

REVISED
AGENDA

Sartell City Council Special Meeting
Tuesday, November 1, 2016
Sartell City Hall
5:30 P.M.

1. Agenda Review and Adoption
2. Policy Updates
 - a. Assessment Policies
 - b. Records Policies
 - c. Park Policies
3. Pinecone Regional Park parking lot update
4. Approval of Right of Way Acquisition
5. Adjourn

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department:	Meeting Date: November 1, 2016	Agenda Item No. 2 - 4
Agenda Section: Special Meeting	Item: Special Meeting Items Outline	
<p>POLICY UPDATES: Attached are a number of policy updates for council consideration:</p> <p>I am only including one page of your assessment policy with redlining to clarify the intent of the size limits was to apply to single family residential. There may be other updates we want to make to this policy but we suggest waiting to review for other changes when new Council members have been chosen. However, this one needs to be updated since we have the 4th Avenue project moving forward and a feasibility report coming to you yet in 2016.</p> <p>It has come to our attention that we need to have the attached three records/data policies in place and the State has models they recommend for adoption. We have worked with Flaherty & Hood to individualize these but basically these mimic the State models for required policies.</p> <p>Since 2002, the City has had a policy regarding tobacco use in City parks. The Park Commission and staff recommend updating that policy per the attached. Local organizations will fund the new signage related to including e-cigarettes in the policy and we have numerous letters of support for this change that can be provided at your meeting.</p> <p>PARKING LOT UPDATE: We know the large amount of dirt moving activity taking place for the new, expanded parking lot at Pinecone Regional Park is very visible and that creates a lot of excitement about the improvements so we want to give you an update on the project at your meeting.</p> <p>RIGHT OF WAY ACQUISITION: Igor Lenzner, City legal counsel on the 4th Avenue right of way acquisitions, will update the Council at your meeting for adoption of a final Resolution on the acquisitions.</p>		

average length of the lot exceeds 150 feet, the entire excess over 150 feet shall be regarded as frontage. The “frontage” for subsurface improvements shall be equal to the average width of the lot when the depth is 150 feet or less. When the depth exceeds 150 feet, the “frontage” shall be equal to the average width of the lot measured at the 150 foot point and measured at the front of the lot.

For residential end lots which abut three streets, the “frontage” for a given type of surface improvement shall be calculated on the same basis as if such lot was a corner lot abutting the improvement on two sides only.

5. For lots which abut two parallel streets, the “frontage” for a surface improvement shall be calculated independently for each frontage. For purposes of calculating double frontages, alleys are not considered streets and are assessed separately according to the alley assessment policies. Factors determining assessable benefit (such as accesses on both frontages) will be utilized for those projects involving actual abutments on parallel streets. Unless benefit from parallel streets is determined to exist, only one frontage will be utilized for calculation of assessments.
6. Maximum Assessable on Existing Parcels. The maximum assessable footage on existing developed **single family residential** lots (i.e. not new development subdivisions) will be 150 lineal feet or 22,500 square feet. Lots or parcels exceeding these dimensions for assessment purposes will have a deferred assessment or area charge applied against any future lots which may be subdivided from the larger parcel. Multiple tax parcels which contain only one principal structure may utilize this maximum assessable footage limit only if they combine tax parcels into a single parcel prior to assessment. Otherwise, each parcel will be treated as having its own maximum assessable footage.

- B. "Area" Method of Assessment.** When it has been determined to assess by the "area" method, the area shall be defined as the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lot receives the benefit and may select a lot depth for the calculations equal to the benefit received.

For the purposes of defining assessable areas, all properties included in the benefited area, including other governmental areas, churches, etc., shall be included in the assessable areas. The following items may be excluded in area calculations: public right-of-ways, dedicated stormwater ponds, and delineated Wetlands. The City Engineer will make the recommendation on the benefited area in the feasibility report.

CITY OF SARTELL

DATA PRACTICES POLICY FOR DATA SUBJECTS

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you: *Your name on an application for a license from the City*

Private data: We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you: *Your social security number*

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of confidential data about you: *Your identity as mandated reporter of child abuse or neglect*

Your Rights under the Government Data Practices Act

The government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are

public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

Protecting your Data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. Make a written request. You may make your request by mail, fax, or email, using the data request form on page 6.

If you choose not use to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.

- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 7.

How We Respond to a Data Request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5. We will provide notice to you about our requirement to prepay for copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Data Practices Compliance Official

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Copy Costs - Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents per page

Paper Copies over 100 pages

Additional pages over 100 of black and white, letter or legal size paper copies cost 15 cents per page plus employee time to make copies.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is the hourly wage/salary (may include benefits) of the lowest-paid entity employee who could complete the task, but copying time is only charged when the data request exceeds 100 pages.

Data Request Form - Data Subjects

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

Contact Information:

Data Subject Name: _____

Parent/Guardian name (if applicable): _____

Address: _____

Phone number/email address: _____

Staff Verification:

Request date: _____

Identification Provided: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: inspection is free but see page 5 for other charges

We will respond to your request within 10 business days.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

Protecting your Data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. Make a written request. You may make your request by mail, fax, or email, using the data request form on page 6.

If you choose not use to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.

- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 7.

How We Respond to a Data Request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5. We will provide notice to you about our requirement to prepay for copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Data Practices Compliance Official

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Copy Costs - Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents per page

Paper Copies over 100 pages

Additional pages over 100 of black and white, letter or legal size paper copies cost 15 cents per page plus employee time to make copies.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is the hourly wage/salary (may include benefits) of the lowest-paid entity employee who could complete the task, but copying time is only charged when the data request exceeds 100 pages.

Data Request Form - Data Subjects

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

Contact Information:

Data Subject Name: _____

Parent/Guardian name (if applicable): _____

Address: _____

Phone number/email address: _____

Staff Verification:

Request date: _____

Identification Provided: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: inspection is free but see page 5 for other charges

We will respond to your request within 10 business days.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

CITY OF SARTELL DATA PRACTICES POLICY FOR MEMBERS OF THE PUBLIC

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 3. Make a written request. You may make your request for data by mail, fax, or email, using the data request form on page 5.

If you choose not to use the data request form, your request should include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 4. We will provide notice to you about our requirement to pre-pay for copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request — you may use the data request form on page 5 — we will respond as soon as reasonably possible with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Data Practices Compliance Official

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Copy Costs – Members of the Public

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents per page

Paper Copies over 100 pages

Additional pages over 100 of black and white, letter or legal size paper copies cost 15 cents per page plus employee time to search for and retrieve data and make copies.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for and retrieve data and make copies is the hourly wage/salary (may include benefits) of the lowest-paid entity employee who could complete the task, but time is only charged when the data request exceeds 100 pages.

Data Request Form – Members of the Public

Request date: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: inspection is free but see page 4 for other charges

We will respond to your request as soon as reasonably possible.

Contact Information

Name: _____

Address: _____

Phone number/email address: _____

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

City of Sartell Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by the City of Sartell (“City”) satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City’s Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee’s position description, or both, the City’s policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City’s Data Practices Compliance Official (DPCO):

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the City’s Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), City Department Managers, and the City’s legal counsel may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota

Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Data on Individuals Maintained by the City of Sartell

This document identifies the name, title and address of the Responsible Authority for the City of Sartell and describes private or confidential data on individuals maintained by the City (see Minn. Stat. 13.05 and Minn. Rules 1205.1200)

This document is also part of the City's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City's Responsible Authority, Data Practices Compliance Official, and Legal Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

The City's Responsible Authority is:

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Direct all questions about this document to the City's Data Practices Compliance Official:

Mary Degiovanni, City Administrator
125 Pinecone Road North
Sartell, MN 56377
Phone: (320)-253-2171
Fax: (320)-253-3337
Email: mary@sartellmn.com

Resolution _____ Tobacco and E-Cigarette Free Policy

WHEREAS, the City believes use of tobacco and e-cigarette products at city-owned or operated property can be offensive to those using such property and be detrimental to their health; and

WHEREAS, the City has a unique opportunity to create and sustain an environment that supports a non-tobacco norm through a tobacco and e-cigarette free policy, rule enforcement, and adult-peer role modeling on City-owned property; and

WHEREAS, the City believes parents, leaders and officials are role models for youth and can have a positive effect on the lifestyle choices they make; and

WHEREAS, cigarette butts are often discarded on the ground requiring additional maintenance expenses, diminishing the beauty of City-owned property, and posing a risk to toddlers due to ingestion; and

WHEREAS, the City determines that the prohibition of tobacco and e-cigarette use at City-owned property serves to protect the health, safety and welfare of the citizens and residents of our City

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL THAT:

1. In order to protect the health and welfare of our children, the City prohibits the use of any tobacco and e-cigarette products at any City-owned property including parks, trails, greenways, and other outdoor spaces.
2. Appropriate signage will be posted at strategic locations to inform the community and recreational area users about the policy.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 1st DAY OF NOVEMBER, 2016.

MAYOR

CITY ADMINISTRATOR

CITY OF SARTELL

POLICY RELATING TO CITY PARK USAGE AND SHELTER RENTALS

This policy governs park usage and shelter rentals within the City of Sartell. The following policy must be complied with if the damage deposit is to be returned in full:

1. The rental fee must be paid at the time of rental application in order to guarantee the reservation. The damage deposit is due when the shelter keys are picked up. The rental fee and damage deposit may be waived for partner organizations under agreements with the City.
2. Park shelter rentals can be made after January 1st of the same calendar year as your reservation. Shelters **available for rent are itemized on the City's fee schedule.** ~~are available for rent as follows:~~
 - ~~Northside Park — May 1 to Labor Day~~
 - ~~Watab Park — May 1 to September 30~~
 - ~~Lions Park Gazebo — May 1 to September 30~~
 - ~~Pinecone Regional Park — year round~~
 - ~~Val Smith Park — May 1 to September 30~~
 - ~~Val Smith Warming House — December 1 to March 30 (weather permitting)~~
3. An alcohol consumption permit is available at no charge where alcohol may be consumed by groups of 25 or more.
4. **No Tobacco or E-Cigarette use is allowed on any City-owned property including parks and inside or outside the park shelters.**
5. The rental agreement applies to the park shelter/gazebo only. All other facilities are open to the public.
6. A two week cancellation notice is required in order to receive a refund on the shelter rental fee, minus an administrative processing fee. Otherwise, the entire fee will be forfeited for the park shelter rental.
7. Park hours are from 7:00 a.m. to 11:00 p.m. with the exception of Rotary Park, which is open 24 hours a day.
8. Fires must be contained in grills or fireplaces.
9. All motor vehicles must be parked in designated parking areas.
10. The use of weapons is prohibited in parks, including the discharge of any air rifle, sling shot, bow and arrow, gun, pistol or firearm of any description except in areas which may be expressly designated for such activities.
11. No camping is allowed, except in designated areas.

12. The speed limit in parks is 5 m.p.h.
13. Swimming is not allowed in the Watab, Sauk, and Mississippi Rivers that is accessed from any city park.
14. All facilities must be locked upon your leaving and all equipment returned and locked up.
15. All litter and refuse must be disposed of in proper containers.
16. The structure being rented must be swept with broom, hosed out if necessary and garbage put in refuse containers. Broom, hose and garbage containers are provided.
17. Park shelter keys must be picked up at City Hall 7:00 AM - 4:30 PM weekdays or the Friday prior to your rental if you have the shelter rented on a weekend. The keys must be returned by 4:30 PM the next business day following your rental, unless other arrangements are made.
18. The damage deposit will be returned to you within five (5) business days after your rental to insure compliance with this policy and after any necessary deductions have been made from the deposit, including for damage, cleaning, and return of equipment. The Park Department inspects the shelter and grounds after each rental.
19. **The City will waive the rental fee and damage deposit for weekday/weeknight (not weekends unless authorized by the Public Works Director) rentals of park shelters (subject to availability) for Sartell based youth groups and the Sartell School District for use of the shelter specifically for youth based events benefitting Sartell youth. The City will also waive the rental fee and damage deposit for weekday/weeknight (not weekend) rentals of park shelters (subject to availability) once per year for organizations that have officially adopted a Sartell City park. (As of the adoption of this revised policy, there are two adopted parks - Lions Park and Sartell Rotary Park - formal Council action is needed to recognize future "adopted" parks). Any organization receiving the free rental based on this paragraph no. 18 is still responsible to follow all other park rental rules and will be responsible for any damage to the shelter caused by their use/event.**

Adopted: December 13, 2010

Updated: July 8, 2013

Updated: November, 2016

TOBACCO-FREE GROUNDS



**NO TOBACCO USE
ON THIS CITY PROPERTY**

