cannabis business must submit an Odor Mitigation Plan must identify all odor emitting aspects of the business, as well as mitigations to be implemented to ensure odor is not readily detectable beyond the boundaries of the immediate site. Allowed zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive.

(b) Cannabis Manufacturing.

(1) A cannabis manufacturing business that includes processing and extraction raw or dried cannabis and cannabis parts into other types of cannabis products such as extract, with operations not addressed in an approved NFPA standard will be considered an Interim Use. A cannabis business with operations that are addressed in

an approved NFPA standard will be considered a Special Conditional Use in As a review requirement, the cannabis business must submit an Odor Mitigation Plan must identify all odor emitting aspects of the business, as well as mitigations to be implemented to ensure odor is not readily detectable beyond the boundaries of the immediate site. No cannabis business may use metals, butane, propane, or other solvent or flammable product, or produce flammable vapors, to process or test cannabis unless the process used and the premises are verified as safe and in compliance with all applicable codes by a qualified industrial hygienist. Allowed zoning districts: M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive.

(2) A cannabis manufacturing business that includes finishing or packaging consumer products by combining processed cannabis extract or prepared plant materials with other processes, ingredients, or materials to create finished consumer goods, but does not include processing of raw cannabis materials into extracts, with operations not addressed in an approved National Fire Protection Association standard will be considered an Interim Use. A cannabis business with operations that are addressed in an approved NFPA standard will be considered a Special Conditional Use in As a review requirement, the cannabis business must submit an Odor Mitigation Plan must identify all odor emitting aspects of the business, as well as mitigations to be implemented to ensure odor is not readily detectable beyond the boundaries of the immediate site. No cannabis business may use metals, butane, propane, or other solvent or flammable product, or produce flammable vapors, to process or test cannabis unless the process used and the premises are verified as safe and in compliance with all applicable codes by a qualified industrial hygienist. Allowed zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District

(c) Wholesale establishments, including cannabis wholesale establishments, are permitted uses in the zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District.

(d) Cannabis Retail. Cannabis retail establishments, including the retail components of cannabis mezzobusinesses, cannabis microbusinesses, and medical cannabis combination businesses. Allowed zoning districts: C-1 Local Business District; C-2 General Business District; C-3 General Shopping Center District.

(e) Cannabis Testing.

(1) Laboratories, including Cannabis Testing facilities with operations addressed in an approved National Fire Protection Association Standard, are a permitted principal use in the zoning districts identified below. A cannabis business with operations not addressed in an approved National Fire Protection Association standard will be considered an Interim Use and may operate in M-1 Light Industrial; M-2 Heavy

Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District.

(2) Laboratories, including Cannabis Testing facilities, are a permitted or interim accessory use in the zoning districts: C-1 Local Business District; C-2 General Business District; C-3 General Shopping Center District; M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District.

(f) Cannabis Transportation and delivery. Cannabis transportation or delivery uses which involve the transportation of cannabis products from one type of cannabis business to another or to the end consumer are Special Conditional Uses in the zoning districts identified below. Any cannabis transportation or delivery use must have direct access to a collector or higher classification street as identified in the City's current Comprehensive Plan. Allowed zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District.

(g) Cannabis combination businesses. The components of a cannabis combination business must comply with the zoning district requirements for the component uses; i.e., retail operations are only allowed in the zoning districts specified for cannabis retail; cultivation operations are only allowed in the zoning districts specified for cannabis cultivation. The portion of a cannabis microbusiness with onsite consumption will be evaluated as a restaurant for off-street parking requirements.

3. Hours of operation. Pursuant to M.S. Chapter 342, cannabis business may only engage in the retail sale of cannabis, cannabis flower, cannabis products, low-potency hemp edibles or hemp-derived consumer products between the hours of 10 a.m. and 9 p.m.

312.07 Hemp Businesses Additional Requirements

1. Zoning. The City restricts certain hemp businesses to particular zoning districts.

(a) Hemp Cultivation. An indoor hemp cultivation business with operations not addressed in an approved National Fire Protection Association (NFPA) standard will be considered an Interim Use. A business with operations that are addressed in an approved NFPA standard will be considered a Special Conditional Use in the zoning districts identified below. As a review requirement, the business must submit an Odor Mitigation Plan must identify all odor emitting aspects of the business, as well as mitigations to be implemented to ensure odor is not readily detectable beyond the boundaries of the immediate site. Allowed zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive.

(b) Hemp Manufacturing.

(1) A hemp manufacturing business that includes processing and extraction raw or dried hemp and hemp parts into other types of hemp products such as extract, with operations not addressed in an approved NFPA standard will be considered an Interim Use. A hemp business with operations that are addressed in an approved NFPA standard will be considered a Special Conditional Use. As a review requirement, the business must submit an Odor Mitigation Plan must identify all odor emitting aspects of the business, as well as mitigations to be implemented to ensure odor is not readily detectable beyond the boundaries of the immediate site. No hemp business may use metals, butane, propane, or other solvent or flammable product, or produce flammable vapors, to process or test hemp unless the process used and the premises are verified as safe and in compliance with all applicable codes by a qualified industrial hygienist. Allowed zoning districts: M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive.

(2) A hemp manufacturing business that includes finishing or packaging consumer products by combining processed hemp extract or prepared plant materials with other processes, ingredients, or materials to create finished consumer goods, but does not include processing of raw materials into extracts, will be considered a permitted use. Allowed zoning districts: M-1 Light Industrial; M-2 Heavy Industrial; M-3 Heavy Industrial-Outdoor Intensive; S-3 Heavy Industrial, Onaway Addition District

2. Sales within the municipal liquor store. The sale of low-potency edibles is permitted in the municipal operated liquor store.

3. Lower-Potency Hemp Edibles – Beverages. The sale of lower-potency hemp edibles that are intended to be consumed as a beverage is permitted if a business meets the requirements of M.S. Chapter 342 and this Chapter.

4. Lower-Potency Hemp Edibles – Other-Than-Beverages. The sale of lower-potency hemp edibles other than those that are intended to be consumed as a beverage, is permitted only at businesses that restrict access to individuals who are 21 years of age or older, and that meet the requirements of M.S. Chapter 342 and this Chapter.

312.08 Penalties Administration and Enforcement

Any violation of the provisions of this Chapter or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Violations of this Chapter may also be addressed under City Code, section 203.05 – Administrative Penalties.

Violation of this Chapter are grounds for enforcement against any business license issued by the City of Fridley.

Section 2Fridley City Code
Chapter 209 Fees

209.12 Fees

5. Licensing/Registration Fees

Code	Subject	Fee
308	Adult Entertainment Establishment	\$400
	– Investigation Fee	\$400
17	Auction	
	– Weekly permit	\$30
	– Annual permit	\$150
300	Beekeeping	
	– Initial fee	\$100
	– Annual renewal fee	\$25
27	Billiards	
	– First table	\$40
	– Each additional table	\$10
15	Bowling Alleys	
	– Annual license	\$40
	– Per lane	\$10
28	Carnivals	
	– Application fee	\$75
	– Each day	\$75
	– Required cash deposit or bond	\$3,000
<u>312</u>	<u>Cannabis Retailer</u>	
	<u>Cannabis Microbusiness</u>	
	– <u>Registration</u>	<u>\$0</u>
	– <u>Renewal</u>	<u>\$1,000</u>
	<u>Cannabis Mezzobusiness</u>	
	– <u>Registration</u>	<u>\$500</u>
	– <u>Renewal</u>	<u>\$1,000</u>
	<u>Cannabis Retailer</u>	
	– <u>Registration</u>	<u>\$500</u>
	– <u>Renewal</u>	<u>\$1,000</u>

	<u>Low-Potency Hemp Edible Retailer</u> <u>– Registration</u> <u>– Renewal</u> <u>Medical Cannabis Combination Business</u> <u>– Registration</u> <u>– Renewal</u>	<u>\$125 per location</u> <u>\$125 per location</u> <u>\$500</u> <u>\$1,000</u>
21	Christmas Tree Lots – Annual license fee – Deposit	\$200 \$100
300	Dogs – Lifetime license – Duplicate license – Impound fee – Annual Dangerous Dog license – Potentially Dangerous Dog license	\$25 \$5 \$25 \$500 \$500
702	Drive-in Theaters	\$400
607	Entertainment	\$85
32	Food Establishment – Business License	\$45
32	Food Temporary – Business License	\$30
25	Golf Course, Driving Range	\$30
319	Haulers Mixed Municipal Solid Waste License (Garbage Truck), Yard Waste License, Organics License, Recycling License	\$100 for first truck and \$40 each additional truck
310	Hemp THC Product – Annual License – Investigation Fee, Individual – Investigation Fee, Corporation/Partnership – Administrative Penalty for individuals, first violation – Administrative Penalty for individuals, second violation within 12 months – Administrative Penalty for individuals, third violation within 12 months – Administrative Penalty for licensee, first violation	\$1,500 \$200 \$400 \$250 \$500 \$750 \$500 \$1,000

	– Administrative Penalty for licensee, second violation within 36 months	
24	Junk Yards	\$350
609	Liquor, Caterer – Annual Caterer Registration – Event Notification Permit (per event)	\$100 \$25
604	Liquor, Consumption and Display – Annual State permit – One-day City permit	\$300 \$25
603	Liquor, On-Sale Intoxicating Holiday Endorsement	\$100
603	Liquor, Lawful Gambling Endorsement	\$300
610	Liquor Manufacturers/Investigative Fee – Individual – Partnership/Corporation – Alteration of Business – Change of Officers – On-Sale Brewer/Distillery Taproom License – Off-Sale Brewer/Distillery Growler License	\$200 \$400 \$100 \$25 \$600 \$300
603	Liquor, On-Sale Intoxicating – No entertainment (a) 0-3,000 square feet (b) 3,001-6,000 square feet (c) Over 6,000 square feet – With entertainment or dancing (a) 0-3,000 square feet (b) 3,001-6,000 square feet (c) Over 6,000 square feet	\$6,000 \$7,000 \$8,000 \$7,000 \$8,000 \$9,000
603	Liquor, On-Sale Intoxicating Initial Investigative Fee – Individual – Corporation or partnership	\$200 \$400
603	Liquor, On-Sale Sunday	\$200
603	Liquor, On-Sale Intoxicating Temporary one day only	\$25
602	– Liquor, 3.2% Malt Liquor Off-Sale – On-Sale – Holiday Endorsement	\$60 \$325 \$100

602	Liquor, 3.2% Malt Liquor, Initial Investigative Fee – Individual – Corporation or partnership	\$90 \$180
602	Liquor, 3.2% Malt Liquor Temporary	\$60
603	Liquor, Wine	\$1,000
603	Liquor, Wine Investigative Initial Fee – Individual – Corporation or partnership	\$200 \$400
605	Liquor, Bottle Club – Annual permit – One day permit	\$300 \$25
606	Liquor, On-Sale Intoxicating Club – Per club under 200 members – Per club of 201-500 members – Per club of 501-1,000 members – Per club of 1,001-2,000 members – Per club of 2,001-4,000 members – Per club of 4,001-6,000 members – Per club of over 6,000 members	\$300 \$500 \$650 \$800 \$1000 \$2,000 \$3,000
606	Liquor, On-Sale Club Holiday Endorsement	\$100
300	Livestock – Initial fee – Annual review	\$100 \$25
603	Managerial License (Liquor)	\$10
125	Massage Therapy Business License – Annual license – Business investigation fee for corporations or partnerships – Business investigation fee for individual/sole proprietor	\$400 \$400 (new) \$200 (renewal) \$200 (new) \$100 (renewal)
125	Massage Therapist – License Fee – Therapist Investigation Fee	\$50 \$25
22	Music Festivals – Per day – Filing fee	\$700 \$100
35	Mobile Food Unit – Food Truck License – Food Truck Fire Safety Inspection Ice Cream Truck License	\$50 \$100 \$75
18	Motor Vehicle Body Repair Business	\$150

509	Motorized Vehicles Rental	\$50 per vehicle
300	Multiple Pet Location – License Fee – Renewal Fee – Impound Fee	\$100 \$25 \$25
300	Poultry – Initial fee – Annual renewal fee – Impound fee	\$100 \$25 \$25
507	Rental Housing Annual License – Single rental unit – Two rental units – Three rental units – Four rental unit – Five or more units License renewal late fee if more than seven days late License fee to reinstate after revocation or suspension License transfer fee License non-compliance fee for properties that were posted for not complying with correction orders or license renewals – 1-30 days – 31+ days Renting prior to obtaining a license Reinspection fee after second inspection – Single, duplex, triplex – Four or more units	\$100 \$150 \$210 \$270 \$270 plus \$12 per unit over four units 150% of the annual license fee 150% of the annual license fee \$25 \$250 \$500 125% of the annual license \$100 \$300
31	Pawn Shops – Annual license fee – Monthly transaction fee – Reporting failure penalty – Investigation fee	\$3,000 \$3 per transaction \$4 per transaction \$400

14	Peddlers/Solicitor	\$60 per peddler
23	Public Dance	\$75
13	Retail Gasoline Sales Private Gasoline Pump	\$60 \$30 per location
602, 603, 606	Social Skill Game Tournament Service Provider	\$100 annually
16	Street Vending – Industrial/commercial – Residential – Both	\$50 \$70 \$100
12	Tobacco License	\$125
12	Tobacco Product Shop – License fee – Investigation fee	\$400 \$100
503	Tree Management License	\$150
19	Used Motor Vehicles License	\$150 per year

209.13 Penalties

Code	Subject	Penalty
203	Administrative Citation – General – Fire Lane/Reserved Handicap Parking – Other Parking	\$100 per violation \$125 per violation \$35 per violation
203	Administrative Citation Late Fee – General – Fire Lane/Reserved Handicap Parking – Other Parking	\$25 \$30 \$10
<u>312</u>	<u>Cannabis or Hemp Business</u> – <u>Sale without valid registration or license</u>	<u>\$2,000</u>
504	Snow Removal Penalty Violations of the provisions of this Section are be a misdemeanor, subject to penalties of a maximum of \$700 and 90 days in jail per occurrence. In the alternative, the City may, in its discretion, impose a civil penalty as follows: – 2 nd offense within 365 days	\$50 \$200

	– 3rd offense within six months of any prior offense – 4th offense or more within six months of prior offense(s) In addition, the City may charge to, and assess to the associated property, any damage to City property or injury to City employees attributable to violations of this section.	\$500
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Passed and adopted by the City Council of the City of Fridley on this 23 day of December, 2024.

Scott J. Lund - Mayor

Melissa Moore - City Clerk

First Reading: December 9, 2024
Second Reading: December 23, 2024
Summary Publication: December 27, 2024

City of Fridley
Summary Ordinance No. 1426

Amending the Fridley City Code to Add Chapter 312, Cannabis Business
Amending Chapter 209, Fees

The City of Fridley does ordain, after review, examination, and staff recommendation that the Fridley City Code (Code) be amended by adopting Ordinance No. 1426. A summary of the amendments to the Code made by Ordinance No. 1426 are as follows:

The Ordinance adds Chapter 312, Cannabis Business to the Fridley City Code (Code). Section 312.01 is a purpose statement, § 312.02 defines terms related to the chapter, § 312.03 describes the Pre-License Certification of All Cannabis Businesses, § 312.04 lists the retail registration procedure for retail businesses in the City of Fridley (City), § 312.05 describes registration enforcement for retail cannabis businesses, § 312.06 describes land use and zoning requirements for cannabis businesses, § 312.07 lists additional land use and zoning requirements for Hemp THC Products Shops, § 312.08 describes penalties administration and enforcement for violations of this chapter. The ordinance amends the Fees Chapter of the Code by establishing registration fees for Cannabis Microbusiness, Cannabis Mezzobusiness, Cannabis Retailer, Low-Potency Hemp Edible Retailer and Medical Cannabis Combination Business. The ordinance amends the Fees Chapter of the Code by establishing administrative penalty fees for sale without valid registration or license.

Ordinance No. 1426 was passed and adopted by the City Council of the City of Fridley on December 23, 2024. The full text of the Ordinance is available on the City website or for inspection by any person during regular office hours at the Office of the City Clerk.



AGENDA REPORT

Meeting Date: November 25, 2024

Meeting Type: City Council

Submitted By: Korrie Johnson, Assistant Finance Director

Title

Resolution No. 2024-187, Approving Gifts, Donations and Sponsorships Received Between November 16, 2024, and December 15, 2024

Background

Each month, the City of Fridley (City) receives various donations and gifts to support City operations, programs and projects. Pursuant to Minnesota Statute § 465.03, the City may accept these donations and gifts for the benefit of residents. For specific donations or gifts, the donor may prescribe certain requirements, such as for a specific activity or department.

Consistent with the abovementioned statute, staff prepared Schedule No. 1 (Exhibit A), which outlines the various donations, gifts and/or sponsorships received by the City between November 16, 2024, and December 15, 2024. To accept the same, the Council must adopt the attached resolution by a two-third majority vote.

Lastly, for each donation, gift or sponsorship, staff ensure it meets an identified need, does not create a quid-pro-quo or long-term maintenance obligation, and the donor received an acknowledgment of their gift through a letter or publication.

Financial Impact

Every donation benefits the City of Fridley's finances.

Recommendation

Staff recommend the approval of Resolution No. 2024-187, Approving Gifts, Donations and Sponsorships Received Between November 16, 2024, and December 15, 2024

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

- Resolution No. 2024-187
- Exhibit A: Schedule No. 1

Vision Statement

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

Resolution No. 2024-187**Approving Gifts, Donations and Sponsorships for the City of Fridley**

Whereas, throughout the year the City of Fridley (City) receives various gifts and donations; and

Whereas, the City is sincerely grateful for the support it receives from an array of organizations and individuals; and

Whereas, without this support, the continuation of different events or programs would be difficult to sustain; and

Whereas, the attached schedule (Exhibit A) lists all of the donations and gifts received by various City departments between November 16, 2024, and December 15, 2024; and

Whereas, all of the items listed on the attached schedule (Exhibit A) are required to be accepted by the City Council by a two-thirds majority vote; and

Whereas, all items have been determined to be donated free of any quid-pro-quo expectation by the donor.

Now, therefore be it resolved, that the City Council of the City of Fridley hereby approves and accepts the various donations, gifts and sponsorships made between November 16, 2024, and December 15, 2024.

Passed and adopted by the City Council of the City of Fridley this 23rd day of December 2024.

Scott J. Lund – Mayor

Attest:

Melissa Moore – City Clerk

Gifts, Donations, and Sponsorships - City of Fridley**Schedule No. 1**

Date Received	Department or Division	Program	Donor Name, if not anonymous	Amount/ Value	Fund
11/15/24	Recreation & Parks	Touch a Truck Donation	Fridley Lions Club	\$1,065.22	101
11/19/24	Public Safety - Police	General Donation from Friendly Chevrolet	Friendly Chevrolet	\$500.00	101
12/06/24	SNC	Donation Box Contents	Various	\$108.00	270
Report to Date Total				\$1,673.22	



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Anna Smieja, Accounting Technician, Accounts Payable

Title

Resolution No. 2024-183, Approving Claims for the Period Ending December 18, 2024

Background

Attached is Resolution No. 2024-183 and the claims report for the period ending December 18, 2024.

Financial Impact

Included in the budget.

Recommendation

Staff recommend the approval of Resolution No. 2024-183, Approving Claims for the Period Ending December 18, 2024.

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. 2024-183, Approving Claims for the Period Ending December 18, 2024
- City Council Claims Report

Vision Statement

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

Resolution No. 2024-183

Approving Claims for the Period Ending December 18, 2024

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 December 18, 2024, 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 23rd day of December, 2024.

Scott J. Lund - Mayor

Attest:

Melissa Moore – City Clerk



City of Fridley, MN

Item 11.

Bank Transaction Report

Transaction Detail

Issued Date Range: 12/05/2024 - 12/18/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Draft							
12/06/2024		DFT0005330	EMPOWER RETIREMENT (for MN/MSRS)	Accounts Payable	Outstanding	Bank Draft	\$ (569.98)
12/06/2024		DFT0005331	EMPOWER RETIREMENT (for MN/MSRS)	Accounts Payable	Outstanding	Bank Draft	\$ (1,901.37)
12/06/2024		DFT0005332	CITY OF FRIDLEY-MISSION SQUARE-457 Def.Comp	Accounts Payable	Outstanding	Bank Draft	\$ (19,431.08)
12/06/2024		DFT0005333	CITY OF FRIDLEY-MISSION SQUARE-457 Def.Comp	Accounts Payable	Outstanding	Bank Draft	\$ (4,175.76)
12/06/2024		DFT0005335	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Se	Accounts Payable	Outstanding	Bank Draft	\$ (643.98)
12/06/2024		DFT0005337	OPTUM BANK (HSA)	Accounts Payable	Outstanding	Bank Draft	\$ (3,945.47)
12/06/2024		DFT0005338	OPTUM BANK (HSA)	Accounts Payable	Outstanding	Bank Draft	\$ (2,760.66)
12/06/2024		DFT0005339	MINN DEPT OF REVENUE - Payroll Garnishments	Accounts Payable	Outstanding	Bank Draft	\$ (293.54)
12/06/2024		DFT0005340	PERA - PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	\$ (47,139.63)
12/06/2024		DFT0005341	PERA - PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	\$ (164.46)
12/06/2024		DFT0005342	PERA - PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	\$ (68,597.11)
12/06/2024		DFT0005343	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Se	Accounts Payable	Outstanding	Bank Draft	\$ (100.00)
12/06/2024		DFT0005344	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Se	Accounts Payable	Outstanding	Bank Draft	\$ (2,475.00)
12/06/2024		DFT0005345	CITY OF FRIDLEY-MISSION SQUARE RHS Retiree Health Se	Accounts Payable	Outstanding	Bank Draft	\$ (600.00)
12/06/2024		DFT0005346	CITY OF FRIDLEY-MISSION SQUARE Roth IRA	Accounts Payable	Outstanding	Bank Draft	\$ (5,450.93)
12/06/2024		DFT0005347	BENEFIT RESOURCE LLC - BPA/VEBA	Accounts Payable	Outstanding	Bank Draft	\$ (1,000.00)
12/06/2024		DFT0005348	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Outstanding	Bank Draft	\$ (44,132.24)
12/06/2024		DFT0005349	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Outstanding	Bank Draft	\$ (17,484.92)
12/06/2024		DFT0005350	MINN DEPT OF REVENUE - PAYROLL TAX	Accounts Payable	Outstanding	Bank Draft	\$ (26,410.78)
12/06/2024		DFT0005351	INTERNAL REVENUE SERVICE - PAYROLL TAXES	Accounts Payable	Outstanding	Bank Draft	\$ (59,429.88)
Bank Draft Total: (20)							\$ (306,706.79)
Check							
12/05/2024			GENUINE PARTS CO/NAPA	Accounts Payable	Outstanding	Check	\$ (315.34)
12/06/2024			CHARLES SCHWAB TRUST BANK	Accounts Payable	Outstanding	Check	\$ (930.00)
12/06/2024			LAW ENFORCEMENT LABOR SERVICES	Accounts Payable	Outstanding	Check	\$ (2,981.46)
12/06/2024			LEGALSHIELD	Accounts Payable	Outstanding	Check	\$ (394.90)
12/06/2024			NCPERS MINNESOTA-478000	Accounts Payable	Outstanding	Check	\$ (640.00)
12/11/2024			ALLINA HEALTH SYSTEM	Accounts Payable	Outstanding	Check	\$ (900.00)
12/11/2024			AMERICAN TEST CENTER	Accounts Payable	Outstanding	Check	\$ (1,341.00)
12/11/2024			ANOKA COUNTY FIRE PROTECTION COUNCIL	Accounts Payable	Outstanding	Check	\$ (610.00)
12/11/2024			ANOKA COUNTY HIGHWAY DEPT-TRANSPORTATION DIV	Accounts Payable	Outstanding	Check	\$ (56,333.55)
12/11/2024			ANOKA COUNTY TREASURY OFFICE	Accounts Payable	Outstanding	Check	\$ (481.07)
12/11/2024			APPLE FORD APPLE VALLEY	Accounts Payable	Outstanding	Check	\$ (59.95)
12/11/2024			APPLE FORD WHITE BEAR LAKE	Accounts Payable	Outstanding	Check	\$ (1,030.10)

Issued Date	Cleared Date	Description	Module	Status	Type	Amount
12/11/2024		ASPEN MILLS INC	Accounts Payable	Outstanding	Check	\$ (729.92)
12/11/2024		BENEFIT RESOURCE LLC - BPA/VEBA	Accounts Payable	Outstanding	Check	\$ (825.84)
12/11/2024		BOB'S PRODUCE RANCH	Accounts Payable	Outstanding	Check	\$ (133.93)
12/11/2024		BREDEMUS HARDWARE CO INC	Accounts Payable	Outstanding	Check	\$ (354.90)
12/11/2024		CENTURY LINK	Accounts Payable	Outstanding	Check	\$ (1,207.36)
12/11/2024		CIVICPLUS	Accounts Payable	Outstanding	Check	\$ (6,600.00)
12/11/2024		COMCAST/XFINITY	Accounts Payable	Outstanding	Check	\$ (264.65)
12/11/2024		COSTAR REALTY INFORMATION	Accounts Payable	Outstanding	Check	\$ (449.35)
12/11/2024		CRYSTEEL TRUCK EQUIP/DISTRIBUTION	Accounts Payable	Outstanding	Check	\$ (111,563.00)
12/11/2024		DEM-CON COMPANIES LLC	Accounts Payable	Outstanding	Check	\$ (276.79)
12/11/2024		ENTERPRISE FM TRUST	Accounts Payable	Outstanding	Check	\$ (40,035.46)
12/11/2024		FAARAH, ZAK	Accounts Payable	Outstanding	Check	\$ (2,925.00)
12/11/2024		FINANCE AND COMMERCE INC	Accounts Payable	Outstanding	Check	\$ (164.00)
12/11/2024		FIRE SAFETY USA	Accounts Payable	Outstanding	Check	\$ (577.50)
12/11/2024		FLAGSHIP RECREATION LLC	Accounts Payable	Outstanding	Check	\$ (87,339.28)
12/11/2024		FLEET PRIDE TRUCK & TRAILER PARTS	Accounts Payable	Outstanding	Check	\$ (83.86)
12/11/2024		FORCE AMERICA DISTRIBUTING	Accounts Payable	Outstanding	Check	\$ (360.23)
12/11/2024		GARY CARLSON EQUIPMENT CO	Accounts Payable	Outstanding	Check	\$ (1,188.00)
12/11/2024		GENUINE PARTS CO/NAPA	Accounts Payable	Outstanding	Check	\$ (14.94)
12/11/2024		GRANICUS LLC	Accounts Payable	Outstanding	Check	\$ (800.00)
12/11/2024		GRAPHIC SOLUTIONS GROUP INC	Accounts Payable	Outstanding	Check	\$ (2,381.61)
12/11/2024		HEALTH PARTNERS	Accounts Payable	Outstanding	Check	\$ (1,905.00)
12/11/2024		HIRERIGHT LLC	Accounts Payable	Outstanding	Check	\$ (11.40)
12/11/2024		HOISINGTON KOEGLER/HKGI	Accounts Payable	Outstanding	Check	\$ (11,722.33)
12/11/2024		HYDRAULIC SPECIALTY CO	Accounts Payable	Outstanding	Check	\$ (34.57)
12/11/2024		INTL ASSN OF CRIME ANALYSTS/IACA	Accounts Payable	Outstanding	Check	\$ (445.00)
12/11/2024		ISTATE TRUCK CENTER	Accounts Payable	Outstanding	Check	\$ (377.29)
12/11/2024		JAKE'S CUSTOM SERVICES	Accounts Payable	Outstanding	Check	\$ (2,250.00)
12/11/2024		JONES, RICHARD	Accounts Payable	Outstanding	Check	\$ (174.25)
12/11/2024		KIESLER'S POLICE SUPPLY INC	Accounts Payable	Outstanding	Check	\$ (50,960.45)
12/11/2024		KLUGE, MARK	Accounts Payable	Outstanding	Check	\$ (200.00)
12/11/2024		KNOWBE4 INC	Accounts Payable	Outstanding	Check	\$ (18,297.00)
12/11/2024		KONDRICK, BETH	Accounts Payable	Outstanding	Check	\$ (128.77)
12/11/2024		LEAGUE OF MINNESOTA CITIES	Accounts Payable	Outstanding	Check	\$ (30.00)
12/11/2024		LEAGUE OF MN CITIES INS TRUST	Accounts Payable	Outstanding	Check	\$ (353.77)
12/11/2024		LEPAGE & SONS	Accounts Payable	Outstanding	Check	\$ (1,636.39)
12/11/2024		LOFFLER COMPANIES-131511	Accounts Payable	Outstanding	Check	\$ (246.57)
12/11/2024		MARTIN MARIETTA	Accounts Payable	Outstanding	Check	\$ (970.92)
12/11/2024		MAX-R / THE PRESTWICK GROUP INC	Accounts Payable	Outstanding	Check	\$ (9,124.50)
12/11/2024		MENARDS - BLAINE	Accounts Payable	Outstanding	Check	\$ (56.75)
12/11/2024		METRO-INET	Accounts Payable	Outstanding	Check	\$ (4,964.00)
12/11/2024		METROPOLITAN COUNCIL	Accounts Payable	Outstanding	Check	\$ (483,745.38)
12/11/2024		MINN DEPT OF HEALTH	Accounts Payable	Outstanding	Check	\$ (20,458.00)

Issued Date	Cleared Date	Description	Module	Status	Type	Amount
12/11/2024		MINN DEPT OF LABOR & INDUSTRY	Accounts Payable	Outstanding	Check	\$ (512.85)
12/11/2024		MINN DEPT OF TRANSPORTATION	Accounts Payable	Outstanding	Check	\$ (830.12)
12/11/2024		MINN FIRE SERVICE CERT BOARD	Accounts Payable	Outstanding	Check	\$ (131.00)
12/11/2024		MINNEAPOLIS SAW INC	Accounts Payable	Outstanding	Check	\$ (342.67)
12/11/2024		MOORE, MELISSA	Accounts Payable	Outstanding	Check	\$ (198.32)
12/11/2024		MORRELL ENTERPRISES	Accounts Payable	Outstanding	Check	\$ (769.35)
12/11/2024		NEW BRIGHTON, CITY OF	Accounts Payable	Outstanding	Check	\$ (2,037.06)
12/11/2024		NFP INSURANCE SERVICES INC	Accounts Payable	Outstanding	Check	\$ (2,253.75)
12/11/2024		NOREGON SYSTEMS LLC	Accounts Payable	Outstanding	Check	\$ (4,413.10)
12/11/2024		NORTHERN TOOL & EQUIPMENT	Accounts Payable	Outstanding	Check	\$ (161.45)
12/11/2024		ODENTHAL, KELVIN	Accounts Payable	Outstanding	Check	\$ (195.46)
12/11/2024		PALADIN TECHNOLOGIES (USA) INC	Accounts Payable	Outstanding	Check	\$ (5,464.00)
12/11/2024		PETERSON COMPANIES INC	Accounts Payable	Outstanding	Check	\$ (100,795.00)
12/11/2024		PREMIUM WATERS INC	Accounts Payable	Outstanding	Check	\$ (4.99)
12/11/2024		RECYCLE TECHNOLOGIES INC	Accounts Payable	Outstanding	Check	\$ (8,703.50)
12/11/2024		REHBEINS BLACK DIRT	Accounts Payable	Outstanding	Check	\$ (407.00)
12/11/2024		REPUBLIC SERVICES #899	Accounts Payable	Outstanding	Check	\$ (36,983.31)
12/11/2024		RESPEC	Accounts Payable	Outstanding	Check	\$ (12,422.82)
12/11/2024		REVSPRING INC	Accounts Payable	Outstanding	Check	\$ (2,994.83)
12/11/2024		ROADKILL ANIMAL CONTROL	Accounts Payable	Outstanding	Check	\$ (296.00)
12/11/2024		SHORT ELLIOTT HENDRICKSON INC	Accounts Payable	Outstanding	Check	\$ (93,086.76)
12/11/2024		SPLIT ROCK MGMT - DBA VANGUARD CLEANING	Accounts Payable	Outstanding	Check	\$ (1,215.00)
12/11/2024		STARK, KYLE	Accounts Payable	Outstanding	Check	\$ (1,400.00)
12/11/2024		STEWART, MATTHEW	Accounts Payable	Outstanding	Check	\$ (81.07)
12/11/2024		STIMEY ELECTRIC	Accounts Payable	Outstanding	Check	\$ (4,027.14)
12/11/2024		STREICHER'S	Accounts Payable	Outstanding	Check	\$ (179.97)
12/11/2024		SUN BADGE CO	Accounts Payable	Outstanding	Check	\$ (404.50)
12/11/2024		TSCHIDA, CHAR	Accounts Payable	Outstanding	Check	\$ (97.75)
12/11/2024		ULINE	Accounts Payable	Outstanding	Check	\$ (212.22)
12/11/2024		UNIVERSITY OF MINNESOTA	Accounts Payable	Outstanding	Check	\$ (700.00)
12/11/2024		VALLEY-RICH CO INC	Accounts Payable	Outstanding	Check	\$ (5,878.25)
12/11/2024		VESTIS	Accounts Payable	Outstanding	Check	\$ (434.47)
12/11/2024		XCEL ENERGY	Accounts Payable	Outstanding	Check	\$ (23,023.57)
12/12/2024		ALEXANDER & EMILY BROEFFLE	Utility Billing	Outstanding	Check	\$ (78.21)
12/12/2024		TYLER BRISBIN	Utility Billing	Outstanding	Check	\$ (172.53)
12/12/2024		MENNO TRAVEL SERVICES	Utility Billing	Outstanding	Check	\$ (191.22)
12/12/2024		MENG LOR	Utility Billing	Outstanding	Check	\$ (120.51)
12/12/2024		JONAS HANGGI	Utility Billing	Outstanding	Check	\$ (98.88)
12/12/2024		ODYSSEY AUTOMOTIVE	Utility Billing	Outstanding	Check	\$ (2,477.53)
12/18/2024		APPLE FORD WHITE BEAR LAKE	Accounts Payable	Outstanding	Check	\$ (150.30)
12/18/2024		ASPEN MILLS INC	Accounts Payable	Outstanding	Check	\$ (937.79)
12/18/2024		AVERBECK, HEIDI	Accounts Payable	Outstanding	Check	\$ (68.25)
12/18/2024		BEAUDRY OIL & PROPANE	Accounts Payable	Outstanding	Check	\$ (12,538.51)

Issued Date	Cleared Date	Description	Module	Status	Type	Amount
12/18/2024		BEISSWENGER'S HARDWARE	Accounts Payable	Outstanding	Check	\$ (13.78)
12/18/2024		BRAUN INTERTEC CORPORATION	Accounts Payable	Outstanding	Check	\$ (2,135.00)
12/18/2024		CARR'S TREE SERVICE INC	Accounts Payable	Outstanding	Check	\$ (81,957.10)
12/18/2024		CENTERPOINT ENERGY-MINNEGASCO	Accounts Payable	Outstanding	Check	\$ (6,185.45)
12/18/2024		COMCAST/XFINITY	Accounts Payable	Outstanding	Check	\$ (315.89)
12/18/2024		COON CREEK WATERSHED DISTRICT	Accounts Payable	Outstanding	Check	\$ (2,050.00)
12/18/2024		COON RAPIDS, CITY OF	Accounts Payable	Outstanding	Check	\$ (49,876.05)
12/18/2024		CORE & MAIN LP	Accounts Payable	Outstanding	Check	\$ (1,140.52)
12/18/2024		EMERGENCY AUTOMOTIVE TECHNOLOGIES	Accounts Payable	Outstanding	Check	\$ (6,680.62)
12/18/2024		FINANCE AND COMMERCE INC	Accounts Payable	Outstanding	Check	\$ (158.00)
12/18/2024		FLAGSHIP RECREATION LLC	Accounts Payable	Outstanding	Check	\$ (1,811.17)
12/18/2024		FLUID INTERIORS LLC	Accounts Payable	Outstanding	Check	\$ (257.10)
12/18/2024		GENUINE PARTS CO/NAPA	Accounts Payable	Outstanding	Check	\$ (6.45)
12/18/2024		GOLD MEDAL PRODUCTS	Accounts Payable	Outstanding	Check	\$ (97.00)
12/18/2024		GRAINGER	Accounts Payable	Outstanding	Check	\$ (136.51)
12/18/2024		GRANICUS LLC	Accounts Payable	Outstanding	Check	\$ (5,400.00)
12/18/2024		HANSEN BROS FENCE	Accounts Payable	Outstanding	Check	\$ (18,778.00)
12/18/2024		HAWKINS INC	Accounts Payable	Outstanding	Check	\$ (120.00)
12/18/2024		INSITUFORM TECHNOLOGIES USA LLC	Accounts Payable	Outstanding	Check	\$ (371,570.08)
12/18/2024		INTERSTATE ALL BATTERY CENTER	Accounts Payable	Outstanding	Check	\$ (49.95)
12/18/2024		KENNEDY & GRAVEN CHARTERED	Accounts Payable	Outstanding	Check	\$ (1,837.50)
12/18/2024		KIWANIS	Accounts Payable	Outstanding	Check	\$ (81.00)
12/18/2024		KONDRICK, BETH	Accounts Payable	Outstanding	Check	\$ (170.31)
12/18/2024		LANGUAGE LINE SERVICES INC	Accounts Payable	Outstanding	Check	\$ (329.95)
12/18/2024		LEAGUE OF MINNESOTA CITIES	Accounts Payable	Outstanding	Check	\$ (15.00)
12/18/2024		LEAGUE OF MN CITIES INS TRUST	Accounts Payable	Outstanding	Check	\$ (2,056.35)
12/18/2024		LONG RUN LEADERSHIP CONSULTING	Accounts Payable	Outstanding	Check	\$ (2,687.50)
12/18/2024		MADDEN GALANTER HANSEN LLP	Accounts Payable	Outstanding	Check	\$ (45.00)
12/18/2024		MARTIN MARIETTA	Accounts Payable	Outstanding	Check	\$ (297.13)
12/18/2024		METERING & TECHNOLOGY SOLUTIONS	Accounts Payable	Outstanding	Check	\$ (268.27)
12/18/2024		METRO GARAGE DOOR/WINTER INDUSTRIES LLC	Accounts Payable	Outstanding	Check	\$ (1,790.00)
12/18/2024		METRO PRODUCTS INC	Accounts Payable	Outstanding	Check	\$ (21.40)
12/18/2024		MINNEAPOLIS SAW INC	Accounts Payable	Outstanding	Check	\$ (1,197.91)
12/18/2024		NORTH METRO TELEVISION	Accounts Payable	Outstanding	Check	\$ (3,500.00)
12/18/2024		NORTHLAND FABRICATING LLC	Accounts Payable	Outstanding	Check	\$ (350.00)
12/18/2024		NUSS TRUCK AND EQUIPMENT	Accounts Payable	Outstanding	Check	\$ (522.71)
12/18/2024		NYKANEN, ANDREW	Accounts Payable	Outstanding	Check	\$ (4,471.20)
12/18/2024		ODENTHAL, JOHN	Accounts Payable	Outstanding	Check	\$ (165.75)
12/18/2024		OUVERSON SEWER & WATER	Accounts Payable	Outstanding	Check	\$ (5,000.00)
12/18/2024		QUICKSILVER EXPRESS COURIER	Accounts Payable	Outstanding	Check	\$ (47.73)
12/18/2024		R & R SUSPENSION	Accounts Payable	Outstanding	Check	\$ (1,450.00)
12/18/2024		ST PAUL, CITY OF	Accounts Payable	Outstanding	Check	\$ (4,582.79)
12/18/2024		STANDARD INSURANCE COMPANY (LIFE)	Accounts Payable	Outstanding	Check	\$ (1,945.10)

Issued Date	Cleared Date	Description	Module	Status	Type	Amount
12/18/2024		STANDARD INSURANCE COMPANY LTD/STD	Accounts Payable	Outstanding	Check	\$ (7,537.24)
12/18/2024		STIMEY ELECTRIC	Accounts Payable	Outstanding	Check	\$ (7,749.13)
12/18/2024		TAHO SPORTSWEAR	Accounts Payable	Outstanding	Check	\$ (74.50)
12/18/2024		TITAN MACHINERY	Accounts Payable	Outstanding	Check	\$ (265.91)
12/18/2024		ULINE	Accounts Payable	Outstanding	Check	\$ (408.08)
12/18/2024		UTILITY LOGIC LLC	Accounts Payable	Outstanding	Check	\$ (71.38)
12/18/2024		VERIZON WIRELESS	Accounts Payable	Outstanding	Check	\$ (1,942.57)
12/18/2024		VESTIS	Accounts Payable	Outstanding	Check	\$ (771.84)
12/18/2024		WASTE MANAGEMENT-MINN	Accounts Payable	Outstanding	Check	\$ (12,800.00)
12/18/2024		XCEL ENERGY	Accounts Payable	Outstanding	Check	\$ (21,385.48)
Check Total: (152)						\$ (1,894,453.74)
EFT						
12/06/2024	969	FRIDLEY POLICE ASSOCIATION-PY only	Accounts Payable	Outstanding	EFT	\$ (200.00)
12/06/2024	970	FRIDLEY-IAFF DUES/INTL ASSOC/FIRE FIGHTERS	Accounts Payable	Outstanding	EFT	\$ (80.00)
12/06/2024	EFT0000233	Payroll EFT	Payroll	Outstanding	EFT	\$ (394,805.98)
EFT Total: (3)						\$ (395,085.98)
Report Total: (175)						\$ (2,596,246.51)

Summary

Bank Account	Count	Amount
0000100479 City of Fridley	175	\$ (2,596,246.51)
Report Total:	175	\$ (2,596,246.51)

Cash Account	Count	Amount
No Cash Account	1	\$ -
999 999-101100 Cash in Bank - CITY Pooled Cash	174	\$ (2,596,246.51)
Report Total:	175	\$ (2,596,246.51)

Transaction Type	Count	Amount
Bank Draft	20	\$ (306,706.79)
Check	152	\$ (1,894,453.74)
EFT	3	\$ (395,085.98)
Report Total:	175	\$ (2,596,246.51)



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Scott Hickok, Community Development Director

Title

Resolution No. 2024-188, Accepting the Award of Community Development Block Grant Funds for a Public Facility to be Generally Located at 110 77th Way NE

Background

At the Anoka County (County) Housing and Redevelopment Authority (HRA) Meeting on December 17, 2024, the Board of Trustees awarded the \$350,000 necessary for completion of the Anoka County Center for the Arts Building Project (Project). Funds will be released upon receipt of the final environmental report due back from their analyst to Anoka County staff yet this month.

Rumriver Art Center is interested in the City of Fridley's space at 110 77th Way NE and has indicated that because a major focus in their curriculum is serving special needs artists with classes, the accessibility and other enhancements that North Suburban Center for the Arts described in their wish list would be required to reoccupy the space.

Staff has hired an architect to prepare the concept drawings that allowed the City to accurately budget for the necessary building improvements, prior to making the request to the County. Estimates show that the project would cost between \$325,000 - \$340,000. An additional \$10,000 would be necessary to monitor Davis Bacon compliance for payment of contractor wages.

Once staff can move forward, (no money can be spent, prior to the environmental report sign-off and green light from the County staff), Bill Rust, Rust Architecture will prepare construction drawings, and the project can be set out for bid. It is our hope that the project can be complete for a mid-year 2025 move in for the Rumriver Art Center. Staff plans on meeting with Rumriver's Executive Director in early January, where she will also attend the Public Art's Commission Meeting as well, and introduce herself and discuss plans for the Center.

Financial Impact

Absorbed

Recommendation

Staff recommend the approval of Resolution No. 2024-188, Accepting the Award of Community Development Block Grant Funds for a Public Facility to be Generally Located at 110 77th Way NE

Vision Statement

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

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. 2024-188
- Original Grant Application

Vision Statement

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

Resolution No. 2024-188

Accepting the Award of Community Development Block Grant Funds for a Public Facility to be Generally Located at 110 77th Way NE

Whereas, the City of Fridley's (City) plans to re-use its Fire Station No. 3 As a Center for the Arts; and

Whereas, in October 2024 the North Suburban Center for the Arts vacated the building; and

Whereas, in August 2024, staff along with Rust Architecture developed a conceptual design for an accessible vestibule for the building; and

Whereas, in early September a final budget was prepared for the project; and

Whereas, on September 17, Staff submitted its application to Anoka County in compliance with the Requirements of Anoka County and the Federal Department of Housing and Urban Development; and

Whereas, the City has identified a timeline for completion with a five-month expectation of completion from the award date of a contract; and

Whereas, this building is anticipated to now be occupied by the Rumriver Art Center and will provide both exhibit space for art and as important will provide accessible classroom opportunities for all individuals which is a priority for their organization and our City, serving a low-moderate income community; and

Whereas, the City believes that the project needs can be met through the Community Development Block Grant (CDBG) program that is administered by Anoka County.

Now, therefore, be it resolved, that the City Council of the City of Fridley hereby:

1. Accepts up to \$350,000 of Community Development Block Grant funds for the project;
2. Authorizes City Staff to execute all documents necessary to secure said CDBG funds.

Passed and Adopted by the City Council of the City of Fridley this 23rd day of December, 2024

Scott J. Lund – Mayor

Attest:

Melissa Moore – City Clerk



HOME / CDBG PROJECT FUNDING REQUEST SUMMARY (35-PTS)

Organization Summary (5 Points)

Organization Name	City of Fridley
Project Title	Fridley Center for the Arts Building
Project Address(es)	110 77 th Way NE
Organization Contact:	Scott Hickok, Community Development Director
Organization Email & Phone Number:	City of Fridley, Scott.hickok@fridleymn.gov , 763-572-390
Organization Address:	7071 University Avenue NE

Funding Amount Requested: \$350,000

☒ CDBG Project

☐ HOME

Total budget for the whole project	\$350,000.00	Other sources	In-Kind
Individuals/Households Served	12,124.00	Cost per Individual/Household	\$29.00

Timeline (months) 5-months

Estimated Start date January 1, 2025

Completion date May 31, 2025

Project Summary (10 Points)-What is the project/service accomplishing in less than 100 words? What is your organization doing with the requested funds?

This project will allow a new accessible entrance to all. A power assisted door opening and closing for a new vestibule for those with special needs will be an important piece of this project. Also, smaller walkway ramp issues will allow easier access to vestibule, through overhead doors when open and grab bars and wayfinding interior accessibility signage will be added. The project will also include a fire panel connected to the sprinkler system to alert a designated party if a sprinkler head goes off when the building is unoccupied.

Community Need (10 Points)-Describe the community need and who are the people who would be served (100 words or less)

The entire City of Fridley can and will benefit from a successful art center . A center for the arts is interested in the space and has indicated that because a major focus in their curriculum is serving special needs artists with classes, the accessibility and other enhancements would be required for that group to reoccupy. The vestibule will also help with energy consumptions since it would serve as an air lock to the building and the people it serves. Artist will have a gallery to display locally if this building re-opens as a center for the arts. City-wide events would welcome all, not just from the City, but region for enjoyment of the arts.



Project Outcomes (10 Points)- What is the intended result of funds invested (100 words or less)

The building with the investment of \$350,000 will gain a vestibule for accessibility and airlock benefits. The vestibule will have hand powered operators to open the doors for access. Also, walkway and grade modifications will be made to simplify access, not just through the front doors, but through the overhead doors in nice weather as well. The center would like to open the overhead doors in nice weather to walk or roll right into the gallery. Interior wayfinding signs, grab bars, and a fire system alert panel update would be included in the project for safety. Architectural fees will be paid through the grant for design of these improvements as well.

2024 CDBG/HOME PROJECT APPLICATION

PROJECT DESCRIPTION (30 Points)

Provide a brief description of the proposed project. Points awarded for 3 key areas:

1. What is the need in the community that makes your project necessary?
2. How will you approach this project? What is your timeline?
3. Who will your project serve?



Art is an important part of a communities, economic, social and psychological well-being. The City Council of the City of Fridley has recently created a Public Arts Commission, and a Non-Profit was created to fund raise for Public Art installations. As a complement to the Public Arts Initiative that is underway the log-standing Banfill Center for the Arts, turned North Suburban Center for the Arts (NSCA) served another aspect of the art environment the City hoped to create. Unfortunately, the NSCA fell on difficult economic times and were forced to close their doors. Gallery space and their art classes to all ages and abilities would be lost. Thankfully, another very active, successful, and better funded Art non-profit has indicated that with a few minor improvements, they would take the space. This organization has a location in Anoka. The Fridley location would be its second location and they like the facility because it could rather easily be made fully accessible to those with special needs. Their Anoka facility is not accessible and having this second location would allow them to advance their curriculum to those with special needs who want to enjoy the art, take classes or simply visit the gift shop.

The timeline of the project starts with acceptance of the application for funds. An environmental study can be done yet this year and construction of the improvements could happen in the first part of next year. Completion by May 31, 2025, would be the Goal.

Fridley has 12,124 households and the facility would be open to them for classes, display of art etc. As mentioned, the facility that exists in Anoka would see this as their opportunity also to allow their special needs classes, events, and customers an opportunity to partake. The classes are sometimes free and most times very affordable if there is a fee associated and the City believes having the art facility would enrich the community and the lives of those who visit the Center. With the enhancement of automatic doors on a new airlock vestibule, some grade adjustments on site and some grab hardware and signage, this facility would once again serve the art community throughout the City and areas beyond, areas throughout the County.

GENERAL INFORMATION (5 POINTS):

Will the funding be use for one of the following? Select what applies to the entire scope of the project.

☐ Acquisition ☐ New Construction ☒ Rehabilitation

Can this project be partially funded? ☒ No ☐ Yes



Is a loan or grant is preferred? ☐ Loan ☒ Grant

Have all other funding sources been formally committed? ☒ No ☐ Yes

Does the total project cost account for federal prevailing wages if applicable (reference the Application Guide for information on federal prevailing wage)? ☐ No ☒ Yes

Will CDBG/HOME funding be used to leverage additional funding? ☒ No ☐ Yes

Is there a fiscal agent other than the applicant? ☒ No ☐ Yes

*If, yes, was selected, please provide contact information:



BUDGET (45 Points)

Identify the federal, state, and local leveraging resources used for **the proposed project only**. This information is provided directly to HUD. Proformas can be included (and is encouraged) but will not substitute this budget form. Budgets must be:

- Specific
- Includes all things public funds will be used for. **Anything not accounted for in the budget will not be funded.**
- Projects requesting HOME funds must attach a pro forma in addition to completing the budget section.

***DO NOT** include your entire operational budget.

Use of Funds	Source of Funds (Please list amount and source specifically)							
Line Item	Requested CDBG/HOME Funds	Applicant Funds	Other Federal Funds	State of MN Funds	City Funds	Non-CDBG Anoka County Funds	Private Funds	Total
Hardscape (Asphalt, Concrete, Curb & Sidewalk alterations, interior concrete alterations, footings)	\$78,000							
Landscape Restoration					\$7,500			
Electrical Door operators, Emergency fire panel, lighting, etc.)	\$46,000							
Construction of Vestibule, (blockwork, HVAC, Roofing)	\$138,000							
Glasswork	\$27,000							
Grab bars and Accessibility assist features	\$8,500							
Interior way-finding signage	\$2,500							
Final Design, Const. Management, Inspections	\$40,000							



Davis Bacon Management	\$10,000							
Total	\$350,000				\$7,500			\$357,500



Budget Narrative (20 Points)

Provide an explanation of the project budget and funding sources including leveraged funds and how they are applied towards your project: (1000-characters)

The City of Fridley has and will continue to provide the building which once served as Fridley Fire Station Number 3. When the City Built its new City Hall, Police, Fire and Public Works complex, it improved response times to this portion of the City and rendered the Fire Station unnecessary. Several private companies and individuals offered to buy the complex. Most for business purposes, one business owner nearby wanted to make it his home. This would have put the property on the tax rolls. However, the City was most interested in making the building available to the Center for the Arts, who had recently lost their lease in the Banfill Center for the Arts.

The City's investment in the site is the building and a \$1/year lease opportunity for an arts organization. The tenant will be responsible for the building, maintenance, mowing, snow removal, etc. But the building is essentially a no-cost lease. The North Suburban Center for the Arts (NSCA) had an uphill battle as they had lost not only their lease, but the \$50,000 annual contribution that Anoka County funded for their organization. They folded after a couple years of valent effort.

Architectural fees are estimated at \$31,500. Project Management fees at \$135/hr. and Hard cost construction, site work, and interior handicap enhancements are estimated at \$310,000. Early estimating and architectural rendering will be billed to the City and paid by the City, as it is expenditure needed for this application and is needed and worked on before the date of the award. Building permit required Architecture, Engineering, and project management fees will come from the grant funds if awarded and will not start until announcement of an award. Davis Bacon requirements will be applied were required.

Describe the applicant's fiscal management including financial reporting and record keeping:

Fiscal Management will be handled at the City level and reimbursement will be sought in accordance with grant guidelines as regulated through the Federal Community Development Block Grant Requirements. Davis Bacon requirements and project oversight will be done by the contractor inspected by the City and submitted to the County for federal reporting.



How do you plan to verify income? Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored:

The City of Fridley has been previously/currently determined based on demographic data collected through by the State Demographer through Census and other surveys, which indicate that the entire City of Fridley with very few exceptions is a City of qualifying income individuals. The AMI for Fridley is lower than the AMI for the region and the percentage of housing cost burdened individuals is higher in Fridley than points elsewhere in the County and the region. The City continues to monitor this data and to only apply for grants when we know the largest number of income qualifying individuals can benefit.

Use of Contractors and Consultants (5 Points)

In accordance with federal regulations, CDBG/HOME funds may not be used to directly or indirectly employ, award contracts to, or otherwise engage the services or any contractor or sub-recipient during any period of debarment, suspension, or placement of ineligibility status.

Will you hire a contractor or consultant to complete this project?

☐ No ☒ Yes, complete the following:

Name of consultant/firm and owner:

Rust Architecture is the Architecture Firm, the Construction Contractor will be determined through a competitive bidding process.

How were they selected? Projects must meet Federal bidding requirements. If funded, discuss bid requirements with staff.

The City of Fridley uses the Federal Bidding guidelines on any and every project where we receive Federal or State dollars. As such, the City has become very comfortable with that bidding process and accustomed to meeting all requirement.

Is the consultant/firm already under contract with your organization? ☒ No ☐ Yes

Is this consultant/firm a women or minority owned business? ☐ No ☐ Yes

***If you are unable to complete this section at the time of application, all contracts must be reviewed for debarment before a release of CDBG funds. Contact Anoka County with updated information.**



HOUSING ACTIVITIES-HOME OR CDBG (25 Points)

All housing activities will be considered for HOME funds before the use of CDBG

Is this project a housing activity? ☒ No ☐ Yes, complete the following

Type of Housing:

- | | |
|--|--|
| ☐ Single-Family | ☐ Townhome |
| ☐ 2-, 3-, or 4-plex | ☐ Single-Room Occupancy |
| ☐ Multi-Family | ☐ Other: |

Tenancy:

- ☐ Owner-Occupied
☐ Renter-Occupied

Income Levels of Clients:

- ☐ 0-30% Area Median Income
☐ 31-50% Area Median Income
☐ 51-60% Area Median Income
☐ 61-80% Area Median Income

Benefit to Homeless:

- ☐ N/A
☐ Homeless Individuals
☐ Homeless Families

Non-Homeless Special Needs Population Served:

- | | | |
|---|---|-----------------------------------|
| ☐ Elderly (62 years +) | ☐ Alcohol/Drug Abuse | ☐ HIV/AIDS |
| ☐ Developmentally Disabled | ☐ Physical Disability | ☐ N/A |
| ☐ Severe Mental Illness | ☐ Victims of Domestic Violence | |

What are the current racial and income demographics of the neighborhood (not city) the project is located in? (600-characters)

The income immediately surrounding the Art Center (Fire Station Building #3) is low income to low average. Across East River Road the Income is high as East River Road serves as a boundary between lower income to the east and river or river approximate properties to the west. Further south and further north (half mile each direction of the site) the income becomes high middle to high income depending on proximity to water. Racial Data shows the neighborhood is primarily White with a concentration of Hispanic population less than a mile east. Industrial properties are directly across the street from the site and the Rail lines run an eighth of a mile east of the site. The immediate neighbors to the site are primarily renters.



Describe how the location of the housing opportunity, in whole or part, provides and promotes greater choice and will not create undue concentration of poverty in any given area: (600-characters)

N/A

Describe how the project location will connect residents to jobs, transportation, and community resources: (600-characters)

This project will connect local individuals as well as regional individuals with access to art, art classes, and underline the importance of art in their neighborhood and throughout the community. A small number of jobs may be created, though as this is a current going concern in Anoka, I am not certain if they would be adding more staff, or repositioning some. It is close to transportation as it is on East River Road Corridor



BENEFIT TO LOW-AND MODERATE-INCOME PEOPLE (10 Points)- CDBG FUNDING ONLY

☐ N/A - Applying for HOME Funding

Does this project meet the Benefit to Low- and Moderate-Income People national objective?

☐ No ☒ Yes, complete the following

Identify one benefit group that will meet the Low/Moderate Income national objective. Carefully review the following activity definitions in the Application Guide before selecting an option.

- ☐ Low/Moderate Income Jobs (LMJ) (Creation or Retention)
- ☐ Low/Moderate Income Clientele (LMC) (Public Facilities or Organizations)
- ☒ Low/Moderate Income Area Benefit (LMA) - *Required: outlined in service area map*
- ☐ Low/Moderate Income Housing (LMH) (Construction and Rehabilitation)
- ☐ Single-Family Housing
- ☐ Multi-Family Housing

How have you identified your service population as low/moderate income?

This determination was made through use of State Demographer Data related to the City generally and area surrounding Art Center specifically.



PUBLIC INFRASTRUCTURE (15 Points)- CDBG FUNDING ONLY

☐ N/A - Applying for HOME Funding

Does this project involve water/sewer improvements, street improvements, or other infrastructure?

☐ No ☒ Yes, complete the following questions:

What is the urgency of the improvement?

The infrastructure is specific to changes being made to a building that is in existence currently. Its Sewer and Water will not be impacted. Some work will be done with electrical internal to the building to allow hand/power activated accessibility doors and an updated security fire panel.

Is the improvement included in the city/town improvement plan?

As it relates to the City's recently initiated Public Art emphasis and efforts yes.

What circumstances led to the need for federal assistance?

Inability to succeed without the improvements by the last Art Center non-profit that occupied the space and the lack of funds on the part of the City to assist with the improvements needed to make the future Art Center successful.



SLUM/BLIGHT REMOVAL (15 Points) - CDBG FUNDING ONLY

☐ N/A - Applying for HOME Funding

Does this project qualify as Slum/Blight? ☒ No ☐ Yes, complete the following:

If this project is for slum/blight removal, verification must be made in order to assure that a CDBG-funded activity meets the national objective regarding slums and blight. Verification for this project falls within one of the following categories:

☐ Elimination of Slums and Blight Area Basis (SBA)

☐ Elimination of Slums and Blight Spot Basis (SBS)

Describe/identify the site location or boundaries - Include map attachment:

N/A

Indicate the percentage of building or public improvements that were deteriorated when the project was designed as slum/blight, and the year of designation:

% designated:	N/A	Year:	N/A
---------------	-----	-------	-----

Describe the public improvement/type of condition:

The improvements to the building will aid in allowing accessibility improvements. Generally speaking, the Building is in good shape, however, accessibility technology and the use of the building have changed allowing far better opportunity, if the building could be improved.

Describe the conditions that qualify the project as slum or blight:

N/A



ACQUISITION, REHABILITATION, DEMOLITION, CLEARANCE, AND CONVERSION (10 Points)

Type of Project:

- ☐ Single - or Multi-Family Housing ☐ Vacant Land; Free from any Structures
☐ Farm Land and Structures ☒ Business, Commercial, or Industrial

Site Control - Indicate the status of the project site and attach documentation:

- ☒ Applicant owns property - Date acquired: 1980
☒ Lease - Expiration date: Lease anticipated after improvements
☐ Option to Purchase - Expiration date: _____
☐ Other - Describe:

Zoning - Is the site zoned for the proposed activity? ☐ No ☒ Yes

*If, no, provide an explanation and timetable to change zoning or obtain variance:

Click or tap here to enter text.

Appraisal - If request is for property acquisition, has an appraisal been completed within the last 12 months?

- ☐ No; current fair market value is: N/A ☐ Yes; attach copy to application

Relocation - Will the project require relocation (moving) of any occupants of a structure?

- ☐ Temporary ☐ Permanent
☒ No relocation necessary

General Information Notice – Have the sellers and/or tenants received General Information Notice of Relocation or No Relocation benefits?

- ☐ Yes; provided to occupants on the following date:
☐ No; will be completed on the following date:

N/A



MARKET STUDY (5 Points) – HOME-FUNDED PROJECTS ONLY

☐ N/A - Applying for CDBG Funding

All awarded projects must provide Anoka County a Market Study done by a 3rd party - Will your organization have the ability to provide this?

☐ No

☐ Yes

Match - HOME Funded Projects Only

☐ N/A - Applying for CDBG Funding

Specify the type of MATCH contribution the applicant will use to meet the 25% MATCH requirement.

Click or tap here to enter text.

CONFLICT OF INTEREST

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials experience any of the following conflicts of interest:

☐ Yes ☐ No Participate in the decision-making process for the approval of this application?
(i.e., an Anoka County Commissioner or HRA Trustee)

☐ Yes ☐ No Have a financial interest or reap a financial benefit from this program/activity?

☐ Yes ☐ No Have an interest in any contract, subcontract, or agreement with respect to this
application either for themselves or those with whom they have family or
business ties during the program year and for one year thereafter?

***If you selected, "yes," to any of the above, clearly describe the conflict below:**

Click or tap here to enter text.



ENVIRONMENTAL CONCERNS (10 Points)

Project site address(es) 110 77th Way NE

Is the project currently underway?

☐ Yes; If yes, contact Community Development Department prior to completing this application

☒ No; project **will not begin before an environmental review is completed** by Anoka County

Are other federal funds being used for this project? ☒ No ☐ Yes

If yes, list federal funding sources & amounts _____

Has a Phase I or Phase II Environmental Review been completed? ☒ No ☐ Yes, provide a copy with application

If yes, has the project received a RAP from the MN Pollution Control Agency? ☐ No ☐ Yes

Does the project include repair, rehabilitation, or conversion of existing building/facilities?

☐ No ☒ Yes

Does the project involve new construction, acquisition of undeveloped land or any construction that requires moving dirt, excavation or ground disturbance?

☐ No ☒ Yes

Does the project involve existing units that are 50 years or older? ☒ No ☐ Yes

If yes, does the property have historical significance? ☒ No ☐ Yes ☐ Unknown

Is there any presence of lead or lead hazards within the property? ☐ No ☐ Yes ☒ Unknown

How was the presence of lead determined? Building built in July 1989

Flood Hazard Area: Is there evidence or knowledge that a portion of the proposed project is located in a 100– or 500-year flood plain?

☒ No ☐ Yes

Noise Abatement and Control:

Distance from nearest railroad: ☐ More ☒ Less than 3,000 feet ☐ Don't Know

Distance from nearest major roadway: ☐ More ☒ Less than 3,000 feet ☐ Don't Know

Distance from nearest airport: ☒ More ☐ Less than 3,000 feet ☐ Don't Know

Wetland Protection: Is there wetland associated with the proposed project?

☒ No ☐ Yes



REQUIRED DOCUMENTATION (5 Points)

The following documents are required to be attached with the application submission:

- Resolution of governing body requesting funds or board minutes approving submission of application
- Budget proposal
- If non-profit - State and Federal Tax Exemption Determination Letter - 501 (c)(3)
- List of Board of Directors/Council or Trustees for Nonprofit applications
- Project timeline or project schedule

The following documents are ideas for supportive documentation, which could assist Anoka County Community Development in further understanding your project:

- Building/area information and photographs
- Appraisals
- Supporting documentation, such as, survey, phase I/II environmental, census data, etc.
- Phase level environmental report
- Map or sketch of project area
- Professional certification, analysis of feasibility and/or cost estimate

If your project is selected for funding a copy of the applicant's Audit, Management & Compliance Report and Insurance coverage documentation will be required before the Sub-Recipient Agreement can be completed.

CERTIFICATION

I hereby acknowledge that by applying for CDBG funds, this activity may require compliance in the following areas:

Utilization of minority and women contractors

Labor Standards Provisions (Davis-Bacon Act)

Uniform Relocation Act and Section 104(d)

Section 3

Environmental Regulations

Flood Insurance

Lead-Based Paint Assessment and/or Remediation or Abatement

Debarred, suspended, and ineligible contractors and sub-recipients

Handicapped accessibility

Title VI of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1969 - Fair Housing Act



Applicant Agency Information

Type of agency:	☐ 501(c)(3)	☒ Gov't/Public	☐ For Profit	☐ Faith-Based	☐ Other:
Date of incorporation:	July 1, 1949		Federal Tax ID number:	416007700	
Agency UEI number: *required prior funding			Annual operating budget:	\$21,054,500	
Number of paid staff:	230 Paid Employees		Number of volunteers:	N/A	

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.

Scott J. Hickok

Signature of Authorized Official

Scott J. Hickok

Name of Authorized Official

Community Development Director

Title



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: Joe Starks, Finance Director/City Treasurer

Title

Resolution 2024-185, Approving Budget Reappropriation for Certain Funds for the Fiscal Year Ending December 31, 2024

Background

The City Charter (Charter) establishes certain processes for the preparation, passage, enforcement and alteration of the annual and revised budgets. Specifically, Section 7.07 of the Charter, authorizes the City Council (Council) to increase expenditures under two circumstances: 1) when actual revenues exceed estimated revenues; and/or 2) by identifying offsetting decreases in other areas of the budget.

To maintain compliance with this section of the Charter, and minimize the need for subsequent reappropriations, the Council annually adopts a revised budget in December. As part of the preparations of the Annual Comprehensive Financial Report (ACFR), staff typically identify other areas requiring further revisions or reappropriations, which are typically presented to the Council for consideration around the time of acceptance of the ACFR. As part of this process, staff identified multiple areas that require revision and they are attached, with descriptions. All increases to expenditure budgets are either offset by additional revenue or a decrease to a different expenditure.

Several of the budget amendments relate to expenditures incurred funded by grant revenue received, that was not previously budgeted for. Additionally, for the first time, the City received local affordable housing aid, which is then transferred to the Housing and Redevelopment Authority (HRA) to carry out the applicable programming. Finally, the Trail Improvements Project was budgeted for within the 2024 Streets General Funds Budget. However, to encumber the funds for 2025, when funds will be spent, it will be transferred to the Streets Capital Fund, where the project will spend out of in 2025. The attachment includes the budget line items impacted by the proposed budget amendments.

Financial Impact

All increases to expenditure budgets are offset by either an increase to revenue budget or a corresponding decrease to a different expenditure budget.

Vision Statement

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

Recommendation

Staff recommend the approval of Resolution 2024-185, Approving Budget Reappropriation for Certain Funds for the Fiscal Year ending December 31, 2024.

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. 2024-185
- Budget Adjustment Register

Vision Statement

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

Resolution No. 2024-185

Approving Budget Reappropriation for Certain Funds for the Fiscal Year ending December 31, 2024

Whereas, the City Charter (Charter) established certain processes for the preparation, passage, enforcement and alternation to the annual budget; and

Whereas, Section 7.07 of the Charter authorizes the City Council (Council) to increase expenditures under two circumstances: 1) when actual revenues exceed estimated revenues; and 2) by identifying offsetting decreases in other areas of the budget; and

Whereas, for the Fiscal Year ending December 31, 2024, staff identified multiple areas requiring reappropriation subject to the Section 7.07 of the Charter; and

Whereas, the revisions to expenditure budgets are all either offset by additional revenue or an offsetting decrease to a different expenditure line item.; and

Therefore, be it resolved, that the City Council of the City of Fridley hereby approves and authorizes the following amendments to the 2024 Budget, as shown on the attachment.

Passed and adopted by the City Council of the City of Fridley this 23rd day of December, 2024.

Scott J. Lund – Mayor

Attest:

Melissa Moore – City Clerk



City of Fridley, MN

Budget Adjustment Register

Adjustment Detail

Item 13.

Packet: GLPKT29128 - 12-16-2024 KJ 2024 Budget Amendments

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000081	2024 Adopted Budget	2024 Budget Amendments	12/16/2024

Summary Description: Amend 2024 Budget

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
101-2110-441100	Police / Federal Grants	Embedded social worker	-165,000.00	-95,000.00	-260,000.00
December: -95,000.00					
101-2110-444200	Police / Reimbs from other Gov...	Reimbursement of Health Insurance for IOD	-25,000.00	-63,000.00	-88,000.00
December: -63,000.00					
101-2110-612140	Police / Health Insurance	Reimbursement of Health Insurance for IOD	558,100.00	31,000.00	589,100.00
December: 31,000.00					
101-2110-631100	Police / Services-Professional	Embedded social worker	30,800.00	95,000.00	125,800.00
December: 95,000.00					
101-2190-443210	Fire / Insurance Premium Tax - ...	Increase in Fire Aid	-230,000.00	-25,000.00	-255,000.00
December: -25,000.00					
101-2190-443400	Fire / State Grants	Extra fire grant to cover conferences	-16,000.00	-24,000.00	-40,000.00
December: -24,000.00					
101-2190-612140	Fire / Health Insurance	Reimbursement of Health Insurance for IOD	62,700.00	32,000.00	94,700.00
December: 32,000.00					
101-2190-632120	Fire / Conferences & School	Extra fire grant to cover conferences	30,000.00	24,000.00	54,000.00
December: 24,000.00					
101-2190-638180	Fire / Pmts to Other Agencies	Increase in Fire Aid	230,000.00	25,000.00	255,000.00
December: 25,000.00					
101-3150-443400	Forestry / State Grants	Forestry grant	0.00	-13,000.00	-13,000.00
December: -13,000.00					
101-3150-621130	Forestry / Operating Supplies	Forestry grant	6,500.00	13,000.00	19,500.00
December: 13,000.00					
101-3180-443310	Streets / Municipal State Aid Fo...	Additional MSA funds	-496,300.00	-15,000.00	-511,300.00
December: -15,000.00					
101-3180-621160	Streets / Work Order Transfer -...	Additional MSA funds	32,000.00	15,000.00	47,000.00
December: 15,000.00					
101-4106-611110	Rec ROCKS / Temp Employee-R...	Extra revenue from ROCKS	70,000.00	20,000.00	90,000.00
December: 20,000.00					
101-4110-459230	Rec Facility Rentals / Rental Re...	Extra revenue from ROCKS	-16,000.00	-20,000.00	-36,000.00
December: -20,000.00					
101-5120-443400	Planning / State Grants	Zoning code grant	0.00	-15,000.00	-15,000.00
December: -15,000.00					
101-5120-631100	Planning / Services-Professional	Zoning code grant	40,000.00	15,000.00	55,000.00
December: 15,000.00					
101-5140-457300	Rental Inspection / Rental Re-In...	Increase in reinspection revenue	-25,000.00	-12,000.00	-37,000.00
December: -12,000.00					
101-5140-611100	Rental Inspection / FT Employe...	Increase in reinspection revenue	198,700.00	12,000.00	210,700.00
December: 12,000.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000082	2024 Adopted Budget	Additional budget amendments	12/16/2024

Summary Description:

Budget Adjustment Register

Packet: GLPKT29128 - 12-16-2024 KJ 2024 Budget Amendments

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
101-1410-443100	Non-Dept / Local Government ...	MN Housing Aid	-933,900.00	-163,500.00	-1,097,400.00
December:	-163,500.00				
101-1410-993100	Non-Dept / Transfer Out to Ot...	2025 Trail Improvements Project	0.00	151,700.00	151,700.00
December:	151,700.00				
101-1410-993100	Non-Dept / Transfer Out to Ot...	MN Housing Aid	0.00	163,500.00	163,500.00
December:	163,500.00				
101-2190-445300	Fire / Private & Local Grants	Career pathways grant	0.00	-25,000.00	-25,000.00
December:	-25,000.00				
101-2190-611110	Fire / Temp Employee-Regular	Career pathways grant	500,000.00	25,000.00	525,000.00
December:	25,000.00				
101-3180-635100	Streets / Services Contracted, ...	2025 Trail Improvements Project	335,000.00	-151,700.00	183,300.00
December:	-151,700.00				
101-5110-475900	Bldg Inspections / Misc Revenue	Willows Bend Pass thru grant	-15,000.00	-6,700.00	-21,700.00
December:	-6,700.00				
101-5110-638180	Bldg Inspections / Pmts to Othe...	Willows Bend Pass thru grant	0.00	6,700.00	6,700.00
December:	6,700.00				

Budget Adjustment Register

Packet: GLPKT29128 - 12-16-2024 KJ 2024 Budget Amendments

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2024 Adopted	2024 Adopted Budget	101-1410-443100	Non-Dept / Local Government Aid ...	-933,900.00	-163,500.00	-1,097,400.00
		101-1410-993100	Non-Dept / Transfer Out to Other ...	0.00	315,200.00	315,200.00
		101-2110-441100	Police / Federal Grants	-165,000.00	-95,000.00	-260,000.00
		101-2110-444200	Police / Reimbs from other Govts	-25,000.00	-63,000.00	-88,000.00
		101-2110-612140	Police / Health Insurance	558,100.00	31,000.00	589,100.00
		101-2110-631100	Police / Services-Professional	30,800.00	95,000.00	125,800.00
		101-2190-443210	Fire / Insurance Premium Tax - Fire...	-230,000.00	-25,000.00	-255,000.00
		101-2190-443400	Fire / State Grants	-16,000.00	-24,000.00	-40,000.00
		101-2190-445300	Fire / Private & Local Grants	0.00	-25,000.00	-25,000.00
		101-2190-611110	Fire / Temp Employee-Regular	500,000.00	25,000.00	525,000.00
		101-2190-612140	Fire / Health Insurance	62,700.00	32,000.00	94,700.00
		101-2190-632120	Fire / Conferences & School	30,000.00	24,000.00	54,000.00
		101-2190-638180	Fire / Pmts to Other Agencies	230,000.00	25,000.00	255,000.00
		101-3150-443400	Forestry / State Grants	0.00	-13,000.00	-13,000.00
		101-3150-621130	Forestry / Operating Supplies	6,500.00	13,000.00	19,500.00
		101-3180-443310	Streets / Municipal State Aid For St...	-496,300.00	-15,000.00	-511,300.00
		101-3180-621160	Streets / Work Order Transfer - Par...	32,000.00	15,000.00	47,000.00
		101-3180-635100	Streets / Services Contracted, Non...	335,000.00	-151,700.00	183,300.00
		101-4106-611110	Rec ROCKS / Temp Employee-Regu...	70,000.00	20,000.00	90,000.00
		101-4110-459230	Rec Facility Rentals / Rental Reven...	-16,000.00	-20,000.00	-36,000.00
		101-5110-475900	Bldg Inspections / Misc Revenue	-15,000.00	-6,700.00	-21,700.00
		101-5110-638180	Bldg Inspections / Pmts to Other A...	0.00	6,700.00	6,700.00
		101-5120-443400	Planning / State Grants	0.00	-15,000.00	-15,000.00
		101-5120-631100	Planning / Services-Professional	40,000.00	15,000.00	55,000.00
		101-5140-457300	Rental Inspection / Rental Re-Insp...	-25,000.00	-12,000.00	-37,000.00
		101-5140-611100	Rental Inspection / FT Employee-R...	198,700.00	12,000.00	210,700.00
2024 Adopted Total:				171,600.00	0.00	171,600.00
Grand Total:				171,600.00	0.00	171,600.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2024 Adopted - 2024 Adopted Budget Fiscal: 2024			
101	171,600.00	0.00	171,600.00
Budget Code 2024 Adopted Total:	171,600.00	0.00	171,600.00
Grand Total:	171,600.00	0.00	171,600.00



AGENDA REPORT

Meeting Date: December 23, 2024

Meeting Type: City Council

Submitted By: James Kosluchar, Public Works Director
Jason Wiehle, Utility Manager

Title

Resolution No. 2024-186, Authorizing a Funding Application and Grant Agreement with the Metropolitan Council for Private Sanitary Inflow/Infiltration Reduction for 2025

Background

Through efforts of the Metro Cities Association, the Metropolitan Council, and Minnesota Legislature, a new grant program was made available to cities to assist private property owners with inflow and infiltration reduction efforts in 2024. The program will continue in a similar fashion in 2025.

Inflow and infiltration is clear water — stormwater and groundwater — that enters the wastewater system. More than half of this clear water in the Metro region's sewer system comes from private properties, homes, and businesses. Pipes, also known as sewer laterals, connect private properties to the city sanitary sewer and can experience cracks and deterioration that come with age or when roots break through the pipes, allowing groundwater into the system. This clear water doesn't need to be treated as wastewater. It can take up space in the wastewater system and cause costly sewer backups into homes and buildings, or sewer overflows into rivers and lakes.

Returning for a second year, the 2025 Private Property Inflow and Infiltration Grant Program is providing \$1.5 million to provide grants to private property owners to help with repairs that will remove and prevent clear water from entering the wastewater treatment system. The Minnesota Legislature amended Minnesota Statutes (M.S.) § 471.342 in 2023 to allow the Metropolitan Council to provide grant funding to local municipalities to assist private property owners with costs associated with repairing sewer infrastructure on their property.

In Winter 2023, a task force met to design this program. Under the program, municipalities may apply to receive grant money and distribute those funds to private property owners or contractors in alignment with the grant program guidelines. Eligible work includes:

- Private lateral repair and/or replacement
- Foundation drain disconnections and new sump pump, if associated with the foundation drain disconnect
- Sewer lateral inspection and cleaning costs if:
 - The applicant meets the equity need, or
 - Televising and cleaning result in repair or replacement of sewer lateral

Vision Statement

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

Grant awards may be 50% of eligible costs up to \$5,000 per private property. For private property owners meeting our equity criterion, the grant award may increase up to \$10,000.

The City of Fridley will make a preliminary application in December 2024 for the program and request \$100,000. In 2024, we received an allocation of \$50,000 after requesting the same amount. Qualified spending on eligible work can happen between January 1, 2025 and December 31, 2025.

Financial Impact

There will be a limited direct impact on the City of Fridley's Sewer Fund in administering the grant program and providing a 10% match for equity-qualified work (a maximum of \$10,000 under this program), however inflow and infiltration reduction through work under this program will reduce sanitary sewer flows and associated costs.

Recommendation

Staff recommend the approval of Resolution No. 2024-186 Approving a Municipal Inflow and Infiltration Grant Application and Agreement with Metropolitan Council Environmental Services for 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. 2024-186
- City of Fridley Private Property Inflow & Infiltration Grant Program Application
- Metropolitan Council 2025 Private Property Inflow and Infiltration (I/I) Sample Grant Agreement

Vision Statement

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

Resolution No. 2024-186

Approve a Municipal Inflow and Infiltration Grant Application and Agreement with Metropolitan Council Environmental Services

Whereas, through efforts coordinated with the Metro Cities Association and the Metropolitan Council, and with the assistance of the State Legislature, \$1.5 million in funding has been made available to assist with sanitary sewer inflow/infiltration (I/I) reduction on private properties within selected metro communities; and

Whereas, the Metropolitan Council Environmental Services (MCES) Division has been assigned to administer the program; and

Whereas, after meeting with eligible cities and holding a public meeting for the purpose of gathering input, the Metropolitan Council approved a processes, guidelines and schedules for the grant program; and

Whereas, the City of Fridley (City) is an eligible community under the aforementioned grant program, which will assist private property owners with funding of qualifying expenses relating to private lateral repair and replacement, disconnection of sumps, and televising and cleaning of service laterals for private property owners; and

Whereas; the City initially requested eligible expenses of \$100,000 for eligible I/I mitigation work from January 1, 2024 through December 31, 2025; and

Whereas, MCES has provided a preliminary estimate to the City for a grant award of \$50,000; and

Whereas, in order to receive granted funds, the City must finalize its preliminary application by passage of this resolution and the Metropolitan Council requires approval and execution of the attached Grant Agreement; and

Now, therefore be it resolved, that the City Council of the City of Fridley, hereby approves the Final application and sample Grant Agreement between the Metropolitan Council and the City of Fridley, and the Mayor and City Manager are directed to execute the final Grant Agreement for submittal to the Metropolitan Council upon receipt.

Be it further resolved, that the City Council of the City of Fridley, hereby directs the Public Works Director/City Engineer to execute and provide any additional documentation necessary to effect reimbursement of cost share grant funds under this Grant Agreement.

Passed and adopted by the City Council of the City of Fridley this 23rd day of December, 2024

Scott J. Lund – Mayor

Attest:

Melissa Moore – City Clerk



PRIVATE PROPERTY INFLOW & INFILTRATION GRANT PROGRAM

(Exhibit A)

Application for Participation - 2025

Information

This form provides the basis for entering into an agreement with the Metropolitan Council Environmental Services (Met Council, ES) for the Private Property Inflow & Infiltration (I/I) Grant Program for 2025. Completion of this form and its attachments confirms your municipality's intention to participate and verifies that the municipality has performed all required activities to receive grant funding for private residential I/I mitigation work.

More information on the grant program, including program guidelines, can be found at the following link:

<https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants/Private-Property-Inflow-and-Infiltration-Grants.aspx>

Grant Application

Municipality Name: City of Fridley

Date: 12/23/2024

Designated Contact (all correspondence and municipality responsibility regarding participation in the program should be addressed to the individual named below):

Name: Jason Wiehle

Address: 7071 University Avenue NE, Fridley, MN 55432

Phone Number: 763-572-3552

Email: jason.wiehle@fridleymn.gov

Requested Grant Amount: \$100,000

**Recent data suggests an average lining cost of \$9,000 per sewer lateral*

A resolution from Council confirming this individual's authority and certification that they have read the program guidelines and support participation in the program must be submitted.

Is a resolution attached: ☒ Yes ☐ No

Do you plan to solicit bids from MCUB businesses? ☒ Yes ☐ No

☒ Check here for acknowledgement of Met Council MCUB approved businesses list.

If you plan to consider an equity component in your grant fund distributions, please provide a statement explaining how you plan to do this:

This project proposes to fund the identification and removal of inflow/infiltration into sanitary sewer services through repair, retrofit, and replacement. Staff have regularly heard from low-income residents that they do not have the means to perform this work. There are no existing programs that provide this type of financial assistance. The City has the ability to abate the costs of sewer service line repair and replacement, but the City assesses the cost to the residents' property taxes. This exposes low-income residents to extra financial penalties and places them at risk of tax-forfeiture of their homes. While this project is city-wide, six of the seven census tracts in Fridley shown on the MPCA's Environmental Justice (EJ) map are highlighted as EJ areas based on poverty-level and all are highlighted as EJ areas based on race.

This project's removal and replacement component is in direct response to resident concerns over lack of funding for elimination of inflow and infiltration in private sanitary sewer systems, and is designed to reach low-income residents. This will be defined as earning 80% Area Median Income or properties with rents affordable to residents earning 80% Area Median Income, based on definitions provided by the Metropolitan Council (currently being used for other grant criteria by the City of Fridley). Those qualifying under these self-reported income guidelines would receive an additional 10% from the City of Fridley for inflow/infiltration identification and elimination work where there is unmatched funding.

This program funding would be targeted to low-income residents through additional outreach targeted to low-income neighborhoods and populations.

Please provide a statement explaining how you plan to do outreach and communication to reach private property owners.

City website, community outreach through project meetings, advertising at local businesses, outreach at City events, targeted mailers, and social media

What, if any, outreach and communication support would be helpful to receive from Met Council?

Participation in any promotional activities would be helpful along with other means that Met Council may have available to it for the overall metro program such as television promotion, radio interviews/promotion, and newspaper articles.

METROPOLITAN COUNCIL
2025 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO.

This Council (MCES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the City of _____, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (MCES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of this Grant Agreement. Specifically, the Grantee agrees to perform the "Grant Program" in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial

responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. **Time.**

Grantee must comply with all time requirements described in this Grant Agreement.

4. **Eligible Costs.**

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. **Consideration and Payment.**

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is_____.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. **Conditions of Payment.**

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. **Authorized Representative.**

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
 Title: Financial Analyst, MCEs Pretreatment & Finance
 Mailing Address: 390 North Robert Street
 St. Paul, MN 55101
 Phone: (651) 602-1263
 E-Mail Address: ward.brown@metc.state.mn.us

or his successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name:
Mailing Address:
Phone:
E-Mail Address:

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with Grantee's administration of the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or their employees, servants or agents, and whether or not due

to any act of omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy. For the avoidance of doubt, this provision does not impact the Grantee's liability limits established in Minnesota Statutes Chapter 466.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel, including any third-party contractor required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data

referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

Either Party may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's contractor and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Ward Brown, Financial Analyst

With copy to:

MCES Budget Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

MCES Finance Director
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2. Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____